Hugo Lambrechts
Music Centre • Musieksentrum
Iziko Lomculo

GEDRAGSKODE
(04/03/2010)

1. INLEIDING

Hierdie gedragskode vir alle leerlinge aan die Musieksentrum Hugo Lambrechts is in Maart 2006 hersien en goedgekeur deur die Beheerliggaam na deeglike oorlegpleging met leerlinge, ouers en onderwysers. Die Beheerliggaam het die statutêre reg en verantwoordelikheid om die Gedragskode streng, konsekwent en sonder diskriminasie ter voordeel van die Musieksentrum en sy leerlinge te implementeer, sodat musiekonderwys van hoogstaande gehalte deurlopend gelewer kan word.

2. WOORDOMSKRYWING

Musieksentrum:	Die Musieksentrum Hugo Lambrechts, h/v Alexandraweg en Pictonstraat, PAROW.
Gedrag:	Die manier waarop ‘n ingeskrewe leerling van die Musieksentrum optree of handel.
Gedragskode:	Gedragskode soos in die Skolewet 1996.
Leerling:	Enige persoon wat ‘n ingeskrewe student aan die Musieksentrum is (orkesleerlinge ingesluit).
Onderwyser:	‘n Opvoeder soos omskryf in die Wet op Indiensneming van Opvoeders 1994 of enige persoon wat met gedelegeerde magte musiekonderrig op die perseel van die Musieksentrum verskaf.
Ouer:	Soos omskryf deur artikel 1 (XIV) van die Skolewet 1996.
Skolewet:	Suid-Afrikaanse Skolewet 1996 (Wet no 84 van 1996).

‘n Woord wat verwys na ‘n sekere geslag, sluit ook die ander geslag in.

3. DOEL VAN DIE GEDRAGSKODE

I. Om riglyne neer te lê ten opsigte van leerlingoptrede sodat ‘n veilige, ordelike omgewing geskep kan word vir doelgerigte en doelmatige onderrig en leer, waarin alle leerlinge onverstoord hul musiektalent kan beoefen en ontwikkel.

II. Om riglyne neer te lê tov die gedrag van lede van ander musikale ensembles wat die perseel betree om hier te oefen en/of op te tree.

III. Om as riglyn te dien vir diegene wat toesig hou oor leerlinge van die Musieksentrum.

IV. Om, soos deur die Skolewet vereis, riglyne neer te lê vir effektiewe tug in geval van oortredinge.

4. VERPLIGTINGE

I. Alle leerlinge woon een les per week by op ‘n tyd soos ooreengekom tussen die leerling en die betrokke onderwyser. Lesse wat op kort kennisgewing (minder as 24h) gekanselleer word, word verbeur. Lesse wat vooruit en wanweë ‘n geldige rede gekanselleer word, kan wel ingewerk word. Lesse wat deur leerkragte gekanselleer word, word ingehaal. Lesse wat agv amptelike Sentrum aangeleenthede nie kan plaasvind nie, hoef nie ingehaal te word nie. Lesse wat op openbare vakansiedae val, verval.

II. Leerlinge onderwerp hulle aan die sillabus en/of repertoriumbeplanning soos deur die betrokke onderwyser bepaal.

III. Leerlinge onderneem om die nodige daaglikse voorbereiding te doen ten einde aan die vereistes van bg sillabusse te voldoen, tot voordeel van die leerling se persoonlike ontwikkeling en die handhawing van die standaarde soos deur die Musieksentrum bepaal, gebaseer op die beginsel van deurlopende evaluering.

IV. Elke skoolgaande leerling moet, wanneer die geskikte speelstandaard bereik word, in ‘n orkes speel vir addisionele ensemble ondervinding. Sodanige leerling woon minstens een repetisie per week van daardie orkes/ensemble by, op ‘n tyd soos bepaal deur die dirigent.

V. In geval van alle openbare optredes van leerlinge moet die betrokke onderwyser in kennis gestel word van die detail van sodanige optredes en toestemming daarvoor verleen, ten einde die leerling met die voorbereiding van sodanige optredes van hulp te wees, aangesien die standaard van spel tydens ‘n openbare optrede ‘n refleksie op die onderwyser en die Musieksentrum is.

VI. Indien deelname aan ander musiekaktiwiteite buite die Musieksentrum ‘n botsing van belange tot gevolg het, moet Sentrumaktiwiteite, soos op die Jaarprogram beplan, voorrang geniet. Botsings moet onmiddellik onder die betrokke onderwyser/dirigent se aandag gebring word sodat alternatiewe reëlings getref kan word waar nodig.

5. GEDRAG

I. Klaskamers, gange, toilette en die terrein moet altyd sindelik en netjies gehou word.

II. Leerlinge mag nie in die gebou hardloop nie.

III. Leerlinge mag nie op ‘n ander leerling se instrument speel sonder toestemming/toesig van die betrokke onderwyser nie.

IV. Leerlinge mag nie in afwesigheid van die onderwyser ‘n onderriglokaal betree sonder die toestemming van die betrokke onderwyser nie.

V. Leerlinge mag hulle nie skuldig maak aan enige gedrag wat tydelike of permanente skade en/of ongerief en/of benadeling van enige persoon of enige gedeelte van die perseel of terrein tot gevolg het nie.

VI. Leerlinge moet te alle tye bedagsaamheid openbaar ten opsigte van personeel, mede-leerlinge, ouers, die sekuriteit van die Musieksentrum en die inhoud daarvan.

VII. Leerlinge moet hulle onderwerp aan die reëls van die betrokke orkes waarin hul speel ten opsigte van konsertdrag, dissipline, bywoning, ens.

VIII. Selfone moet tydens lesse en repetisies afgeskakel word.

IX. Geen besittings mag sonder toesig in gange of lokale gelos word nie.

X. Die volgende is op die perseel verbode:

- Rondstamp, pootjie van ander leerlinge.
- Hardloop, spelery in die gebou.
- Spuugtery of gooi van waterbomme.
- Speletjies wat beserings en/of skade veroorsaak.
- Vandalisme (oa gekrap teen mure/deure, beskadiging van Sentrumeiendom ens).
- Rommelstrooiery.
- Afknouery van ander leerlinge.
- Vloekery, vuil taalgebruik.
- Rook, drankmisbruik, dwelms en pornografie.
- Gehang, geklou of gesoenery tussen leerlinge.
- Rolskaatsery, skaatsplankryery.
- Vuurwapens, ketties, messe, klappers of enige ander gevaarlike artikels wat die veiligheid/liggaamlike welsyn van ander bedreig.

6. KLEREDRAG

I. Hoewel geen voorskrifte ten opsigte van kleredrag tydens lesse bestaan nie, word leerlinge aanbeveel om nie klere te dra wat aanstoot gee aan mede-leerlinge, onderwysers of besoekers aan die Musieksentrum nie, of wat die suksesvolle bespeling van die instrument beperk nie.

II. Vir formele konserte in die ouditorium is formele swart en wit konsertdrag verpligtend.

7. ONDERRIGMATERIAAL EN HULPBRONNE

I. Aangesien die Musieksentrum onderwerp is aan streng maatreëls tov kopiereg, is alle leerlinge verplig om hul eie oorspronklike bladmusiek aan te koop.

II. Die Musieksentrum se biblioteek is slegs ‘n verwysingsbron wat tot voordeel van die leerlinge op datum gehou word en geen oorspronklike titel daaruit mag ter enige tyd in die besit van ‘n leerling, ouer of begeleier die Musieksentrum verlaat nie.

III. Aangesien leerlinge tydens alle praktiese eksamens in besit van die oorspronklike bladmusiek moet wees, is dit die leerling se plig om sodanige musiek betyds aan te koop. Kontaknommers van die leweransiers/uitgewers is van die betrokke onderwysers verkrygbaar.

IV. Leerlinge moet altyd hulle instrumente, toebehore, bladmusiek en huiswerkboek in die les en by orkes byderhand hê.

V. Begeleiding bly die leerling se verantwoordelikheid. Leerlinge moet self vir optredes en eksamens ‘n geskikte begeleier bevestig en reëlings vir die begeleiding tref, insluitende die oefentye, vergoeding en versorging van bladmusiek.

8. HANTERING EN ONDERHOUD VAN INSTRUMENTE

I. Dit is die leerlinge se verantwoordelikheid om te sorg dat hul instrumente altyd skoon en in goeie werkende toestand is

II. In die geval van blaasinstrumente het onderwysers die reg om te weier om met ‘n les voort te gaan indien ‘n leerling se instrument ‘n gesondheidsrisiko vir die leerling, onderwyser of medeleerlinge inhou.

III. Instrumente mag vir veiligheidsredes nooit sonder toesig in gange of lokale wat nie gesluit is nie, gelos word nie.

IV. Leerlinge mag nie sonder toestemming op mekaar se instrumente speel nie.

V. Klaviere, harpe en slagwerk mag slegs deur die betrokke leerlinge bespeel en hanteer word.

VI. Tjello- en kontrabasspelers moet altyd ‘n T-houtstok of “black hole” gebruik om te verhoed dat die instrumente gate in die vloer maak.

9. KONSERT ETIKET

I. Leerlinge moet hulle te alle tye professioneel gedra wanneer hulle op die verhoog optree, beide as solis en/of as orkes/ensemble speler.

II. Wees altyd betyds vir konserte. Moenie in of uit ‘n konsert stap terwyl iemand besig is om te speel nie. Wag totdat die gehoor hande klap en betree/verlaat dan die saal. Dit is bedagsaam om die hele konsert by te woon – moenie na pouse, of wanneer jy klaar gespeel het, verdwyn nie.

III. Alle selfone moet afgeskakel word in konserte en repetisies.

IV. Geen oudio-visuele toerusting (kameras, videokameras, klankopnemers) word in die Ouditorium toegelaat nie.

V. Geen verversings word in die Ouditorium of ander konsertlokaal toegelaat nie.

VI. Konsertgangers mag nie die Ouditorium of ander konsertlokaal betree sonder ‘n toegangskaartjie nie.

10. DISSIPLINÊRE MAATREËLS

I. Dissiplinêre maatreëls sal ingestel word teen enige leerling wat hierdie gedragskode oortree. Dissiplinêre stappe sal aan die volgende vereistes voldoen:
   - Artikel 8, 9 en 10 van die Skolewet 1996.
   - Regulasies rakende die Gedragskode en “Skorsing en uitsetting van leerders uit openbare skole”, soos bepaal deur die Uitvoerende Raad.

II. In geval van verlies of beskadiging van enige Sentrumeiendom sal die vervangingskoste en/of skadevergoeding van die leerling se ouers verhaal word.

III. Die opvoeder wat ‘n oortreding bemerk/ervaar/waarneem, tree self teen die oortreder op deur hom/haar te waarsku, te berispe, uit die klas te stuur of na die Departementshoof toe te verwys. Oortredinge word in die verslagboek aangeteken en waar toepaslik word ouers van die oortreding en straf ingelig; waar nodig word die saak op ‘n amptelike personeelvergadering bespreek. By verdere oortredings word ‘n onderhoud met ouers gevoer, waarna ‘n skriftelike waarskuwing uitgereik word. Ernstige oortredings word deur die Skoolhoof ondersoek en na die Beheerliggaam verwys.

IV. Leerlinge wat meer as twee maal sonder ‘n geldige verskoning van ‘n les of orkesrepetisie afwesig is, se lesse mag opgeskort word. Leerlinge wat afwesig is van ‘n orkesoptrede tydens een van die Musieksentrum se amptelike konserte, soos op die jaarprogram uiteengesit, se lesse kan onmiddellik gestaak word. Geldige noodgevalle sal op meriete hanteer word.

11. REGSPROSES

Die regsproses wat gevolg word by die beskuldiging van ‘n leerling wat die Gedragskode oortree het, sal gevolg word onderworpe aan artikel 8(5) van die Skolewet en sal dienooreenkomstig toegepas word.

12. VRYWARING

Die Musieksentrum aanvaar nie verantwoordelikheid of aanspreeklikheid vir persoonlike beserings, diefstal of beskadiging van instrumente, toebehore, toerusting en voertuie tydens Sentrumaktiwiteite (op die perseel en elders) nie. Leerlinge moet self die nodige voorsorg tref.

13. SLOT

Hoewel hierdie Gedragskode hoofsaaklik te doen het met die formele dissiplinêre oortredings van leerlinge wat verband hou met die Skolewet, is daar sekere ongeskrewe kriteria wat by die Musieksentrum geld wat konsekwent en tot voordeel van toegewyde leerlinge en onderwysers toegepas sal word sonder benadeling van enige individu se konstitusionele reg. Hierdie kriteria stem ooreen met die etos van die Musieksentrum Hugo Lambrechts.

Hugo Lambrechts

Music Centre • Musieksentrum
Iziko Lomculo

GEDRAGSKODE

Ek, _____, ouer/voog van _____
ondersteun die GEDRAGSKODE van die Musieksentrum Hugo Lambrechts en onderneem om die bepalings daarvan te eerbiedig.

_____ _____
HANDTEKENING DATUM

Ek, _____, ingeskrewe leerling aan die Musieksentrum Hugo Lambrechts, onderneem om die GEDRAGSKODE van die Musieksentrum Hugo Lambrechts te eerbiedig en na te kom.

_____ _____
HANDTEKENING DATUM

Hierdie vorm moet aan die betrokke onderwyser/es oorhandig word.

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GEDRAGSKODE

Ek, _____, ouer/voog van _____
ondersteun die GEDRAGSKODE van die Musieksentrum Hugo Lambrechts en onderneem om die bepalings daarvan te eerbiedig.

_____ _____
HANDTEKENING DATUM

Ek, _____, ingeskrewe leerling aan die Musieksentrum Hugo Lambrechts, onderneem om die GEDRAGSKODE van die Musieksentrum Hugo Lambrechts te eerbiedig en na te kom.

_____ _____
HANDTEKENING DATUM

Hierdie vorm moet aan die betrokke onderwyser/es oorhandig word.

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www.hugolambrechts.co.za • PO Box 68 • Parow • 7499 • L. Ehlers (Director)

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CODE OF CONDUCT

(04.03.2010)

1. INTRODUCTION

This Code of Conduct for all learners at the Hugo Lambrechts Music Centre was revised and approved in March 2006 by the Governing Body after thorough consultation with learners, parents and teachers. The Governing Body has the statutory right and responsibility to implement the Code of Conduct to the advantage of the Music Centre and its learners strictly, consequently and without discrimination so that music tuition of outstanding quality may be provided on a continuous basis.

2. DEFINITIONS

Music Centre:	The Hugo Lambrechts Music Centre, cnr Alexandra Road and Picton Street, PAROW
Conduct:	The way in which an enrolled learner of the Music Centre behaves or acts
Code of Conduct:	Code of Conduct as in the South African Schools' Act 1996
Learner:	Any person who is an enrolled student at the Music Centre (orchestra learners included)
Teachers:	An educator as defined in the Employment of Educators Act (Act 76 of 1998) or any person who with delegated powers provides music tuition on the premises of the Music Centre
Parent:	As defined in Section 1 (XIV) of the Schools' Act 1996
Schools' Act:	South African Schools' Act (Act 84 of 1996)

A word which refers to a certain sex also includes the other sex.

3. PURPOSE OF THE CODE OF CONDUCT

I. To lay down guidelines in respect of learner behaviour so that a safe, orderly environment, in which all learners can practise and develop their music talent in an undisturbed manner, may be created for purposeful and effective instruction and learning,

II. To lay down guidelines in respect of the behaviour of members of other music ensembles who enter the premises to practise and/or perform here.

III. To serve as guideline for those who supervise learners of the Music Centre.

IV. As required by the Schools' Act, to lay down guidelines for effective disciplinary action in the event of

V. transgressions.

4. OBLIGATIONS

I. All learners attend one lesson per week at a time agreed upon by the learner and the teacher concerned. Lessons cancelled at short notice (less than 24 hours) are forfeited. Lessons cancelled in advance and for a valid reason may well be made up for. Lessons cancelled by teachers are made up for. Lessons which cannot take place on account of official Centre matters, need not be made up for. Lessons falling on public holidays fall away.

II. Learners subject themselves to the syllabus and/or repertoire planning as determined by the teacher concerned.

III. Learners undertake to do the necessary daily preparation in order to satisfy the requirements of the applicable syllabuses to the advantage of their personal development and the maintenance of the standards as determined by the Music Centre, based on the principle of continuous evaluation.

IV. Every learner still attending school must, when the suitable standard of play has been attained, play in an orchestra for additional ensemble experience. Such learner attends at least one repetition a week of that orchestra/ensemble at a time determined by the conductor.

V. In the event of all public appearances by learners, the teacher concerned must be informed of the detail of such appearances and give permission for them with a view to assisting the learner with the preparation for such appearances, as the standard of play during a public appearance reflects on the teacher and the Music Centre.

VI. Should participation in other music activities outside the Music Centre result in a conflict of interests, Centre activities, as indicated on the annual programme, must be given priority. Clashes must be brought to the attention of the teacher/conductor concerned immediately so that, where necessary, alternative arrangements can be made.

5. CONDUCT

I. Classrooms, passages and corridors, toilets and the premises must be kept clean and neat at all times.

II. Learners may not run in the building.

III. Learners may not play on any other learner's instrument without the consent/in the absence of the teacher concerned.

IV. Learners may not enter a teaching venue in the absence of the teacher concerned without the that teacher's consent.

V. Learners may not make themselves guilty of any behaviour which may cause temporary or permanent damage and/or result in harm to any person or any part of the premises or grounds.

VI. Learners must show consideration for personnel, co-learners, parents and the security and contents of the Music Centre at all times.

VII. In respect of concert dress, discipline, attendance, etc., learners must subject themselves to the rules of the orchestra of which they are members.

VIII. Cell phones must be switched off during lessons and repetitions.

IX. No possessions may be left unattended in passages or venues.

X. The following are prohibited on the premises:

- Pushing around, tripping of other learners
- Running, playing in the building
- Spitting, throwing water bombs
- Games which may cause injuries and/or damage
- Vandalism (*inter alia* scratching on walls/doors, damaging of Centre property)
- Littering
- Bullying of other learners
- Swearing, using bad language
- Smoking, liquor abuse
- Drugs, pornography
- Clinging together, pawing, kissing among learners
- Roller skating, skateboarding
- Firearms, catapults, knives, fire crackers or any other dangerous implements/articles which may endanger the safety/physical welfare of others

6. DRESS CODE

I. Although there are no prescriptions regarding dress code during lessons, learners are expected not to wear clothes which may offend co-learners, teachers or visitors to the Music Centre, or which restrict successful playing on the instrument concerned.

II. The formal black and white concert dress is compulsory for formal concerts in the Auditorium.

7. TEACHING MATERIAL AND RESOURCES

I. As the Music Centre is subject to strict measures regarding copyright, all learners are compelled to buy their own original sheet music.

II. The library of the Music Centre is merely a source of reference which is kept up to date to the advantage of teachers and learners and no original titles in the library may be removed from the premises of the Music Centre by any learner, parent or accompanist.

III. As learners must be in possession of the original sheet music during all practical examinations, it is each learner's duty to buy such music betimes. Contact numbers of the suppliers/publishers are obtainable from the teachers concerned.

IV. Learners must ensure that they have their instruments, requisites, sheet music and homework books with them at all lessons and orchestra repetitions.

V. The responsibility for accompaniment rests with the learner. Learners must obtain the services of a suitable accompanist for performances and make their own arrangements for the accompaniment, including practising times, remuneration and care of sheet music.

8. HANDLING AND MAINTENANCE OF INSTRUMENTS

I. Learners must ensure that their instruments are always clean and in good working order.

II. In the case of wind instruments teachers are entitled to refuse to continue with a lesson should a learner's instrument pose a health risk to the learner, teacher or co-learners.

III. For security reasons instruments may never be left unattended in passages or venues which are not locked.

IV. Learners may not play on other learners' instruments without permission.

V. Pianos, harps and percussion instruments may only be played on and handled by the learners concerned.

VI. Cello and double bass players must always use a T-wood or "black hole" to avoid making holes in the floor.

9. CONCERT ETIQUETTE

I. Pupils must always act professionally when they perform on stage, both as a soloist and/or orchestra/ensemble member.

II. Always be punctual when you attend a concert. Do not walk in or out of a concert whilst someone is playing. Always wait for the applause before you enter/leave the concert hall. Be considerate and attend the entire concert – don't leave after interval or when you have finished playing.

III. Cell phones must be switched off during concerts and rehearsals

IV. No audio-visual equipment (cameras, video cameras, recording equipment) are allowed in the Auditorium.

V. No refreshments are allowed in the Auditorium or other concert halls.

VI. Only audience members with a valid entry ticket are allowed to enter the Auditorium or concert hall.

10. DISCIPLINARY MEASURES

I. Disciplinary measures will be instituted against any learner who infringes this Code of Conduct. Disciplinary steps will comply with the following requirements:
   - Sections 8, 9 and 10 of the Schools' Act
   - Regulations regarding the Code of Conduct and "Suspension and expulsion of learners from public schools', as determined by the Executive Council

II. In the event of loss of or damage to any Centre property the replacement costs and/or indemnification will be recovered from the learner's parent(s).

III. The teacher who notices/experiences/observes a transgression acts against the transgressor by warning or reprimanding him or her, or by sending him or her out of the classroom or by referring him or her to the Head of Department. Details of transgressions are entered in the record book and, where appropriate, parents are informed of the transgression and the punishment. Where necessary, the matter is discussed at an official personnel meeting. Should there be further transgressions by the same learner, the parents are interviewed and then a written warning is issued. Serious transgressions are investigated by the Principal and referred to the Governing Body.

IV. The lessons of learners who are absent from a lesson or an orchestra rehearsal more than twice without a valid excuse, may be suspended. The lessons of learners who are absent from an orchestra performance during one of the Music Centre's official concerts as indicated on the annual programme may be stopped immediately. Genuine emergencies will be dealt with on merit.

V. A pupil may not attend lessons, masterclasses or workshops with another teacher (whether within or outside the Music Centre) without the permission of his / her teacher.

11. LEGAL PROCEDURE

The legal procedure followed when an accusation is made against a learner who has contravened the Code of Conduct is subject to Section 8(5) of the Schools' Act and will be applied accordingly.

12. INDEMNIFICATION

The Music Centre does not accept responsibility or liability for personal injuries or the theft of/ damage to instruments, requisites, equipment or vehicles during Centre activities (on the premises and elsewhere). Learners must take the necessary precautions themselves.

13. CONCLUSION

Although this Code of Conduct is concerned mainly with learners' formal disciplinary transgressions relating to the Schools' Act, certain unwritten criteria which are in force at the Music Centre will be applied consequently and to the advantage of dedicated learners and teachers without prejudice to any individual's constitutional right. These criteria are in accordance with the ethos of the Hugo Lambrechts Music Centre.

Hugo Lambrechts

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Iziko Lomculo

CODE OF CONDUCT

I, _____, parent/guardian of _____
support the Code of Conduct of the Hugo Lambrechts Music Centre and undertake to respect the stipulations thereof.

_____ _____

PARENT / GUARDIAN DATE

I, _____, registered pupil at the Hugo Lambrechts Music Centre, undertake to respect and obey the Code of Conduct of the Hugo Lambrechts Music Centre.

_____ _____

PUPIL / STUDENT DATE

This form has to reach the Music Centre as soon as possible.

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