Hoërskool **DE KUILEN** High School

SCIRE EST POTENTIA

# HOËRSKOOL DE KUILEN HIGH SCHOOL

## CODE OF CONDUCT
## SUMMARY DOCUMENT
## GEDRAGSKODE
## OPSOMMINGSDOKUMENT

| VALUES | WAARDES |
|---|---|
| **Respect,**<br>**Equality, and**<br>**Integrity** | **Respek,**<br>**Gelykheid en**<br>**Integriteit** |
| **BASIS** | **GRONDSLAG** |
| Christian principles, with acceptance of other beliefs, form the basis of our code of conduct. | Christelike beginsels, met ruimte vir ander oortuigings, vorm die grondslag van ons gedragskode. |
| We value, in particular, the following principles: | Ons heg veral waarde aan die volgende beginsels: |
| 1. Respect for every individual<br>2. Courtesy and tolerance<br>3. Order, punctuality and self-discipline<br>4. Honesty<br>5. Teamwork and co-operation | 1. Respek vir elke individu<br>2. Hoflikheid en verdraagsaamheid<br>3. Orde, stiptelikheid en selfdissipline<br>4. Eerlikheid<br>5. Spanwerk en samewerking |
| **EXPECTATIONS OF LEARNERS** | **LEERDERS SE VERWAGTINGE** |
| As a learner at De Kuilen High School I expect: | As leerder van die Hoërskool De Kuilen verwag ek: |
| 1. A safe, fair and supportive educational environment<br>2. Thorough preparation and instruction by educators<br>3. Opportunities to develop abilities and talents<br>4. Unhampered learning | 1. ‘n Veilige, regverdige en ondersteunende opvoedings omgewing<br>2. Goeie voorbereiding en onderrig deur opvoeders<br>3. Geleenthede om vermoëns en talente te ontwikkel<br>4. Dat leer ongehinderd plaasvind |

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| 5. No discrimination<br>6. To be allowed to express opinions in an appropriate manner<br>7. The right to have personal religious and cultural convictions<br>8. To be informed about acceptable behaviour and the consequences of unacceptable behaviour . | 5. Geen diskriminasie nie<br>6. Om eie menings op 'n gepaste wyse te kan uitspreek<br>7. Die reg op eie geloof- en kultuur oortuigings<br>8. Om te weet watter gedrag aanvaarbaar is en wat die gevolge van onaanvaarbare gedrag is. |
| **DECLARATION BY LEARNERS**<br>As a learner of De Kuilen High School, I pledge:<br>**1. Involvement:**<br>To be involved in the activities of the school where possible<br>**2. Authority and self-discipline:**<br>To accept authority, which will lead to self-discipline and accountability | **ONDERNEMING DEUR LEERDERS**<br>As 'n leerder van die Hoërskool De Kuilen, onderneem ek:<br>1. **Betrokkenheid:**<br>Om waar moontlik betrokke te wees by die skool se werksaamhede<br>2. **Gesag en selfdissipline:**<br>Om gesag te aanvaar wat tot selfdissipline en persoonlike verantwoordelikheid lei |
| **3. Caring for others:**<br>To care for other learners and my educators<br>**4. School pride:**<br>To be loyal to the school, to strive to develop school pride and to behave at all times in such a way that others can be proud of me.<br>**5. Attendance:**<br>To attend school every day<br>**6. School work:**<br>To do my school work diligently | 3. **Omgee vir ander:**<br>Om vir ander leerders en my opvoeders om te gee<br>4. **Skool trots:**<br>Om lojaal teenoor die skool te wees, Skooltrots te ontwikkel en altyd so op te tree dat ander trots op my kan wees.<br>5. **Skoolbywoning:**<br>Om elke dag skool by te woon<br>6. **Skoolwerk:**<br>Om my skoolwerk getrou te doen<br>7 **Skool- en ordereëls:** |

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| **7. School rules:**<br>To obey school rules meticulously<br><br>**<u>DISCIPLINARY ACTION:</u>**<br>**Notwithstanding anything contained herein, the principal/deputy principal will have the right to take such disciplinary action as he/she deems fit against any learner who violates this code of conduct and may also refer any such violation to the Governing Body.** | Om die skool se reëls stiptelik na te kom<br><br>**<u>DISSIPLINÊRE OPTREDE:</u>**<br>**In geval van die verbreking van hierdie gedragskode deur 'n oortreding waarvoor daar nie in hierdie dokument voorsiening gemaak is nie, sal die skoolhoof geregtig wees om die nodige dissiplinêre stappe te doen wat hy/sy goedvind. Die skoolhoof/adjunkhoof mag ook enige sodanige oortreding na die Beheerliggaam verwys.** |

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## SCHOOL ATTENDANCE

1. Learners must attend school every school day during the set school hours.
2. A learner may not be absent from a class during school time or leave the school premises without the written permission of the grade head.
3. Should a learner be absent, the parent or guardian must inform the grade head in writing of the reason for absence.
4. On his/her return to school, the learner must hand a letter from the parent to the grade head.
5. Latecomers must report to Reception and then to the responsible grade head before going to their classrooms.
6. The same rules as above or as otherwise determined by the principal, will apply during examination times.
7. If a learner is absent during an examination, a medical certificate must be submitted.
8. If a learner is absent when a quarterly test is written, a medical certificate, must be submitted.

## CONDUCT

1. A learner may not harm or endanger anyone physically and, while under the supervision of the school, may not be in possession of firearms, articles or substances that could cause physical injuries.
2. No learner may smoke/vape and/or have in his/her possession or supply to others any drugs, alcohol or offensive reading matter or content while under the supervision of the school or where he/she can be identified as a learner of the school.
3. Unacceptable or immoral behaviour is prohibited on the school premises and during school activities.
4. No learner may discredit the name of the school in any way during school hours or outside school hours.

## SKOOLBYWONING

1. Leerders is verplig om die skool elke skooldag tydens die vasgestelde skoolure by te woon.
2. ‘n Leerder mag nie gedurende skoolure uit ‘n klas afwesig wees of die skoolterrein verlaat sonder skriftelike toestemming van die graad hoof nie.
3. In die geval van afwesigheid, moet die ouer of voog die rede vir afwesigheid per brief aan die graadhoof verstrek.
4. Die leerder moet altyd by sy/haar terugkeer ‘n brief van die ouer aan die graadhoof gee gedurende die administratiewe lesuur.
5. Laatkommers meld by Ontvangs aan en daarna by die verantwoordelike graadhoof voordat hulle na hul klaskamers gaan.
6. Gedurende eksamentye geld dieselfde reëlings as bostaande, tensy deur die skoolhoof anders gereël.
7. As die leerder afwesig is wanneer ‘n eksamen afgelê moet word, moet ‘n mediese sertifikaat ingelewer word.
8. As ‘n leerder afwesig is wanneer ‘n kwartaaltoets geskryf word, moet ‘n mediese sertifikaat, voorgelê word.

## GEDRAG EN OPTREDE

1. ‘n Leerder mag nie enige iemand se liggaamlike welsyn benadeel of in gevaar stel nie en mag nie, terwyl hy/sy onder die skool se toesig is, wapens, artikels of stowwe wat liggaamlike beserings kan veroorsaak, in sy/haar besit hê nie.
2. Geen leerder mag op die skoolterrein, In die skoolgebou, terwyl hy/sy onder die skool se toesig is of waar hy/sy as leerder van die skool geëien kan word, sigarette/vape en/of dwelmmiddels gebruik en alkoholiese drank of aanstootlike leesstof of materiaal in sy/haar besit hê of aan ander verskaf nie.
3. Onaanvaarbare of onsedelike gedrag op die skoolgrond en/of tydens

5. Offensive language, stone-throwing, rough games, fighting and bullying are prohibited.
6. The intimidation of other learners and/or teachers is prohibited.
7. Class disruption is a serious offence. Learners must be quiet and attentive during lessons. Learners must raise their hands in class before commenting or asking a question. Backchatting, talking out of turn, challenging the authority of the educator could result in the removal of the learner from the classroom and/or disciplinary action.

**PROPERTY**

1. School property, or anything in the school buildings or on the school premises which may belong to another person, may not be damaged, defaced, defiled or removed unlawfully.
2. Learners may not use any facilities or equipment of the school, including those used for sport, outside school-hours without the permission of the principal and may not enter the school premises outside school-hours without permission.
3. Writing or scratching on desks or the buildings is a punishable offence.

**CELLULAR TELEPHONES, TABLETS AND SIMILAR DEVICES**

1. Learners are expected to keep cellular phones and similar devices out of sight and switched off during school hours.
2. In case of an emergency a learner may report to the office and arrange to make a call.
3. The school does not accept any responsibility for any loss of such devices.
4. If a leaner commits a “cellular” or “device” transgression, other punishments may be imposed. Learners may not take photos or make video or audio recordings in the classroom. Recording, possessing or sharing

skoolaktiwiteite word ten strengste verbied.

4. Geen leerder mag op enige wyse die naam van sy/haar skool in diskrediet bring gedurende of buite skoolure nie.
5. Kru taal, klipgooiery, rowwe speletjies, bakleiery en afknouery word verbied.
6. Die intimidasie van personeel en/of ander leerders word verbied.
7. Klasontwrigting is ‘n ernstige oortreding. Leerders moet stil wees en aandag gee gedurende lesse. Leerders moet hul hand opsteek voor hul kommentaar lewer of ‘n vraag vra. Terug praat, praat buite hul beurt en ondermyning van die opvoeder se gesag kan lei tot die verwydering van die leerder uit die klas en/of dissiplinêre stappe.

**EIENDOM**

1. Skooleiendom, of enigiets in die skoolgebou of op die skoolterrein wat die eiendom is van iemand anders, mag nie beskadig, ontsier, besoedel of wederregtelik verwyder word nie.
2. Leerders mag geen fasiliteite of toerusting van die skool, met inbegrip van dié wat vir sport gebruik word, buite skoolure sonder die toestemming van die skoolhoof gebruik nie en mag nie na skoolure sonder verlof die skool se terrein betree nie.
3 Skryf of krap op banke en die geboue is ‘n strafbare oortreding.

**SELFONE, TABLETTE EN SOORTGELYKE TOESTELLE**

1. Daar word van leerders verwag om selfone en ander elektroniese toestelle afgeskakel en buite sig te hou gedurende skoolure.
2. In ‘n noodgeval mag leerders by ontvangs aanmeld en reël dat ‘n oproep gemaak word.

video/audio footage that discredits the good name of De Kuilen is subject to disciplinary action.

5. Punitive measures listed on the "demerit slip" of De Kuilen High School. (Since January 2018)

**<u>CONDUCT IN PUBLIC</u>**

The conduct of learners, within and outside the school grounds, must be impeccable at all times and must be in accordance with the ethos/code of conduct of the school.

**TRANSPORT AND TRAFFIC RULES**

1. School and other bus transport must be left in a clean/tidy condition after use.
2. A pre-determined rate/fee may be charged if school transport is used.
3. Learners may be dropped off on the school premises above the entrance in Church Street and not at the entrance in front of the school.

**SPORT**

1. On the sports field the conduct of learners must be impeccable at all times.
2. Learners may never be late for practices, matches or their transport.
3. The sportswear of learners must always be correct and neat. When playing away, players must wear school uniform or as otherwise arranged.
4. Withdrawals/illness must be reported to the coach the evening before the match, so that alternative arrangements can be made.
5. All injuries must be reported to the coach immediately.

3. Die skool neem geen verantwoordelikheid as elektroniese toestelle wegraak nie.
4. As 'n leerder in hierdie verband oortree, kan ander strafmaatreëls toegepas word. Leerders mag nie foto's neem of video-/klankopnames in klasse maak nie. Opnames, besit van of deel van video-/klankopnames wat die skool se goeie naam in oneer bring, is onderhewig aan dissiplinêre aksie.
5. Strafmaatreëls is aangedui op die skool se detensiestrokie. (Sedert Januarie 2018)

**<u>GEDRAG IN DIE OPENBAAR</u>**

Die gedrag van leerders, binne en buite die skool, moet te alle tye onberispelik wees en in ooreenkoms met die etos/gedragskode van die skool.

**VERVOER- EN VERKEERSREËLS**

1. Skool- en enige ander vervoer moet netjies en skoon gelaat word na gebruik.
2. 'n Vasgestelde tarief/fooi kan gehef word wanneer skoolvervoer gebruik word.
3. Leerders mag nie by die hoofingang na die skool afgelaai word nie, maar wel op die terrein by die ingang naaste aan die rolbalbaan in Kerkstraat.

**SPORT**

1. Leerders se gedrag moet te alle tye tydens sportdeelname onberispelik wees.
2. Leerders mag nie laat opdaag vir oefeninge, wedstryde en vervoer nie.
3. Leerders se sportdrag moet altyd korrek en netjies wees. Met wegwedstryde dra leerders die korrekte skooluniform, tensy anders gereël.
4. Onttrekking aan 'n wedstryd as gevolg van byvoorbeeld siekte, moet by die

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| **GENERAL**<br>1. During anounsments over the intercom, learners may not talk, walk around or pack away their books<br>2. Learners may not be at the staff room/kitchen without permission.<br>3. Learners may use only the service window at Reception for official matters.<br>4. Only school lapel badges are permitted.<br>5. Learners may not hitchhike while in school uniform.<br>6. Wherever learners can be recognized as being from De Kuilen High School, they are accountable to the school and their conduct must be such that it does the school credit.<br>7. Learners are not permitted to eat during lessons. Chewing-gum is strictly prohibited in the school.<br>8. Learners may not be involved in any way in party-political activities on the school premises and may not take part in any organised stay-away action during school hours.<br>9. If a learner joined an extra-mural activity of his/her own volition, he/she must comply with all obligations and commitments in connection with it unless exempted by the principal. | afrigter aangemeld word op die laatste die aand voor 'n wedstryd, sodat alternatiewe reëlings getref kan word.<br>5. Alle beserings moet onmiddellik by die afrigter aangemeld word.<br><br>**ALGEMEEN**<br>1. Tydens afkondigings oor die interkom, mag leerders nie praat, boeke wegpak of rondbeweeg nie.<br>2. Leerders mag nie in die personeelkamer en kombuis wees sonder toestemming nie.<br>3. Leerders mag Ontvangs slegs vir amptelike redes besoek.<br>4. Slegs skoollapelwapens word toegelaat.<br>5. Leerders mag nie ryloop terwyl in skooluniform nie.<br>6. Waar leerders ook al met Hoërskool De Kuilen geassosieer kan word, moet hul gedrag en optrede die skool tot eer strek.<br>7. Leerders mag nie tydens periodes eet nie. Kougom is ten strengste verbode in die skool.<br>8. Leerders mag nie op enige manier by party-politiek betrokke wees op die skoolterrein nie. Leerders mag ook nie betrokke wees by enige georganiseerde wegbly-aksie tydens skoolure nie.<br>9. Indien 'n leerder vrywillig aan enige buitemuurse aktiwiteit deelneem, moet hy/sy hom/haar onderwerp aan al die verpligtinge en/of reëls van sodanige aktiwiteit. |

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## SCHOOL UNIFORMS / SKOOLDRAG

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| | **Blazer with**<br><br>White open neck short-sleeved shirt / white button-up school shirt tucked in with a tie.<br>Grey long trousers<br>Grey school shorts (Boys only)<br>Grey school socks (no white socks)<br>Black school shoes (lace-ups or with foot strap) | **Kleurbaadjie met**<br><br>Wit oopknoop-kortmouhemp / wit toeknoop-skoolhemp ingesteek met 'n das<br>Grys langbroek<br>Grys kortbroek (Alleenlik Seuns)<br>Grys skoolkouse (geen wit sokkies)<br>Swart skoolskoene (toeryg of met bandjie oor voet) |
| | **GIRLS ONLY**<br>**Blazer with**<br><br>Green school skirt (worn no more than 4cm above the knee)<br>White open neck short-sleeved shirt / white button-up school shirt tucked in with a tie<br>White ankle socks (folded over)<br>Black school shoes (lace-ups or with foot strap) | **SLEGS DOGTERS**<br>**Kleurbaadjie met**<br><br>Groen skoolromp (nie meer as 4cm bo knie)<br>Wit oopknoop-kortmouhemp / wit toeknoop-skoolhemp ingesteek met 'n das<br><br>Wit enkelsokkies (omgevou)<br>Swart skoolskoene (toeryg of met bandjie oor voet) |
| | **GENERAL**<br><br>School pullover (optional), shirt tucked in when worn under pullover.<br>Green school jersey (optional), shirt tucked in when worn under school jersey.<br>Rain jacket (optional when raining)<br>**NO SPORT JACKET**<br>**ONLY 1ST TEAM PLAYERS ARE ALLOWED TO WEAR THEIR SPORT JACKETS ON FRIDAYS** | **ALGEMEEN**<br><br>Skooloortrektrui (opsioneel) hemp ingesteek onder oortrektrui<br>Groen skooltrui hemp (opsioneel) ingesteek onder skooltrui<br>Reënbaadjie (opsioneel wanneer dit reën)<br>**GEEN SPORTBAADJIE**<br>**SLEGS 1STE SPAN SPELERS WORD TOEGELAAT OM HUL SPORTBAADJIES TE DRA OP VRYDAE** |

| | APPEARANCE | VOORKOMS |
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| | 1. Learners must meet the standards of neatness and hygiene acceptable to the educators of the school at all times. (Refer to the hair policy adopted 1/1/2017)<br>2. Hair must be clean and tidy.<br>3. School and sport uniforms must be neat and clean every day.<br>4. Shoes must be polished daily.<br>5. Short hair at the back of the neck may not touch the collar, may not form a “step” and must taper gradually. Fringes may not reach below the eyebrows and hair, if combed straight down the sides of the face, may not cover the ears.<br>6. Long hair or hair extensions must be neatly tied. Fringes may not reach below the eyebrows.<br>7. Learners must be clean-shaven every day. Sideburns reaching below the centre of the ear are not permitted.<br>8. General:<br>• -“Tomy” tackies and “pumps” are not allowed.<br>• Only prescribed school uniform is allowed.<br>• No coats, other jackets, other scarves, beanies or gloves may be worn.<br>• Only the De Kuilen rain jacket may be worn over blazer.<br>• Only official school beanies/caps are allowed to be worn.<br>• Nails: Only transparent, colourless nail polish is permitted.<br>• Nails must be short and | 1. Leerders moet te alle tye voldoen aan die standaarde van netheid en higiëne soos aanvaarbaar vir die personeel van die skool. (Verwys na die aangepaste beleid, van krag sedert 1/1/2017)<br>2. Hare moet altyd netjies en skoon wees.<br>3. Skooluniform en sportdrag moet altyd netjies en skoon wees.<br>4. Skoene moet daagliks gepolitoer word.<br>5. Kort hare in die nek mag nie aan die kraag raak nie, mag nie ‘n “step” vorm nie en moet geleidelik uitgedun wees. Kuiwe mag nie laer as die wenkbroue wees nie en die hare mag nie aan die ore raak nie.<br>6. Lang hare en haarverlengings moet netjies vasgemaak word en uit leerder se gesig wees.<br>7. Leerders moet daagliks skoon geskeer wees. “Sideburns” mag nie langer as die middel van die oor wees nie.<br>8. Algemeen:<br>• “Tomy” tekkies en “pumps” word nie toegelaat nie.<br>• Slegs voorgeskrewe skooldrag word toegelaat.<br>• Geen jasse, ander baadjies of serpe, musse of handskoene mag saam met skooldrag gedra word nie.<br>• Slegs die De Kuilen reënbaadjie mag bo-oor die skoolbaadjie aangetrek word.<br>• Slegs die amptelike De Kuilen mussie/kep word toegelaat om gedra te word.<br>• Naels: slegs deurskynende, kleurlose naellak word |

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| | neat at all times.<br>• Make-up is not permitted. (Foundation is <u>not</u> permitted)<br>• Hair accessories (e.g. clips, elastic bands etc.):<br>must tone in with colour of hair or be white / dark green light green)<br>• no <u>big</u> ornamental flowers or bows and broad headbands allowed.<br>• No rings, bracelets, ankle jewellery or necklaces may be worn.<br>• Only a watch or allergy bracelet may be worn.<br>• **Girls only:** Only 1 pair of sleepers or studs may be worn in the bottom piercing of earlobe only. (No “diamond” or “pearl” earrings)<br>• **Boys: no earrings allowed**<br>• No piercings other than earrings (see above) are allowed. **Plasters worn over incorrect piercings will not exempt a learner from being punished for wearing earrings in the incorrect piercing**<br>• No brightly coloured underwear or camisole under white shirt.<br>• No visible writing / tattoos on any part of the body. (Should be concealed under clothing)<br>• Uniform should be correctly worn before school, after school, outside school gates and at extra-mural activities. | toegelaat.<br>• Naels moet te alle tye kort en netjies wees.<br>• Geen grimering word toegelaat nie. (onderlaag word nie toegelaat nie)<br>• Haar toebehore bv. knippies, rekkies, ens.: moet pas by haarkleur of moet wit of donkergroen wees (nie ligte groen)<br>• geen <u>groot</u> ornamentele blomme of strikke<br>• Geen ringe, arm-, enkel- of halsversierings buiten ‘n horlosie<br>en/of allergieplaatjie mag gedra word nie.<br>• **Slegs Dogters:** Slegs 1 paar oorringetjies (“sleepers”) of knoppies (“studs”) mag in die onderste gaatjie van die oorskulp gedra word. (geen “diamante-“of “pêrel-” oorbelle)<br>• **Seuns: geen oorbelle toegelaat**<br>• Geen deurboorsels behalwe oorbelle (sien bo) word toegelaat nie. **Plysters geplak oor ontoelaatbare deurboorsels sal nie die leerder vrystel van straf.**<br>• Geen helderkleurige onderklere of kamisool onder wit hemp nie<br>• Geen sigbare tatoeëerings op enige deel van die liggaam nie – dit moet onder kleredrag verberg wees<br>• Skooluniform en sportdrag moet korrek wees voor en na skool, binne en buite die skoolterrein en tydens buitemuurse bedrywighede |

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| | • If a learner does not wear the prescribed school uniform, demerits may be given.<br>• **If a learner is forced to wear an incorrect item due to unforeseen circumstances, a letter from the parent must be presented to the relevant grade head during administration class.**<br>• Incorrect jewellery and clothing items may be confiscated. | • Indien 'n leerder nie die voorgeskrewe drag dra nie, word strafpunte toegeken<br>• **Indien 'n leerder as gevolg van onvoorsiene omstandighede nie die voorgeskrewe skooldrag dra nie, moet 'n skriftelike verskoning na die betrokke graadhoof geneem word gedurende admin-lesuur van die betrokke dag.**<br>• Ontoelaatbare juwele en kledingstukke mag gekonfiskeer word. |
| **SPORT**<br>Athletics/ Atletiek | School athletics shirt, sleeveless school sport shirt, and green athletics shorts, and green tights | Skoolatletiekfrokkie, skool sporthemp sonder moue en groen atletiekbroekie en groen "tights" |
| Tennis/ Squash | School sport shirt and school sport shorts | Skool sporthemp en skool sportbroek |
| Cricket/ Krieket | White school shirt or school sport shirt, long white trousers, or short school shorts with sport socks | Wit skoolhemp of skool sporthemp, wit langbroek of skool-sportbroek met sport kouse |
| Netball/ Netbal | Sleeveless school sport shirt, netball skirt, short white socks | Skool sporthemp sonder moue, netbal romp, kort wit sokkies |
| Hockey/ Hokkie/ Soccer/ Sokker | **Girls:** School sport shirt with sleeves, hockey skirt and sport socks<br>**Boys:** School sport shirt with sleeves, school sport shorts and sport socks | **Dogters:** Skoolsporthemp met moue, hokkie romp en sportkouse<br>**Seuns:** Skool sporthemp met moue, skool sportbroek en sport kouse |
| Rugby | Green shorts and school jersey, sport socks | Groen broekie en skooltrui, sportkouse |
| Golf/ Gholf | School sport shirt, dark trousers | Skool sporthemp, donker broek |
| **ALL ITEMS MUST BE CLEARLY LABELLED**<br>**ALLE ITEMS MOET DUIDELIK GEMERK WEES** | | |