

*CORNERSTONE COLLEGE -
DEDICATED TO QUALITY EDUCATION*

DAY SCHOOL PROCEDURES BROCHURE 2024 (Revised 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
PROCEDURES BROCHURE

2024

(Founded in 1991)

Gauteng Department of Education registration
and examination number: 220582

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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 2022 Matric groups on their 100% pass rates (25 years!). The 2022 group also produced an 91% University Entrance rate (86% average over the last 19 years!). **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.

By registering your child in the school, you undertake to attend meetings in person at the school upon request. You also undertake to collect your child from the school immediately upon request. Please do not register your child at the school if you are not able to fulfil these commitments.

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
 Facebook: Cornerstone College, Pretoria SA
 Twitter: CornerCollegeSA
 E-mail: 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)
 7:45am – 1:30pm (Grades 4 to 7)
 Fridays: 7:45am – 1:00pm (Grades R to 3)
 7:45am – 1:15pm (Grades 4 to 7)

High School hours:

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

PLEASE MAKE SURE THAT YOUR CHILD IS AT SCHOOL BEFORE 7:45am!!

After-care centre (Grades R to 7):

Mondays to Thursdays: 1:30pm* – 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: 1:45pm – 2:30pm (Grades 4 to 7)
 Formal detention: 1:15pm – 2:00pm, Fridays (Grades R to 7)

High School:

Mondays to Fridays: 2:15pm – 3:30pm or later
 Saturdays: 8:00am – 1:00pm or later
 2:00pm – 5:00pm for Grade 12 extra study as required.

Saturdays are compulsory as required for extra lessons, study, disciplinary sessions, outings, competitions or matches. In particular, Saturday extra lessons and study sessions are compulsory for Matric learners.

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

Collection times: Primary School children must be collected and taken directly home by the following times:

Mondays to Thursdays: 2:15pm (Grades R to 3)
 1:45pm(Grades 4 to 7, without afternoon commitments)
 2:45pm (Grades 4 to 7, with afternoon commitments)

Fridays: 1:15pm (Grades R to 3)
 1:30pm (Grades 4 to 7)
 : 2:15pm (Grades R to 7, with detention commitments)

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 2024:

1st Term: Monday 15 January – Wednesday 20 March (Grades 8 – 12)
 Tuesday 16 January – Wednesday 20 March (Grades R – 7)
2nd Term: Monday 8 April – Friday 14 June
3rd Term: Monday 8 July – Thursday 19 September
4th Term: Wednesday 2 Oct – Wednesday 11 December

School Holiday: Friday 16 February

Primary School new parents' orientation and new learners' welcome party (Grades R – 7): Monday 15 January 2024 at 9:00am in the primary school hall.

High School new parents' orientation (Grades 8 – 12): Friday 12 January 2024 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. In particular, parents/guardians who have paid the Bi-annual or Annual fee will need to monitor the account for additional monthly expenses and pay them at the end of the month in which they are invoiced.

The fee structure is as follows:

	After-Care	Grades R-7	Grades 8-12
* Application fee		R400	R500
Sibling (i.e. brother or sister)		R350	R450
Monthly x 11 (Grade 12 in advance only)	R1 160	R3 040	R3 720
Sibling Monthly	R1 040	R2 740	R3 350
Monthly x 10 (Grade 12)			R4 100
Sibling Monthly			R3 680
Bi-annual (January & June)		R16 230	R19 620
Sibling Bi-annual		R14 610	R17 670
Annual (January)	R12 020	R31 450	R37 990
Sibling Annual	R10 830	R28 300	R34 220

*2023 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, VALID FOR THE WHOLE YEAR, ARE ESSENTIAL FOR FOREIGN LEARNERS, BEFORE ARRIVAL.

The parent/guardian is responsible for ensuring that the learner has the necessary textbooks for their studies. The school is prepared to lend textbooks to the learner, provided that they are cared for properly (see Paragraph 13 below). The textbooks remain the school's property and can be withdrawn at any time.

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 parent/guardian is required to let the school know if the learner was previously at Cornerstone College, or has previously been excluded or expelled from Cornerstone, or any other school.

If the application is considered, it will be for a particular Grade and choice of subjects and any other conditions determined by the Principal. The school will comply with the age cohorts set by the Department of Basic Education and will not accept an application or allow a learner to continue in a grade if they are too young or too old for that grade. In particular, applicants who turn six during the year will be placed in Grade R, even if they have completed Grade R at another institution. The Principal will allocate the learner to an appropriate grade if internal tests or tests by a registered Educational Psychologist indicate that a learner must repeat a grade, or start in a particular grade. The Principal's decision in these matters is final.

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. The copies remain the school's property and are not returned to the parent/guardian.). Discovery of forgeries or alterations will render the registration null and void and will result in the immediate deregistration of the learner. The matter will also be reported to the SAPS and the GDE immediately.

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. The parent's/guardian's copy is handed out at the first parent's meeting of the year. Alternatively, the parent/guardian must please contact the school to arrange to collect it. In brief, this **1 YEAR CONTRACT**:

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 summarily for any reason or if the contract is terminated according to clauses 9.1 or 9.3 of the contract.
 - Forbids any negative political activity; cyber-bullying; cyber-crimes, 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 copy remains the school's property and is not returned to the parent/guardian.
 - The learner's original identity document. The school will make a copy and return the original on the day of application. The copy remains the school's property and is not returned to the parent/guardian.
 - 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 study permit valid for the whole year. 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.

Please note that submission of the above documentation does not mean that the application has been accepted or finalised. 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 31st 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 transfer letter from the previous school has not been provided
- 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
- The applicant was previously expelled/excluded from Cornerstone College or was notified that the school would not enter into future contracts for the applicant
- 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

- A study permit valid for the whole year, or a 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.

Learners arriving or registering up to 10 school days after the first day of the school year will be charged the full fee instalment for January.

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, previous enrolment at Cornerstone College or an expulsion/exclusion from Cornerstone, or any other school. Details of any medication or treatment required must also be disclosed on the application form. The parent/guardian is also required to notify the school if the learner is married or is pregnant.

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.

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 learner from the school, three months' notice must be given in writing. A verbal notice of withdrawal is valid and binding, unless the Director at his/her sole discretion decides otherwise.

If the learner is withdrawn immediately, a three months' notice payment, together with any outstanding fees and expenses, is due immediately under all circumstances.

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. If the stay-in notice period is less than three months, a pro-rata notice payment must be paid up-front.

Upon withdrawal the school's textbooks and any other property belonging to the school must be returned immediately so that the amount owing can be finalised. The transfer letter will only be released once the account (including notice, fees and expenses) is settled, or an acknowledgement of debt with a payment schedule has been signed with the school's attorneys,

In the event that the parent/guardian fails to give notice, or make payment in lieu of notice, the account will be handed over to the school's debt collection attorneys immediately without further notice. The school shall also be entitled to claim damages from the parent/guardian, even if such damages exceed the three months' tuition fee notice.

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. The school will only consider such requests upon written application, when written notice has been received and the account (including notice, fees and expenses) 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 immediately upon request. 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. The only approved hostel at present is Tlhokomelo 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.
- If a registration is accepted under certain conditions, such as the attendance of extra lessons at our school for certain subjects, these conditions are compulsory and non-negotiable. If the learner does not comply with these conditions,

the registration becomes null and void and the learner will be obliged to leave the school immediately. Parents/guardians may not change these conditions or modify them in any way.

- 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.**
- The school timetable and educators for classes and extra lessons are allocated at the sole discretion of the Principal. The parent/guardian may not interfere with these choices or instruct the learner not to attend a class or extra lesson for any reason whatsoever. All queries in such matters must be directed to the Principal in writing.
- **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.
- 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.

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 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).

Grade R classes (Foundation Phase)

The following subjects are compulsory:

- English
- Mathematics
- Life Skills

Grade 1 - 3 classes (Foundation Phase)

The following subjects are compulsory:

- English
- Afrikaans
- Mathematics
- Life Skills

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 e.g.: English Home Language, Accounting, IT, Maths and Science.

Please note the following:

- A learner's results at the end of the first term are used each year to verify that the learner is taking the right subjects. If the marks are too low in one or more subjects, the learner will be required to change the affected subjects according to the school's recommendations. This is done in the best educational interests of the learner.
 This process is repeated in subsequent terms. If the parents/ guardians do not accept the school's recommendations, it is regarded as a breach of contract. The learner may then continue with his/her subjects until the end of the year. However, the school will not enter into a contract in the following or subsequent years.
- 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 decisions regarding subject choice are final and may not be changed later in the year.
- ***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 Technology (CAT)	History	Economics
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. New learners applying for Matric will be considered on an individual basis at the sole discretion of the Principal. The Principal's decision in all such matters is final.

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.

Primary school learners are rewarded with merit points on Class Dojo (computerised teaching system). When they achieve 100 points they will receive a Principal's award sticker in their diaries and may wear civvies to school on the Friday of the award.

High school learners are awarded merit badges 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.
- 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.

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.

Learners in Grade R don't have a diary, instead they have an A4 communication book in which all correspondence with parents/guardians is placed. Parents/guardians of Grade R learners must please look in the book every day to see if there is a note or letter from the school. Please always respond as requested.

- **Verify information received from the learner before responding.** Learners will often give a false or distorted report of an incident at the school, especially if they have been given disciplinary consequences. They will blame the educator, school or others, usually to protect themselves. In all cases the parent/guardian is obliged to contact the school and ask what happened. Always report what the learner said, without assuming it is true. The school will investigate and follow up with the parent/guardian.

If the parent/guardian makes unfounded judgements and accusations or attacks the school in any way, it will cause significant damage to the relationship with the school. In such cases the school may declare a breach of contract and/or take legal action and/or choose not to enter into further contracts in future years. There will also be disciplinary consequences for the learner if they are found to have given false or misleading information to a parent/guardian.

- Support the implementation of the disciplinary structures and procedures of the School. Queries regarding disciplinary action must be directed to the Principal in writing. Parents/guardians may not instruct learners to refuse to cooperate with the disciplinary process. Interference with the disciplinary process is a breach of contract and will damage the relationship between the parent/guardian and 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 parent/guardian/associate may be excluded from entering the school's premises or communicating with staff members. The school may also choose not to enter into further contracts in future years. The school reserves all its rights in such cases and may pursue legal options to protect the school or staff, with an application for an order for costs.

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 on social media, complaining to any third party or spreading discontent will be deemed a breach of contract and the school may choose not to enter into further contracts in future years. 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. All e-mails to the school must please include the learner's name, Grade and admin number.

- Notify the school immediately if the child is not living with the parent/legal guardian who signed the contract, or in the residence on the campus, Tlhokomelo Residence. 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. Learners may not have medication (including vitamins and supplements) of any kind in their possession while on the school premises.

- 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. The parent/guardian is responsible for communicating the requirements described here and for writing and providing any information required by the psychologist. The parent/guardian must give the psychologist written permission to issue a report to the school and must take responsibility for paying all the costs and making sure that the school gets the report promptly. Reports from educational psychologists, counselling psychologists, doctors, nurses, social workers or other health professionals will not be accepted.

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 report must specify if the child is emotionally stable enough to take responsibility for their own safety and if further therapy is required. It must also include guidance for dealing with the child upon his/her return to the school.

Once a report is received that complies with the above requirements, a meeting will be convened with the parent/guardian to determine the way forwards. If the meeting is successful and the school and parents agree on the way forwards, the learner will be considered for re-admission to the school. The final decision regarding the return of the learner to the school 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 e-mailed to the office during school office hours for bank deposits or transfers. The e-mail must include the learner's name, Grade and admin number. The proof of payment must be in the possession of the school staff and payment must reflect in the school's bank account for it 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 e-mail has been received and that the learner's admin number and name were communicated clearly. Reminder letters are sent home with the learner. Parents/ guardians may not send cash with Foundation Phase learners (Grades R to 3).

If the account is not settled by 14 days after the end of the month in which payment was due, a reminder letter will be sent home with the learner. The learner will be called to the office or hall the day after the reminder letter was sent to see if a reply, such as a payment or letter applying for an extension, has been sent back to the school. An extension will only be considered if the account is in good standing and there have not been any broken promises in other months and the parent/guardian has treated the school with dignity, courtesy, respect and patience.

Parents/guardians who are uncooperative, abusive, make threats, break promises or are in breach of contract in any other way have destroyed good will and cannot expect an application for an extension to be granted.

If payment is more than 14 days late, the parent/guardian 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 R300,00 administration fee is charged under all circumstances, even if an application for late payment has been approved.

Breach of contract will be accepted by the school if fees and expenses are paid late, or promises are not honoured. The school may also require the annual fee to be paid up front in future years.

- 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 are not absent and arrive on time for school and school commitments. Learners must be in their classrooms before 7:45am every morning!** The parent/guardian takes full responsibility for the educational consequences of school time and tests/exams missed due to absenteeism.

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/exeat 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 8:15am 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 as required by law, unless they are absent with the written permission of the Principal. The parent/guardian must make application for absence as described below, it is not acceptable to simply inform the school that the learner will be absent.

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, weddings, church or community events, graduations, interviews, appointments, tests, travelling, special days, family ceremonies, family holidays, 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 application for absence with documentary proof at least 3 school days before the event. The learner may not be absent unless the request has been approved by the Principal in writing, as described in Section 5.10 paragraph 7 under School Rules (Additional comments).

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. An application for absence must be for a very good reason and must be properly motivated with supporting documentation. The Principal is responsible for ensuring a valid reason for absence and will not consider the application if the reason is vague, or details of the event are not given.

Applications for personal matters must be accompanied by a letter from a doctor or psychologist certifying that the absence is necessary. The school reserves the right to verify the validity of supporting documentation under all circumstances.

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.

Parent/guardian assisted truancy, i.e. intentionally keeping the child out of school without the written permission of the Principal, is illegal and will not be tolerated. The school will call the learner for a disciplinary enquiry and will report the parent/guardian to the relevant authorities in all such cases. The school may also choose not to enter into a contract in future years.

- 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. The school is not responsible for any items that are lost by the learner.
- 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. The Director will decide who meets with the parent/guardian. This is not determined by the parent/guardian.
- 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.

Applications for legal representation at a meeting will only be considered for legal representatives who are attorneys or advocates registered with the Legal Practice Council of South Africa. In such cases the school reserves the right to its own professional representation. The meeting will be re-scheduled to accommodate the parties involved if necessary. The parent/ guardian must still attend the meeting if legal representation is agreed upon.

- 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.

By signing the contract, parents/guardians agree to make themselves available in person to attend meetings/enquiries at the school upon request. 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, or the school may choose not to enter into further contracts in future years.

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. 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.

The parent/s or guardian/s and learner (if applicable) attending the meeting are required to cooperate fully with the chairperson of the meeting. The chairperson of the meeting has the right to suspend or postpone the meeting if the parent/guardian or learner do not cooperate, or if they make the meeting ungovernable. The meeting will only be re-scheduled when the parent/guardian and the learner (if applicable) agree to cooperate fully with the chairperson and the school's procedures.

The chairperson may ask the parent/guardian or learner to leave the meeting if they refuse to cooperate. Alternatively, the learner may be suspended from the school or called for a Disciplinary Enquiry. The school will

accept breach of contract if a parent/guardian does not cooperate with the chairperson, disrupts proceedings, or makes a meeting ungovernable.

- 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 drive-through to the East of the second building. Make sure the learner is ready to leave the vehicle immediately when it stops. Please; do not stop on the road or side of the road, do not stop on the traffic circle, do not hold up the traffic in the drive-through, do not park opposite the drive-through or turn right when exiting the drive-through into Moreleta Street.
- Collect learners at the times given in Chapter 2 of this Procedures document. Transport drivers collect learners at the stipulated times in front of the second building. They collect their learners at the time the last of their passengers are ready to leave the school, not before.

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 Services 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, offensive, 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 or selling goods 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. Essay tasks may be given in place of the informal or formal detentions described below. Queries regarding disciplinary action must please be directed to the Principal in writing.

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.
- An informal detention consisting of a supervised 30 minute break session (Grades R to 7). For Grades 8 to 12, an informal detention consists of the writing of one page of lines. Failure to complete an informal detention will result in a formal detention.
- Extra homework or written classwork.
- Community service.
- Counselling by the educator or Grade Tutor.
- Fines.
- Communication with parents/guardians.

5.5.2 Formal Action

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

Formal action may take the form of:

1. A verbal or written warning.
2. Community service or formal detention or time punishment.
3. Communication or an interview with parents/guardians.
4. A disciplinary enquiry.
5. Suspension pending a disciplinary enquiry.
6. Suspension from classes or from attending School for a period.
7. 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 be given formal detentions if the misdemeanour merits such measures according to the disciplinary code. Formal detentions become part of the learner's record. The high school learner will receive written notice of the formal detention, which must be signed by the parent/guardian and returned to Miss Mohlala the next day. Non-return of the signed detention letter will result in the accumulation of further detentions.

The parents/guardians of a primary school learner will be informed of a formal detention in the school diary. Failure by the learner to complete a formal detention will result in additional formal detentions.

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. Corrective exercises will be given for the full 45 minutes. If the task is not completed, the learner will return, usually on the next Friday, to complete the rest of the work. High standards of behaviour will be expected. Names of learners misbehaving during the session will be sent to management for further disciplinary action.
- For Grades 8 to 12, an exercise consisting of the writing of two pages of lines is given, to be done by the learner in their own time. If the task is not completed by the due date, or is not completed properly, further detentions will be given.

5.5.3 Coming to School Late

Late for school = 1 x informal 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, or for any other reason.*

If the holding of an enquiry is obstructed or delayed by more than 10 school days beyond the date it was first called, the Principal will appoint a guardian for the learner and the enquiry will be held without further delay and without the parent/guardian's involvement. If the learner is not available or refuses to attend the enquiry, it will be held in absentia without delay.

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, especially if the enquiry is for an accumulation of detentions and is not an expulsion level enquiry. 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. Applications will only be considered for legal representatives who are attorneys or advocates registered with the Legal Practice Council of South Africa.*

In such cases the school reserves the right to its own professional representation. The parent/guardian must still attend the enquiry if legal representation is agreed. Legal representation cannot be used as a substitute for the parent/guardian's attendance of the enquiry. 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 sole discretion of the Principal. The parent/guardian/learner is not entitled to request or demand particular staff members to conduct the enquiry. They are appointed at the sole 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 therefor.*
- *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 learner stays at home until he/she attends a disciplinary enquiry, or until further notice.

The parent/s or guardian will be notified before the learner is released from the school. 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.

The school will not entertain a second appeal or any further appeals once an appeal outcome has been communicated. Any further communication on the matter must be addressed by the parent/guardian's legal representative (an attorney or advocate registered with the Legal Practice Council of South Africa) in writing to the school's attorneys.

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.

5.8.1 Learners will comply with instructions and the general rules of the School	
ALLEGED MISCONDUCT OR INFRINGEMENT	Recommended <u>Maximum</u> Disciplinary Action to be Imposed
a) Wilful disregard of instructions/duties/timetable	Detention
b) Refusal to comply with disciplinary outcomes/ detentions/tasks	Suspension/ Expulsion
c) Interference with an investigation or lack of cooperation	Expulsion
d) Disrespect towards elders, educators, parents/guardians and visitors	Detention
e) Misbehaviour on public/private transport	Suspension
f) Sleeping in class/study session or being disruptive. Writing, passing or receiving notes	Detention
g) Hairstyle, dress or apparel which is not in accordance with School/Hostel standards	Detention and correction
h) Behaviour in public or at events which brings the School/Hostel into disrepute	Suspension
i) 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
j) Improper use of tablet, notebook computer or other electronic device	Detention and handing it over to the school
k) 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
l) Trespassing or entering School/Hostel grounds/ prohibited areas after hours or during holidays	Expulsion
m) Failure to obtain all needed equipment/utensils	Detention
n) Receiving visitors without permission	Detention

5.8.2 Learners will behave responsibly and not endanger the safety and welfare of others	
ALLEGED MISCONDUCT OR INFRINGEMENT	Recommended <u>Maximum</u> Disciplinary Action to be Imposed
a) Dangerous horseplay	Detention
b) Reckless physical endangerment of self or others	Suspension
c) Interference with safety and security procedures or equipment	Expulsion
d) Jaywalking or disobeying road safety rules or instructions	Suspension
e) Use of excessive force when playing games or playing games in areas where bystanders and passers-by may be injured.	Detention
f) Antisocial behaviour such as hitting, pinching, biting or spitting	Detention
g) Bullying others or participating in initiation practices of any sort	Expulsion
h) Physical violence, assault, injuring or causing injury to others	Expulsion
i) Fighting or threatened assault of others	Expulsion
j) 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
k) Unhygienic personal habits	Counselling plus detention
l) Improper use of School/Hostel facilities and ablutions	Detention plus restitution
m) Tampering with equipment or the property of others	Detention plus restitution

5.8.2 Learners will behave responsibly and not endanger the safety and welfare of others, cont.

ALLEGED MISCONDUCT OR INFRINGEMENT	Recommended <u>Maximum</u> Disciplinary Action to be Imposed
a) Noisy behaviour or disturbing the activities of others, disruptive behaviour/running inside the building	Detention
b) Riding of bicycles/skateboards etc. on School/ Hostel property or in areas where this is prohibited	Detention plus restitution
c) Loitering outside school or hostel or Silverton businesses	Detention
d) Loitering near the perimeter or giving/receiving messages or articles through/over the perimeter	Suspension
e) Being in possession of or testing positive for illegal drugs or alcoholic or intoxicating/dangerous substances, or distributing, storing or consuming them, or attempting to or being an accessory to, or knowing about these activities without reporting it	Expulsion
f) Being under the influence of illegal drugs, alcoholic, or unauthorised substances, or substance abuse	Expulsion
g) Taking medication without staff supervision	Detention/Suspension
h) Being in possession of medication of any kind (including vitamins/supplements) on the school premises, or at school events off the premises, without the Principal's permission	Expulsion
i) Attempts or threats of suicide or self-injury	Release to care of parent/ guardian and referral to a Clinical Psychologist
j) Smoking, e-smoking or being in possession of cigarettes, e-cigarettes, tobacco products or accessories, or knowing about these activities without reporting it	Expulsion

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

ALLEGED MISCONDUCT OR INFRINGEMENT	Recommended Maximum Disciplinary Action to be Imposed
a) 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
b) Invasion of privacy. Obtaining and/or sharing of personal information/content without permission	Expulsion
c) 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
d) Urinating/defecating anywhere other than in designated toilet facilities, or any other action which may amount to public indecency	Expulsion
e) Alone without permission with the opposite sex	Expulsion
f) Graffiti	Detention & Restitution
g) Trespassing or being in someone else's hostel dormitories/flatlets	Expulsion
h) Swearing or use of bad language, nastiness, teasing, name-calling, provocation or the verbal abuse of others	Detention
i) 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.

ALLEGED MISCONDUCT OR INFRINGEMENT	Recommended <u>Maximum</u> Disciplinary Action to be Imposed
a) Being discourteous towards staff members or peers or displaying insolence or disrespect	Suspension
b) Failure to follow the grievance procedure correctly	Suspension
c) Racist or sexist comments, hate speech, insults or verbal assaults. Harassing or victimising behaviour	Expulsion
d) 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
e) Negative political agitation, instigating or participating in unrest or protest action	Expulsion
f) Indecency, sexual harassment, sexually explicit or sexually intimate behaviour or other inappropriate intimate behaviour	Expulsion
g) Inappropriate or indecent physical contact, e.g. holding hands, hugging, kissing, etc	Expulsion
h) Socialising with staff members or coaches in person or interacting on social media. Taking pictures or videos of staff members or fellow learners. Posting pictures or videos of staff members or fellow learners on social media. Cyber-crimes of any kind	Expulsion
i) Intimidation or misrepresentation of staff members	Expulsion
j) Intimidating others or other forms of invasive behaviour	Expulsion
k) Entrance to opposite gender's dormitories/ bathrooms or being a peeping Tom.	Expulsion
l) More than one person in a toilet cubicle	Expulsion

5.8.5 Learners will be punctual and observe the timekeeping practices of the School/Hostel

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

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

5.8.7 Learners will behave honestly and conduct themselves with integrity

ALLEGED MISCONDUCT OR INFRINGEMENT	Recommended Maximum Disciplinary Action to be Imposed
a) Theft, attempted theft or misappropriation of property	Expulsion
b) Selling or promoting goods or services on the School/Hostel premises. Borrowing or lending money. Collecting money without permission. Borrowing or lending a bank card and/or PIN. Asking others to draw cash or buy goods	Expulsion
c) Xenophobia	Expulsion
d) Plagiarism, cheating, copying or tampering with tests, reports or assignments, exam irregularities	Expulsion
e) Dishonesty, lying, rumour-mongering, misrepresentation, publishing without permission, or unfair play	Expulsion
f) Slander, defamation or libellous writing or speech in any medium whatsoever including the internet, etc.	Expulsion
g) 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
h) Possession or distribution of material which may give an unfair advantage in a test or exam	Expulsion
i) Bribery and/or Fraud	Expulsion
j) Forgery or the falsification of documents and/or the signatures of others	Expulsion
k) 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. By signature of the contract the parent/guardian/learner agrees to provide the password, pin, code or biometric key necessary for the school to search electronic devices. 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.

A staff member is entitled to pick up written work, or any other article, from a learner's desk or table for inspection. The learner is obliged to hand the article to the staff member upon demand. This is particularly relevant in the hall and study room to ensure that the learner is doing active written study as instructed.

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. If the learner loses the key or lock, he/she will have to pay a fee of R20 at the office to have it replaced. 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 or bank cards from each other or lend them 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 who are not feeling well must report immediately to the school admin office where they will be assisted and the parent/guardian will be contacted if necessary. They may not contact the parent/guardian or any other party and ask to be assisted or collected. All such arrangements will be made at the admin office.
7. 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/leave 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.
8. Learners must be present at all times during school hours, unless they are absent with the written permission of the Principal. The parent/guardian must make application for absence as described below, it is not acceptable to simply inform the school that the learner will be absent.

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, weddings, graduations, interviews, appointments, tests, travelling, special days, family ceremonies, family holidays, 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 application for absence with documentary proof at least 3 school days before the event. The learner may not be absent unless 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.

An application for absence must be for a very good reason and must be properly motivated with supporting documentation. The Principal is responsible for ensuring a valid reason for absence and will not consider the application if the reason is vague, or details of the event are not given. Applications for personal matters must be accompanied by a letter from a doctor or psychologist certifying that the absence is necessary. The school reserves the right to verify the validity of supporting documentation under all circumstances.

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, or the school may choose not to enter into further contracts in future years.

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

9. Unavoidable absenteeism must be reported by telephone to the office before 8:15am 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.

Parent/guardian assisted truancy, i.e. intentionally keeping the child out of school without the written permission of the Principal, is illegal and will not be tolerated. The school will call the learner for a disciplinary enquiry and will report the parent/guardian to the relevant authorities in all such cases. The school may also choose not to enter into a contract in future years.

10. **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.**
11. 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.
12. 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.
13. Learners must fulfil all homework commitments.
14. 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.
15. Learners must immediately remove their jerseys/drimacs when requested to do so in very hot weather.

16. Learners may not wear beanies in assembly.
17. 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 R5,00 to unshaven boys for immediate use. Hand dryers in bathrooms may not be used for other purposes, such as drying clothing, etc.
18. 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.
19. 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.
20. Learners may not leave the premises during school hours to buy food elsewhere. Learners are also not permitted to order food to be delivered to the school premises.
21. 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.
22. 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.
23. 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.
24. 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.
25. No loitering outside School/Hostel premises or businesses in the Silverton area is permitted.
26. Learners may not ask other learners or boarders to draw money for them or buy things for them (either on or off the premises), unless permission has been given by the Principal or Hostel Manager in writing. Learners may also not lend or give their bank card or PIN number to other learners or staff members.
27. Learners must behave at all times in a dignified and self-controlled manner, in keeping with the high standards of Cornerstone College.
28. Learners must obey all instructions given by the Principal and staff.
29. No learner is permitted to leave the school grounds during school times. The school reserves the right to change school times if so needed.
30. 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.
31. 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.
32. Learners must not go near the staff members' cars or School/Hostel vehicles.
33. If a learner insists that he/she does not want to be at the school, the learner will be returned to the care of the parent/guardian immediately. The parent/ guardian will then be required to withdraw the learner from the school, or provide sufficient evidence that the learner is fully committed to his/her education at the school and wants to be at the school. The Principal's discretion in evaluating the evidence and deciding if the learner is ready to come back to the school is final.
34. 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 (together with any outstanding fees and expenses) will be charged under all circumstances. 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.
35. 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.
36. 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.

37. No cheating (or copying) will be tolerated. Learners may not write, pass or receive notes during school activities.
38. 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.
39. Learners may not socialise with staff, coaches or instructors either in person, or via social media.
40. Learners may bring their cell phones to school and school events. They must be switched off and kept in the learner's case at all times. They may not be taken out or used on the school premises or at a school event. Learners may also not have the cell phone of another learner in their possession. By allowing the cell phone to be brought to school, the parent/guardian and learner take full responsibility for the cell phone. The school does not take responsibility for any damage, loss or theft of the cell phone under any circumstances.
41. **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.**
42. **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.**
43. **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, or of staff or other learners, 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 a 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, or of staff or other learners. Photographs or videos may only be taken if the Principal gives permission in writing and then only under the conditions specified by the Principal.
44. Learners who provoke or tease other learners towards unrestraint will be punished. Rumour-mongering is also not allowed.
45. 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. The school is not responsible for any items that are lost by the learner.
46. 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.
47. 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.
48. 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.
49. 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.
50. Learners may not have a job or be employed or sell any goods without the written permission of the Director. Learners may not sell, market or promote any goods or services on campus or at a school event without the written permission of the Director.
51. 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, cyber-bullying, any criminal behaviour, cyber-crimes, 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 and PC computers (Microsoft Windows 10 or higher, 64 bit). The school does not offer support for or compatibility with Apple devices. These 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, vitamins, supplements, 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 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/skirts, socks, shoes, grey school jerseys) is available from local shops. Slim fit, 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, Client Liaison Officers or staff. Visits to teachers or Client Liaison Officers are by appointment only and must be arranged through the school secretary. Parents/guardians may not phone the Directors, 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 8:15am, 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 an e-mail to the school office, please phone to confirm that it has been received. Please make sure the e-mail includes the learner's name, Grade and admin number.

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 and it is legible. 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 and the school may choose not to enter into further contracts in future years.

11.1 Learner Grievance Procedure:

1. 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, write a letter to the Principal asking for a meeting to discuss the issue. Give the background. The Principal will allocate a team to deal with the grievance and finalise the matter.

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.

1. Phone the school office or send an e-mail with the name, Grade and admin number of the learner together with a detailed description of the grievance. The Client Liaison team will reply either by telephone or e-mail with a response. If sufficient information is not provided, the parent/guardian will be asked to provide more information so that the grievance can be addressed. The grievance will not be addressed if insufficient information is given.
2. If the matter is not resolved, the parent/guardian may write a letter to the Director asking for a meeting to discuss the issue. The Director will allocate a team to meet with the parent/guardian to resolve the issue. If the parent/guardian attacks or threatens the school or makes the process ungovernable, the school will hand the matter over to its attorneys to take formal legal action.
3. If the matter is not resolved, the parent/guardian is welcome to obtain legal representation, provided that the legal representative is an attorney or advocate registered with the Legal Practice Council of South Africa. The parent/guardian's legal representative must contact the school's legal representative (details below) and may not contact the school directly. Approaches to any other entity are a breach of contract and will cause damage to the relationship with the school. The school may then choose not to enter into further contracts in future years.

Contact Details for the School's Legal Representative:

Mr David Short

Fairbridges Wertheim Becker Attorneys

P O Box 55277

Northlands

2116

E-mail: david.s@fwblaw.co.za

12. PAYMENT POLICY

The fees payable for each learner are published in the prospectus and are due at the end of the month. Additional educational expenses are documented in the stationery list and camp application form. Fee payments may be made annually (the standard fee), bi-annually, or monthly. Statements are e-mailed every month to clients who have provided the school with a legible and valid e-mail address.

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 bi-annually) and that all correspondence is received from the child on the day it was sent.

Parents/guardians should note the following:

1. 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. The school may also require the annual fee to be paid up front in future years. Parents/guardians may not send cash with Foundation Phase learners (Grades R to 3).
2. If the account is not settled by 14 days after the end of the month in which payment was due, a reminder letter will be sent home with the learner. The learner will be called to the office or hall the day after the reminder letter was sent to see if a reply, such as a payment or letter applying for an extension, has been sent back to the school. Please see point No 11 below for more information regarding an application for an extension.

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 have serious consequences, including the charging of an administration fee of R300,00 to the account. The R300,00 administration fee is charged under all circumstances, even if an application for late payment has been approved.

If payment is more than 14 days late, the parent/guardian 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 learner may return to class if a fee settlement arrangement has been agreed and signed by the parent/guardian and the school. Acceptance of the terms of the agreement are at the sole discretion of the Director. If the parent/guardian does not honour the agreement, the parent/guardian agrees that the learner will continue with supervised self-study on the school premises and no further settlements will be agreed.

If the learner is in Grades R to 3 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.

3. 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.
4. 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.
5. Mid-month payments are acceptable, but only in advance of the month end in which they are due.
6. 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.

It is especially important for parents/guardians who have paid the annual or bi-annual fee to monitor the account and settle the monthly expenses at the end of each month. The funds on the account have been invoiced to the annual or bi-annual fee and cannot be used for expenses.

7. Habitual late payers will be required to sign a stop-order with their bank.
8. 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.

9. Annual and bi-annual 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.
10. 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. Furthermore, the credit on the account cannot be refunded and will be applied first to expenses, and then to the monthly fee, until it is depleted. Written application must be made to convert an account from annual or bi-annual to monthly.
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 and the parent/guardian has treated the school with dignity, courtesy, respect and patience.

Parents/guardians who are uncooperative, abusive, make threats, break promises or are in breach of contract in any other way have destroyed good will and cannot expect an application for an extension to be granted.

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 e-mail the deposit/transfer slip, with the learner's admin number, name and grade clearly communicated, to the office. The proof of payment must be in the possession of the school staff and the payment must reflect in the school's bank account for it 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 e-mail has been received.

Our bank details are as follows: **Nedbank Silverton, Branch code 164445, 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. The commission charged by banks for foreign transfers will be payable by the client.
17. If a parent/guardian chooses to remove a learner from the school immediately, application must be made in writing and **three months'** paid notice, together with any outstanding fees and expenses, is required in advance under all circumstances (see Chapter 3 above for more information).
18. 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.
19. 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.
20. Cornerstone College is the fee and debt collection agency for Tlhokomelo Residence. Unpaid amounts on Tlhokomelo 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 this Residence, or other parties.
21. 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.
22. In the event of the parent/guardian failing to pay the prescribed school and/or hostel fees and expenses on the date thereof:
 - 22.1 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;
 - 22.2 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;
 - 22.3 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.
 - 22.4 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%.
23. No transfer letter, portfolios or testimonial will be released by the school until all the school's textbooks are returned, all detentions are served or completed and all outstanding fees and expenses (including notice) are settled, or an acknowledgement of debt with a payment schedule has been signed with the school's attorneys. 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.
24. 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

The parent/guardian is responsible for providing the textbooks required by the learner. The learner may, however, borrow textbooks from the school provided the learner looks after them carefully, labels them as required, covers them in durable plastic when received and carries them in the approved hard case.

Textbooks remain the school's property and are provided free of charge by the school, if they are available. The school is not obliged to lend textbooks to the learner and reserves the right to withdraw them from the learner at any time without notice and without giving a reason.

Please note the following:

- 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 parent/guardian remains responsible for providing the textbooks that are not available from the school immediately when required.
- 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 durable plastic. Textbooks may not be covered with stick-on materials such as D-C-Fix.
- 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 taken back without further notice.
- Textbooks must be carried in approved hard cases or approved 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 taken back, 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, or damaged in any other way.
- If a learner's textbooks that belong to the school are withdrawn, the parent/ guardian is responsible for providing the textbooks immediately at their own cost.

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.

All drivers of vehicles delivering learners to school in the morning must make use of the drive-through facility to the East of the second building. The drive-through will operate from 6:30am until 7:45am every morning. Staff and leaders from the High School are available to assist learners with getting out of cars and transport vehicles and finding their way to the entrances to the primary school and high school. Learners may not be dropped off anywhere else while the drive-through is operating.

To find the drive-through, 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), or towards the school in a Westerly direction. The entrance to the drive-through is a gate immediately to the East of the second building. Please note that this is for vehicles only. Nobody is allowed to walk into the drive-through at the gate or walk around on the roadways inside for safety reasons.

Once you enter the drive-through you will need to turn sharply to the right. Staff on duty will direct you into one of two lanes. Please stop as close to the end of the lane as possible to make space for the cars behind you. Please follow the directions of the staff who will guide you to the right place where your child may get out. Don't wait longer than you need to and please make sure everything is ready for your child to leave the vehicle as soon as it stops (i.e. the child has their bag and belongings with them ready to go and the diary is signed, etc.). The staff and leaders on duty will help your child to get out of the car. Drivers may not park in the drive-through as this will block other cars and create a dangerous situation for everyone.

The right-hand lane, which is closest to Moreleta Street, exits into Moreleta Street. Please turn left into the street and not right. There are cones in place to guide vehicles. The left-hand lane exits into de Boulevard Street. Please turn right into de Boulevard Street and you will soon arrive at a traffic circle at Moreleta Street. From here you can turn left or right or go straight as you prefer.

The foundation phase (Grade R to 3), intermediate phase (Grade 4 to 7) and high school learners are released at different times in the afternoons to avoid congestion. These times are given in Chapter 2 of this Procedure Brochure.

In the afternoons transport drivers collect their passengers in front of the second building. They are required to arrive at the time that the last of their passengers leave the school. If they have passengers who leave the school earlier than other passengers, those passengers must wait in the designated waiting area until their vehicle is ready to leave, as described below.

Transport drivers are also not permitted to collect children for another transport driver, they may only collect their own children from the school. Transport drivers must stay with their children and supervise them properly to ensure their safety at all times.

Parents/guardians who bring their children to school or collect them after school on foot must please use the gate in front of the second building. Primary school children will not be released to pedestrians at the drive-through facility or in front of the first building. Learners must make use of the pedestrian crossings to cross Moreleta Street or Fountain Road.

Parents and guardians who collect their children in the afternoons by car must use the drive-through facility. Please enter the drive-through and park in a parking bay as directed by the staff on duty, please give them your full cooperation. Your child will be waiting in the drive-through area and will come to you. Please don't leave your vehicle to look for your child. Once you have collected your child, please drive forwards out of the parking bay and turn immediately right into the departure lane. This lane exits into de Boulevard Street as described above. Children will not be released to parents or guardians travelling by car at other exits.

PLEASE DO NOT ENTER THE DRIVE-THROUGH BEFORE THE COLLECTION TIME FOR YOUR CHILD. There are not enough parking bays to cater for parents who arrive at the wrong time and occupy a parking bay while they wait for the next group of learners to be released. Arriving too early and blocking a parking bay for others is highly inconsiderate and cannot be tolerated if the facility is to work for everyone.

If you have to collect learners who are released at different times, please arrive at the time of the one who is released last. Please inform the younger learners to wait for the later time in the transport waiting area as described below.

If a primary school learner is not collected by the end of the collection time given in Chapter 2 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 without further notice. 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.

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 at 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 at the school and the drive-through facility. Parents/guardians/associates who do not cooperate with the school's transport policy or traffic wardens will be excluded from using the facility or entering the school's premises. They will be obliged to deliver their children in person at the school's visitor's reception.

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 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 transport waiting service. They 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.

Any learners found loitering outside the school (even if they are supervised by drivers) or on the school grounds after school will be penalised and sent to the relevant transport waiting area as outlined above. 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 does not cooperate fully with the school code of conduct or transport policy.

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 Grade 7 and 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 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 on Fridays at break time for primary school and every day at break time for high school learners. Learners may not leave the premises during school hours to buy food elsewhere. Learners are also not permitted to order food to be delivered to the school premises.

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

We have staff members who are qualified counsellors. They will be available by appointment, on most afternoons, to help 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'/guardians' 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 1:30pm 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. Please do not phone the After-Care Centre cell number to ask for the child to be brought to the gate. This number is only to be used in emergencies or if there is a change in arrangements.
- 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.

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 reserves the right to 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 the primary school who are not part of the Pebbles After-Care Centre and are not collected from school by the times given in Chapter 2 of this Procedure Brochure, 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, a month, a whole term, or the whole year. The fee structure given below includes discounts for longer periods of registration;

R84,00	per afternoon or part thereof
R1 160,00	monthly in advance, 11 instalments for the year.
R1 040,00	sibling monthly in advance, 11 instalments for the year.
R3 090,00	per school term, payable at the beginning of the term
R2 780,00	sibling per school term, payable at the beginning of the term
R12 020,00	for the whole year, payable in advance before 31 st January.
R10 830,00	sibling for the year, payable in advance before 31 st 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 2:30pm 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. Preparatory exams ("Mock Matric") are written prior to the final examinations.

25. REMEDIAL TESTING - STUDY METHODS

If any learner shows possible learning problems, the parent/guardian is asked to attend a meeting at the school to discuss the matter. If the outcome of the meeting is to refer the learner to an educational psychologist for assessment, the parent/guardian is obliged to make the necessary arrangements without delay.

The parent/guardian must arrange for the psychologist to issue a report to the school and must make sure that the school gets the report. The report must give the outcome of the assessment, together with recommendations for any treatment or therapy required. It must also give the school guide lines for assisting the learner at school. The parent/guardian is responsible for ensuring that the learner attends all the remedial sessions prescribed by the educational psychologist. The educational psychologist must be registered with the HPCSA and the costs are for the parent's account.

If the school recommends an occupational therapist, speech and hearing therapist, optometrist, medical professional or any other consultant, the parent/guardian is obliged to arrange for the learner to be assessed by the professional without delay. In all cases the parent/guardian must arrange for the school to receive a report describing the outcome of the assessment, with recommendations for any further treatment and support from the school that may be required.

If the school or a professional consultant recommend that the learner's needs will best be served by a special needs school, the parent/guardian is obliged to transfer the learner to a suitable institution without delay. Failure on the part of the parent/guardian to cooperate with the school on any of the above interventions will be regarded as a breach of contract and firm action will be taken, including reporting the matter to the relevant authorities. The school may also choose not to enter into further contracts in future years.

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 (e.g the wearing of a ceremonial mourning bracelet for a specific period).

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 written 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, drawers, bookshelves, cupboards and lockers are private areas and may not be accessed by learners.
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 or scanned 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.
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. A new contract for siblings of the learner will also be declined in cases of negative conduct by the parent/guardian.

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's reply to the application concludes the internal processes in the matter. The school will not entertain a second application or any further applications once a reply has been communicated. Any further communication in the matter must be addressed by the parent/guardian's legal representative (an attorney or advocate registered with the Legal Practice Council of South Africa) in writing to the school's attorneys.

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. The parent/guardian will be contacted and the hairstyle/uniform/clothing must be corrected by the next school day 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 the knee at the front and the back) with black lycra shorts under skirt.
- Regular fit grey school trousers (may not be slim fit, cut at side seams, tailored to be skinny or ruffled at the hem) or Bermuda shorts* (length: 4 fingers above the knee at the front and the back, may not be torn, cut at the edges or have frayed at hems).
- White shirt* (long or short sleeved with embroidered school logo).
- Green school tie* (must always be tied neatly at full length) and name-badge*.
- Grey sleeveless pullover* with school logo or grey long-sleeved school jersey in cold weather.
- The school track-suit* with school golf shirt* and school shoes or running shoes (white or black only), may also be worn in winter. The track-suit top or jacket must be worn with this outfit, learners may not wear the school golf shirt and track-suit pants without the jacket.
- 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* as described above, white ankle socks and black school shoes or black takkies. 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 or bun (no loose strands of hair are allowed). The pony tail or bun may not be at the top or front of the head.
- 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. Block braids are not allowed.
- No diagonal, curved or zigzag braiding allowed.
- No brush wave hairstyles are allowed.
- NO "fade", "high-top" or cut line hairstyles are permitted.

- No beads, dreadlocks, s-curl styles, “yakki” braids, wigs, or “dabraids” are allowed.
- Weaves are not allowed.
- 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. Black dyeing of the hair is allowed, provided all the hair is dyed black.
- Only natural hair colour will be allowed. Hair pieces must match the natural hair colour.
- No hair gel may be used. No edges are allowed.
- Small neat donuts or buns are permitted. No buns at the top or front of the head, large donuts, large buns or large buns of singles are allowed.
- A plain Benny and Betty is allowed. No rope or zig-zag is allowed.
- White, grey, black or green plain cloth Alice bands (not wider than 5cm) are allowed. No pearls or sequins are allowed on the Alice band. Plastic Alice bands are not allowed.

Nails

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

Jewellery and general appearance

1. One pair of simple gold or silver small earrings (studs or small full hoops, no diamonds or pearls).
2. No tongue-studs, nose-studs, nose-rings, or body-piercing.
3. No bangles, traditional bands, rings or necklaces (to apply for permission to wear ceremonial mourning bracelets, see paragraph 28).
4. No fancy watches or smart watches.
5. No tooth decoration.
6. No body art, tattoos or make-up may be worn, e.g. lip gloss.
7. No cut lines or other effects are allowed on eyebrows.

Shoes

- Clean black school shoes.
- Short white ankle socks (summer).
- Long grey socks (winter), not over the knee.
- Black tights (optional in winter). No socks may be worn over the tights.
- 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 badges must be worn every day by all high school learners. Primary school learners do not wear name badges.
- Name badge must be visible.

30.3 Boys

Uniform

- Regular fit grey school trousers (may not be slim fit, cut at side seams, tailored to be skinny or ruffled at the hem)
- Bermuda shorts* (length: 4 fingers above the knee at the front and the back, may not be cut at the edges or have 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 at full length) and name-badge*.
- Grey sleeveless pullover* with school logo or grey long-sleeved school jersey in cold weather.

- The school track-suit* with school golf shirt* and school shoes or running shoes (white or black only), may also be worn in winter. The track-suit top or jacket must be worn with this outfit, learners may not wear the school golf shirt and track-suit pants without the jacket.
- 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* as described above, long grey socks, black school shoes or black takkies. 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)

1. Short hair (no beads, dreadlocks, braids, frayed ends, outlandish or angular styles).
2. No dyed or bleached hair, even by straightening products. No S-curl styles. Black dyeing of the hair is allowed, provided all the hair is dyed black.
3. No brush wave hairstyles are allowed.
4. No facial hair (moustaches, beards or sideburns). Facial hair may not be visible in any way, irrespective of the age of the learner.
5. No hair gel or similar styling products.
6. BASIC "trim" allowed.
7. NO "fade", "high-top", mohawk or cut line hairstyles are permitted.
8. No cut lines or other effects are allowed on eyebrows.

Nails

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

Jewellery and general appearance

1. No earrings
2. No tongue-studs, nose-studs, nose-rings, or body-piercing.
3. No bangles, traditional bands, rings or necklaces (to apply for permission to wear ceremonial mourning bracelets, see paragraph 28).
4. No fancy watches or smart watches.
5. No tooth decoration.
6. No body art, tattoos or make-up.
7. No cuts may be shaved into the eyebrows

Shoes

1. Clean black school shoes.
2. Long grey socks (summer & winter).
3. Shoe laces must be tied up.

Name badge

School name badges must be worn every day by all high school learners. Primary school learners do not wear name badges.

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)

1. Only clean, decent and non-revealing clothing allowed.
2. No offensive logos.
3. No short skirts, tight jeans/trousers, leggings/jeggings may be worn with a long top that extends below the hips, 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 P Ntamu: Former Parent | • Mrs G Ntamu: Former Staff Member |
| • Mrs S Hurlin: Principal, High School
Director | • Dr R Hurlin: 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
Miss	J Badenhorst	B.Ed. (Foundation Phase)	STADIO	Faculty
Mrs	X Barnard	M.A. (Cum Laude), H.D.E.	UP	Faculty
Miss	Q Barnard	Office Studies	Pretoria	Admin Manager
Miss	D Beets	B.Ed. (Senior Phase and FET)	UNISA	Faculty
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
Mr	M Buthelezi	B.Ed. (Senior Phase and FET)	UKZN	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	C D'Almeida	B.Ed. (ECD)	UP	Faculty
Miss	M de Lange#	B.Ed. (Foundation Phase)	NWU, UOVS	Faculty
Mr	K Dingaan**	B.Sc., P.G.C.E.	UKZN 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
Mrs	M Du Plooy	ECD Cert, Studying B.Ed.	SANTS	Faculty
Mrs	L Engelbrecht	Studying B.Ed. (intermediate Phase)	AROS	Faculty
Mrs	R Fourie	P.G.C.E, B.Mus.	UNISA	Faculty
Ms	I Fortuin	Comp. Lit. Certificate, Secretarial Certificate	UP, BSOA	Hostel
Mrs	A Gerber	B.A., P.G.C.E	UP, UNISA	Faculty
Miss	E Gololo	Dip. Marketing, P.G.C.E studies	IIE	Faculty
Dr	W Greyvensteyn	M.A. Clinical Psychology (Cum Laude), PhD (Phil) Psych	UP, UNISA	Consultant
Miss	L Grobler	B.Ed. (Foundation Phase)	AROS	Faculty
Miss	A Helberg	B.Ed. (Foundation Phase)	UP	Faculty
Mr	D Hurlin	B.Com.	UP	Management
Mrs	I Joubert	B.A., H.D.E.	Potch, UOVS	Faculty
Ms	A Käber	B.Ed. (Intermediate & Senior Phase)	UNISA	Faculty

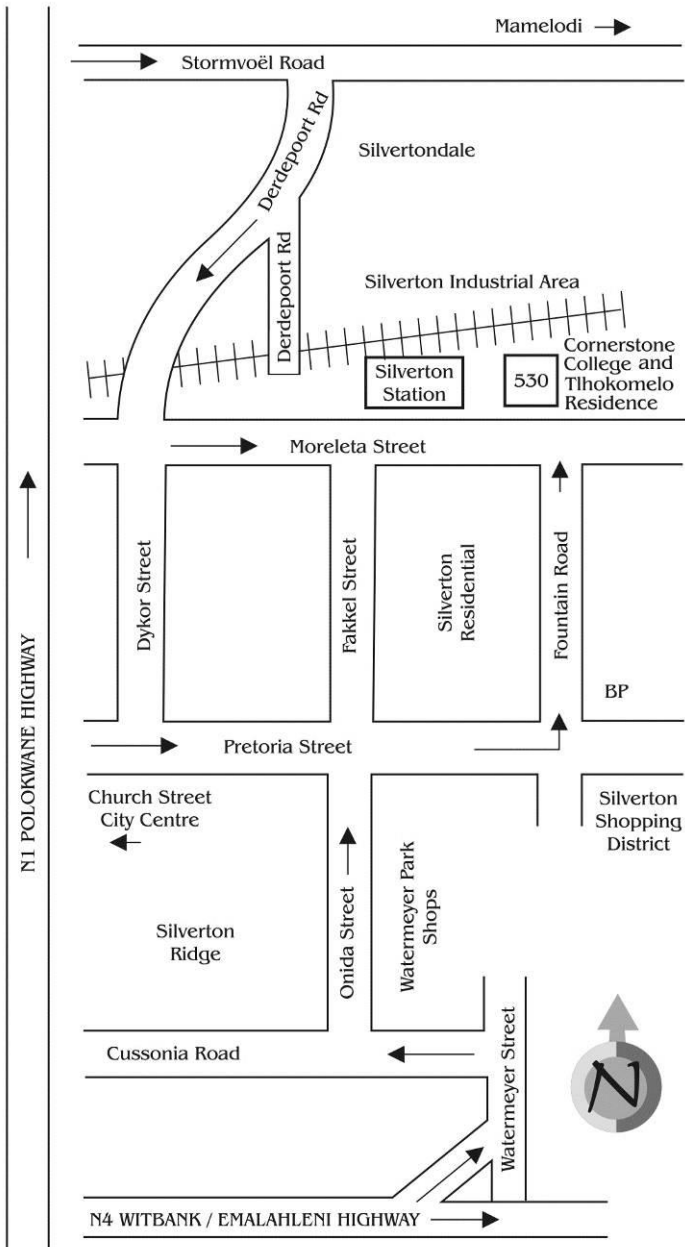
Miss	C Klaas	S.E.D.	Vista	Faculty
Miss	P Klaas	Dipl. Administrative Management	IQ Academy	Admin
Mrs	G Kyle	B.Sc., HDE	UNISA, WITS	Faculty
Miss	A Linley	B.A. P.G.C.E studies	UP	Faculty
Ms	C Lourens	B.Tech. Dipl. Travel & Tourism	TUT	After-care
Mrs	D Louw	Grade R Certificate Studying B.Ed.	UNISA	Faculty
Mr	T Maedi	Accounting Sciences studies	UNISA	Admin
Mr	N Mahlangu	Intern		Admin
Mrs	M Makope	B. Acc. (Hons), Dip. Ed.	AU, UZ	Faculty
Miss	V Manchidi	B.Ed. (Intermediate Phase)	Varsity College	Faculty
Miss	L Manganyi	Intern		Admin
Miss	R Masinya	B.A Hons (Psychology), P.G.C.E	UJ, UNISA	Faculty
Miss	M Mathobela- Kgatla	B.Tech. (Fashion), P.G.C.E (Senior Phase & FET)	UNISA	Faculty
Mrs	G Matolong **	B.A. Ed.	Vista	Faculty
Mrs	A Mawire	B.Sc., Dip Ed, ACE (Intermediate Phase)	Midlands, UZ, UFS	Faculty
Mr	N Mazengera	B.Sc. (Hons), Dip. Ed.	UZ, UNISA	Faculty
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	M Mohlala	H.C. Supply Chain Management & Logistics	Rosebank College	Admin
Miss	K Moikanyane	B.Sc., PGCE (Senior Phase & FET)	UL, UNISA	Faculty
Mrs	B Mokobyane	Cert. in Operations Management	TUT	Hostel
Mr	M Moremba	Studying Sports Law & Admin	Pretoria Tech	Client Liaison
Miss	M Mphahlele	Paralegal Studies	STADIO	Admin
Miss	G Mtsweni	Bachelor of Social Work (Hons)	UNISA	Social Worker
Mr	E Mzamo	Computer Literacy Course, Studying B.Ed.	HAV Tec College, UNISA	Admin
Mr	D Nel	Dipl. Business Management	Damelin	Site
Mr	D Nkabinde	B.Ed. (Hons) (FET Phase)	UKZN	Faculty
Mr	M Nkadimeng	Certificate in Motor Mechanics		Admin
Mrs	N Ntuli-Linyana	N.H.C. Accounting & Human Resources	TUT	Admin

Miss	N Nyathi	B.Ed. (Senior & FET Phase)	UNISA	Faculty
Miss	D Padiachy	B.Ed. (Senior & FET Phase)	Wits	Faculty
Miss	P Papo	Dip. Teaching, Advance Cert. in Education	UNISA	Faculty
Mrs	N Phore	B.Ed. (ECD)	UP	Faculty
Mrs	S Pick	ABET Certificate	IEB	Admin
Mrs	D Potgieter	B.Ed. (ECD & Foundation Phase)	UP	Faculty
Mrs	E Roos	Office Studies	Pretoria	Admin
Mrs	K Roos	B.Sc., P.G.C.E	UP, MANCOSA	Faculty
Mrs	A Schlúnz	B.Sc. (Botany), P.G.C.E	UP	Faculty
Miss	S Setai	B.Ed. (Hons) (Senior & FET Phase)	UNISA	Faculty
Miss	M Shai	B.Ed. (Senior Phase and FET)	WITS	Faculty
Mrs	C Smith	Certificate in Basic Conveyancing	LEAD	Admin
Mrs	M Snyman	B.A., P.G.C.E (Senior & FET Phase)	NWU, STADIO	Faculty
Mrs	S Swanepoel	B.A., P.G.C.E., B.Ed. Hons.	UP, UNISA	Faculty
Ms	Z Swart	B.A., P.G.C.E	UP	Faculty
Mrs	C Terblanche	B.Ed. (Foundation Phase)	AROS	Faculty
Miss	B Thagane	Studying B. Comm Acc. Sciences	UNISA	Admin
Mr	C Theart	B.Eng. (Hons), P.G.C.E studies	UP, AROAS	Faculty
Miss	N Tlhako	B.Com. Marketing, P.G.C.E	BOSTON	Faculty
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
Mr	G van der Merwe	B.A Dip in Teaching	UFS, BTC	Faculty
Mrs	M van der Merwe	Dipl. Financial Accounting Studying B.Com. Marketing	ICB, Varsity College	Admin
Mrs	C van Jaarsveld	H.D.E.	PTA College	Faculty
Miss	A van Wyk	B.Ed. (Senior Phase & FET)	UNISA	Faculty
Mr	R Veenstra	B.Com. Economics (Hons.) P.G.C.E. (Senior Phase & FET)	UP, UNISA	Faculty
Mrs	B Vermaak	B.Ed. (Senior Phase & FET)	NWU	Faculty
Mrs	E Vermaak	B.Ed. (FET)	UP	Faculty
Ms	M Viljoen	B.Ed. (Intermediate & Senior Phase)	UNISA	Faculty
Mrs	N Visser	B.Ed. (Intermediate & Senior Phase)	UNISA	Faculty
Mrs	B Wilkinson	B.Ed. (Foundation Phase)	AROS	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