

CORNERSTONE COLLEGE -  
DEDICATED TO QUALITY EDUCATION

# 2021 DAY SCHOOL REVISED PROCEDURES BROCHURE, NEW DATES



## MISSION STATEMENT

"The education of the whole person, in an atmosphere of excellence and integrity, to the glory of God"

## School Scripture

Phil 4:8 Finally, fill your minds with those things that are good and that deserve praise: that are true, noble, right, pure, lovely and honourable. Put into practice what you have learnt.



Mrs S Hurlin  
Principal, High School  
Director



Miss M de Lange  
Principal, Primary School

**CORNERSTONE COLLEGE**  
**2021 PROCEDURES BROCHURE, NEW DATES**  
**(Founded in 1991)**

**Gauteng Department of Education registration**  
**and examination number: 220582**

**TABLE OF CONTENTS**

<b>Section</b>	<b>Page</b>
<b>1. Introduction</b>	<b>4</b>
<b>2. School Terms and Hours</b>	<b>4</b>
<b>3. School Fees and Admission Procedure</b>	<b>5</b>
<b>4. Entrance Requirements and Subject Choices</b>	<b>9</b>
<b>5. School Rules</b>	<b>11</b>
5.1 Reward System	11
5.2 Disciplinary Procedure	11
5.3 Code of Conduct	11
5.4 Disciplinary Measures	16
5.5 Disciplinary Process	16
5.6 Suspension Process	19
5.7 Appeal Process	20
5.8 Disciplinary Code	21
5.9 Jurisdiction and Scope of the Code of Conduct	31
5.10 School Rules (Additional Comments)	31
<b>6. Homework Policy</b>	<b>34</b>
<b>7. Notebook and Tablet Computers</b>	<b>34</b>
<b>8. Drug and Alcohol Policy</b>	<b>34</b>
<b>9. School Uniform</b>	<b>35</b>
<b>10. Contact with Parents</b>	<b>35</b>
<b>11. Grievance Procedures</b>	<b>36</b>
11.1 Learner Grievance Procedure	36
11.2 Parent/Legal Guardian Grievance Procedure	36
<b>12. Payment Policy</b>	<b>36</b>
<b>13. Textbooks and Stationery</b>	<b>38</b>
<b>14. School Diaries</b>	<b>39</b>
<b>15. Transport Policy</b>	<b>39</b>
<b>16. Emergencies</b>	<b>41</b>

	<b>Section</b>	<b>Page</b>
17.	<b>Testimonials</b>	<b>41</b>
18.	<b>Annual Events</b>	<b>41</b>
19.	<b>Alumni</b>	<b>42</b>
20.	<b>Leaders' Body</b>	<b>42</b>
21.	<b>Learners' Forum</b>	<b>42</b>
22.	<b>Extra-Mural Activities</b>	<b>42</b>
22.1	Computer Centres	42
22.2	Library	42
22.3	Sporting Activities	43
22.4	Cultural Activities	43
22.5	Supervised Homework Sessions	43
22.6	Other Facilities	43
22.7	Counselling	43
23.	<b>Pebbles After-Care Centre</b>	<b>43</b>
24.	<b>Subjects Offered</b>	<b>45</b>
25.	<b>Remedial Testing – Study Methods</b>	<b>45</b>
26.	<b>Language Policy</b>	<b>45</b>
27.	<b>Religious Policy</b>	<b>45</b>
28.	<b>Request for Concessions from the Code of Conduct</b>	<b>45</b>
29.	<b>General</b>	<b>45</b>
30.	<b>Uniform Code</b>	<b>47</b>
30.1	Objective	47
30.2	Girls	47
30.3	Boys	48
30.4	Physical Education Classes, Boys and Girls	49
30.5	Sport	49
30.6	Civilian Clothing on Designated Days (Civvies)	49
30.7	Optional (Boys and Girls) Purchased From Uniform Shop	49
31.	<b>Conclusion</b>	<b>50</b>
32.	<b>Board Members</b>	<b>50</b>
33.	<b>Staff</b>	<b>51</b>
34.	<b>Map</b>	<b>54</b>
35.	<b>School Song</b>	<b>55</b>
36.	<b>Enquiries</b>	<b>56</b>

## 1. **INTRODUCTION**

A hearty welcome is extended to all learners and parents. We trust that your association with our school will be a happy and successful one. We congratulate our 1998 to 2019 Matric groups on their 100% pass rates (22 years!). The 2019 group also produced a 93% University Entrance rate. **WELL DONE!!**

Our Ethos: The Directors, Principals and staff of Cornerstone College are committed to the pursuit of excellence. We believe in quality, progressive education which aims at the development of responsible young people who are fully equipped for success: academically, physically, financially, socially, spiritually and morally. Emphasis is placed on the individuality of each child to develop special talents and abilities, whilst a disciplined environment and Christian values provide security and guidance.

We are primarily an academic institution, and we offer sport only for enrichment. We aim to make Cornerstone College a place of safety for all, and we uphold the values of integrity, hard work, respect and perseverance.

Cornerstone College is accredited by Umalusi, the Council for Quality Assurance in General and Further Education and Training. Our accreditation number is 17 SCH01 00254.

**You are urged to read this document carefully before registering your child and before you sign a contract with us. SHOULD YOU NOT BE COMPLETELY SATISFIED WITH OUR POLICIES AS SET OUT IN HERE, WE WOULD ADVISE THAT YOU DO NOT REGISTER YOUR CHILD AT THIS SCHOOL.**

The submission of an application for enrolment shall not in any way create an expectation that the school will enter into a tuition contract with the applicant. The school may in its sole discretion decide not to accept any application for enrolment and is not obliged to furnish any reasons for refusing any application for enrolment.

**We are a policy-driven school. Our policies will be consistently applied and require full compliance. Should learners and parents/guardians not comply therewith, this may result in the learner being deregistered from the school or the relationship being terminated at the end of the year. This document is updated every year, so please read it again each year.**

### **To find Cornerstone on the internet:**

School web site: [www.cornerstonecollege.org.za](http://www.cornerstonecollege.org.za)  
 Facebook: Cornerstone College, Pretoria SA  
 Twitter: CornerCollegeSA  
 E-mail: [admin@corncol.co.za](mailto:admin@corncol.co.za)

## 2. **SCHOOL TERMS AND HOURS:**

### **Office hours:**

Mondays to Thursdays: 7:15am – 3:45pm  
 Fridays: 7:15am – 2:00pm

The office closes half an hour after school closes on the day before long weekends and the last day of the school term.

### **Primary School hours:**

Mondays to Thursdays: 7:45am – 1:00pm (Grades R to 3)  
 Mondays to Thursdays: 7:45am – 1:45pm (Grades 4 to 7)  
 Fridays: 7:45am – 1:00pm (Grades R to 3)  
 7:45am – 1:30pm (Grades 4 to 7)

### **High School hours:**

Mondays, Tuesdays & Thursdays: 7:45am – 1:45pm  
 Wednesdays: 7:45am – 2:00pm  
 Fridays: 7:45am – 1:30pm

### **After-care centre (Grades R to 7):**

Mondays to Thursdays: 2:00pm\* – 5:15pm  
 Fridays: 1:00pm\* – 5:15pm

\*After-care opens after school on days when school closes earlier.

### **Compulsory extra-murals, homework, extra tuition and disciplinary sessions:**

#### **Primary School:**

Mondays to Thursdays: 1:15pm – 2:00pm (Grades R to 3)  
 Mondays to Thursdays: 2:00pm – 3:00pm (Grades 4 to 7)

#### **High School:**

Mondays to Fridays: 2:15pm – 3:30pm or later  
 Saturdays: 8:00am – 1:00pm or later

Primary School Formal Detention: 1:15pm – 2:00pm, Fridays (Grades R to 3)  
 1:45pm – 2:30pm, Fridays (Grades 4 to 7)  
 High School Formal Detention: 2:00pm – 3:30pm, usually on Fridays

Saturdays as required for lessons, study, detentions, outings, competitions or matches.

**School meetings or functions:** Weekdays, evenings or Saturdays as required.

Primary School children must be collected and taken directly home by 2:15pm (Grades R to 3) or 3:15pm (Grades 4 to 7) on Mondays to Thursdays. On Fridays they must be collected and taken directly home by 1:15pm (Grades R to 3) or 1:45pm (Grades 4 to 7). If they are required to attend a detention on a Friday afternoon they must be collected by 2:15pm (Grades R to 3) or 2:45pm (Grades 4 to 7). If they are not collected by this time, they are sent to After-care for supervision until they are collected. The daily After-care rate will be charged to the parent/guardian/s account for the learner without further notice. If they are not collected from After-care by 5:30pm, a further R200 will be charged per hour or part thereof until they are collected.

**In the interests of safety, children may not be left in the care of transport drivers outside the school.**

The school provides a transport-waiting service for children in Grades R to 7 from after school until 3:30pm each day. It remains the parent's/guardian's responsibility to ensure that their child is safely transported to school on time and waits in the appropriate area, if not collected immediately after school. More details are given in the Transport Policy in Chapter 15 of this document.

### **Term dates and holidays in 2021:**

1st Term: Monday 18 January – Wednesday 31 March (Grades 8 – 12)  
 Tuesday 19 January – Wednesday 31 March (Grades R – 7)  
 2nd Term: Tuesday 13 April – Friday 2 July  
 3rd Term: Tuesday 27 July – Thursday 30 September  
 4th Term: Tuesday 12 October – Friday 10 December

School Holidays: Friday 26 February  
 Monday 26 April  
 Friday 6 August

**Primary School new parents' orientation and new learners' welcome party (Grades R – 7):** Monday 18 January 2021 at 9:00am in the primary school hall.

**High School new parents' orientation (Grades 8 – 12):** Friday 15 January 2021 at 2:00pm in the high school hall.

### **3. SCHOOL FEES AND ADMISSION PROCEDURE**

Fees (and other sundry expenses) are payable when due and the account must be fully settled at the end of each month.

	<b>After-Care</b>	<b>Grades R-7</b>	<b>Grades 8-12</b>
<b>* Application fee</b>		R400	R500
Sibling (i.e. brother or sister)		R350	R450
<b>Monthly x 11 (Grade 12 in advance only)</b>	R990	R2 600	R3 200
Sibling Monthly		R2 360	R2 880
<b>Monthly x 10 (Grade 12)</b>			R3 530
Sibling Monthly			R3 180
<b>Biannual (January &amp; June)</b>		R13 850	R16 920
Sibling Biannual		R12 460	R15 230
<b>Annual (January)</b>	R10 220	R26 850	R32 780
Sibling Annual		R24 150	R29 500

\*2020 pupils will not be charged an application fee.

The sibling rate is applied to the fees of the older sibling, on application. Children of past Matriculants of Cornerstone College also qualify for the sibling rate, on application. It is the parent's/guardian's responsibility to inform the school of a sibling, or a parent who is a past Matriculant, in order to qualify for the discount.

**The mid-month payment of fees is acceptable only if payment is made in advance.**

We reserve the right to change the fees during the year if the Education Department does not pay the subsidy for any reason whatsoever.

PLEASE NOTE THAT THE APPLICATION FEE IS NOT REFUNDABLE. STUDY PERMITS FOR CORNERSTONE COLLEGE ARE ESSENTIAL FOR FOREIGN LEARNERS, BEFORE ARRIVAL.

Admission is conducted primarily through the school registrar. The application form and contract must be completed and signed by a parent or the legal guardian. Identification and proof will be required upon request.

The school only accepts a court-appointed guardian as a legal guardian. Representatives, relatives or friends do not qualify unless they have been appointed by the courts. The legal guardians will need to provide the school with a copy of the court papers proving their status as legal guardians. The word "guardian" in this document means a court-appointed legal guardian only and does not refer to any other relative or associate.

Preliminary application is made by submission of the most recent report (only originals will be considered). The Principal will examine the report and might ask for further references, tests, documents or an interview. The Principal will then decide if the application will be considered or not.

If the application is considered, it will be for a particular Grade and choice of subjects and any other conditions determined by the Principal. If the final report for the previous year was not submitted, the Principal will also determine the minimum marks which must be achieved in the final report for the application to be accepted. The application is not accepted until the final report is provided. If the applicant's final report does not meet the required standard, the applicant may not enter the next Grade. This includes learners who have been given a condoned pass by a sending school, or have been promoted to the next grade without passing the previous grade. In these cases the Principal will offer a repeat of the same Grade.

If the preliminary application was successful, application for admission may begin. On application for admission, the following are required:

- A fully completed original application form (Please ensure that you inform the admin staff of any changes in your personal details during the year). If fees are to be paid by a fund, trust or agency other than the person signing the contract, this must be stated on the application form under "Payment Scheme."

The person signing the contract remains responsible for the payment of fees and expenses and must pay the fees and expenses on time until the person or agency responsible for paying the fees settles the account. If the fees and expenses are paid in full by the third party, the person who paid them in the interim will be refunded, upon written application.

Fees and expenses must be paid on time even if a third party is contributing. The school retains the right not to accept an application if a third party is paying fees. Failure to disclose the involvement of a third party in the payment of fees will render the application or registration null and void. Refunds to third parties must be requested in writing and will only be made directly to the third party and not to the parent/guardian. The parent/guardian is responsible for obtaining a letter from the third party requesting the refund, with the reference and bank details.

- The original version of the learner's most recent report (copies will be made at the school office and the parent/guardian may keep the original). Discovery of forgeries or alterations will result in the immediate deregistration of the learner, and referral to the SAPS. Please note that the learner will not be registered and may not begin schooling until the final report from the previous year has been received and accepted by the Principal. The final report must be received and approved before school starts at the beginning of the year.

The application will not be successful and the contract will be null and void if the final report is not received in time or does not meet the required standard. This applies even if an earlier report was provisionally accepted. If the learner is applying to join the school during the second, third or fourth term, then the report from the end of the previous term is required and the above remarks apply to this report. The application will also not be successful if the learner has not attended school for a significant period.

- The application fee. The application fee covers administrative expenses and is non-refundable.
- Two original contracts with Cornerstone College, properly signed and initialled on each page by the parent/legal guardian and a witness in black ink. In brief, this **1 YEAR CONTRACT**:
  - Must be signed by the parent or court-appointed guardian (not by an associate, friend or relative). Court-appointed guardians must please include a copy of their document of appointment. The contract will not be valid and the application will not be accepted unless the contract is initialled on each page and signed on the last page by the witness and the parent/legal guardian.
  - Binds the parent/legal guardian to payment of fees and expenses on time and acceptance of the school rules and policies included in this document. The contract also binds the parent/legal guardian to payment of 3 months' notice if the child is withdrawn for any reason or if the contract is terminated according to clauses 8.1 or 8.3.
  - Forbids any negative political activity; cyber-bullying; drug, alcohol or sexual abuse; and criminal and violent behaviour, and
  - Obliges a parent/legal guardian to pay the College (at the Director's discretion) for damage to School/Hostel property by the parent's/legal guardian's child.

- Allows for notice to be given for an earlier termination by either party.
- The parent's/legal guardian's original identity document. The school will make a copy and return the original on the day of application.
- The learner's original identity document. The school will make a copy and return the original on the day of application.
- Residence permits/study permits if the learner is not an SA citizen. **South African law demands that foreign learners submit up-to-date study permits BEFORE schooling commences. Residence permits must be endorsed for study at Cornerstone College. Please note that an application is not successful and we will not reserve a place for an applicant, nor will we be able to accommodate a learner on the school or hostel premises, until he/she is in possession of a valid study permit. No absenteeism in this regard will be accepted.**

If the applicant has missed more than one week of school while waiting for a study permit, the application will be cancelled and a place will not be kept for the applicant. The school will not carry any liability regarding residence/study permits.

- A transfer letter from the previous school, as well as a testimonial/ reference. School fees and all amounts owing to the previous school must be settled before application is made at Cornerstone College.
- Language choice form, completed for Grades 8 to 9, or the subject selection table on the application form, completed for Grades 10 to 12.
- Attendance of the Orientation presentation by the parent/legal guardian and learner. Attendance of the Orientation presentation is a requirement for registration. The learner is not registered until the presentation has been attended. Only learners in Grades 8 to 12 need to attend the presentation with their parent/guardian. Learners in Grades R to 7 do not attend it.
- Signature of the school's COVID-19 Health and Safety Protocol document.

Please note that submission of the above documentation does not mean that the application has been accepted or finalised. Faxed or e-mailed documents are not accepted in place of originals.

Applications for the following year by learners already in the school must be received in full by 31<sup>st</sup> October each year. Late or partial submission of the required original documentation will disqualify the application. Submission of the application forms does not mean that the application is successful. Admission for a new contract for the following year is entirely at the Director's discretion.

The application is not complete, and the learner is not registered and does not have a place at the school under any of the following conditions:

- The application fee has not been paid
- The final report from the previous year has not been submitted or is not accepted by the Principal
- The parent/legal guardian has not attended the orientation presentation
- The learner has not arrived within five days of the first school day of the year or within five days of the due date of arrival
- There is an unpaid debt at the previous school or hostel
- Any of the documents listed above have not been submitted to the school or are not accepted by the Principal.
- The documentation is found to be incomplete, incorrect, inadequate or misleading in any way
- The parent/guardian is not prepared to be fully committed to the school's COVID-19 Health and Safety Protocol and/or refuses to sign the document.
- A valid study permit or permanent residence document has not been submitted to the school if the applicant is not a South African citizen
- The contract has not been properly signed by the parent/legal guardian, the witnesses and the school. The contract is not valid and the learner is not registered at the school if the contract is signed by a representative, friend, relative, or guardian. It can only be signed by a bona fide biological/step parent, or a court-appointed legal guardian.

The Principal may allow a learner to attend classes temporarily until 31 January, or for 10 school days, while registration requirements are being finalised. This does not mean that the learner's application is successful or that the learner has a place in the school.

If any of the above conditions have not been resolved to the Principal's satisfaction, or the waiting period for documentation has expired, the registration is not successful and the contract is null and void. In this case the learner must be removed from the school with immediate effect, the account must be settled and the school's textbooks must be returned. There will be no refunds for uniform or stationery or any other costs if the registration was not successful.

Please note that the parent/guardian is required to notify the school on the application form of any existing or previous health issues, educational issues, substance abuse, psychological issues, behavioural issues or an expulsion/exclusion. Details of any medication or treatment required must also be disclosed on the application form.

The school must also be notified on the application form if an applicant has been diagnosed with a condition that requires emergency treatment, such as asthma, epilepsy, diabetes, etc. In such cases the school must be provided with emergency medication and instructions for its application. The parent/guardian is also required to notify the school if the learner is married or is pregnant.

In all the above cases an interview may be required to establish if the school is able to consider the application. More information may be requested from the relevant professionals. The school reserves the right not to enter into a contract in such cases, or to enter into a contract with limitations or extra requirements (such as a reduced contracting period, extra therapy or treatment), at the sole discretion of the Directors. Failure to disclose a health condition, educational condition, behavioural condition, pregnancy or married status will render the application, registration or contract null and void.

If the parent/guardian wishes to withdraw the child from the school, 3 months' notice must be given in writing and the notice payment is due immediately. A verbal notice of withdrawal is binding at the sole discretion of the Director. If the Director accepts the verbal notice, the same procedures will apply. The learner may continue to remain in the school for the three month notice period (or part thereof) at the sole discretion of the Director. The school's textbooks and any other property must be returned so that the amount owing can be finalised. Once the account is settled the transfer letter will be released. References or testimonials will be completed at the Director's discretion and sent directly to the receiving school. The school is under no obligation to complete any references or testimonials and will only consider such requests when written notice has been received and the account has been settled.

Once notice of withdrawal has been given by the parent/guardian, it cannot be reversed or rescinded and the parent/guardian must re-apply if they change their mind. Re-application after a withdrawal or de-registration follows the same process as above. The school is not obliged under any circumstances to accept the re-application.

Cornerstone College is not a special needs (LSEN) school. If a learner is found to be a special needs learner, the parent/guardian agrees to withdraw the child and place him/her in an appropriate school. The 3 months' notice payment will not be charged in such cases.

Please note that only a parent or court-appointed guardian whose details are given in full on the application form will be accepted as a representative. The school will not communicate with, or accept messages from, any other parties. The school will only consider accepting a representative if the contracting parent/guardian has made application in writing and the proposed representative and parent/guardian have been interviewed. If the representative is accepted, it may only be for certain interactions such as collecting the child from school, or attending a parents' meeting. The person may not act as a representative until the school has communicated its decision to the contracting parent/guardian. Approved representatives must attend the orientation presentation.

If a person whose details are given on the application form is not a parent or court-appointed legal guardian of the learner, the school is not obliged in any way to accept the person as a representative. If such a person signs the contract, the contract is null and void, unless application is made in writing and the school agrees in writing to enter into the contract with that person. It is the responsibility of the person involved to make a proper application to the school.

If a person who is not a parent or court-appointed legal guardian wishes to enter a child into the school, he/she must make application in writing to the Directors to be accepted as a representative. The school reserves the right, at the sole discretion of the Directors, not to accept such an application. The application may also be accepted with conditions or limitations, such as a shorter contracting period. If the school signs the contract without an application being made and without agreeing in writing to accept the person as a representative, the contract is null and void.

If the person who has been recorded as being responsible for fee payments on the application form is a parent or court-appointed guardian, and is registered on the application form as such, the school will accept that person as a representative. If not, the school is not obliged to accept that person as a representative or communicate with them in any way. They will only be considered for acceptance as a representative if application is made in writing to the Directors by the contracting party, according to the process described above. The person may only act as a representative once they have been accepted by the school in writing.

The school reserves the right, at the sole discretion of the Directors, to limit or exclude a representative's access to the school. This might be necessary if the representative damages the relationship with the school, does not cooperate with the staff, is a negative influence on the learner, commits a breach of contract, has limited access to the learner due to a court order or does not cooperate with the school's policies and procedures.

The learner must be living with the parent/guardian who signed the contract unless other arrangements have been accepted by the school. The parent/guardian signing the contract is obliged to notify the school if the learner is not living with him/her or is not registered at an approved hostel. In this case application must be made in writing for approval of the proposed living and supervision arrangements. An interview will be required with the proposed supervisor. If the proposed living arrangements are approved by the Director an additional agreement will need to be signed. This also applies if the parent/guardian is away from home for more than two nights.



The school will not accept an application, or a registration will be deemed null and void, if the learner is living at a non-approved home/hostel/ commune/residence or under non-approved supervision. The school is obliged to report unsatisfactory or unsafe living arrangements to the relevant authorities. Approved hostels are presently Tlhokomelo Residence and Abafana Residence.

Parents/guardians are required to inform the school on the application form of how the learner will be transported to school and collected from school. The school must be notified of any changes to these arrangements immediately. The school reserves the right to ask parents/ guardians to change transport arrangements if the transport driver is not following the school transport policy, is not cooperating with staff or is endangering the safety of learners or staff in any way. The school will refer all matters affecting the safety of learners and staff to the appropriate authorities. Failure to cooperate with the school on these matters will be regarded as a breach of contract.

Cornerstone College does not offer part-time or correspondence courses.

PLEASE ALLOW FOR AT LEAST TWO HOURS TO REGISTER YOUR CHILD ON THE FIRST DAY, WHERE THE CONTRACTING ADULT MUST BE PRESENT. THE CONTRACTING ADULT AND CHILD MUST ALSO ATTEND AN ORIENTATION SESSION ON THE ARRANGED DATE AND TIME. THE APPLICATION OR REGISTRATION IS NULL AND VOID IF THE ORIENTATION SESSION HAS NOT BEEN ATTENDED.

THE DIRECTORS MAY, AT THEIR SOLE DISCRETION, DECLINE TO ADMIT AN APPLICANT TO THE SCHOOL.

#### **4. ENTRANCE REQUIREMENTS AND SUBJECT CHOICES**

- A bona fide final report, proving a legitimate pass at the required standard in the previous grade, must be submitted. This report must be accepted and approved by the Principal of Cornerstone College. The Principal may agree to a registration according to specific Grade subject choices.
- Learners who have been progressed will be required to repeat the Grade. Alternatively they can apply at another school that may accept them in the next Grade.
- Learners may be interviewed by the Principal or his/her representative.
- **Subject choices are limited to the prescribed set of subject combinations made available by Cornerstone College.**
- **NO SUBJECT CAN BE CONTINUED IF FAILED IN THE PREVIOUS GRADE.**
- Learners who do not meet the expectations of a certain subject/grade will be moved to a more appropriate subject/grade. Grade 12 applicants may well be offered a place in Grade 11 only.
- Learners may not be moved between classes offering the same subject.
- Right of admission is reserved and the final subject/grade offered is entirely at the discretion of the Director. The Director's decision in all matters regarding admission is final.

#### Grade R classes (Foundation Phase)

The following subjects are compulsory:

- English
- Mathematics
- Creative Arts
- Physical Education
- Beginning Knowledge and Personal Social Wellbeing

#### Grade 1 - 3 classes (Foundation Phase)

The following subjects are compulsory:

- English
- Afrikaans
- Mathematics
- Creative Arts
- Physical Education
- Beginning Knowledge and Personal Social Wellbeing

#### Grade 4 - 6 classes (Intermediate Phase)

The following subjects are compulsory:

- English
- Afrikaans
- Mathematics
- Natural Sciences and Technology
- Life Skills

- Social Sciences

#### Grade 7 - 9 classes (General Education and Training or Senior Phase)

The following subjects are compulsory:

- English Home Language
- Afrikaans First Additional Language\* (FAL)  
or, African Language First Additional Language\* (FAL) (Grades 8 – 9)
- Economic and Management Sciences [EMS]
- Social Sciences (History and Geography) [SS]
- Mathematics
- Natural Sciences (Physical Science and Biology) [NS]
- Creative Arts [CA]
- Life Orientation [LO]
- Technology (Design and Computers) [Tech]

\*One of the FAL subjects must be selected. The school retains the right to decide which language level is appropriate.

Grade 9 learners who wish to take FET Accounting must attend a week's worth of afternoon bridging classes early in the Grade 10 year, if deemed necessary.

#### Grade 10 - 12 classes (Further Education and Training)

The FET (Further Education and Training) course states that the following subjects are compulsory:

Two languages (one home and one first additional, one of which must be English)  
Mathematics or Mathematical Literacy  
Life Orientation

Three further subjects should be selected, so that there are seven subjects in total. There are no higher or standard grades in FET. Intensive subject counselling takes place, in order to avoid confusion and inappropriate choices.

We reserve the right to set entrance tests for key subjects eg: English Home Language, Accounting, IT, Maths and Science.

Please note the following:

- Maths may not be taken in the following term/year if the preceding term's/year's mark was too low. It is then replaced with Maths Literacy and the learner is required to complete the Maths Literacy requirements of the previous terms/years.
- Science must be taken in conjunction with Mathematics. Science may not be taken if the learner is taking Maths Literacy.
- IT must be taken with Mathematics, but may only be taken if the Mathematics mark was above 60% the previous year. An IT mark of above 50% is required each year to continue the subject the next year. IT is only offered if there is sufficient demand.
- If Maths is failed, or the mark is too low in Grade 9, Maths Literacy becomes compulsory in Grades 10-12. Science may not be pursued in Grades 10-12 if Maths is failed in Grade 9.
- No learner may take Accounting, IT, Science or Maths in Grade 11 or 12 unless he/she took it in Grade 10.
- All learners in Grades R – 7 are required to follow the Purple Mash computerised course for enrichment in all their subjects (excepting Afrikaans). Learners in Grades 8 – 9 must follow the Mathletics and Lector Reading computerised courses to improve competence in Mathematics (or Maths Literacy) and English. Learners in Grades 10 to 12 will be required to follow these programmes if they are not performing well in these subjects. The cost is for the parent's/guardian's account (see Stationery list).
- ***If a learner enters our FET programme in Grade 11, Cornerstone College is NOT liable for obtaining previous outcomes and portfolios from the sending school. This is the family's responsibility. The application is not finalised until the prescribed portfolios are received and approved by the Director.***
- There remains a possibility that teachers may use holiday time to catch up outstanding portfolio work, at the client's cost.
- Changing subjects in FET is problematic, because it is a 3-year course. It is therefore important to choose the correct subjects initially and to seek to pass them each year. At least 50% must be attained in all subjects for admission to Grades 10, 11 or 12.
- Subjects offered for FET at Cornerstone College are:
 

Mathematics	English	Life Sciences (Biology)
Mathematical Literacy	Afrikaans	Physical Science
Life Orientation	Sepedi	Accounting
Geography	Isizulu	Business Studies
Computer Application	History	Economics
Technology (CAT)		
Information Technology (IT)		

- All matters regarding the final subject choice are entirely at the Principal's discretion. The Principal's decision is final.

### Grade 12 classes

Learners are admitted to Grade 12 entirely at the Principal's discretion. Learners may not automatically be admitted to Grade 12, even if they have passed Grade 11. At least 50% must be attained in all subjects for admission to Grade 12. Matrics will write mid-term tests in Term 1. The school reserves the right to extend the Grade 12 course over two years, or require the learner to repeat Grade 11. The registration of a Grade 12 learner for the national Matric examinations will be suspended if the learner has been called for a disciplinary enquiry. The registration of the learner will be determined by the outcome of the disciplinary enquiry.

Matriculants may enter for the final examinations ONLY through Cornerstone College, according to our timetable. Private external registrations will render the contract with Cornerstone College null and void and the learner will no longer be registered with this school.

Grade 12 learners may register for only 7 subjects at Cornerstone College. No learners may register for another subject at any other institution, as the Education Department does not allow for candidates to register at two centres simultaneously. Deviation from this policy will be regarded as a breach of contract.

## **5. SCHOOL RULES**

### **5.1 Reward System**

The school encourages positive and helpful behaviour in learners by awarding merit marks for deserving actions. Merit badges are awarded for an accumulation of merit marks as follows;

- 3 x merit marks = a green merit badge
- 3 green badges = a gold merit badge
- 3 gold badges = a platinum merit badge
- 3 platinum badges = a diamond merit badge

Learners earning a diamond merit badge are given special recognition by having their names added to the honours board on display in Lekgotleng (the school hall).

A similar system is in place to earn Library merit badges for the donation of books to the school library.

### **5.2 Disciplinary Procedure**

The School fully supports the principles of ***Fair Discipline*** and the consistent application of appropriate disciplinary measures where necessary.

This procedure for learners indicates the broad ***standards of behaviour*** that are expected of all learners at the School, and encourages a responsible and self-disciplined approach. Should expected norms of conduct not be met by any learner, corrective action (where appropriate) will be initiated by the School's management and educators. Corrective action may or may not include the application of formal disciplinary measures.

Furthermore, the Procedure and Code are documented to ensure that corrective action (where appropriate) and discipline are administered consistently and fairly. This procedure and code are considered an important element of the School's Code of Conduct and are applicable to all learners. This document will also have a bearing on the behaviour of the learner outside normal School hours, should the learner's conduct impact negatively on the educator-learner relationship, learner-learner relationship, or the reputation of the school.

The maintenance of discipline and ensuring orderly classroom behaviour is an integral part of every educator's job. The ***onus therefore lies with the School's Educators and leadership*** to apply this procedure in an effective and equitable manner, in the interests of the well-being of the School and all its stakeholders.

Finally, this document will be made readily available to every educator at the School, and every learner and parent/guardian. This document is updated annually and contributions from learners, parents, educators, governors and management are welcome.

### **5.3 Code of Conduct**

In the School context, educators, parents/guardians and learners have responsibilities. To sustain a healthy learning environment, it is important that these parties acknowledge their responsibilities.

#### **Educators at Cornerstone College will endeavour to:**

- Be punctual, well-prepared and professional in their approach to education.
- Manage learner performance effectively and motivate learners to achieve realistic and meaningful personal goals.
- Be sensitive to the needs of their learners and address learning difficulties in a positive manner.

- Praise, encourage, recognise and reward learners who strive to achieve.
- Create a classroom climate which is based on a learning partnership which makes education both relevant and stimulating.
- Administer discipline correctively (where appropriate) and according to Cornerstone College's disciplinary code.
- Set a positive example for their learners to follow.
- Administer current curricula and outcomes effectively.
- Supervise the safety of learners as far as is reasonable.

The development of the full potential of the learner is a joint effort between the educators, learners and the parents. Parents/guardians must also accept responsibility to help the school achieve this goal. The school will endeavour to develop the full potential of each learner, but ultimately cannot be held accountable for a learner's lack of performance.

#### **Parents, Legal Guardians and Associates have the responsibility to:**

- Actively support the efforts of the School and its educators to teach their children.
- Adhere to the terms of the contract and the policies and procedures of the school at all times. Any queries should be directed to the Principal or Client Liaison Officer.
- Comply fully and completely with all the requirements and regulations of the school's COVID-19 Health and Safety Protocol document.
- Provide a home environment which supports and enhances the learner's education. The child's diary must be signed every day to confirm that homework has been done and all communications noted and acted upon. Boarders' diaries are signed by the appropriate Hostel Staff member and must be read by the parent/guardian whenever the boarder is at home. Learners in Grades R to 3 have plastic sleeves in which all correspondence with parents/guardians is placed. Letters from the school must please be read and acted upon, and the reply slips signed and returned to the school. Reply slips of boarders may be signed by a hostel staff member if authorised by the parent/guardian. Parents/guardians of children living in hostels remain responsible for ensuring they receive all communications from their child.
- **Verify information received from the learner before responding.** It will damage the contractual agreement with the school if a parent/guardian makes unfounded accusations based on the child's version of an incident, before finding out from the school what actually happened.
- Support the implementation of the disciplinary structures and procedures of the School.
- Treat all staff at all times with dignity, courtesy, respect and patience. Parents/guardians or associates who act discourteously, aggressively, threateningly or make prejudicial allegations of any kind are acting abusively and are damaging the relationship with the school. Any such abuse of staff members will result in the immediate declaration of breach of contract. The school reserves all its rights in such cases and may pursue legal options.  
Staff members have been instructed to terminate conversations, phone calls, meetings or disciplinary enquiries where the other party is abusive, venting emotions, obstructive, argumentative or makes prejudicial statements.
- Dissatisfaction of any kind must be addressed by following the grievance procedure in this brochure (Chapter 11.2). Deviating from this procedure, complaining to any third party or spreading discontent will be deemed a breach of contract. Written confirmation of the withdrawal of a complaint from the third party will be necessary in order for the school to consider restoring the relationship. The school may also require written confirmation from the third party that they are no longer involved in the matter.

If the parent/guardian contacts the school through a legal representative, the school has the right to respond only through the school's legal representative.

Defamation or attacks of any kind on the school or staff, including through any type of media, will be defended to the fullest extent of the law. Offenders will be prosecuted and damages will be claimed in all such matters.

- Ensure integrity in all matters. Ensure honest and accurate communication at all times. False claims of identity are fraudulent and will be referred to the relevant authority. Withholding important information or misrepresenting Cornerstone College or Tlhokomelo Residence will be regarded as dishonest and obstructive. A lack of integrity will be dealt with in the same way as discourtesy or abuse, as indicated above.
- Ensure that the school is able to contact the parent/guardian at all times. If the staff are unable to contact the parent/legal guardian, we will disclose all necessary information to the people designated as alternative contacts. It is the parent/guardian's responsibility to ensure that they can be reached and to keep the school informed immediately of any changes of telephone number, e-mail address or home address, especially when away from home for more than a day.
- Notify the school immediately if the child is not living with the parent/legal guardian who signed the contract, or in an approved residence (Tlhokomelo or Abafana). Application must be made in writing for approval of the proposed living and supervision arrangements. This is also necessary if the parent/guardian is away from home for more than two nights.
- Communicate with the school themselves and not through another party. The school will not communicate with, or accept messages from, parties other than the parent/legal guardian, or a representative that has been approved in

writing by the Director. If the parent/guardian is unable to contact the school directly, then messages sent through other parties must be confirmed by the parent/guardian within twelve (12) hours, otherwise they will not be accepted.

- Notify the school of any previous or existing health issues on the application form together with details of medication or treatment required. Please note that the school will not administer prescription medication during the school day. All medication must be administered by the parent or guardian at home, before or after the school day.

The school must also be notified if a learner has been diagnosed with a condition that requires emergency treatment, such as asthma, epilepsy, diabetes, etc. In such cases the school must be provided with emergency medication and instructions for its application. Permission must be given for staff to administer medication in an emergency. Contact details for the relevant medical professional must also be provided.

- Immediately notify the school of any change to the child's health or any threats/attempts at suicide or self-harm. The child will be returned to the care of the parent/guardian in all cases of threatened/attempted self-harm and for any health conditions which have a negative impact on the educational environment. The parent/guardian is responsible for referring the child to a clinical psychologist who is registered with the HPCSA, and for ensuring that the school receives a written report from him/her.

The child will be considered for re-admission to the school only when the Director receives a written report from the psychologist/ psychiatrist certifying that it is appropriate and safe for the child to return. The final decision rests solely with the Director.

- Uphold the professionalism of the school's educators and management with their children, with reservations and questions being directed privately and respectfully through the Principal. The Principal and educators may not be contacted directly other than through the school office. Breach of contract will be accepted if parents/guardians/ associates disrupt school events by taking up staff member's time with matters not directly relevant to the event.
- Ensure that fees and expenses are paid on time to avoid disruptions. Proof of payment must be faxed/e-mailed to the office during school office hours for bank deposits or transfers. The proof of payment must be in the possession of the school staff to be acceptable. Verbal assurances or displays of receipts on a device will not be acceptable. Please note that it is the parent's/guardian's responsibility to confirm with the office that the fax/e-mail has been received and that the learner's admin number and name are clearly legible. Breach of contract will be accepted by the school if fees and expenses are paid late or promises are not honoured. Reminder letters are sent home with the learner. Parents/ guardians may not send cash with Foundation Phase learners (Grades R to 3).
- Notifications of school expenses (such as workbooks) are written in the diary. It remains the parent's/guardian's responsibility to ensure that they receive these notices and letters on the day they are sent. To ensure educational integrity the school provides the workbooks specified on the stationery list. Parents/guardians may not supply these workbooks and are obliged to pay for the workbooks provided by the school.
- Ensure that learners arrive on time for school and school commitments. If the learner is going to be late, the parent/guardian must immediately phone the office to notify the school and give the reason/s for late arrival. Any delay in contacting the school may result in the late arrival not being approved.

Approval for the late arrival will only be granted if the Principal is satisfied with the reason for the late arrival. Learners will be given an informal detention for late arrival (two if it is after a long weekend/weekend or holiday) that is not approved by the Principal. Further action will be taken if there is a pattern of late arrivals. The parent/guardian is responsible for ensuring that learners are at school every day, that they arrive punctually and that absenteeism is avoided.

Unavoidable absenteeism must be reported by telephone before 9:00am on each day of absence under all circumstances, and in writing on the first day of the learner's return with contact details. If the letter is not submitted on the day of return, the absenteeism will not be approved.

A doctor's letter is required for absenteeism on a day when an assessment was written. A new assessment may be set for the learner for a fee of R300 for a test and R500 for an exam, payable in advance.

- A doctor's letter is also required for absenteeism of two days or longer, or one day if before or after a weekend or holiday. A learner may not return to school before the date specified on the doctor's letter. The school will not accept a doctor's letter if it is illegible, or if the doctor is the learner's parent/guardian or immediate relative. Dysmenorrhea (period pain) will not be accepted as a valid reason for absence, unless the school is provided with a letter from a registered medical specialist. Fees and expenses are payable in full while a learner is absent, irrespective of how long the absence is. The learner is responsible for catching up on any school work missed while he/she was absent. Learners must be present at all times during school hours, unless they are absent with the written permission of the Principal.

All appointments or commitments of any kind (e.g. doctor, dentist, orthodontist, medical tests or check-ups, scheduled surgery, drivers' licences, interviews, applications, competitions, shows, conferences, seminars, initiation school, events, ceremonies, etc.) must be made for times outside school hours and school terms.

Absence will not be granted for external events of any kind (e.g. fashion shows, competitions, league matches, performances, conferences, seminars, cultural events, church or community events, graduations, interviews, appointments, tests, travelling, special days, family ceremonies/rituals, etc.).

Learners will not be released from school (including sport, extra-murals, detention, extra lessons/ study, activities, functions, camps or events) during the week or weekend under any circumstances unless the school has received a

written request with documentary proof at least 3 school days before the event and the request has been approved by the Principal in writing, as described in Section 5.10 paragraph 7 under School Rules (Additional comments).

Absence for funerals will only be considered for immediate family members (parent, sibling or grand-parent) and only if the death certificate is submitted with the letter of request. If absence for a funeral is permitted, only one school day will be granted

Absenteeism is not allowed unless agreed by the Principal in writing. Unauthorised absenteeism is an expellable offence. Informal or formal detentions or Saturday study will be given to the learner for each day of unauthorised absence at the sole discretion of the Principal.

Learners will get a zero for any assessment that was missed due to unauthorised absenteeism. A new assessment may be set for the learner for a fee of R300 for a test and R500 for an exam payable in advance, at the sole discretion of the Principal.

Learners will receive DOUBLE PENALTIES for absence or late coming immediately before or after holidays/exeats/long weekends. If the learner is absent for longer than 2 weeks, the school reserves the right, at the sole discretion of the Directors, to put the learner back to the previous grade and/or not register them for external examinations. Fees and expenses are payable in full while a learner is absent, irrespective of how long the absence is. The learner is responsible for catching up on any school work missed while he/she was absent.

- Arrange for the child to be collected from the school immediately upon request. The school must be notified and permission given if someone other than the parent/guardian or the contracting party will collect the child. The child will only be released to an approved person. If the child is not collected by 4pm on the day the request is made, the child will be removed to a place of safety at the parent/guardian's cost.
- Encourage their children to participate fully in School, extra study, extra homework and extra-mural activities. Parents/guardians are encouraged to attend sport matches (not practices).
- Ensure that their children leave the school premises immediately after school or an afternoon activity, or that they go to the hall (high school learners) or transport-waiting service (primary school learners) if they have to wait for transport.

Parents/guardians must please ensure that children are taken home immediately after being collected from school, especially if they are collected by transport drivers who might tend to loiter outside the school waiting for more passengers. This puts the children in great danger and the school cannot take responsibility for their safety. Learners who are found loitering outside the school (even if they are waiting with a transport driver) or on the school premises will be sent to the appropriate school venue with penalties.

- Accept that they will not be able to visit or see their child during school hours or school activities (excluding matches). Any items that need to be given to the child must be dropped off at the admin office during office hours with the child's name written clearly on them. Items for delivery may not be left with security staff or the receptionist. Forgotten articles will not be accepted in the last hours before departure for a camp or outing.
- Not expect the School to meet their child's every need and to work with the School to overcome any behaviour which negatively impacts on the learning environment.
- Mark all clothing and possessions with the learner's name. Parents/guardians must please accept that it is not the staff's responsibility to find lost articles. They must please ensure that learners do not borrow or lend items of clothing or other possessions and that other learners' articles are returned to the school if found.
- Contact the Director, Principal or educators ONLY by making an appointment through the school office. The reason for the appointment must be given, otherwise the request will not be considered. Only the parent or legal guardian registered as such on the application form will be accepted for meetings or disciplinary enquiries. A representative may only attend a disciplinary enquiry or meeting if the parent/legal guardian has made application in writing at least one school day before the time and it has been approved by the Director.
- Arrive on time for an interview, meeting or disciplinary enquiry. The meeting/ interview/disciplinary enquiry will not take place if the parent/guardian is 15 minutes or more late; it will have to be rescheduled. If the parent/guardian is more than 15 minutes late for an enquiry, the learner will be suspended and the enquiry will be re-scheduled. Alternatively the Director may decide that the enquiry will continue without the parent/guardian and appoint an appropriate staff member as a guardian.

Any outstanding debts on the parent/guardian's account for the learner must be settled before an interview/meeting/disciplinary enquiry can take place. Any costs which the school may incur as a result of a postponed interview/meeting/disciplinary enquiry are the parent's/guardian's responsibility and will be debited to their account.

Meetings are limited to one hour and disciplinary enquiries to 1½ hours. If a parent/guardian causes a meeting or disciplinary enquiry to extend beyond the stipulated time, the extra time will be charged to their account at R200/hr or part thereof. Failure to agree to, or to schedule or attend an interview/meeting/disciplinary enquiry will be regarded as a breach of contract and notice may be served on the contract. Any kind of appointment held after hours to accommodate parents/guardians will be at their expense and will be charged to their account at R200/hr.

- Submit a death certificate upon application for absence for bereavement purposes. Please note that the learner may not be absent unless the application is approved by the Principal. Absence for bereavement will only be considered for immediate family members (parent, sibling or grand-parent). If permitted, absence will only be granted for one school day. Please note that the school cannot act as a messenger in cases of bereavement, as the family must tell the learner what has happened.

- Collect their children on time after school outings/camps/events/activities, or make suitable and/or acceptable arrangements for children to be transported home after school outings/camps/events/activities. If the child is collected more than half an hour late, a fee of R200 per hour or part thereof will be charged to the parent/guardian via the account without further notice.
- Not allow anyone who does not have a valid driver's license (and PDP if applicable) to drive near or on the school premises, or transport children to/from school or any school activity. Such actions will be reported to the SAPS.
- Request a translator 24 hours before an interview/disciplinary enquiry, if language interpretation is essential.
- Drop learners off in the morning using the slipway in front of the second building. Make sure the learner is ready to leave the vehicle immediately when it stops. Please do not stop on the traffic circle, hold up the traffic in the slipway, park opposite the slipway or make a u-turn when exiting the slipway.
- Collect Grade R to 3 learners at the second building between 2:00pm and 2:15pm and Grade 4 to 7 learners between 3:00pm and 3:15pm on a Monday to a Thursday. On a Friday, collect Grade R to 3 learners at the second building between 1:00pm and 1:15pm and Grade 4 to 7 learners between 1:30pm and 1:45pm. Learners not collected during these times will be considered to be abandoned and will be sent to the Pebbles After-Care Centre. The daily charge will be invoiced to the account irrespective of the time the learner is collected.
- Cooperate fully with the school's security staff, and security and parking arrangements.
- Refrain from any sort of corporal punishment or physical attack on their child while on the school premises, or at any school event off campus. Parents or guardians acting in this manner will be reported to Social Welfare and the child protection unit of the SAPS and charges will be laid. The school will also accept breach of contract immediately and without further notice.
- Refrain from smoking or e-smoking anywhere on the school/hostel premises. Smoking and e-smoking are not permitted anywhere on the school/hostel premises.
- Refrain from any sort of harassment or intimidation of staff and accept that such actions constitute a breach of contract and will be reported to the appropriate authorities. Attempts to persuade staff to deviate from policy or instructions will be regarded as harassment.

The school reserves the right to request that ANY person leave the premises should he/she be suspected of being under the influence of alcohol or a controlled substance or behaving in an inappropriate, disrespectful, threatening or dangerous manner. The school reserves the right to declare breach of contract in such instances, or to lay charges with the SAPS.

Any instances or suspicion of child neglect/abuse by a parent/guardian/associate will be reported to Social Services and the SAPS.

Only parents/legal guardians reflected as such on the learner's application form may enter the premises or attend Parents' Meetings. Other adults are only permitted after written permission is sought and granted. The school will not accept communications from parties other than the parent/legal guardian documented on the application form.

The school will not give written statements or make written requests for matters already documented in the contract, prospectus or procedure brochures. Agendas for meetings will be communicated verbally. The school reserves the right to reply to letters and e-mails telephonically or verbally and will not provide a written reply if a verbal reply has been given. Letters or e-mails to the school must include the learner's name, grade and admin number.

Learners must also recognise that they have responsibilities to their parents, the School, Educators, their fellow learners and themselves.

**In general terms, Learners must therefore:**

- Uphold the good name and reputation of the school and associated institutions at all times.
- Comply with instructions and the general policies, rules and code of conduct of the school.
- Behave responsibly and not endanger the safety and welfare of others or themselves.
- Respect and care for the property of the school and others.
- Maintain sound relationships with Educators, school staff, others at the School and outside the school, be courteous and respect the dignity and self-worth of others.
- Be punctual and observe the timekeeping practices of the school.
- Be at school every day and avoid unauthorised absenteeism.
- Demonstrate a positive attitude towards the opportunity to learn and be diligent in their efforts to learn, and to complete assignments.
- Behave honestly and conduct themselves with integrity
- Accept penalties and discipline taken against them as being necessary and corrective.
- Refrain from collecting money without authorisation or for personal gain.

- Refrain from making harmful statements or interacting with school or hostel staff on social media sites.

The school has a number of rules which define the kinds of behaviour expected of its learners. Learners will be advised of these rules and will be expected to conduct themselves within the rules provided.

It is impossible for this procedure to list every possible rule infringement. This guideline and the Disciplinary Code in Chapter 5.8 of this brochure set out the broad principles of fair discipline at the School. The educators, Principal and Director are entitled to apply action that they believe is appropriate under the circumstances, within the guidelines provided in this procedure.

#### 5.4 Disciplinary Measures

The aim of our disciplinary structure is to develop self-discipline in learners, to help them to realise their academic potential and to become mature and independent-thinking adults. The Disciplinary Code is given in Chapter 5.8 of this brochure.

Various forms of informal and formal disciplinary measures will be initiated by the School at the discretion of the Principal. The severity of the action taken by the School will depend on the circumstances, the seriousness of the infringement and any mitigating or aggravating factors being of relevance. The maximum penalty therefore may be, but need not necessarily be, applied.

The disciplinary measure or penalty applied in response to the learner's misconduct will therefore generally require the educator, the Grade Tutor or management to exercise judgement in deciding on the appropriate and fair action to be taken. The relevant staff will be authorised to conduct an investigation at the sole discretion of the Principal. Learners are required to give their full cooperation with the investigation and must answer questions accurately and truthfully. Witnesses may be interviewed and material or electronic evidence may be gathered. The learners involved may be asked to write incident reports. Interference in the investigation, or a lack of cooperation, will result in further penalties.

**Discipline must, wherever feasible and effective, be applied progressively except in instances of misconduct which are serious enough to justify suspension or expulsion after a single event.** Repeated committing of a similar or related offence may result in progressively more severe action being taken; particularly where a clear pattern or trend is indicated by the learner's continued misconduct.

#### 5.5 Disciplinary Process

This procedure summarises the disciplinary process that will be followed by the School when disciplinary action is considered appropriate.

##### 5.5.1 Informal Action

Infringements that are not considered too serious, or do not require formal disciplinary action in the opinion of the Educator, can be dealt with directly by the Educator as informal action. Educators will keep a record of informal action taken. If a pattern of misbehaviour is established, formal action will be taken.

Informal action may take the form of:

- Reprimand.
- Verbal or written warning.
- Informal Detention consisting of a supervised 30 minute break session (Grades R to 7). For Grades 8 to 12, an informal detention consists of a 30 minute session of dictionary work or corrective exercises on the day after the misconduct, or on a Monday to Thursday afternoon. Absence without leave from an Informal Detention will result in a 1½ hour Formal Detention. Detentions not attended during the week, or an accumulation of detentions, may require the learner to attend Saturday morning detentions at the parent's/guardian's expense for travel.
- Extra homework or written classwork.
- Community service.
- Counselling by the educator or Grade Tutor.
- Fines.
- Communication with parents/guardians.

If the learner has a compulsory academic commitment, league match, or compulsory extra mural on the day of the Informal Detention, the learner must excuse him/herself and organise for the detention to be served on another afternoon. If another afternoon is not available, the detention must be served that Friday afternoon or Saturday morning.

##### 5.5.2 Formal Action

More serious or repeated misconduct will result in formal action being taken.



Formal action may take the form of:

- A verbal or written warning.
- Community service or formal detention or time punishment.
- Communication or an interview with parents/guardians.
- A disciplinary enquiry.
- Suspension pending a disciplinary enquiry.
- Suspension from classes or from attending School for a period.
- Expulsion.

The learner is responsible for catching up on any school work missed during the suspension period.

Depending on the circumstances (including any mitigating factors which may be advanced), the chairperson of a disciplinary enquiry may, in his/her discretion, decide to impose a less severe sanction than that prescribed in the Disciplinary Code.

The learner will attend Formal Detentions if the misdemeanour merits such measures according to the disciplinary code. Formal detentions become part of the learner's record. The learner will receive written notice of the Formal Detention, which must be signed by the parent/guardian and returned to the register class teacher by the following Monday. Non-return of the signed detention letter will result in the accumulation of further Detentions. Failure by the learner to attend a Formal detention will result in an additional Formal Detention of 45 minutes (Grades R to 7) or 1½ hours (Grades 8 to 12).

Format of the Formal Detention:

- This will usually take place on a Friday afternoon for 45 minutes after the school day ends for Grade R to 7 learners. For Grade 8 to 12 learners the formal detention is 1½ hours and will start 15 minutes after the school day ends.
- High standards of behaviour will be expected.
- For Grades R to 7 corrective exercises will be given for the full 45 minutes. For Grades 8 to 12 dictionary work or corrective exercises will be issued to last for the full 1½ hours. If the task is not completed, the learner will return, usually on the next Friday, to complete the rest of the work. Grade 8 to 12 learners are required to bring English dictionaries to a Formal Detention.
- Detentions not attended during the week, or an accumulation of detentions, may require the learner to attend Saturday morning detentions at the parent's/guardian's expense for travel.
- Names of learners misbehaving during the session will be sent to management for further disciplinary action.

5.5.3 Coming to School Late

- Up to 15 minutes late for school = break detention
- 15 to 30 minutes late for school = 1 x informal detention
- 30 to 45 minutes late for school = 2 x informal detentions
- More than 45 minutes late for school = 1 x Formal Detention

5.5.4 Accumulation of Misdemeanours

An unacceptable pattern of informal detentions, or an accumulation of four formal detentions, may result in a phone call to the parent/guardian. After further informal detentions, or six formal detentions, the parent/guardian may be called for an interview. If the learner accumulates eight or more formal detentions, he or she may be called for an expulsion-level disciplinary enquiry.

5.5.5 Disciplinary Enquiry

When a serious infringement occurs, or in the case of repeated lesser infringements and formal disciplinary action not having its expected effect, a **notification of a DISCIPLINARY ENQUIRY** is given to the parents/guardians of the learner concerned. This notification provides information to ensure that the learner/parents/guardians are informed of the School's intention to convene a formal disciplinary enquiry to investigate the infringement and be given particulars of the allegations.

*Please note:*

- a) *The learner's parents/guardians are wherever possible notified of the disciplinary enquiry at least 48 hours before the scheduled disciplinary enquiry, but they may ask for an earlier or later appointment.*
- b) *The learner may be suspended pending the disciplinary enquiry, if this is considered appropriate. The suspension of the learner is indicated in the notification to the parents.*
- c) *The learner and parents/guardians are advised that they are expected to attend the disciplinary enquiry as their non-attendance may prejudice their case and result in the disciplinary enquiry being held in their absence, and a decision being made without their involvement. Parents/guardians may not delay the enquiry or refuse to attend it on the basis of an unresolved dispute or alleged grievance with the school.*

*If the parent/guardian is not able to or refuses to attend the disciplinary enquiry, does not arrive on time or does not arrive at all, the learner will be suspended from school and the enquiry will be re-scheduled. Alternatively, the Director may determine at his/her sole discretion that the enquiry will continue without the parent/guardian. The Director may then appoint an appropriate staff member to act as a guardian.*

*Please note that **NO** other parties will be admitted to the disciplinary enquiry, except the parent/s or court-appointed legal guardian (written proof required), provided their details are recorded as such on the application form.*

- d) *The learner and parents/guardians are advised of the serious nature of the allegations, and the possibility of serious disciplinary action being taken should the learner be found guilty of the allegations made against him or her.*
- e) *Legal representation at a disciplinary enquiry is NOT generally permitted. Disciplinary enquiries form part of the INTERNAL school procedures. If the parent/guardian would like to be professionally represented, application must be made to the Director in writing at least two school days before the disciplinary enquiry commences. In such cases the school reserves the right to its own professional representation. The disciplinary enquiry will be re-scheduled to accommodate the parties involved if necessary.*
- f) *A collective disciplinary enquiry may be held in the case of collective misconduct for placement on individual learner records.*
- g) *The learner must bring his/her homework diary to the disciplinary enquiry, unless it has been handed in to a staff member previously.*
- h) *If a learner is found guilty of an offence that might affect the hostel, the Chairperson may give a ruling for the hostel as well.*
- i) *A joint disciplinary enquiry will be called for offences that affect both school and hostel. The chairperson will rule on the outcome for school and hostel.*
- j) *The school reserves the right to include misconduct or offences from previous years in the proceedings.*
- k) *Outstanding fees and expenses owed to the school and hostel must be settled in order for the disciplinary enquiry to take place.*
- l) *No babies or children may be brought into the disciplinary enquiry.*
- m) *If an Interpreter is required, the onus is on the parent/s or legal guardian to request this from the school no later than forty eight (48) hours before the Disciplinary Enquiry.*
- n) *English is the only language of communication during disciplinary enquiries.*
- o) *All cell phones must be turned off and put away during disciplinary enquiries.*

#### Format of the Disciplinary Enquiry

1. The conducting of the **formal disciplinary enquiry** is of great importance and must be chaired by an objective School official or any other objective person nominated and appointed at the discretion of the Principal. The disciplinary enquiry chairperson will be responsible for leading and managing the disciplinary enquiry process, and making the critical decisions as to:
  - a) the guilt or innocence of the learner relative to the allegations made, with due consideration of the evidence presented.
  - b) the appropriate penalty or action to be taken, after due consideration of mitigating and aggravating factors.
  - c) any other matter which may require a Ruling or other intervention by the Chairperson.

2. The parent/s or guardian/s and learner attending the disciplinary enquiry are required to cooperate fully with the chairperson and follow his/her instructions at all times. The learner must be in full school uniform and comply fully with all requirements for uniform and appearance in the school Procedure Brochure. If the learner's uniform and appearance do not comply with the required standard, the disciplinary enquiry will be re-scheduled.

The parent/s or guardian/s and learner are required to respect the procedures of the disciplinary enquiry and participate appropriately according to the rules for each part of the disciplinary enquiry, without disruption.

The enquiry will be conducted by the chairperson strictly according to the following 7 steps:

Step 1: Allegations/Charges: The learner will be asked if he/she pleads "guilty" or "not guilty" to each allegation.

Step 2: Complainant's Case (Evidence only): The school's complainant presents the evidence in support of the school's case.

Step 3: Learner's Case (Evidence only): The learner and his/her parent/guardian present the evidence in support of his/her case.

Step 4: Finding of the Enquiry: The chairperson gives his/her finding on whether the learner is guilty/not-guilty of each allegation.

Step 5: Mitigating Circumstances: The learner and his/her parent/ guardian give the chairperson factors to consider when deciding on the outcome of the enquiry.

Step 6: Aggravating Circumstances: The complainant gives the chairperson suggested outcomes for the enquiry, with reasons.

Step 7: Sanction (Outcome): The chairperson gives his/her ruling on the outcome of the enquiry.

The chairperson has the right to suspend or postpone proceedings if the parent/guardian or learner do not cooperate, if they make the disciplinary enquiry ungovernable, or if the learner does not comply with the school's code of conduct for uniform and appearance. In such cases the learner will be fully suspended from the school until the enquiry resumes. It will only be re-scheduled when the parent/guardian and the learner agree to cooperate fully with the Chairperson and the school's procedures.

The chairperson also has the right to suspend proceedings if necessary and to ask a senior member of staff to address the parties concerning proper procedure. The Chairperson may ask the parent/guardian or learner to leave the disciplinary enquiry if they refuse to cooperate. The disciplinary enquiry will then continue in absentia. The chairperson's rulings in these matters is final. The school will accept breach of contract if a parent/guardian disrupts proceedings or makes a disciplinary enquiry ungovernable.

*To ensure that this crucial procedure is properly and fairly conducted, all disciplinary enquiries will be conducted in such a way as to ensure that the rules of natural justice are complied with. In the disciplinary enquiry the learner and parent:*

- *must properly understand the allegations made.*
- *should be presented with all facts and information relating to the allegations. The learner and parent/guardian are not entitled to have access to the school's evidence before the disciplinary enquiry.*
- *must be given the opportunity to cross-examine any witnesses called by the school.*
- *are entitled to present their own perspective and explain or defend their actions and call witnesses and present any evidence they may deem necessary. If the learner wishes to call witnesses, the Principal must be given the names in writing at least one school day before the disciplinary enquiry in order to make the necessary arrangements.*
- *must be treated with dignity and respect throughout the disciplinary enquiry.*
- *are to be assured of the greatest confidentiality possible.*
- *must be given the Findings in respect of the verdict and sanction and the reasons therefore.*
- *must be given the opportunity of making representations regarding a suitable penalty (sanction) (if any) which will include being given the opportunity of presenting mitigating factors.*
- *must sign the minutes after the disciplinary enquiry and collect their copy from the minutes secretary before leaving the premises.*
- *may request a copy of the audio recording of the disciplinary enquiry once they have signed the minutes. The request must be addressed to the Director in writing. The School will only be obliged to make the recording available and the parent/legal guardian will be responsible for the preparation of the written transcript thereof at their own costs, if required. The recording made by the School is the only official recording of the disciplinary enquiry. All other recordings will not be accepted or endorsed by the school.*
- *have the right to submit an Appeal against any suspension or expulsion decision made by the Chairperson. An appeal may not be lodged for a suspended suspension or suspended expulsion decision.*

*NB: Any minor witnesses who may participate in the disciplinary enquiry will be accompanied by a responsible adult who will ensure that their rights are protected.*

3. After the completion of the disciplinary enquiry, any decision made [whether to impose disciplinary action or not] will be formally communicated by the disciplinary enquiry chairperson. This notification must include a reminder that the parent/guardian has the right to lodge an appeal against a suspension or expulsion within 3 days of the disciplinary enquiry.

*NB:*

- a) *Copies of all documentation will be retained by the School for record and safekeeping purposes for one year. All disciplinary enquiries are recorded to ensure accuracy*
- b) *Disciplinary enquiries held outside office hours by parental request will be charged to the parent/guardian at a cost of R200 per hour to cover staff overtime costs.*

## **5.6 Suspension Process**

### **Definitions:**

**Suspended from class:** The learner sits at a desk in a separate, supervised venue. The learner will continue with class-work, homework and studies. The learner will work in silence, work actively and give full cooperation to supervisors. The learner will leave the room only with the permission of the supervisor.

**Suspended from school:** The learner is sent home for supervision by the parent/s or guardian. The parent/s or guardian will be notified before the learner is released. If local transport cannot be used, the learner must be collected on the same day of suspension by 3:45pm (1:45pm on Fridays), at the cost and arrangement of the parent/guardian. The school must be notified if someone other than the parent/guardian or contracting party is to collect the child. The child will only be released to an approved person. A supervision fee of R200 per hour, or part thereof, will be charged to the parent/guardian's account for the learner if the learner is collected after 3:45pm (1:45pm on Fridays).

**Suspension:** A learner may be suspended from class or from school at the Principal's discretion for any of the following reasons:

- Pending a disciplinary enquiry in which one or more of the allegations carry a maximum penalty of suspension or expulsion.
- Pending a disciplinary enquiry for which the number of formal detentions exceeds contractual agreement.
- The learner is uncooperative or disruptive in class or the study room or is disturbing the education of other learners.
- Repeated lack of cooperation with the school rules or terms of the contract.
- The learner is a potential threat to the staff, other learners, other persons, himself/herself or property.
- The safety, health or well-being of the learner is under possible threat.
- To protect the integrity of an investigation or to complete incident reports.
- For a cooling-off period to allow: reflection, organisation of thoughts and feelings, re-evaluation of personal standards, re-evaluation of commitments, restitution, writing of apology letters, etc.
- If the parent/guardian delays setting a time and date for a meeting/disciplinary enquiry after a meeting/disciplinary enquiry was requested by the school.
- If the parent/guardian does not arrive, or arrives late for a disciplinary enquiry or appointment. Suspension will also apply if the parent/guardian is uncooperative in the disciplinary enquiry/meeting, or postpones the disciplinary enquiry/meeting/from the original date.
- Fees and expenses are overdue according to contractual agreement.
- Breach of contract has been accepted or declared or repudiation of contract has occurred.

The parents or guardians will be contacted to inform them of the suspension. A message will be left when possible if the parent/guardian cannot be contacted directly.

If the outcome of a disciplinary enquiry is suspension, then the number of days on suspension before the disciplinary enquiry will count towards the total.

School fees and expenses are due and payable for the period of the suspension, notwithstanding the fact that the learner may not have attended school or did not receive tuition during his/her suspension. The learner is responsible for catching up on any school work missed during the suspension period.

## 5.7 Appeal Process

Please note that an appeal can be lodged only if the outcome of the disciplinary enquiry is a suspension or expulsion verdict. Appeals may not be lodged for a suspended suspension or suspended expulsion.

The learner and parents/guardians have the right to lodge an appeal against the finding of the disciplinary enquiry. The Directors of the school also have the right to lodge an appeal. Typical grounds for such an appeal may include:

- The disciplinary process was not properly followed.
- The decision on guilt was not considered correct.
- The decision regarding action to be taken was considered inappropriate.
- The mitigating factors were not properly considered.
- The disciplinary enquiry chairperson was considered biased or made a subjective decision and/or failed to consider or overlooked material evidence.
- The learner was not in a position to properly present his/her case.
- New evidence can be presented which was not available at the disciplinary enquiry which may affect the decisions made.

The learner and parents/guardians wishing to lodge an appeal must do so in writing, detailing in full their grounds for the appeal. The request for an appeal must be received by the Principal within 3 days of the disciplinary enquiry chairperson's decision having been communicated to the learner/ parents/guardian, so as not to delay proceedings. Please note the following:

1. The learner's basic right to an appeal against disciplinary action does not ordinarily mean that all the allegations raised at the disciplinary enquiry will be re-examined. The Appeal procedure is generally limited to reviewing the decisions made, based on the grounds for the appeal lodged. A full appeal re-enquiry is ONLY necessary when the disciplinary enquiry process was materially defective and the decisions reached at the disciplinary enquiry are, in the view of the appeal panel, questionable and can only be properly adjudicated by way of a full re-enquiry of the matter.

*Should it become obvious that a full re-enquiry is required for a fair appeal, usually due to, inter alia, a defective disciplinary enquiry process or substantial new evidence having come to light after the disciplinary enquiry, an*

*Appeal Enquiry should be conducted in accordance with the principles highlighted above, and chaired by a chairperson other than that which chaired the initial disciplinary enquiry.*

2. An appropriate person or panel will be elected at the Directors' discretion to conduct the appeal, or re-enquiry if considered necessary. When a decision has been made by the appeal Chairperson or panel, a written finding will be provided to the learner and parents/guardians within a further 5 days and a copy of the finding placed on the learner's file for safekeeping.

The conclusion of the School's appeal process is the final procedure in the disciplinary process and marks the exhaustion of internal disciplinary measures.

## **5.8 Disciplinary Code**

The School disciplinary code for learners given below is intended as a **guideline** for educators, management and disciplinary enquiry or appeal chairpersons.

It indicates the maximum disciplinary action considered appropriate for various types of infringements and misconduct by learners. As indicated previously, the circumstances of a particular case under consideration may justify less or more severe action than that recommended in the Code depending on the circumstances. The infringements listed in the Code are not intended to be an exhaustive listing but rather an indication of the type and severity of an infringement, and the deviation from accepted learner conduct.

*Please note that the Code does in appropriate circumstances, make provision for "progressive" or cumulative penalty i.e. the imposition of a stronger sanction for repeated misconduct. However, progressive discipline is not necessary where the misconduct is of such a nature that either suspension or expulsion is recommended even after the first occasion.*

<b>5.8.1 Learners will comply with instructions and the general rules of the School</b>	
<b>ALLEGED MISCONDUCT OR INFRINGEMENT</b>	<b>Recommended <u>Maximum</u> Disciplinary Action to be Imposed</b>
Wilful disregard of instructions/ duties/timetable	Detention
Interference with an investigation or lack of cooperation	Expulsion
Disrespect towards elders, educators, parents/guardians and visitors	Detention
Misbehaviour on public/private transport	Suspension
Sleeping in class/study session or being disruptive. Writing, passing or receiving notes	Detention + Comm. service
Hairstyle, dress or apparel which is not in accordance with School/Hostel standards	Detention and correction
Misuse, abuse or possession of a cell phone, smart watch, or other electronic device. Camera lens of device not taped closed	Detention and handing it over to the school
Improper use of tablet, note-book computer or other electronic device	Detention and handing it over to the school
Eating or drinking during class or during sporting activities when this is prohibited. Chewing gum anywhere at any time on the school premises or in school uniform	Detention and fine
Trespassing or entering School/Hostel grounds/ prohibited areas after hours or during holidays	Expulsion
Failure to obtain all needed equipment /utensils	Detention
Receiving visitors without permission	Detention

**5.8.2 Learners will behave responsibly and not endanger the safety and welfare of others**

<b>ALLEGED MISCONDUCT OR INFRINGEMENT</b>	<b>Recommended Maximum Disciplinary Action to be Imposed</b>
Dangerous horseplay	Detention
Reckless physical endangerment of self or others	Suspension
Interference with safety and security procedures or equipment	Expulsion
Use of excessive force when playing games or playing games in areas where bystanders and passers-by may be injured.	Detention
Antisocial behaviour such as hitting, pinching, biting or spitting	Detention
Bullying others or participating in initiation practices of any sort	Expulsion
Physical violence, assault, injuring or causing injury to others	Expulsion
Fighting or threatened assault of others	Expulsion
Being in possession of a weapon or dangerous instrument or toy on School/Hostel premises or on the School/Hostel grounds or at a School/Hostel event	Expulsion
Unhygienic personal habits	Counselling plus detention
Improper use of School/Hostel facilities and ablutions	Detention plus restitution
Tampering with equipment or the property of others	Detention plus restitution

<b>5.8.2 Learners will behave responsibly and not endanger the safety and welfare of others, cont.</b>	
<b>ALLEGED MISCONDUCT OR INFRINGEMENT</b>	<b>Recommended <u>Maximum</u> Disciplinary Action to be Imposed</b>
Noisy behaviour or disturbing the activities of others, disruptive behaviour/running inside the building	Detention
Riding of bicycles/skateboards etc. on School/ Hostel property or in areas where this is prohibited	Detention plus restitution
Loitering outside school or hostel or Silverton businesses	Detention
Loitering near the perimeter or giving/receiving messages or articles through/over the perimeter	Suspension
Being in possession of or testing positive for illegal drugs or alcoholic or intoxicating/dangerous substances, or distributing, storing or consuming them, or being an accessory to, or knowing about these activities without reporting it	Expulsion
Being under the influence of illegal drugs, alcoholic, or unauthorised substances, or substance abuse	Expulsion
Taking medication without staff supervision	Suspension
Attempts or threats of suicide or self-injury	Release to care of parent/ guardian and referral to a Clinical Psychologist
Smoking, e-smoking or being in possession of cigarettes, e-cigarettes, tobacco products or accessories, or knowing about these activities without reporting it	Expulsion



<b>5.8.3 Learners will respect and care for the property of the School and others.</b>	
<b>ALLEGED MISCONDUCT OR INFRINGEMENT</b>	<b>Recommended <u>Maximum</u> Disciplinary Action to be Imposed</b>
Littering and poor housekeeping	Detention plus restitution
Unauthorised use or possession of keys for school/hostel venues. Failure to report others doing so	Expulsion
Proximity to staff members' cars	Detention
Wilful damage of School/Hostel or staff property or equipment, vandalising property	Suspension plus restitution
Possession or use of matches or lighters or causing a fire	Expulsion
Improper use or abuse of School/Hostel property or the property of others	Detention plus restitution
Not taking good care of textbooks or learner aids or School/Hostel property or losing textbooks/ aids/property	Detention plus restitution or confiscation
Lending school books or school work to others	Detention

**5.8.4 Learners will maintain sound relations with others, be courteous and respect the dignity of other persons**

<b>ALLEGED MISCONDUCT OR INFRINGEMENT</b>	<b>Recommended Maximum Disciplinary Action to be Imposed</b>
Creating, writing, being in possession of or accessing pornographic, undesirable, harmful or prejudiced material, or distributing/broadcasting same to others, or assisting others in accessing/distributing/broadcasting same by any means, or knowing of other's involvement in these activities without reporting it	Expulsion
Invasion of privacy	Expulsion
Taking photographs or videos on the school premises or at a function/event identifiable as a school function/event, without written permission. Distributing or sharing photographs or videos taken on the school campus or at a function/event identifiable as school function/event, without written permission	Expulsion
Urinating/defecating anywhere other than in designated toilet facilities, or any other action which may amount to public indecency	Expulsion
Alone without permission with the opposite sex	Expulsion
Graffiti	Detention & Restitution
Trespassing or being in someone else's hostel dormitories/flatlets	Expulsion
Swearing or use of bad language, nastiness, teasing, name-calling, provocation or the verbal abuse of others	Detention
Playing of obscene or demeaning games	Expulsion

**5.8.4 Learners will maintain sound relations with others, be courteous and respect the dignity of other persons, cont.**

<b>ALLEGED MISCONDUCT OR INFRINGEMENT</b>	<b>Recommended <u>Maximum</u> Disciplinary Action to be Imposed</b>
Being discourteous towards staff members or peers or displaying insolence or disrespect	Suspension
Failure to follow the grievance procedure correctly	Suspension
Racist or sexist comments, hate speech, insults or verbal assaults. Harassing or victimising behaviour	Expulsion
Defaming, slandering, bullying or causing offence to others or the name of the School/Hostel by any means or through any medium including cyber-bullying	Expulsion
Negative political agitation, instigating or participating in unrest or protest action	Expulsion
Indecency, sexual harassment, sexually explicit or sexually intimate behaviour or other inappropriate intimate behaviour	Expulsion
Inappropriate or indecent physical contact, e.g. holding hands, hugging, kissing, etc	Expulsion
Socialising with staff members or coaches in person or interacting on social media	Expulsion
Intimidation of staff members	Expulsion
Intimidating others or other forms of invasive behaviour	Expulsion
Entrance to opposite genders dormitories/ bathrooms or being a peeping Tom.	Expulsion
More than one person in a toilet cubicle	Expulsion

<b>5.8.5 Learners will be punctual and observe the timekeeping practices of the School/Hostel</b>	
<b>ALLEGED MISCONDUCT OR INFRINGEMENT</b>	<b>Recommended <u>Maximum</u> Disciplinary Action to be Imposed</b>
Unauthorised or unacceptable absenteeism from school	Expulsion
Unexplained or unacceptable absence from study sessions/ detentions/classes/timetable/outings/camps/events	Detention/Saturday study (Double at start or end of term/exeat)
Unacceptable absenteeism from assessment/ study session	Detention/Saturday study Zero for assessment missed
Absent without leave. Leaving the School/Hostel premises without permission or with falsified permission or abuse of permission	Expulsion
Leaving an activity/camp/event without permission or falsified permission or abuse thereof	Expulsion
Late-coming	Detention

<b>5.8.6 Learners will demonstrate a positive attitude towards learning and be diligent in their learning efforts</b>	
<b>ALLEGED MISCONDUCT OR INFRINGEMENT</b>	<b>Recommended <u>Maximum</u> Disciplinary Action to be Imposed</b>
Homework, assignments or projects not done or refusal to complete them. Books or stationery not at school	Detention
Irregularities regarding homework diary or message folder/book	Suspension
Non-return of signed detention letters	Detention
Failure to hand reports/letters/reply slips etc. to parents/guardians or to return these to the School/Hostel	Detention
Unreasonable refusal to participate in School/ Hostel activities and School attendance events	Detention
General uncooperativeness and poor application to studies, school work or assignments	Detention

**5.8.7 Learners will behave honestly and conduct themselves with integrity**

<b>ALLEGED MISCONDUCT OR INFRINGEMENT</b>	<b>Recommended Maximum Disciplinary Action to be Imposed</b>
Theft, attempted theft or misappropriation of property	Expulsion
Selling goods or services on the School/Hostel premises, borrowing, lending or collecting money without permission	Expulsion
Xenophobia	Expulsion
Plagiarism, cheating, copying or tampering with tests, reports or assignments, exam irregularities	Expulsion
Dishonesty, lying, rumour-mongering, misrepresentation, publishing without permission, or unfair play	Expulsion
Slander, defamation or libellous writing or speech in any medium whatsoever including the internet, etc.	Expulsion
Being an accessory to, or knowing about, a disciplinary breach without reporting it, alternatively aiding and abetting such act or concealing same from School staff	Expulsion
Possession or distribution of material which may give an unfair advantage in a test or examination	Expulsion
Bribery and/or Fraud	Expulsion
Forgery or the falsification of documents and/or the signatures of others	Expulsion
Being found guilty of conduct concerning illegal or criminal activities of any nature, e.g. driving without driver's license, gambling, substance abuse, drug dealing, theft, etc, on or off campus	Expulsion

## 5.9 Jurisdiction and scope of the code of conduct

This code of conduct is in force:

- On or near School/Hostel property, prior to, during and following regular School/Hostel hours.
- At all team/class/school/hostel events, both within and outside the regular School/Hostel hours where such School/Hostel events are held under the auspices of the School/Hostel management structures.
- At all team/class/school/hostel events which are held off the School/Hostel property and while walking/travelling to and from such events.
- At all times when the learner is dressed in the school uniform and is recognisable as such both on or off the school property in the public domain.
- Anywhere and anytime for criminal/illegal activities of any kind.

The school reserves the right to search learners and their effects (including suitcases, bags, lockers, cell phones, smart watches, tablets, computers and other electronic devices or media) without notice at any time for the purposes of an investigation. Items deemed to assist the investigation will be handed over for searching and inspection. Undesirable or illegal items will be handed over to the appropriate authorities or destroyed. Please note that if a learner is under investigation for any external criminal activities, an internal expulsion-level disciplinary enquiry will be scheduled.

## 5.10 School Rules (additional Comments)

1. Learners must behave respectfully towards all employees of the School and with consideration for their fellow learners. No intimidation or bullying or initiation/hazing practices will be tolerated. Teasing, pushing, hitting or playing roughly with someone on their birthday, or for any other reason, is unacceptable and may not be practised.
2. Learners must treat all School property with utmost care. Rented lockers may not be shared and must be locked at all times with the lock provided by the school. The key to the locker may not be lent or given to another person.
3. Learners may not be in possession of a classroom or office key, or any key for a school or hostel venue or room. Learners are required to return any school or hostel keys that they may have or find to the admin office. Learners must report anyone using a key, or in possession of a key, to the Principal.
4. Learners may not borrow money from each other or lend it to each other. Learners may also not charge a fee or interest, either in cash or kind, for any favour or service to another learner.
5. No learner with a negative disciplinary record may go on school outings nor claim any privilege.
6. Learners may not be late for school or any school commitments. If a learner is going to be late, the parent/guardian must immediately phone the school office to notify the school. The learner's name and grade must be given, together with the reasons the learner is going to be late. Any delays in notifying the school may result in the late arrival not being approved. Approval for a late arrival will only be granted if the Principal is satisfied with the reason for the late arrival. Excuses such as bad traffic, difficulties with transport, problems at home or anything which could have been avoided, will not be accepted. The school reserves the right to request documentary or other proof to substantiate the reason for a late arrival. Learners will be given an informal detention for late arrival (two if it is after a long weekend/exeat or holiday) that is not approved by the Principal. If a pattern of late arrivals is observed the parent/guardian will be called for an interview, or the learner will be called for a disciplinary enquiry. Breach of contract may be accepted if the parent/guardian is negligent in this regard.
7. Learners must be present at all times during school hours, unless they are absent with the written permission of the Principal.

**All appointments or commitments of any kind (e.g. doctor, dentist, orthodontist, medical tests or check-ups, scheduled surgery, drivers' licences, interviews, applications, competitions, shows, conferences, seminars, initiation school, events, ceremonies, etc.) must be made for times outside school hours and school terms.**

Absence will not be granted for external events of any kind (e.g. fashion shows, competitions, league matches, performances, conferences, seminars, cultural events, church or community events, graduations, interviews, appointments, tests, travelling, special days, family ceremonies/rituals, etc.).

Learners will not be released from school (including sport, extra-murals, detention, extra lessons/ study, activities, functions, camps or events) during the week or weekend under any circumstances unless the school has received a written request with documentary proof at least 3 school days before the event and the request has been approved by the Principal in writing.

Absence will not be granted if the application is late, i.e. less than three school days before the event or does not include proper documentary proof. The Principal reserves the right not to grant the absenteeism if the parent/guardian refuses to give details of the event.

Absence for funerals will only be considered for immediate family members (parent, sibling or grand-parent) and only if the death certificate is submitted with the letter of request. If absence for a funeral is permitted, only one school day will be granted.

Please note that sending a letter of request does not mean the learner may be absent. The application **must be approved by the Principal** before the learner may be absent. Unauthorised absence of any kind is an expellable offence. It will also be regarded as a breach of contract and notice may be given on the contract.

Learners will get a zero for any assessment that was missed due to unauthorised absenteeism. A new assessment may be set for the learner for a fee of R300 for a test and R500 for an exam payable in advance, at the sole discretion of the Principal

8. Unavoidable absenteeism must be reported by telephone to the office before 9:00am on every day of absence, or an informal detention will be given to the learner. On the first day of return to school, the learner must provide a parental excuse letter/doctor's letter. The letter/s should be dated and contain a contact telephone number and parent's ID number. If the letter is not submitted on the day of return, the absenteeism will not be approved.  
A doctor's letter is required for absenteeism on a day when an assessment was written. A new assessment may be set for the learner for a fee of R300 for a test and R500 for an exam, payable in advance. A doctor's letter is compulsory if the learner is absent for 2 or more days, or one day if before or after a weekend or holiday. A learner may not return to school before the date specified on the doctor's letter. The school will not accept a doctor's letter if it is illegible, or if the doctor is the learner's parent/guardian or immediate relative. Dysmenorrhea (period pain) will not be accepted as a valid reason for absence unless the school is provided with a letter from a registered medical specialist.  
The Principal is not obliged to approve the absenteeism if the cause was insufficient. The Principal's decision in this regard is final. Unauthorised absenteeism is an expellable offence. Informal or formal detentions or Saturday study will be given to the learner for each day of unauthorised absence at the sole discretion of the Principal.  
If an assessment was missed due to unauthorised absenteeism, a new assessment may be set for the learner for a fee of R300 for a test or R500 for an exam, payable in advance, at the sole discretion of the Principal.  
Learners will receive DOUBLE PENALTIES for absence or late coming immediately before or after holidays/exeats/long weekends. A pattern of repeated absenteeism will result in the parent/guardian being called to the school for a meeting. The school may accept breach of contract if the parent/guardian is found to be negligent.  
If the learner is absent for longer than 2 weeks, the school reserves the right, at the sole discretion of the Directors, to put the learner back to the previous grade and/or not register them for external examinations. Fees and expenses are payable in full while a learner is absent, irrespective of how long the absence is. The learner is responsible for catching up on any school work missed while he/she was absent.
9. **Cornerstone College is a weapon-free zone. No dangerous toys or weapons may be brought to the school/hostel. Anyone found with a weapon of any kind will be suspended immediately and called for an expulsion level disciplinary enquiry.**
10. Learners must arrive punctually in the mornings and for each period. Much important work is lost through late-coming, and the learner will be penalized for being late without just cause. Learners who travel to school with their own transport, such as a car, motorcycle or bicycle, must apply in writing for a parking place to be designated. The school does not guarantee that a parking place on the school property can be made available. The school accepts no liability whatsoever for learner's vehicles parked near or on the school premises.
11. Learners may ask the staff at the school admin office if they may use the office phone to make transport arrangements. They may ask at the hostel office if the school office is closed. The phone call may be made by the learner under the supervision of a staff member, or by the staff member at his/her discretion.
12. Learners must fulfil all homework commitments.
13. Learners must wear full school uniform and maintain a neat appearance at all times. This rule applies from the time the learners depart from home until they arrive home.
14. Learners must immediately remove their jerseys/drimacs when requested to do so in very hot weather.
15. Learners may not wear beanies in assembly.
16. Learners must follow good hygiene procedures - wash regularly, brush teeth well and wear clean clothes. Girls in particular should pay attention to personal hygiene and appearance. Specific instructions will be given regarding toilet procedure. Only one person may occupy a toilet cubicle at a time. Boys must be clean-shaven. Razors will be sold for R 5,00 to unshaven boys for immediate use. Hand dryers in bathrooms may not be used for other purposes, such as drying clothing, etc.
17. Learners may not take any form of medication/tablet/liquid while unsupervised at school or a school function. The school will not administer prescription medication during the school day, unless authorised by the parent/guardian. All medication must preferably be administered by the parent or guardian at home, before or after the school day.
18. Learners may not eat, drink or chew gum in the school buildings. Chewing gum (or sweets that include chewing gum) may not be brought onto the school premises or used anywhere on the school premises. A fine will be imposed on any learner found chewing gum.
19. No smoking or e-smoking whatsoever is permitted on the School/Hostel premises. Learners are not permitted to smoke on the School/Hostel premises, at school-related events or anywhere while in school uniform or recognizable as a Cornerstone learner.
20. Learners may not stand, jump or dance on benches, chairs, toilets or any other article. They may not lean back hard/ride on chairs, or slam doors or windows. They may not drop tables or any hard/sharp objects on tiled floors or other surfaces. They may not scratch/cut desks or any other articles. These actions cause damage and are regarded as vandalism. Offenders will be fined R50,00. The cost of repairing/replacing the damaged article will be debited to the parent/guardian's account for the learner and the parent/guardian will be notified.



21. Learners may not turn the fans in the halls or classrooms on or off or adjust them in any way. Fans may only be operated by staff.
22. Learners must be very careful to avoid causing a fire in any way. Learners may not use or be in possession of matches or lighters of any kind. Learners may not light candles or any other item (including hair braids) while on the premises or at a school function or outing. If a fire is discovered, learners must immediately leave the area along the approved exit routes and call the school or hostel staff as quickly as possible. Learners should not try to extinguish the fire themselves.
23. No loitering outside School/Hostel premises or businesses in the Silverton area is permitted.
24. Learners must not send other learners or boarders to buy things for them either on or off the premises, unless permission has been given by the Principal or Hostel Manager in writing.
25. Learners must behave at all times in a dignified and self-controlled manner, in keeping with the high standards of Cornerstone College.
26. Learners must obey all instructions given by the Principal and staff.
27. No learner is permitted to leave the school grounds during school times. The school reserves the right to change school times if so needed.
28. The school does not take responsibility for the theft of valuables. All money and valuables should be handed in to the school office (to be receipted) for safekeeping.
29. Pocket money will only be issued from the parent/guardian's account for the learner if requested by the parent/guardian and if the account is in credit for at least the amount requested. The request must be given in writing (with a copy of identification). No pocket money will be issued if money is owed on the account.
30. Learners must not go near the staff members' cars or School/Hostel vehicles.
31. If a learner is absent from school for more than 5 school days without the Principal's permission or without a valid and acceptable reason, or without communicating with the school (via the school secretary) during this absence, he/she will be deregistered and 3 months' notice charged. This decision is at the sole discretion of the Director. The 5 day absence may be either continuous or sporadic for the deregistration action to apply. No further notice period will apply.
32. This also applies if the learner is suspended from school pending a disciplinary enquiry or continuation thereof, and the parent/guardian does not provide or agree to a date for the disciplinary enquiry for more than 5 school days.
33. Learners may not receive visitors during the school day or communicate with anyone at the school perimeter. Urgent messages may be left with the secretary, and these will be handed out at break or after school. Learners may not use the office phones for private phone calls. Any items for delivery to the learner must be dropped off at the admin office with the learner's name clearly written on them during office hours. Items for delivery may not be left with security staff or the receptionist.
34. No cheating (or copying) will be tolerated. Learners may not write, pass or receive notes during school activities.
35. Learners may not contact other learner's parents/guardians without permission. Parents/guardians may not contact other learner's parents/ guardians or other learners without permission.
36. Learners may not socialise with staff, coaches or instructors either in person, or via social media.
37. Learners may not bring cell phones or smart watches into class or to any school event or activity. These will be handed over for safe-keeping upon discovery and will be returned at the end of the term. We do allow for them to be handed in at the designated venue for safe-keeping during school hours. They may be collected and used in the designated area between 1:45pm and 2:15pm and after 3:30pm.
38. **Learners may not allow their cell phones, or any other electronic devices (including earphones or wires), to be visible or used while on the school premises or walking to or from, or near the school. This is for their own safety.**
39. **Learners may not play music on their cell phones, tablets, computers or any other device while on the school premises or at a school event/ function. Learners may also not provide WiFi or data services to other learners without permission from the Principal.**
40. **Learners may not take photographs or videos of any kind with a camera, cell phone, tablet or computer or any other device while on the school premises, or at a function/event identifiable as a school function/event, without written permission. The camera lens of a learner's cell phone, tablet, computer or any other device must be taped closed while it is on the school premises, or at a school function/event, or an function/event identifiable as a school function/event.**  
**Application must be made in writing to the Principal to take photographs or videos at a school function/event. Photographs or videos may only be taken if the Principal gives permission in writing and then only under the conditions specified by the Principal.**
41. Learners who provoke or tease other learners towards unrestraint will be punished. Rumour-mongering is also not allowed.
42. All clothing items and personal possessions must be **CLEARLY** marked. Any lost property which cannot be returned to the owner will be donated to charity if not collected within 14 days. Staff are not responsible for finding lost articles of clothing or other possessions. Learners may not borrow or lend articles of clothing or other possessions.
43. In the interest of safety, any criminal activity or physical violence on the premises will result in all parties involved being instantly suspended and called for a disciplinary enquiry.

44. Girls who are pregnant will be referred to the Hospital school, or a similar institution, if this is deemed to be to their educational and health benefit. They will not be registered for external exams if their due date is close to the external exams. Girls and parents/guardians must notify the school immediately when it is discovered that the girl is pregnant. Pregnant girls may continue schooling as long as permitted by their medical practitioner, at the sole discretion of the Director. Medical certificates must be provided to the school upon request.
45. Learners may be removed from permanent homework, computer tuition, etc, ONLY upon prior written request from the parent/guardian and if approved by the Principal.
46. The school must be notified if a learner is involved in extra classes, training, leagues, or any other external commitments. No external commitments may be contemplated if they are likely to interfere with schooling or school commitments. The school will not sign forms for external sports clubs.
47. Learners may not have a job or be employed or sell any goods without the written permission of the Principal.
48. Learners may be expelled for inter alia trespassing, sexual misconduct or harassment, accumulation of eight (8) formal detentions, attempts or threats of suicide or self-injury, any criminal behaviour, theft or shoplifting, negative political agitation, instigating or participating in unrest or protest action, unexplained absence from the school or school sessions/activities, physical violence, testing positive for illegal drugs or alcohol, use or possession of illegal drugs or alcohol or substances or weapons/toys, and abuse of property.

## 6. HOMEWORK POLICY

If a homework requirement is not met, according to the educator's judgement, the misdemeanour is recorded in writing. Three such misdemeanours will result in an informal detention being issued. At any time the educator is authorised to issue extra work or impose a break detention, as an additional penalty.

## 7. NOTEBOOK AND TABLET COMPUTERS

In order to keep abreast with technology, learners are allowed to use notebook computers and tablets in class. Please note the following:

- Notebooks and tablets can be used for taking notes during classes and for assignments and portfolio work.
- There is no pressure on parents/guardians to buy these expensive commodities, but they are now recommended on the stationery list.
- The school will not be held responsible for loss of or damage to notebook computers or tablets. Please insure the notebook or tablet!
- Printing costs are for the client's account.
- Notebook computers and tablets may only be used for school work on the school campus and at school events. The privilege will be revoked if they are used for other purposes.
- Learners may be required to sit at the front, with their notebook or tablet screens visible to the teachers.
- No sharing or lending will be allowed.
- Any illegal or non-regulation activities will be penalised to the fullest extent, e.g. pornography, cheating etc.
- Notebook computers and tablets are not allowed during tests and exams or during test/exam study sessions.
- Notebook computers and tablets must be fully charged before school each day. It will not be possible for them to be charged at school.
- All notebook computers (and home computers) and tablets must be equipped with anti-virus software. The IT teacher can provide free software if needed.
- Notebook computers and tablets may not be used in Hostel rooms.
- The school will only offer compatibility with Android devices. Devices with other operating systems are used at the learner's own risk.

## 8. DRUG AND ALCOHOL POLICY

The possession, use and distribution of illegal drugs and intoxicating substances is forbidden. Illegal drugs may not be taken and the illegal use of any substance may not be performed by any learner anywhere, or at any time. Illegal drugs and intoxicating substances may not be brought onto the school/hostel premises or to any school activity at any time. This includes any medication, steroids or performance enhancing medication used without a prescription from a registered medical professional. **Cornerstone College is a drug- and alcohol-free zone and there is zero tolerance for those who do not support this stance.** This includes knowing about such activities by other learners and not reporting it. Searches of learners and their effects (including cases, bags, lockers and electronic devices) may be conducted. The school reserves the right to perform drug and alcohol testing if deemed necessary. If there is suspicion of substance abuse, the Principal may request a urine and/or blood test, and/or a breathalyzer test. The following will apply:

- Parents/guardians will be informed confidentially and immediately of any discrepancies, and should ensure that substance counselling occurs at once.
- If a learner tests positive for illegal drugs or alcohol, he/she will immediately be suspended and called for a disciplinary enquiry. If found guilty at the disciplinary enquiry, the learner will be expelled.

- If a learner tests positive for performance enhancing substances banned by the SAIDS (South African Institute for Drug-Free Sport), he/she will not be permitted to participate in sporting events for at least 6 months and will face disciplinary consequences.
- Parents/guardians will be liable for the cost of testing in all cases where the results are positive.

### **Referral for police action**

Where a learner is distributing and/or selling alcohol or drugs at school, that learner will be liable for immediate suspension and dismissal. In such cases the school will contact the parents/guardians and refer the matter to the police for further investigation.

## **9. SCHOOL UNIFORM**

The school uniform and dress code have been chosen to be as simple and affordable as possible. Full details are given in section 30 below.

### **Do not iron the drimac nor bleach the school shirt!**

The school uniform shop is open for half an hour before school, during break time and for half an hour after school. Parents/guardians or guardians wishing to visit the uniform shop at other times will be accommodated if possible, but there are no guarantees that it will be open outside these hours. Refunds will only be considered for unused items still in their original packaging, if they are returned within one week of purchase with the receipt.

The basic school uniform (grey school trousers, socks, shoes, grey school jerseys) is usually stocked at Ackermans, Pep, Jet, Edgars, Foschini, Woolworths and Snappers. Skinny or tailored trousers are not acceptable. No non-regulation caps, hats, headscarves etc. may be worn with school uniform. School caps may not be worn indoors.

## **10. CONTACT WITH PARENTS/GUARDIANS**

The College welcomes the opportunity for contact with parents/guardians of learners. The better we know your child and the parents, the greater the benefit to your child. Please feel warmly welcome to visit the secretary, Principal (if available) or staff. Visits to teachers or the Principal are by appointment only and must be arranged through the school secretary. Parents/guardians may not phone the Principal or educators directly.

Letters or e-mails to the school must include the learner's name, grade and admin number. The school reserves the right to reply to letters and e-mails telephonically or verbally and will not provide a written reply if a verbal reply has been given.

If any problem arises at home (e.g. death of a family member) please inform the school so that we can give your child extra support and help at that time. School staff cannot be asked to tell a child of a death in the family, because this must be done by a family member.

If your child is sick, please phone us before 9:00 am, and send a letter/doctor's letter when he/she returns to school. The learner may not return to school before the date specified on the doctor's letter. The school will not accept a doctor's letter if the doctor is the learner's parent/guardian or immediate relative. If your child reports to the office asking for medication for a minor ailment, the staff will phone the parent/guardian for permission.

The contracting adult and child of new applicants must attend an orientation session on the arranged date and time. Representatives approved by the school, must also attend the orientation session. This is a compulsory meeting and the application or registration is null and void if the orientation session has not been attended. The meeting may include a tour of the school premises. The contracting parent/guardian of established learners are also welcome to attend the session as a refresher. Please contact the office to make the necessary arrangements.

Formal contact with parents/guardians is established four times a year at quarterly parents' meetings, during which certain general school matters are discussed, parents/guardians may offer comments, suggestions etc., and reports are handed to parents. Parents/guardians may briefly discuss their child's progress at this time. Parents/guardians are requested to make EVERY effort to attend these important meetings. Parents/guardians may not send representatives to these meetings, unless a request has been made in writing at least two school days before the meeting and it has been approved by the Principal. Parents/guardians may not have children with them at these meetings. Children under the age of 12 must be left at the school's child care facility for the afternoon. Meetings may not be held or scheduled with the Principal, Deputy Principal or Vice Principals during parents' meetings.

Important matters are also communicated to parents/guardians by means of letters. These have a tear-off slip at the bottom, which must be signed by the parent, to indicate that he/she has received the letter, and returned by the learners to school the following day. There is a column in the school diary which indicates that we have sent a letter to you, so please check for these entries.

Please note that ANY school request for money (for trips, special functions etc.) is ALWAYS accompanied by a letter. Do not give your child money for school unless he/she gives you a letter in this regard. If you send a fax or e-mail to the school office, please phone to confirm that it has been received.

Please note that the school will not deal with any anonymous communication, including on social media. Discovery of the use of false names or pseudonyms will lead to cancellation of contract.

We will endeavour to send all letters to parents/guardians via e-mail if we are provided with the correct e-mail address. Please inform the school of any change in e-mail address.

From time to time the school might need to disseminate the names and contact details of the parent/guardian to other parents, staff or responsible persons engaged or authorised by the school for school-related purposes. It will be accepted that the parent/guardian consents to this, unless he/she notifies the school in writing to the contrary.

## **11. GRIEVANCE PROCEDURES**

**Learners and parents/guardians must follow the procedures set out below if they have any complaints or grievances. Failure to follow these procedures will be accepted as a breach of the contract or breach of the code of conduct.**

### **11.1 Learner Grievance Procedure:**

- a. Make an appointment with the register class teacher and discuss the matter. The nature of the grievance must be given when the appointment is requested.
- b. If the matter is not resolved, make an appointment to see the Head of Department (academic issues) or Grade Tutor (disciplinary, pastoral and other matters).
- c. If the matter is not resolved, make an appointment to see a Vice Principal.
- d. If the matter is not resolved, write a letter to the Principal asking for a meeting to discuss the issue. Give the background.
- e. If the matter is not resolved, write a letter to the Chairman of the Governing Body asking for a meeting to discuss the issue. Give the background of the original event and details of the previous meetings.

### **11.2 Parent/Legal Guardian Grievance Procedure:**

Note: Only submissions from the contracted parent/s or a court-appointed legal guardian will be considered. A copy of the parent's I.D. must be supplied with written communications. A copy of the court appointment of the legal guardian must be supplied upon request and with written communications.

- a. Phone the school office to make an appointment to see the register class teacher to discuss the matter. A verbal description of the problem needs to be given.
- b. If the matter is not resolved, make an appointment to see the Head of Department (academic issues) or Grade Tutor (disciplinary, pastoral and other matters).
- c. If the matter is not resolved, make an appointment to see a Vice Principal.
- d. If the matter is not resolved, write a letter to the Principal asking for a meeting to discuss the issue. Give the background.
- e. If the matter is not resolved, write a letter to the Chairman of the Board asking for a meeting to discuss the issue. Give the background of the original event and details of the previous meetings.
- f. If the matter is not resolved, the parent/guardian is welcome to obtain legal representation. The parent/guardian's legal representative must contact the school's legal representative (details below) and may not contact the school directly.

Contact Details for the School's Legal Representative:

Mr David Short  
Fairbridges Wertheim Becker Attorneys  
P O Box 55277  
Northlands  
2116  
Fax: 011 268 0254  
E-mail: dshort@fwbattorneys.co.za

## **12. PAYMENT POLICY**

The fees payable for each learner are published in the prospectus. Additional educational expenses are documented in the stationery list and camp application form. Fee payments may be made annually (the standard fee), biannually, or monthly. Statements are e-mailed every month to clients whose accounts are in arrears, and who have provided the school with an e-mail address that works. Statements are also available from the office upon request. Reminders and notices regarding overdue accounts are sent home with the learner. Notifications of school expenses (such as workbooks) are written in the diary. It remains the parent's/guardian's responsibility to ensure that the account is settled by the end of

each month (especially if fees were paid annually or biannually) and that all correspondence is received from the child on the day it was sent.

Parents/guardians should note the following:

1. If fees are to be paid by a fund, trust or agency other than the person signing the contract, this must be stated on the application form under "Payment Scheme." The person signing the contract remains responsible for the payment of fees and expenses. The payment of fees and expenses remains the responsibility of the person signing the contract even if another party has agreed to pay fees.

If there is a delay in the payment of fees and expenses by the other party, the person signing the contract must pay the fees and expenses on time until the funding from the other party is paid to the school. Once the fees and expenses are paid in full by the third party, the person who paid them in the interim will be refunded, upon written application.

The school retains the right not to accept an application if a third party is paying fees. Failure to disclose the involvement or details of a third party in the payment of fees will render the application or registration null and void. An administration fee of R500,00 will be charged if an agency or trust is paying the fees, and requires the school to provide additional documentation. This must be paid to the school before the documentation is processed.

2. Annual and biannual fees are payable strictly in advance. Fees paid in advance will be deposited by the school and held in accordance with the Consumer Protection Act. Interest or other income from advance fees will accrue to the school as income earned. The annual fee must be paid by 31 January and the bi-annual fee payments by 31 January and 30 June. If these payments are not made on time, the account will be converted to a monthly account and the benefit of the difference in payment schemes will be the lost.
3. If an annual or bi-annual payment has been made, expenses and other costs must still be paid every month to ensure that the account does not go into arrears. If the account is converted to a monthly account, it cannot be converted back to an annual or bi-annual account, and the benefit of the difference in payment schemes will be lost. Written application must be made to convert an account from annual or bi-annual to monthly.
4. Mid-month payments are acceptable, but only in advance of the month end in which they are due.
5. Non-payment or late payment of school fees and expenses is regarded in a very serious light. With due understanding of economic and financial hardships, the very existence of the College and the education of all learners depends on the payment of school fees and expenses for all learners. Cornerstone College is a private institution and the costs to the school of providing quality education are high. Breach of contract will be accepted by the school if fees and expenses are paid late or promises are not honoured. Parents/guardians may not send cash with Foundation Phase learners (Grades R to 3).
6. Parents/guardians are urged to consider very carefully the financial implications before enrolment of their child, as non-payment of fees and expenses for more than 14 days after the due date will result in an administration fee of R200,00 being charged to the account. The parent/guardian then agrees that the learner will be placed in supervised self-study on the school premises, until all outstanding fees and/or expenses have been settled in full. The R200,00 administration fee is charged under all circumstances, even if an application for late payment has been approved.

If the learner is in Grades R to 7 the family will be asked to send a carer to supervise the child. If the family is not able to send a carer they will have to supervise the child's studies at home.

If the parent/guardian cannot afford the school fees and the account is not settled on time, the parent agrees to transfer the learner to another school immediately upon request by the Director. **Independent schools are schools of choice. The learner only has a right to an education at a public school.**

Non-payment for more than 14 days after the due date may result in notice of cancellation being served on the contract, or the contract may be cancelled summarily. Cancellation of the contract will also be considered if fees are late on a regular basis, or if payment extensions or concessions are not honoured. No further notice period will apply. Damages equal to three months' paid notice from the date of cancellation will be added to the account and the outstanding balance handed over for collection.

7. The school is not obliged to provide or mark any exams, tests or assignments if outstanding fees and/or expenses were not settled in full at the relevant time.
8. The "monthly" payments are actually the annual payment (the standard fee) divided into ten or eleven equal amounts, plus administration expenses. Thus these amounts are payable regardless of whether there has been a school holiday or not.
9. Expenses (workbooks, computer courses, camp fees, outings, uniform, medical expenses, etc.) must be paid in the month in which they are incurred. The camp fee is not refundable if the learner is disqualified, or withdrawn from the camp after the closing date for any reason whatsoever. To ensure educational integrity the school provides the workbooks specified on the stationery list. Parents/guardians may not supply these workbooks and are obliged to pay for the workbooks provided by the school.
10. Habitual late payers will be required to sign a stop-order or debit order.
11. If a temporary lack of finances requires special consideration, please contact the Director immediately in writing and apply for an extension. This is necessary to prevent undesired consequences and, possibly, to reach a solution to the problem. An extension will only be considered if the account is in good standing and there have not been any broken promises in other months. Making an application does not mean that the extension or concession is approved or agreed. It is only agreed if it has been granted by the Director in writing.

12. There is provision for parents/guardians to make direct deposits or bank transfers into our account. When payment is made please send, fax or e-mail the deposit/transfer slip, with the **learner's admin number, name and grade clearly written on it**, to the office. The proof of payment must be in the possession of the school staff to be acceptable. Verbal assurances or displays of receipts on a device will not be acceptable. Please note that it is the parent's/guardian's responsibility to confirm with the office that the fax/e-mail has been received. Our bank details are as follows: **Nedbank Silverton, Branch code 149745, Account number 102 041 6238**. We strongly urge you to use this facility, in the interests of security.
13. A credit card facility is available in the school office.
14. The school does not offer a debit order facility. If the parent/guardian would like the monthly fee to be paid directly from their account to the school's account, they will need to arrange a stop-order through their own bank. Please make sure that the stop-order is for a fixed number of instalments according to the relevant payment scheme published in the Prospectus. Please ensure that the learner's admin number and name are given as the payment reference. Please provide the school with a copy of the stop-order for administration purposes.
15. The signatory to the application form appoints his/her physical address as his/her chosen domicilium citandi et executandi (i.e. address for legal purposes).
16. Please note that if a client's cheque is returned to the drawer, we will not accept payments by cheque thereafter.
17. The commission charged by banks for foreign transfers will be payable by the client.
18. If a parent/guardian chooses to remove a learner from the school, application must be made in writing and **three months'** paid notice is required in advance. The learner may continue with schooling during the 3 months' notice period (or part thereof) at the discretion of the Principal.
19. Removal of the learner from school without permission or agreement will constitute a breach of contract. The school reserves the right to cancel the contract and charge damages to the amount of 3 months' notice from the date of removal. No further notice period will apply.
20. A suspension of the learner due to an overdue account, or for any other reason, does not constitute a termination of the contract by the school. If the parent/guardian removes the learner from the school because he/she was suspended, or for any other reason, the school reserves the right to cancel the contract and charge damages to the amount of 3 months' notice from the date of removal. No further notice period will apply.
21. Cornerstone College is the fee and debt collection agency for Tlhokomelo Residence. It is also the debt collection agency for Abafana Residence. Unpaid amounts on Tlhokomelo or Abafana hostel accounts will be ceded to Cornerstone College immediately for collection. They will be debited to the parent/ guardian via the learner's school account and will be collected in the same way as school fees and expenses. Unpaid debts to Cornerstone College may also be ceded to one of these Residences or other parties.
22. Unpaid debts on a parent/guardian's account for the learner can be ceded to another learner's account, if the same person or party is paying both accounts. The debt transferred to the second account will then be recovered in the usual way. This will be done to recover unpaid debts, even if the first learner has left the school for any reason whatsoever.
23. In the event of the parent/guardian failing to pay the prescribed school and/or hostel fees and expenses on the date thereof:
  - 23.1 Interest at the maximum rate in terms of the National Credit Act (NCA) shall be payable on arrear school and/or hostel accounts from the due date of payment notwithstanding any other clause in this contract or the information brochure, and;
  - 23.2 The full outstanding school and/or hostel school fees and expenses for the year shall immediately become due and payable with interest as set out above and;
  - 23.3 The school is not obliged to give the defaulting party a written notice notwithstanding any clause in the information brochure and/or the application form, but may institute legal action for the recovery of the debt immediately.
  - 23.4 The signatory to the contract is liable to pay legal fees on an attorney and own client scale including collection fees at the rate of 10%.
24. No transfer letter, portfolios or testimonial will be released by the school until all textbooks are returned, all detentions are served and all outstanding fees and expenses (including notice) are settled. Portfolios must be requested in writing by the contracting parent/guardian. Testimonials or references will be sent directly to the receiving school at the Principal's discretion and will not be given to the learner or parent/guardian. The school is not obliged to complete a testimonial or reference.
25. Parents/guardians will be liable to pay interim amounts if external bursaries, funding agencies or trusts do not settle on time.

### **13. TEXTBOOKS AND STATIONERY**

**Textbooks are provided free of charge by the school when possible.**

- Textbooks remain the property of the school and are provided when available.
- The school is not obliged to provide textbooks. The provision of textbooks remains the responsibility of the parent/guardian.

- The learner will sign receipt of his/her textbooks on an issue list.
- Name tags inside the cover of the textbooks should be completed.
- The learner is responsible for covering EVERY textbook in plastic.
- A sticker with the learner's name, surname and grade written clearly on it must also be stuck ON TOP OF THE PLASTIC covering the books.
- Uncovered textbooks will be confiscated.
- Textbooks must be carried in hard cases or reinforced bags to prevent damage. Inspections will be carried out on a regular basis to make sure the right case or bag is being used. Textbooks will be confiscated, and learners will be given detentions, if textbooks are not carried in an approved hard case or reinforced bag. The parent/guardian will be charged R200 per book for any textbooks that are damaged by the use of an improper bag or case.

The school's textbooks and library books must be returned at the end of the academic year or on departure of the learner, in **good** condition. The parent/guardian of the learner will be held **LIABLE FOR ALL COSTS** in replacing damaged or lost books. The replacement value of the book/s will be set by the school and no substitute textbooks or library books will be accepted.

A list of stationery requirements will be provided on registration. Please ensure that you comply fully with the list.

#### **14. SCHOOL DIARIES**

It is compulsory for each learner to obtain a diary from the school, in which to record homework, deadlines, tests etc. A diary is issued to each learner. The diary remains the property of the school and may be taken back and retained for administrative or disciplinary reasons at any time. If it is lost or damaged, it must be replaced immediately at a cost of R50,00 with possible disciplinary consequences. This cost will be debited to the parent/guardian's account for the learner when the diary is re-issued.

Teachers may write notes to parents/guardians in the diary, or the parent/guardian may send information to school in this way. **PARENTS/GUARDIANS SHOULD CHECK AND SIGN THESE DIARIES DAILY, EXCEPT IN THE CASE OF BOARDERS, WHOSE DIARIES WILL BE SIGNED BY THE APPROPRIATE HOSTEL OR OTHER NOMINATED STAFF MEMBER**

Homework diaries need to be open on the desks during each lesson and no tampering with the diaries or use of tippex will be accepted. There must be a homework diary entry for every class attended.

#### **15. TRANSPORT POLICY**

Many learners from Atteridgeville, Soshanguve and Mamelodi make use of the train to Silverton Station, which is next to the school premises. Buses which travel along Pretoria Road, which is only three blocks from the school, may also be used. Taxis or other means of transport may be arranged privately. Every learner is expected to display excellent behaviour on any transport system, and they must represent the school with pride at all transport hubs.

The parent/guardian remains responsible for the safety of the child and for making sure that the child gets to school safely and on time. The parent/guardian is also responsible for making sure that the child is collected on time and waits at the agreed venue if transport is not immediately available.

The school is very concerned that many transport drivers overload their vehicles and/or allow children to sit in the baggage compartment. These practices are illegal and put the children at great risk of injury or death in the case of an incident or accident. Many transport vehicles are not road-worthy and the drivers are not properly licensed or authorised. Parents/guardians are responsible for ensuring that transport drivers, or anyone transporting their child, comply with the rules of the road and all licensing and vehicle regulations.

The safety of our learners is of utmost importance. The flow of vehicles and pedestrians in front of the school needs to be orderly and smooth. Parents/guardians/associates bringing learners to school must obey all traffic signs and rules and cooperate with the school's traffic wardens in front of the school. Learners must make use of the pedestrian crossings to cross Moreleta Street or Fountain Road.

Parents/guardians are required to inform the school on the application form of how the learner will be transported to school and collected from school. The school must be notified of any changes to these arrangements immediately.

The school reserves the right, at the sole discretion of the Director, to notify a parent/guardian that alternative transport arrangements must be made if arrangements are not satisfactory in any way. The school will refer all matters affecting the safety of learners and staff to the appropriate authorities. A failure to ensure suitable transport arrangements will be regarded as a breach of contract.

Learners who are making use of public transport must leave the school premises immediately after school, or after their afternoon activity. They may not loiter outside the school or on the school premises. Learners walking to or from

public/private transport may not allow their cell phones, or any other electronic devices (including earphones or wires), to be visible or used. This is for their own safety.

Vehicles that have collected learners after school or an afternoon activity must leave the school and take them home immediately. Transport drivers tend to collect some learners after school and then wait for more learners who come out later in the afternoon. The learners loiter on the pavements near the school and the drivers allow them to run around unsupervised.

As a result of this unacceptable practice, children run into the road in front of traffic, they don't have access to bathrooms, so they urinate next to the road and they leave litter in front of homes and businesses, resulting in many complaints about the school. They are also vulnerable to adults selling drugs or looking for children to abuse or kidnap. It is also illegal for drivers and their vehicles to loiter on the sidewalk. Parents and guardians who entrust the lives of their children to transport drivers must make sure that they are brought home immediately after they are collected.

**The school has facilities for learners who must wait for transport.** Primary school learners are cared for by the transport-waiting service. High school learners join the homework/study session in the school hall. **It is compulsory for learners to attend these activities if they are waiting for transport.** The school cannot supervise or take responsibility for children who are loitering outside the school or on the school premises.

Parents/guardians of primary school children are responsible for ensuring that their children make use of the service. The children using the transport waiting service wait in a classroom or covered area under supervision until their transport is ready to leave the school.

The transport-waiting service is also available for children whose parents/guardians have to fetch a primary school child, and then wait for a child in Grades 4 to 12 to finish their afternoon activities. It is also available to high school learners who escort a primary school child home. A parent/guardian wishing to use the transport-waiting service under these circumstances must please let the office know that they wish to use the service. The school reserves the right, at the sole discretion of the Director, to exclude any learner from the transport-waiting service if the learner, transport driver, parent/guardian or older sibling do not cooperate fully with the school code of conduct or transport policy.

Any learners found loitering outside the school (even if they are supervised by drivers) or on the school grounds after school will be sent to the After-care centre or hall as outlined above. The learner will be penalised and parents/guardians of Grade R-7 children will be charged the day fee for the After-care centre without further notice. Primary School children may only use the transport-waiting service if they are properly registered for it, as outlined above.

The drivers of vehicles delivering learners to school in the morning must make use of the slipway in front of the second building. The slipway will operate from 6:45am until 7:45am every morning. Leaders from the High School will be available to escort Grade R to Grade 7 children safely to their classrooms. Learners may not be dropped off anywhere else while the slipway is operating.

To find the slipway, drive down Fountain Road towards the school and turn right at the traffic circle in front of the school. You can also access it by driving along Moreleta Street, past the main school entrance in an Easterly direction (away from Silverton Station) and entering it from the traffic circle. If you are travelling the other direction in Moreleta Street, drive all the way around the traffic circle in front of the school and enter the slipway just past the school's main gate.

Please stop as close to the end of the slipway as possible to make space for the cars behind you. Don't wait longer than you need to and please make sure everything is ready for the learner to leave the vehicle as soon as it stops (i.e. the child has their bag and belongings with them and the diary is signed, etc.). The leaders on duty will help your child to get out of the car. Drivers may not stop anywhere on the circle or park in the slipway as this will block other cars and create a dangerous situation for everyone. Drivers may also not make a u-turn as they leave the slipway or park opposite the slipway.

To collect Grade R to Grade 7 learners in the afternoons, please park in front of the second building. Grade R to 3 learners will be waiting behind the gate in front of the entrance to the second building from 2:00pm to 2:15pm on Mondays to Thursdays. Grade 4 to 7 learners will be waiting behind the slipway gate in front of the second building from 3:00pm to 3:15pm on Mondays to Thursdays. They will be supervised by teachers or other staff. Please wait at the gate to find your child.

This system will operate at the above times from Monday to Thursday and from 1:00pm to 1:15pm (Grades R to 3) and from 1:30pm to 1:45pm (Grades 4 to 7) on a Friday. If a learner is not collected by the end of the collection time given above, he/she will be considered to be abandoned and will be sent to the Pebbles After-Care Centre until he/she is collected. The parent/guardian will be charged the daily rate for the After-Care Centre irrespective of the time the learner is collected.

If you are unable to fetch your child on time due to unexpected circumstances, please phone the school as soon as possible to let us know what is happening. If we don't get a phone call and the child is sent to the Pebbles After-Care Centre, the standard daily charge will be invoiced to the child's account. To fetch your child from the Pebbles After-Care Centre, please



report to the school's main entrance. After 3:45pm, please report to the gate in front of the entrance to the second building. A fee of R200 per hour, or part thereof, will be charged for learners collected after 5:30pm.

## 16. **EMERGENCIES**

1. The school has a fully equipped First Aid box and minor injuries are dealt with by staff. There are facilities to lie down for learners who are taken ill during the school day.
2. More serious injuries (e.g. broken limbs) cannot be dealt with by staff. The parent/guardian will be telephoned to establish a course of action. If a parent/guardian is unavailable, the school will take the learner to a doctor/hospital and pay any costs of treatment which are immediately due. In this case, the parent/guardian is then liable to reimburse the school for these costs.
3. The school tries as far as possible to ensure the physical safety of each child on the school premises. This protection cannot be given outside the school premises if a child is not on an official school outing. Learners are forbidden to leave the school premises at any time during school hours.
4. An evacuation procedure is in position for generalised emergencies (e.g. fire). This drill is practised regularly.
5. For the safety of each learner, we may have to search property (including bags, lockers, electronic devices and media) and persons if necessary. This also applies to our vigilance for suspected cheating in tests and exams.

## 17. **TESTIMONIALS**

We are more than willing to write testimonials for deserving Matriculants, provided they have not lost their privileges and the relationship with the school has not been damaged by the parent/guardian or an associate. These must be requested before the end of the Matric year as we will not issue any more thereafter. (Remember to look after these documents as we cannot supply copies at a later date). Testimonials will be handed out when the Matric statements are collected. Cornerstone College is under no obligation to supply testimonials.

*Receipt of testimonial, attendance at the Matric Dance and Valedictory Service and any other Matric privileges WILL be withdrawn if a Matric candidate is uncooperative, disobedient or disruptive.*

Belated requests for forms to be completed or stamped will be considered only upon written request. If approved, a fee of R500 will be payable up front. No additional testimonial or referral information will be given.

## 18. **ANNUAL EVENTS**

The following policies apply to all outings, functions, camps and events:

- Attendance of all functions, outings, events, camps, fun days and special events of any kind is a privilege and is by invitation only. Learners may be excluded from these events for disciplinary reasons, if fees and expenses are outstanding or for any other reason, at the sole discretion of the Principal.
- The learner may only attend the outing/camp/event if the booking and indemnity forms have been properly completed and submitted before the closing date.
- The parent/guardian is fully responsible for payment of the outing/camp/event fee. The fee is invoiced to the parent/guardian's account for the learner and must be settled by the end of that month. Camp fees may be paid over two months if so indicated on the booking form.
- Anything brought to the school for the learner attending the camp or outing must be handed in at the office. The learner will not be called to meet the parent/guardian and the article cannot be handed to them in person. The school will not accept any last-minute articles brought to the premises before the learners leave for the outing.
- Cancellation will only be accepted if it is in writing before the closing date for booking.
- Cancellation *after* the closing date will only be considered upon written application, with valid reasons and supporting documentation. Cancellation is only granted if agreed to by the Principal in writing.
- No refunds will be made if the learner is excluded from the camp after the closing date for any reason whatsoever.
- The school rules, policies and procedures for absenteeism apply equally to absenteeism from school outings/functions/camps/events.
- Withdrawal or absence of the learner from the camp/function/outing/event, without the Principal's written permission, will be regarded as a breach of contract.

Some of our annual outings and events are:

### 1. **Matric Dance (by invitation only)**

This is an important social event for Matric learners, held in August/September. The College makes a contribution to costs, but all College learners are required to help with fund-raising throughout the year, and those attending the function are expected to contribute to the cost of their tickets. The school code of conduct applies to behaviour at the dance.

2. Valedictory Service (by invitation only)

This is held shortly before the final Matriculation examinations on a Friday or Saturday. Matric parents/guardians are warmly invited to share this special ceremony and the prize-giving with their children. Attendance by Grade 8 -11 learners is compulsory.

3. School Outings

These are arranged as often as academic schedules permit and form a valuable part of the curriculum. Previous outings have included a visit to the State Theatre, Gold Reef City, Ford Motor Company, Planetarium and the Exploratorium. No learner will be allowed on such trips unless an indemnity form has been signed by the parent/guardian.

4. Trip to an Environmental Education Centre

This is an annual visit, lasting for a week-end, to an ecologically rich region. Learners receive valuable lessons on the environment, participate in lectures on leadership and get involved in team-building activities. The cost is borne by the parents/guardians and Grade 10 - 11 learners are encouraged to participate.

5. Grade Camps

These are held towards the beginning of the year, to facilitate friendships, to enhance staff/learner relationships and to build spirit and morale. Details regarding these annual camps are communicated to the parents/guardians by letter. The cost is for the parent's/guardian's account and can be added to the parent/guardian's account for the learner over two instalments upon request. The camp fee cannot be refunded if the learner is withdrawn/excluded from the camp for any reason after the due date for fee payment.

6. Other functions (e.g. visits to and from other schools to play or watch sports matches)

These are arranged from time to time and all learners are expected to attend these enjoyable events. The indemnity signed with the contract will apply during these outings. If the parent/guardian does not wish the learner to participate in these outings, he/she must please notify the Principal in writing, otherwise it will be assumed that consent is given. Please give the child's name and admin number clearly.

7. Annual Training for Leaders

This is run under the leadership of the Principal and Deputy or Vice-Principals (or their representatives) and provides new Matric Leaders with the skills needed to fulfil their new responsibilities. Attendance for Leaders is compulsory.

**19. ALUMNI**

Past Matriculants of Cornerstone College are warmly invited to keep in touch with the school and each other on our Alumni Facebook group: CORNERSTONE COLLEGE ALUMNI (Pretoria, South Africa).

**20. LEADERS' BODY**

Leaders are selected each year and are voted into position by both learners and staff. Leaders occupy a position which is both a privilege and a responsibility. They help to maintain discipline, provide help and guidance for younger learners, and create a healthy school spirit. The Leaders' body may make recommendations, suggestions, etc. to the Principal, but may not exceed the limitations imposed upon them.

The Principal and Directors remain in control of College matters at all times. In keeping with their position of responsibility, Leaders are expected to be a good example at all times and contribute to the College in a positive way. A Leader may be called upon to give up his/her position if required to do so by the Principal.

**21. LEARNERS' FORUM**

Class captains are voted in on a termly basis, and represent the school on its Forum. Here suggestions are made to the staff as to how we can improve our school.

**22. EXTRA-MURAL ACTIVITIES**

**22.1 Computer Centres**

We are delighted with our three impressive computer centres, each boasting 30 computers. We now offer IT and CAT as Matric FET exam subjects and teach computer literacy to all junior classes. The Purple Mash programme is used for learner enrichment, with excellent results for Grades R to 7. The "Lector" Reading programme is used for English enrichment and "Mathletics" for Mathematics enrichment, also with excellent results, for Grades 8 and 9. The computers are made available in the afternoons for individual use. Learners are encouraged to book for these sessions in order to complete portfolio assignments.

**22.2 Library**

A fully-stocked library will be open at certain times during and after school hours for the learners' enjoyment and research. A qualified and experienced librarian is at hand to assist. We urge parents/guardians to encourage their children to make use of this opportunity to improve their English and to extend their knowledge. If a library book is lost, the replacement fee is a minimum of R200,00. The library also offers Internet and e-mail facilities. There is also a wide selection of Career Guidance literature available.

### 22.3 Sporting Activities

Soccer, Cricket, Netball, Basketball, Rugby, Hockey, Powerlifting, and Tennis are offered according to demand. We also participate in the schools' soccer, rugby, netball, hockey, tennis and basketball leagues. A well-equipped gym is available. There is also a Model Flying Club with its own radio-controlled aircraft.

*Please be reminded that Cornerstone College is primarily an ACADEMIC institution and makes no claim to being a sporting academy. We do not support or endorse learners' involvement in external clubs, teams or leagues. Learners will not be released from school obligations for any external club or sport commitments. The school will also not sign any forms for external clubs, teams or leagues.*

### THE RULES, POLICIES AND PROCEDURES FOR ABSENTEEISM FROM SCHOOL APPLY EQUALLY TO SPORT COMMITMENTS

### 22.4 Cultural Activities

Art Club, Chess, Home Crafts, Choir, Eco-Club, Careers Club, Gumboot Dance, Outreach Club, Pebbles After-Care Club (selected learners only), First Aid, Library, Science Club (all subject to demand). We participate in the schools' chess league. The school often invites interesting guest speakers to address the learners on relevant issues e.g. drug abuse, domestic violence, responsible sexuality etc.

**EVERY LEARNER IS EXPECTED TO ATTEND AT LEAST ONE EXTRA-MURAL ACTIVITY PER WEEK. THE RULES, POLICIES AND PROCEDURES FOR ABSENTEEISM FROM SCHOOL APPLY EQUALLY TO EXTRA-MURAL COMMITMENTS.**

### 22.5 Supervised Homework Sessions

These are timetabled immediately after school from Mondays to Thursdays for Grades 8 to 12. Learners must use the opportunity to study in a quiet atmosphere. Teachers are available at all times to help with specific problems or to give general advice. From time to time, teachers may arrange for extra lessons or study in their subject in the afternoons or on a Saturday - attendance is then compulsory for the learners concerned. Saturdays are also reserved for any catch-up detentions, study, revision or extra lessons which are deemed necessary. Attendance is therefore compulsory and the rules of absenteeism from school apply fully. Extra lessons are provided free of charge.

### 22.6 Other Facilities

Photocopies: Essential photocopying may be done through the secretary at a small fee.

Tuck-shop: A tuck-shop operates at break and after school. Learners may not leave the premises during school hours to buy food elsewhere.

Vending Machines: These facilities need to be treated with care and learners must bring their own change.

Recycling: The school supports waste recycling projects. All used, clean tins and used paper may be brought to school. These are sold and the profits used for the annual Matric Dance.

### 22.7 Counselling

Mrs Ncaphe, Miss Mtsweni, Miss van Zyl and Miss M Nel are qualified counsellors. They will be available by appointment, on most afternoons, to help the learners with personal problems. These will be dealt with sensitively and confidentially. The school also has a careers counsellor, available also by appointment.

## 23. PEBBLES AFTER-CARE CENTRE

### 23.1 Activities

The Pebbles After-Care Centre is a service offered by Cornerstone College for its own Grade R to Grade 7 learners. We offer the following:

- The Pebbles After-Care Centre will arrange activities to care for your child after school.
- Time will be given for the learners to do their homework under general supervision.
- Limited assistance will be provided, but we do not guarantee that learners finish their homework. The checking of homework and the signing of the homework diary remains the parents' responsibility.
- A simple lunch and afternoon tea will be provided.

Learners are required to cooperate with the Pebbles After-Care Centre staff at all times and to maintain excellent behaviour. The school code of conduct and disciplinary processes also apply to the Pebbles After-Care Centre. If there are behavioural or other problems, the learner must be collected immediately upon request by the Pebbles After-Care Centre Manager.

### 23.2 Start and End Times

- The Pebbles After-Care Centre opens at 2:00pm on Mondays to Thursdays and at 1:00pm on Fridays. It opens after school on days when school closes early.
- Pebbles closes at 5:15pm every day.
- To collect your child, please report to the school's reception for collection times before 3:45pm, and to the pedestrian gate in front of the second building after 3:45pm. Your child will be fetched by a messenger. Please make allowance for at least 15 minutes for your child to be brought to reception or to the gate.

- Learners may be collected at any time after Pebbles opens, but not later than 5:30pm. A fee of R200 per hour, or part thereof, will be charged for collection after 5:30pm.
- No discount or refund is available if learners are collected before 5:15pm.
- A reduced rate is available for learners who are collected every day before 3:30pm. Please apply to the Director in writing with an explanation if you wish to be considered for this service. The full fee will be charged if the learner is collected after 15:30.

Please take note of these important points when collecting your child;

- Learners must be collected and signed out by the person signing this agreement, or by a person nominated in this agreement.
- The learner will not be released to a person who is not duly authorised according to the terms of this agreement. In such cases the child will be considered to be abandoned and the relevant clauses of this agreement will apply.
- The learner will also not be released if the person collecting the learner refuses to sign the register. In such cases the child will be considered to be abandoned and the relevant clauses of this agreement will apply.
- The school administrators or Pebbles Manager must be notified in good time if the learner will be collected by someone else.
- The Pebbles After-Care Centre Manager must also be notified at 072 247 4341 if there are any changes of arrangement or delays in fetching the learner.
- Learners not collected by 5:30pm without acceptable notification will be assumed to be abandoned. Cornerstone College will take the necessary steps to safeguard the learner and will notify Social Services and the SAPS.
- Care of the learner after 5:30pm will be charged to the parent/guardian at R200 per hour, or part thereof.
- If a learner is collected after 5:30pm, the learner may be excluded from the day-care facilities thereafter and the After-care contract will terminate without further notice.
- If parents/guardians are unable to collect their children on time, due to extenuating circumstances, they must immediately notify the Pebbles After-Care Centre Manager at 072 247 4341.

The After-Care Centre also looks after learners who are not collected on time after school;

- Learners in Grades R to 7 who are not part of the Pebbles After-Care Centre and are not collected from school by 2:15pm on Mondays to Thursdays, or 1:15pm on Fridays, will be transferred to the Pebbles After-Care Centre. This also applies to learners found loitering or sitting in vehicles outside the school.
- The parent/guardian will be charged the daily rate per afternoon, or part thereof, without further notice.
- If a learner is not collected on time after school and has already been excluded from the Pebbles After-Care Centre, he/she will be considered to be abandoned and the same steps will be taken as explained above for children not collected after 5:30pm.

### 23.3 Fee Structure

Parents/guardians may sign the Pebbles After-Care agreement and put their child in the After-Care Centre for any period that suits them. This may be one or more afternoons, one or more weeks, a whole term, or the whole year. The fee structure given below includes discounts for longer periods of registration;

R73,00	per afternoon or part thereof
R312,00	per week “ “ “
R990,00	monthly in advance, 11 instalments for the year.
R2 640,00	per school term, payable at the beginning of the term
R10 220,00	for the whole year, payable in advance before 31 <sup>st</sup> January

The Pebbles After-Care Centre fee is payable in advance. It is managed through the parent/guardian's school fee account for the learner. The parent/guardian may give 30 days' notice of withdrawal from a term or annual agreement and a refund will be given if applicable. There are no refunds if the learner is removed or excluded from the Pebbles After-Care Centre for agreements of less than one month.

Learners are accepted into the Pebbles After-Care Centre entirely at the discretion of the Directors, who are not in any way obliged to accept a particular applicant. The Contract and Indemnity forms signed with Cornerstone College are also applicable to the Pebbles After-Care Centre. The school rules and procedures, as documented in the Procedure Brochure, also apply fully.

The fee structure of the Pebbles After-Care Centre takes into account the fact that Grade 4 to 7 learners attend school extra-mural activities on at least two afternoons a week. These learners will join the Pebbles After-Care Centre at 3:00pm on afternoons that they have extra-mural activities.

Parents/guardians may register their child for the Pebbles After-Care Centre by completing the registration form and paying the relevant fee. The forms are available from the admin office or school website.

## **24. SUBJECTS OFFERED**

The College will provide your child with guidance regarding the choice of subjects, in keeping with his/her abilities and future career plans. Parents/guardians are urged to accept teachers' recommendations for their child, as valuable time and money is wasted through incorrect or unrealistic subject choices. Parents/guardians are naturally welcome to discuss this issue with the Principal and staff members.

Certain subjects which have relatively few applicants may be provided if the demand is sufficient to warrant the employment of a part-time teacher. Such lessons are usually given after regular school hours or on Saturdays. These lessons are **COMPULSORY**.

The National CAPS syllabus is followed in all standards.

Cornerstone College is a registered G.D.E Examination Centre, and exam entries and invigilation are run by the staff. Preliminary exams ("Mock Matric") are written prior to the final examinations.

## **25. REMEDIAL TESTING - STUDY METHODS**

If any learner shows possible learning problems, we refer them for testing to an educational psychologist. Permission is sought from the parent/guardian and the assessment costs are for the parent's account. If remedial lessons are needed, we will contact the parents/guardians in this regard.

Study methods and skills are taught as part of the curriculum.

## **26. LANGUAGE POLICY**

First/Primary Language (Home Language) lessons are taught in the respective languages. Otherwise the medium of all other lessons is in English. It is not educationally or financially practicable to offer lessons in any of the other official languages.

## **27. RELIGIOUS POLICY**

The ethos, values and religious teaching of Cornerstone College are explicitly Christian and Bible-based. There are Christian devotions in each classroom before school begins and speakers are invited to communicate the Christian message at assemblies and functions. Learners are also given opportunities to commit themselves to the Christian faith. While adherents to other religions are welcomed, the basic religious policies of the school will hold. Attendance at the religious component of assembly will not be compulsory for learners who follow other religions, if we receive a letter to this effect from the parents.

Learners of all religions are expected to comply with all academic, assessment, disciplinary and extra-mural requirements, notably on Friday afternoons and Saturdays. These are compulsory events and the rules of absenteeism will apply in full.

## **28. REQUEST FOR CONCESSIONS FROM THE CODE OF CONDUCT**

Any request for a concession regarding Cornerstone College procedures, rules and policies must be submitted in writing to the Director at least one week before it applies. The Director may request a meeting or further supporting documentation before arriving at a final decision. The name, grade and admin number of the learner must be included in the request.

## **29. GENERAL**

1. Interviews/Disciplinary enquiries with parents/guardians are **BY APPOINTMENT ONLY**. These will be held only with the parents or legal guardian. The reason for the appointment must be given when the appointment is requested.
2. Learners must ensure they have all the necessary documentation when they leave the school. We regret that time does not allow us to do this after their departure.
3. We regret that we cannot lend money to learners.
4. The onus is on the learner to catch up on missed classwork, in the event of absence or suspension.
5. School reports will be issued to the parent/guardian only on specific occasions, such as the last day of term or a parents' meeting. Reports will only be issued if fees and expenses have been paid and the account is settled. Arrangements will be communicated to the parents/guardians in each case. Written permission must be given if the parent/guardian would like the learner to collect the report on these occasions. If the report is not collected, it will be posted to the address on the application form. If a parent/guardian would like to collect the report on a different occasion, application must be made to the Principal in writing with clear justification.
6. Staff members' desks are private areas.
7. Please note that all criminal activities will be reported to the Police.
8. The onus of proof of legal guardianship (usually by court order) rests with the claimant.
9. Disallowed property will be handed over for a term and held by the school in safekeeping.
10. Learners can ask for documents to be copied, scanned or faxed if this is convenient for the administrative staff. A fee of 50c/page will be charged for copies and R1,00/page will be charged for scanning and faxing.
11. Cornerstone College reserves the right to request proof of income.

12. **Please note that all phone calls are recorded.** The school reserves the right to use these recordings to validate the contents of a phone call and to distribute copies of the recording to third parties if required, at the sole discretion of the Director.
13. Parents/guardians are obliged to reveal, on the application form, any negative disciplinary record or matters of concern (e.g. expulsion/exclusion, substance abuse, psychological issues, behavioural issues, previous or existing health issues, etc.) from a previous school. Failure to do so will render the registration null and void or alternatively could result in cancellation of any agreement concluded.
14. It is the responsibility of parents/guardians to inform the school about immigrant status and subsequent changes thereof. The school will not carry any liability regarding residence/study permits.
15. Past learners who wish to re-register with Cornerstone College may be considered after an interview. New learners who register during the year will be subject to an initial three-month probationary period.
16. If a parent/guardian wants us to complete forms for transfer to another school, or answer another school's admission enquiries, such requests should be addressed to the Principal in writing with explanations. The forms will be completed accurately and will be sent directly to the receiving school as they are confidential documents. Requests for documentation from the receiving school will also be considered if the learner is no longer at Cornerstone College. Requests for Portfolios must be made by the contracting parent/guardian in writing.
17. A new contract for the following year may be declined by the school. Factors which may lead to a new contract being declined, include but are not limited to, the late submission of the original application form and properly signed contracts, the poor behavioural and disciplinary record of the learner, negative conduct of the parent/guardian and the late payment of fees and expenses according to the standards defined in the contract documentation. A new contract may be declined under various circumstances, for example, when the learner has been called for a disciplinary enquiry or accumulated more than 10 Formal detentions. If there has been a repudiation or breach of contract during the year, a new contract may be declined.

If the parent/guardian would like the learner to return to Cornerstone College, written application with supporting motivations and commitments must be made to the Director before 30 September of the current year. The learner may only return if the parent/guardian is notified in writing by the Director that their application was successful. This document will also stipulate the conditions under which the learner may return. The school is not obliged under any circumstances to accept a new contract for the following year. The Director's decision in these matters is final.

18. The school reserves the right to enter into evidence electronic records, audio tapes, video or photographic proof of misdemeanours.
19. Please allow for at least two hours for the registration process. Learners must be accompanied by the contracting adult.
20. Day scholars must go straight home after school, extra-mural activities or Saturday activities. This is necessary in the interests of safety and non-interference in hostel routines. Those who are left waiting at the school for transport after their activity must join After-care at the parent/guardian's cost (Grades R to 7) or the homework or hostel study session in Lekgotleng (Grades 8 to 12) until they are collected. The school and hostel cannot take responsibility for unsupervised day scholars left waiting at the school.
21. Please support us in our efforts to provide excellent security – your child's safety is an important priority. Please give us your full cooperation with the procedures at our entrances. We also reserve the right to conduct body searches, breathalyser tests and scan persons entering and exiting with a metal detector or other device.
22. The school's premises are monitored by CCTV cameras with a recording system. Meetings, incidents and disciplinary enquiries are recorded if possible. Video or audio recordings may also be made using cell phones or other devices. The school uses the CCTV system and/or other devices to maintain a safe learning environment, discourage criminal acts and to ensure the welfare of learners, staff and visitors. They are also used to assist in identifying persons involved in an incident.

CCTV footage and/or other recordings may be used in the application of the school's disciplinary and grievance procedures, or for other purposes. The school reserves the right to use these recordings as proof of events that took place and to distribute copies of the recordings to third parties if required. Parents/guardians are entitled to copies of recordings of formal meetings or Disciplinary Enquiries when they have signed the minutes of the meeting. They are not entitled to other recordings, which remain the property of the school. The school reserves the right to refuse access to CCTV and/or other recordings.

23. By signing the contract the parent/guardian gives permission for the school to use photographs/videos that include images of their child, themselves, or their associates for marketing and promotional purposes in public media of all kinds, including web-based social media. The Director must be notified in writing if the parent/guardian does not wish images of their child, themselves or their associates to be used for these purposes.
24. Please send tins, magazines, cans, glass bottles and waste paper to the school for our recycling programme.
25. Learners may not attend the quarterly parents' meetings, unless they have been allocated responsibilities for the afternoon and are dressed in full school uniform. Boarders must leave the premises on an approved exeat, or stay in their room for the whole afternoon.

### 30. UNIFORM CODE

#### 30.1 Objective:

The uniform regulations are designed to enable learners to present themselves as neat, dignified and motivated young people who bring honour to their families, communities and Cornerstone College. They will learn to develop the stature that commands respect in their adult life and future careers. The Principal's decision in all matters regarding uniform, clothing and appearance is final.

If hairstyle, uniform, civilian clothing or appearance is not according to standard, the learner will be given a Formal Detention and will be sent to the study room. The parent/guardian will be contacted. The learner may return to classes when the hairstyle/uniform/clothing has been corrected according to the standards given below.

Parents/guardians and learners must please make sure that the learner's hairstyle complies with school standards when he/she returns to school after holidays and weekends.

Please note that warm clothing must be removed during hot weather. When it is very hot, learners may be permitted to remove their ties at the Principal's discretion.

#### 30.2 Girls

##### Uniform

- Grey school skirt (length: 4 fingers above knee) with black lycra shorts under skirt.
- Grey school trousers (may not be cut at side seams, skinny or ruffled at the hem) or Bermuda shorts\* (may not be cut at edges or frayed at hems).
- White shirt\* (long or short sleeved with embroidered school logo).
- Green school tie\* and name-badge.
- Grey sleeveless pullover\* with school logo or grey long-sleeved school jersey in cold weather.
- The school track-suit\* with school shirt\* and school shoes or running shoes (white or black only), may also be worn in winter.
- Drimac\* or Blazer\* with school logo.
- Grade R to 3 girls wear plain navy blue PT shorts (summer), grey school trousers as described above (winter), school golf shirt\*, school tracksuit\*, white ankle socks and black school shoes. Grey school jersey, sleeveless pullover\*, school tracksuit\* or green Drimac\* in cold weather.
- School caps are compulsory during break time and for any outdoor activities for primary school girls.

\* These items are available from the school uniform shop. They may not be adjusted to be skinny or slim-fitting. All other articles of clothing must be purchased separately.

**Do not iron the drimac and do not bleach the school shirt!**

##### Hairstyles (Simple, Neat, Natural and Affordable)

- To avoid unnecessary costs and penalties, please check if your chosen hairstyle is allowed.
- Hair must be neat and tidy at all times. We aim for simple, natural, plain and economical hair styles.
- A neat straight-back is the preferred Cornerstone College hairstyle. Straight-backs must be thin and braided until the very end. For a straight back with a centre plait, the centre plait must be thin and tight. Straight backs starting with "big" knots are not allowed.
- Hair may not be longer than to the middle of the shoulder blades.
- Long hair must be tied back in a simple pony tail (no loose strands of hair are allowed).
- Only green, black, grey or white plain "scrunchies."
- Own hair may not be buffed up.
- Singles must be braided neatly until the very end of the hair. They may not be "too thin" or "too thick." Singles starting with "big" knots are not allowed.
- Braids – only braid from front to back, 5mm in thickness, no beads at the end of the braids.
- No diagonal, curved or zigzag braiding allowed.
- NO "fade", "high-top" or cut line hairstyles are permitted.
- No beads, dreadlocks, rasta extensions, s-curl styles, "yakki" braids, wigs, or "dabraids" are allowed.
- Full hair weaves are not allowed; only  $\frac{3}{4}$  weaves are permitted. Once the weave has started to grow out it must be removed.
- Hair or extensions may not have frayed ends or be untidy.
- Lightening, dyeing or bleaching of hair is not allowed, even by hair straightening products.

- Only natural hair colour will be allowed. Only number one or number two hair piece colours may be used.
- No hair gel may be used.
- Small neat donuts or buns are permitted. No large donuts, large buns or large buns of singles are allowed.
- White, grey, black or green Alice bands are allowed.

#### **Nails**

- Short nails. All nails must be the same length.
- No nail varnish.

#### **Jewellery and general appearance**

- One pair of simple gold or silver small earrings (studs or hoops, not diamonds).
- No tongue-studs or body-piercing.
- No bangles, traditional bands, rings or necklaces.
- No fancy watches or smart watches.
- No tooth decoration.
- No body art, tattoos or make-up may be worn, eg. lip gloss.
- No cuts may be shaved into the eyebrows.

#### **Shoes**

- Clean black school shoes.
- Short white socks (summer).
- Long grey socks (winter).
- Black tights (optional in winter).
- Shoe laces must be tied up.

#### **Underwear**

- No G-string or tanga panties to be worn under the school skirt.
- Short Lycra ski pants (black/green) to be worn under skirt.
- A plain white vest may be worn under the school shirt. No colours, patterns, lettering or logos are allowed.
- Plain, full bras must be worn at all times. Brightly coloured bras that show through the shirt may not be worn.

#### **Name badge**

- School name badge must be worn every day.
- Name badge must be visible.

### **30.3 Boys**

#### **Uniform**

- Grey school trousers (may not be cut at side seams, tailored to be skinny or ruffled at the hem)
- Bermuda shorts\* (may not be cut at edges or frayed hems).
- White shirt\* (long or short sleeved with embroidered school logo).
- A plain white vest may be worn under the school shirt. No colours, patterns, lettering or logos are allowed.
- Green school tie\* (must always be tied neatly) and name-badge.
- Grey sleeveless pullover\* with school logo or grey long-sleeved school jersey in cold weather.
- The school track-suit\* with school shirt\* and school shoes or running shoes (white or black only), may also be worn in winter.
- Drimac\* or Blazer\* with school logo.
- Grade R to 3 boys wear plain navy blue PT shorts (summer), grey school trousers as described above (winter), school golf shirt\*, tracksuit\*, long grey socks, black school shoes. Grey jersey, sleeveless pullover\*, school tracksuit\* or green Drimac\* in cold weather.
- School caps are compulsory during break time and for any outdoor activities for primary school boys.

\* These items are available from the school uniform shop. They may not be adjusted to be skinny or slim-fitting. All other articles of clothing must be purchased separately.

**Do not iron the drimac and do not bleach the school shirt!**



**Hairstyle (Simple, Neat, Natural and Affordable)**

- Short hair (no beads, dreadlocks, rasta extensions, braids, frayed ends, outlandish or angular styles).
- No dyed or bleached hair, even by straightening products. No S-curl styles.
- No facial hair (moustaches, beards or sideburns). Facial hair may not be visible in any way, irrespective of the age of the learner.
- No hair gel or similar styling products.
- BASIC “trim” allowed.
- NO “fade”, “high-top”, mohawk or cut line hairstyles are permitted.

**Nails**

- Short (all nails must be the same length).
- No nail varnish.

**Jewellery and general appearance**

- No earrings
- No tongue-studs or body-piercing.
- No bangles, traditional bands, rings or necklaces.
- No fancy watches or smart watches.
- No tooth decoration.
- No body art, tattoos or make-up.
- No cuts may be shaved into the eyebrows

**Shoes**

- Clean black school shoes.
- Grey socks (summer & winter).
- Shoe laces must be tyed up.

**Name badge**

- School name badge must be worn every day.
- Name badge must be visible.

**30.4 Physical Education Classes, Boys and Girls (Part of Life Skills/Life Orientation, Grades 4 to 9)**

- School golf shirt with school logo (obtainable from uniform shop).
- School sport shorts (available from uniform shop) or decent sport shorts just above the knee in length.
- Plain white or black running shoes

**30.5 Sport (compulsory for practices and matches)**

- School sport top. School sport shorts. Other kinds of shorts or very short shorts or tight leggings may not be worn.
- School cap (compulsory for cricket).
- School sport socks (for selected sports).
- Rugby: white shorts, school provides the top.
- Basketball: school provides top and shorts.

**30.6 Civilian Clothing on Designated Days (Civvies)**

- Only clean, decent and non-revealing clothing allowed.
- No offensive logos.
- No short skirts, tight jeans/trousers, leggings/jeggings, skinny jeans, shoe-string strap tops, low cut tops or short shorts are allowed.

**30.7 Optional (Girls and Boys), Purchased From Uniform Shop**

- School Drimac
- Grey school sleeveless pullover
- Green & white school track suit
- Matric white sleeveless pullover
- School cap
- Scarf, gloves and woollen cap

Items purchased from the uniform shop may not be adjusted to be skinny or slim-fitting.

### **31. CONCLUSION**

In addition to carefully completing curricula, our educational emphasis will be on TECHNOLOGY, LIFESKILLS and BUSINESS (ENTREPRENEURIAL) SKILLS. This is to equip our learners even better for the job market or for job creation. We also seek to be a centre of excellence for Mathematics and Science.

Cornerstone College has established a sound foundation for its future. It boasts a highly qualified and stable staff, which has drawn positive comment from many quarters, including the business sector and Education Department inspectors and Umalusi officials.

Our commitment is the same as yours - the development of the child intellectually, physically, spiritually and emotionally. We look forward to this privilege.

### **32. BOARD MEMBERS**

Mr A Mjadu:	Lawyer	Mr D Short:	Attorney
Dr T Makhado:	Former Head Girl	Mr L Gqada:	Former Head Boy
Mr E Williams:	Former Parent	Dr R Hurlin:	Director
Mrs S Hurlin:	Principal, High School Director		

**33. STAFF AT CORNERSTONE COLLEGE**

Dr	R Hurlin, Director	PhD. (Eng) Aero, FRAeS	Wits	Management
Mrs	S Hurlin, Principal	B.A., B.Ed. (Cum Laude), H.D.E. (Cum Laude)	Wits	Management
Mrs	A Aldum	B.Com. Mathematics, P.G.C.E	SU, UNISA	Faculty
Mrs	X Barnard	M.A. (Cum Laude), H.D.E.	UP	Faculty
Miss	Q Barnard	Office Studies	Pretoria	Admin Manager
Mrs	L Beukes	B.Com. Econometrics, H.D.E.	UP	Faculty
Mrs	J Botes	B.Ed.	UP	Faculty
Mrs	H Botha	B.A., B.Ed. (Cum Laude), H.D.E.	UP	Faculty
Miss	D Cawood	B.A., H.D.E.	RAU	Faculty
Mr	S Chimbunde	B.Sc, P.G.C.E.	UZ, UNISA	Faculty
Mrs	R Clark	Dip. Light music	DBN inst. of Tech	Admin
Mrs	M Cronje	B.Ed. Hons. (Maths & Science)	UP	Faculty
Mrs	L de Bruyn	Book Keeping/Secretarial	Academy Learning	Admin
Miss	M de Lange <sup>#</sup>	B.Ed. (Foundation Phase)	NWU,UOVS	Faculty
Mr	K Dingaen	B.Sc., P.G.C.E.	UKZN UNISA	Faculty
Ms	L Dlamini	B.A. Humanities, P.G.C.E., B.A. Hons.	UNISWA/ UNISA	Faculty
Mrs	H Du Plessis	B.A. N.H.O.D. F.D.E.	NWU	After-care
Ms	J Du Plessis	H.D.E. (Snr Primary)	UP	Faculty
Miss	E Engelbrecht	B.Ed. (Foundation Phase)	NWU	Faculty
Ms	I Fortuin	Comp. Lit. Certificate, Secretarial Certificate	UP, BSOA	Hostel
Mrs	A Gerber	B.A., P.G.C.E	UP, UNISA	Faculty
Dr	W Greyvensteyn	M.A. Clinical Psychology (Cum Laude), PhD (Phil) Psych	UP, UNISA	Consultant
Mr	C Griesel **	B.Com., P.G.C.E., B.Ed. Hons. (Educational Management)	UKZN, UNISA	Management
Miss	L Human	Studying B.Ed.	UNISA	Faculty
Mr	D Hurlin	B.Com.	UP	Management
Mrs	I Joubert	B.A., H.D.E.	Potch, UOVS	Faculty

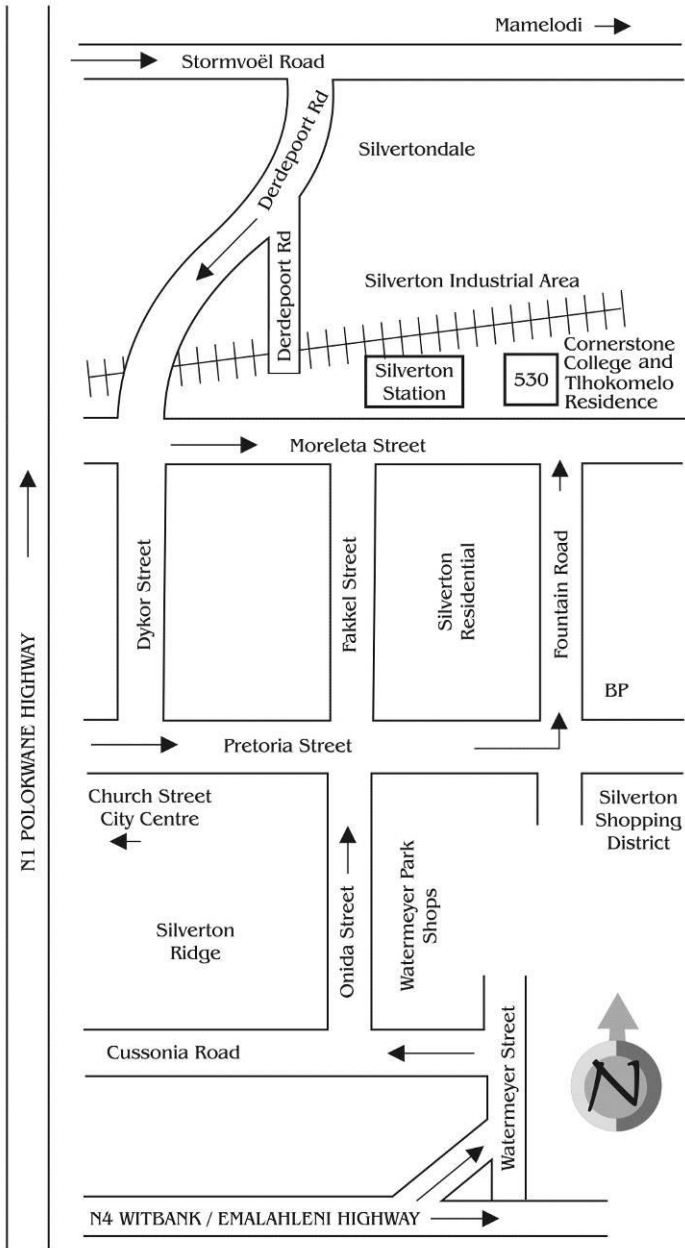
Miss	C Klaas	S.E.D.	Vista	Faculty
Miss	P Klaas	Dipl. Administrative Management	IQ Academy	Admin
Miss	H Kotzé	B.Ed. (Senior Phase & FET)	UP	Faculty
Miss	Z Kruger	B.A. (Drama), P.G.C.E.	UP, UNISA	Faculty
Mrs	C Kuipers	B.Prim.Ed.	UPE	Faculty
Mrs	C Le Roux **	B.A., H.D.E. (Maths)	UP	Management
Miss	A Linley	B.A.	UP	Faculty
Ms	C Lourens	B.Tech. Dipl. Travel & Tourism	TUT	After-care
Mrs	D Louw	Grade R Certificate Studying B.Ed.	UNISA	Faculty
Mr	K Magampa	L.L.B	UL	Admin
Mrs	M Makope	Dip. Ed, B.Com. Acc. (Hons)	Mkoba CAU	Faculty
Miss	P Makhado	B.Ed. (Senior & FET Phase)	UP	Faculty
Mrs	J Mapfumo	Dip. Ed. (Primary), B.Ed. (Intermediate & Senior Ph.)	UZ, UNISA	Faculty
Mrs	G Matolong **	B.A. Ed.	Vista	Faculty
Mrs	M Marais	B.M., M.M., P.G.C.E.	UP,NWU	Faculty
Mr	N Mazengera	Dip. Ed., B.Sc.	UZ, UNISA	Faculty
Mr	S Mbuyane	Intern		Admin
Mrs	S Minnaar	B.Com. (Marketing)	UP	Faculty
Miss	X Mlambo	B.Sc. (Phycology) (Hons), P.G.C.E	UKZN, UNISA	Faculty
Mr	E Mlungwana	B.A. (Sport & Leisure)	UP	Sport
Miss	D Moatshe	U.D.E. Primary	Hebron College	Faculty, Hostel
Miss	M Mohlala	Office Studies		Admin
Mrs	B Mokobyane	Cert. in Operations Management	TUT	Hostel
Mr	M Moremba	Studying Sports Law & Admin	Pretoria Tech	Client Liaison
Miss	M Mphahlele	Studying B.Ed.	UNISA	Admin
Miss	G Mtsweni	Bachelor of Social Work studies	UNISA	Social Worker
Mrs	A Murray	Studying Dip. in Grade R teaching	Embury	Admin
Mr	E Mzamo	Computer Literacy Course	HAV Tec College	Admin
Mr	D Nel	Dipl. Business Management	Damelin	Site
Mrs	J Nel	B.Ed. (ECD)	UP	Faculty
Miss	C Niehaus	B.Ed. (ECD)	UP	Faculty
Miss	G Niewoudt	B.Acc.Sci., P.G.C.E.	UP UNISA	Faculty
Miss	S Nkabinde	B.Ed. (FET)	UP	Faculty
Mr	M Nkadameng	Certificate in Motor Mechanics		Admin
Miss	N Nkosi	B.Ed. (ECD)	UP	Faculty
Mrs	N Ntuli-Linyana	N.H.C. Accounting & Human Resources	TUT	Admin

Miss	N Nyathi	B.Ed. (Senior & FET Phase)	UNISA	Faculty
Mrs	L Ortmann	B.Ed. (Foundation Phase) (Cum Laude)	Embury	Faculty
Mrs	L Padayachee	B.Ed. (ECD, Foundation Phase)	UNISA	Faculty
Miss	D Padiachy	B.Ed. (Senior & FET Phase)	Wits	Faculty
Miss	P Papo	Dip. Teaching, Advance Cert. in Education	UNISA	Faculty
Miss	A Pauer	B.A., P.G.C.E	UNISA, NWU	Faculty
Mrs	S Pick	ABET Certificate	IEB	Admin
Mrs	E Roos	Office Studies	Pretoria	Admin
Mrs	A Schlúnz	B.Sc. (Botany), P.G.C.E.	UP	Faculty
Mrs	S Swanepoel	B.A., P.G.C.E., B.Ed Hons.	UP, UNISA	Faculty
Mrs	S Swanepoel	B.Lib.	UNISA	Faculty
Miss	J Tarr	B. Consumer Science, P.G.C.E.	UP, UNISA	Faculty
Miss	B Thagane	Studying B. Comm Acc. Sciences	UNISA	Admin
Mrs	V Tsunga	Secretarial Course, ICDL	Prof College	Admin
Mrs	N van den Berg	B.Ed. (Intermediate Phase)	UFS	Faculty
Mr	A van der Merwe**	B.Ed. (Intermediate & Senior Phase)	UNISA	Faculty
Mrs	M van der Merwe	Dipl. Financial Accounting	ICB	Admin
Mrs	C van Jaarsveld	H.D.E.	PTA College	Faculty
Mr	A van Niekerk Jnr	B.Ed. (FET)	UP	Faculty
Miss	A van Wyk	Studying B.Ed.	UNISA	Faculty
Miss	L van Zyl	M.A. P.G.C.E.	UP	Faculty
Mr	R Veenstra	B.Com. Economics (Hons.)	UP	Faculty
Mrs	E Vermaak	B.Ed. (FET)	UP	Faculty
Mr	T Yende	B.Ed. (Senior Phase)	UP	Faculty

# Primary School Principal

\*\* Deputy Principal

34. **MAP**



**35. SCHOOL SONG: "THE CORNERSTONE"**

(Hurlin/Alberts)

Chorus

Together we'll build in love  
 Together we'll do our best  
 Together we'll change the world  
 Together we'll praise our Lord.

(x 2)

Verse

Brick by brick on God's foundation  
 We'll build sure on this Cornerstone  
 Hand in hand throughout our nation  
 Lives changed for His praise alone

Brick by brick on God's foundation  
 Hand in hand throughout our nation  
 Lives are changed for His praise alone  
 We'll build sure on this Cornerstone

Bridge

Lead us, Lord  
 Oh Lord, We seek You  
 Bless us, Lord  
 Oh Lord, We need You  
 Lead us, Lord  
 Oh Lord, We seek You  
 Bless us Oh Lord, Oh Lord, Oh Lord

Chorus

(x 2)

36. **ENQUIRIES:**

**Telephone:** 012 804 8350

**E-mail:** admin@corncol.co.za

**Fax to e-mail:** 086 676 6300

**Website:** www.cornerstonecollege.org.za

**Facebook:** Cornerstone College, Pretoria SA  
**Twitter:** CornerCollegeSA

**Street Address:** 530 Moreleta St  
 Silverton  
 Pretoria

**Postal Address:** Private Bag X1840  
 Silverton  
 0127

**Bank Details:** Nedbank, Silverton  
**Branch Code:** 149745  
**Account number:** 102 041 6238

