



PELHAM

SCHOOL (RULES) GUIDELINES

Although discipline at Pelham is based on the principles contained in the Pledge, the following rules are specific and must be adhered to at all times.

1. Official school hours : Non-sport days : 07:00 – 14:30
 Sport days : 07:00 – 16:00
 Academic hours are from : 07:30 – 14:00
 Please note that the school gates only open at 06:15 in the morning and during COVID times, only when screeners are in place.
2. All clothing, lunch boxes and personal effects should be clearly marked with the learner's name and surname.
3. Absentee letters must be brought to school on the day the learner's return to school and are required by the DOE. If a learner was absent for 2 or more days a doctor's note is required.
4. Excuse letters for PE, sport or any other school activity must be presented to the Sports Administrator or the relevant sports coach, the class teacher or any of the Front Office Secretaries. Learners unable to play Saturday sports matches must please inform the school in writing, by the prior Wednesday.
5. Learners are not permitted to bring cell-phones to school. In extenuating circumstances, a letter from the parent must accompany the cell-phone when it is handed over to the Front Office Staff for safe-keeping until the end of the school day, when it may be collected. This regulation applies to Smart-watches as well. Cell phones in breach of the above will be confiscated.
6. Use of the school phone will be permitted in the case of emergencies only.
7. At no time may the Pelham school uniform be worn without the appropriate school shoes, neither may the Pelham school uniform be worn in connection with casual/civilian clothing. The Pelham school bag is compulsory for the carrying of books, sports kit and other requirements.
8. After sport, learners may leave the school premises wearing the appropriate sports kit and sports shoes. No learner may walk around the school whilst wearing a swimming costume only. Costumes are permitted in the pool area only and must be covered with sports kit or the full school uniform or tracksuit when leaving the premises.
9. A 30 minute pick-up time is allowed after the conclusion of the last school activity for the day. After this time, learners are expected to be collected by parents and/or enrolled in the School's Aftercare facility (or alternate facility of the parent's choice.) Learners repeatedly left late at school will be reported to the Education Department and other relevant authorities, for neglect.
10. Name badges are to be worn by all learners as part of their school uniform every single school day.
11. No Pelham learner may leave the Pelham premises after being dropped off in the morning, unless accompanied by a parent, a teacher or a specifically nominated adult.

Pelham Senior Primary School
Senior Primêre Skool Pelham

Melville Road/Weg • Pietermaritzburg • 3201
 Tel 033 386 1211 / 033 3868288
 Fax/Faks 033 386 2420