

SCHOOL RULES

Education legislation directs that all public schools adopt Code of Conduct for learners. These rules are part of the Code of Conduct for learners.

1. School times

- The school starts at 07h45 and ends at 14h00, Monday to Friday.
- Educators may arrange extra-classes from time to time. Knock-off times for such classes will be communicated to parents in writing.
- If a learner takes part in sport or extra-murals, arrangements, including knock-off time, will be communicated to parents in writing.

2. Early departure

- If a learner falls sick or is not well, the parents will be informed telephonically.
- Parents or an adult person appointed by the parents must sign the learner out at the General Office.

3. Absence

- If a learner cannot attend school because they are sick or unwell, parents must inform the school. Upon returning, the learner must submit a doctor's letter to the class register educator.
- If a learner cannot attend school for any reason, parents must inform the school urgently.
- Learners must inform all their respective educators if they have been absent from school.
- It is the responsibility of every learner to catch up on the work that was done when they were absent.

4. School uniform

- School uniform is identity for the learners. All learners must be in full/proper school uniform at all times. This includes hairstyles, nails and jewellery.
- Learners must dress in full/proper school uniform at formal functions and the funerals of fellow learners and staff members.
- No learner will be allowed on the school premises without proper school uniform.
- Summer uniform: Term 1 and 4.
- Winter uniform: Term 2 and 3.

5. Schoolwork

- Learners must attend all their classes and do their schoolwork honestly and to the best of their ability.
- Bunking classes is a serious offence and will be dealt with accordingly.
- Learners must bring to class all the required stationery and textbooks.
- Parents must monitor, check and sign homework and any other work that learners do at their own time.

6. Sport and extra-murals

- We offer summer and winter sport. All learners are encouraged to take part in sport and extra-murals.

7. Communication

- The learner is the first and the most important link between parents and the school.

- Urgent messages and notices will be communicated via sms.
- From time to time the school will sent out a newsletter. This will be posted on the website or sent home through the learner.
- Parents must address issues first with the subject educator.
- Parents must communicate through the class register educator.
- Serious and/or urgent matters may be reported to/discussed with the DH, deputy principal or principal.

8. School fees

- We are a fee-paying school and all parents/guardian are liable to pay school fees as determined by the SGB.
- School fees must be paid by EFT at the school or at the bank. The learner's name and class must be indicated on the deposit slip as reference when school fees is paid at the bank.
- School fees must be paid in full on or before the end of May.
- Parents qualify for 10% discount on school fees when they pay on or before the end of February.
- Learners qualify for school fees discount for excellent academic performance as follows:
Position 1: 90%
Position 2: 75%
Position 3: 50%
Position 4: 25%
Position 5: 10%
- Parents who qualify for school fees exemption must apply in writing to the SGB. The application must be made every year.
- Parents/guardian whose school fees accounts are outstanding will be handed over. The school will not enter into any arrangements once an account has been handed over.

9. Religious observances and cultural practices

- The school acknowledges and accommodates all religions and faith denominations.
- Parents must inform the principal in writing of any religious observances or cultural practices that they practice.

10. School property and grounds

- Learners must respect school property and take good care of all equipment and facilities.
- Damage to school property must be reported immediately. If damage was intentional, parents are liable to replace or repair the damaged property.
- Learners must keep the school grounds free of litter.
- Writing on school furniture, walls or any property is regarded as vandalism and will be dealt with accordingly.

11. Tours, trips and excursions

- Parents will be informed in writing of any trip, tour or excursion.
- Parents must give consent in writing for their child to undertake a trip, tour or excursion.
- Parents are liable to pay all the costs of any trip, tour or excursion that their child undertakes.
- Payment for trips, tours and excursions must be done at the school, NOT at the bank. Payment made at the bank will be not be considered.

- While all reasonable measures will be taken to ensure safe travelling and general safety of learners on a trip, tour or excursion, the school, its staff and/or the provincial Department of Basic Education and Sport will not be held liable for any mishaps or accidents that may be encountered on a trip, tour or excursion.