CORNERSTONE COLLEGE -
DEDICATED TO QUALITY EDUCATION

DAY SCHOOL PROCEDURES BROCHURE 2027

MISSION STATEMENT

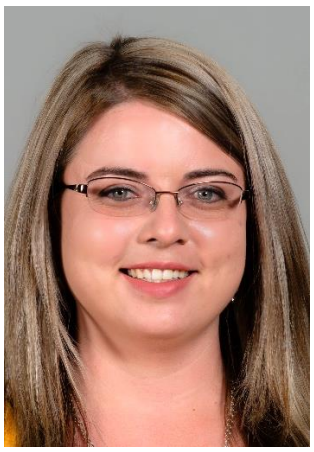
"The education of the whole person, in an atmosphere
of excellence and integrity, to the glory of God"

School Scripture

“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.”
Phil 4:8

Mrs S Hurlin
High School Principal
Director

Mrs J Botes
High School Co-Principal



Mrs M van Helsdingen
Primary School Principal

Cornerstone College celebrates a 100% Matric Pass Rate for 28 years in a row!!

CORNERSTONE COLLEGE PROCEDURES BROCHURE 2027 (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 2025 Matric groups on their 100% pass rates (28 years!). The 2025 group also produced a 96% University Entrance rate (87% average over the last 22 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
Instagram:	Cornerstone College, Pretoria
E-mail:	admin@corncol.co.za

2. SCHOOL TERMS AND HOURS:

Office hours:

Mondays to Thursdays:	7:15 a.m. – 3:45 p.m.
Fridays:	7:15 a.m. – 2:00 p.m.

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:	7:45 a.m. – 1:00 p.m. (Grades R to 3)
	7:45 a.m. – 1:30 p.m. (Grades 4 to 7)
Fridays:	7:45 a.m. – 1:00 p.m. (Grades R to 3)
	7:45 a.m. – 1:15 p.m. (Grades 4 to 7)

High School hours:
Mondays, Tuesdays & Thursdays: 7:45 a.m. – 1:45 p.m.
Wednesdays: 7:45 a.m. – 2:00 p.m.
Fridays: 7:45 a.m. – 1:30 p.m.

PLEASE MAKE SURE THAT YOUR CHILD IS AT SCHOOL BEFORE 7:45 a.m.!!

After-Care centre (Grades R to 7)**:**
Mondays to Thursdays: 1:30 p.m.* – 5:15 p.m.
Fridays: 1:00 p.m.* – 5:15 p.m.
*After-Care opens after school on days when school closes earlier.

Primary School Transport Waiting:
Mondays to Thursdays: 1:30 p.m. – 3:30 p.m.
Fridays: 1:00 p.m. – 3:30 p.m.

High School Transport Waiting:
Mondays, Tuesdays & Thursdays: 1:45 p.m. – 3:30 p.m.
Wednesdays: 2:00 p.m. – 3:30 p.m.
Fridays: 1:30 p.m. – 3:30 p.m.

Extra-murals, homework, extra tuition and disciplinary sessions:
Primary School:
Mondays to Thursdays: 1:15 p.m. – 2:00 p.m. (Grades R to 3, all learners)
Mondays to Thursdays: 1:45 p.m. – 2:30 p.m. (Grades 4 to 7, according to timetabled activities)

Friday Formal Detention: 1:15 p.m. – 2:00 p.m. (Grades R to 7)

High School:
Mondays to Fridays: 2:15 p.m. – 3:30 p.m. or later, according to timetabled activities
Saturdays: 8:00 a.m. – 1:00 p.m. or later
2:00 p.m. – 5:00 p.m. for Grade 12 extra study as required.

Friday afternoons and Saturdays are compulsory as required for extra lessons, study, disciplinary sessions, outings, competitions or matches. In particular, Friday afternoon and 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: 2:15 p.m. (Grades R to 3)
1:45 p.m. (Grades 4 to 7, without afternoon commitments)
2:45 p.m. (Grades 4 to 7, with afternoon commitments)
3:45 p.m. (Grades R to 7, waiting for High School siblings)

Fridays: 1:15 p.m. (Grades R to 3)
1:30 p.m. (Grades 4 to 7)
2:15 p.m. (Grades R to 7, with detention commitments)
3:45 p.m. (Grades R to 7, waiting for High School siblings)

If they are not collected by this time, they are sent to transport waiting for supervision until they are collected. If they are not collected by 3:45 p.m., they are sent to After-Care and 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 5:30 p.m., a further R200 will be charged per hour or part thereof until they are collected.

In the interests of safety, children may not loiter in the streets or businesses outside the school and may not be left in the care of transport drivers outside the school.

The school provides a transport-waiting service for learners in Grades R to 7 from after school until 3:30 p.m. each day. Learners in Grades 8 to 12 may wait in the hall under supervision until 3:30 p.m. each day. It remains the parent's/guardian's responsibility to ensure that their child is safely transported home from school on time. If they are not collected immediately after school, it is the parent/guardian's responsibility to ensure that they wait in the appropriate area until they are collected. More details are given in the Transport Policy in Chapter 18 of this document.

Term dates and holidays in 2027:

1st Term:	Monday 11 January	–	Thursday 18 March (Grades 8 – 12)
	Tuesday 12 January	–	Thursday 18 March (Grades R – 7)
2nd Term:	Tuesday 6 April	–	Friday 25 June
3rd Term:	Monday 19 July	–	Friday 17 September
4th Term:	Monday 4 Oct	–	Friday 3 December

School Holidays: Friday 19 February
Monday 26 April

Primary School new parents' orientation and new learners' welcome party (Grades R – 7): Monday 11 January 2027 at 9:00 a.m. in the primary school hall.

High School new parents' orientation (Grades 8 – 12): Friday 8 January 2027 at 12:00 noon 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 R-7	**Grades R-3**	**Grades 4-7**	**Grades 8-12**
* **Application fee**	**R0**	**R750**	**R750**	**R750**
Sibling (i.e. brother or sister)	R0	R675	R675	R675
Monthly x 11 (Grade 12 in advance only)	**R1 040**	**R3 280**	**R3 530**	**R4 400**
Sibling Monthly (& Grades R & 1)	R 940	R2 950	R3 180	R3 960
Monthly x 10 (Grade 12)				**R4 870**
Sibling Monthly				R4 390
Bi-annual (due by 31 Jan and 30 June)		**R17 320**	**R18 890**	**R23 370**
Sibling Bi-annual		R15 590	R17 000	R21 030
Annual (January)	**R11 550**	**R33 560**	**R36 600**	**R45 350**
Sibling Annual	R10 400	R30 200	R32 940	R40 820

*2026 pupils will not be charged an application fee.

The sibling rate is applied to the fees of the older sibling, upon application to the Director. Children of past Matriculants of Cornerstone College also qualify for the sibling rate, upon application to the Director. It is the parent's/guardian's responsibility to apply for the sibling rate. The sibling rate is not applied automatically by the school. The sibling rate is granted at the sole discretion of the Director and may be withdrawn at any time without notice.

The mid-month payment of fees is acceptable only if payment is made <u>in advance every month, i.e. on 15 January, 15 February, 15 March, 15 April, 15 May, 15 June, 15 July, 15 August, 15 September, 15 October (Last payment for Matric learner) and 15 November (last payment for Grade R to 11 learner)</u>.

We reserve the right to change the fees during the year if the Education Department reduces the subsidy or 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 AND BEFORE THE FIRST DAY OF SCHOOL.

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 Chapter 16 below). The textbooks remain the school's property and can be withdrawn at any time.

Admission Procedure:

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. If the application is made by a legal guardian, a certified copy of the court appointment must be included with the contract.

The term "parent" in this document means a biological parent (as recorded on the child's birth certificate), or a person who has legally adopted the child and has a court order to that effect. Step-parents are not legal guardians, unless they have legally adopted the child and have a court order to that effect.

The terms "legal guardian" or "guardian" in this document mean a court-appointed legal guardian who has the authority to enter into a contract on behalf of the child. The school can only enter into a contract with a biological parent, court-appointed legal guardian or a parent who has legally adopted the child. A certified copy of the court order must be attached to the contract. Alternatively, the copy of the original can be made by the school.

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

A foster parent is not a legal guardian and is not authorised to sign the contract with the school, unless specified by a court order. Foster parents wishing to register a child at the school must first ask for an appointment to discuss who is authorised to sign the contract.

If the contract is not signed by a biological parent or court-appointed legal guardian, it is null and void and the child is not registered with the school, irrespective of how long he/she has been attending classes at the school.

Preliminary application is made by submission of the most recent report (only originals will be considered) and subject choices. The Principal will examine the report and might ask for further references, tests, documents or an interview. The Principal will then finalise the grade and subject choices that the learner qualifies for and the conditions under which the school will accept the application for registration and admission.

If the parent/guardian accepts the grade, subject choice and conditions offered, the registration can be completed once the remainder of the conditions specified below have been fulfilled. The parent/guardian is required to let the school know if the learner was previously at Cornerstone College, or has previously been excluded 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 at his/her sole discretion. To qualify for a particular subject, the learner must satisfy the criteria given below in the final report of the previous year, or achieve a minimum standard in an entrance test, if it was requested by the Principal.

If the parent/guardian does not accept the final subject choice and entrance conditions set by the Principal, the application is unsuccessful and the learner will not have a place in the school. Alternatively, the parent/guardian can apply for the learner to repeat the previous academic year. The Principal will then determine the subjects and entrance conditions for a repeat of the previous academic year. If the parent/guardian does not accept this offer, the application is unsuccessful and the learner will not have a place in the school.

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 after 30 June of the relevant year of application 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 successful until the final report is provided and the parent/guardian has accepted the final subject choices and conditions for registration and admission set by the Principal.

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 registration and admission may begin. On application for registration, the following are required:

1. A fully completed original application form with names, phone numbers and e-mail addresses written clearly and legibly in block letters (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. Please note that refunds take five school days to be processed.

   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.
2. 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.

3. The application fee. The application fee covers administrative expenses and is non-refundable.

4. 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:**

   a) 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.

   b) 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 three 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.

   c) Forbids any negative political activity; cyber-bullying; cybercrimes, drug, alcohol or sexual abuse; and criminal and violent behaviour, and

   d) 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.

   e) Allows for notice to be given for an earlier termination by either party.

5. The parent's/legal guardian's original identity document (or passport and residence visa/permit, or asylum seeker/refugee visa in the case of foreign nationals). If either or both parents are deceased, the relevant death certificate/s are needed. In the case of a legal guardian, the relevant court order granting guardianship or custody will be required. 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.

6. The learner's original unabridged birth certificate with the names of the biological parents (or foreign issued birth certificate in the case of a foreign national), identity document (or passport or asylum seeker/refugee visa in the case of a foreign national) and immunisation certificate (if available). The school will make copies and return the originals on the day of application. The copies remain the school's property and are not returned to the parent/guardian.

7. Residence permit/study permit if the learner is not an SA citizen. **South African law demands that foreign learners submit up-to-date study permits BEFORE schooling commences. Study 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.

8. A transfer letter from the previous school. School fees and all amounts owing to the previous school must be settled before application is made at Cornerstone College. Any amounts owing to Cornerstone College or Tlhokomelo Residence must also be settled before a new application will be considered.

9. Language choice form, completed for Grades 8 to 9, or the subject selection table on the application form, completed for Grades 10 to 12.
10. Disclosure of pertinent information on the application form. Any physical, mental or psychological health conditions, allergies or substance abuse must be recorded on the application form, together with the details of any regular or emergency medication that is necessary.

    It is also necessary to inform the registrar if the applicant has any behavioural issues or has been diagnosed with any educational conditions or special needs. The registrar must also be informed if the applicant was either absent for extended periods, has previously run away from a school or hostel, was previously excluded from a school or hostel (including Cornerstone or Tlhokomelo), or if any fees or expenses are still owed to a previous school or hostel (including Cornerstone or Tlhokomelo).

    Any religious or cultural requirements must be disclosed and application must be made for a concession upon application. For example, a concession for exemption from school/hostel activities on a Saturday or a request to be released early on a Friday must be made upon application. The Director will decide if the concession can be accommodated at his/her sole discretion. This decision will be communicated in writing before the application is finalised.

    Failure to disclose any of the above information, or failure to apply for a concession at the time of application, will render the registration null and void.
11. 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 before or on the closing date stipulated by the Principal 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:

1. The application fee has not been paid.
2. The final report from the previous year has not been submitted or is not accepted by the Principal.
3. The transfer letter from the previous school has not been provided.
4. The parent/legal guardian has not attended the orientation presentation.
5. 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.
6. There is an unpaid debt at the previous school or hostel, or Cornerstone College or Tlhokomelo Residence.
7. The applicant was previously excluded from Cornerstone College or was notified that the school would not enter into future contracts for the applicant.
8. Any of the documents listed above have not been submitted to the school or are not accepted by the Principal.
9. The documentation is found to be incomplete, incorrect, inadequate or misleading in any way.
10. The learner insists that he/she does not want to be at the school, or refuses to attend classes or enter the school.
11. The parent/guardian or their associate has been abusive towards the school/hostel staff, has refused to cooperate with any school/hostel policy or procedure, or has committed any other breach of contract before the contract has been signed by the school. The school reserves the right not to sign the contract under such circumstances, at the sole discretion of the Director.

12. A study permit, asylum seeker certificate or refugee visa 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.
13. 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 parent or a court-appointed legal guardian.

The Principal may allow a learner to attend classes temporarily 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, referral to a special needs school, referral for medical or psychological treatment, behavioural issues, running away from a school or hostel, 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, alternatively the parent can apply for the learner to carry the medication with himself/herself.

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 and the notice payment is due up front. A verbal notice of withdrawal is valid and binding, unless the Director in his/her sole discretion decides otherwise. Textbooks are collected immediately whenever a learner is withdrawn.

The date that the withdrawal is received by the school is taken as the effective date of withdrawal, unless a different date is specified by the parent/guardian. Verbal withdrawals and withdrawals without reference to a date of withdrawal will be effective immediately from the date they are received by the school.

If the learner is withdrawn with immediate effect, a three months' notice payment, together with any outstanding fees and expenses, is due immediately under all circumstances and the school's textbooks will be collected from the learner right away.

If the parent/guardian would like the learner to remain in the school for the three-month notice period (or part thereof), application must be made in writing to the Director. The application may or may not be granted, depending on circumstances such as the parent/guardian's conduct towards the school, at the sole discretion of the Director.

If the stay-in notice is granted, the textbooks will be returned to the learner, but are handed in at the end of the term and returned the next term if the stay-in period includes school holidays.

If a stay-in notice of three months or more is agreed, then school fees can be paid at the usual times during the notice period. If the stay-in notice period is less than three months, a pro-rata notice payment must be paid up front. If the learner is absent without notice or communication with the school during the stay-in notice, the school will accept that the learner has left prematurely and the three-month notice, together with any other expenses, will be charged to the account immediately without further notice.

Upon withdrawal the school's textbooks and any other property belonging to the school must be returned immediately so that the amount owing (including damages) can be finalised. The transfer letter and report 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 withdraws the learner without giving notice, or does not make a 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. The transfer letter and report 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.

Once the learner has been withdrawn, references, testimonials or any documentation requested by another school will be completed at the Director's discretion and sent directly to the other school. The school is under no obligation to complete any documentation, 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 that of a new application, as documented above. The school is not obliged under any circumstances to accept the re-application. If the re-application is accepted, an administration fee of R200 will be charged to the account.

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 three 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.

If a transport driver is used, the parent/guardian is responsible for ensuring that the transport driver cooperates fully with the school's transport arrangements and only collects the learners from the school when leaving for home. 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

1. 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 for a specific grade with specific subject choices and/or educational interventions, at his/her sole discretion.
2. Learners must be in possession of an ID document in order to be registered for the Matric exams. Parents/guardians must apply for an ID document for the learner as soon as he/she turns 16.
3. Learners who have a condoned pass or have been progressed will be required to repeat the Grade if the application is accepted. Alternatively, they can apply at another school that may accept them in the next Grade.

4. If a registration is accepted under certain conditions, such as the subjects to be taken and 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.
5. Learners may be interviewed by the Principal or his/her representative.
6. **Subject choices are limited to the prescribed set of subject combinations made available by Cornerstone College.**
7. 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, arrange private lessons or other activities during these times, 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.
8. **NO SUBJECT CAN BE CONTINUED IF FAILED IN THE PREVIOUS GRADE.**
9. Entrance tests will be administered if deemed necessary by the Principal. Learners who do not meet the expectations of a certain subject/grade will be moved to a more appropriate subject/grade at the Principal's sole discretion. Grade 12 applicants may well be offered a place in Grade 11 only.
10. 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.

<u>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)</u>.

<u>Grade R classes (Foundation Phase)</u>
The following subjects are compulsory:

- English
- Mathematics
- Life Skills

<u>Grade 1 - 3 classes (Foundation Phase)</u>
The following subjects are compulsory:

- English
- Afrikaans
- Mathematics
- Life Skills

<u>Grade 4 - 6 classes (Intermediate Phase)</u>
The following subjects are compulsory:

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

<u>Grade 7 - 9 classes (General Education and Training or Senior Phase)</u>
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:

1. 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.
2. 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.
3. Science must be taken in conjunction with Mathematics. Science may not be taken if the learner is taking Maths Literacy.
4. 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.
5. 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.
6. No learner may take Accounting, IT, Science or Maths in Grade 11 or 12 unless he/she took it in Grade 10.
7. All decisions regarding subject choice are final and may not be changed later in the year.
8. ***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.***
9. There remains a possibility that teachers may use holiday time to catch up outstanding portfolio work, at the client's cost.
10. 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.

11. 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 and the learner must have a valid ID document 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.

If a Grade 12 learner leaves the school for any reason whatsoever, the parent/legal guardian agrees to provide a letter of withdrawal upon request. This is required by the Education Department in order to register the learner at another Matric exam centre.

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:

1. Be punctual, well-prepared and professional in their approach to education.
2. Manage learner performance effectively and motivate learners to achieve realistic and meaningful personal goals.
3. Be sensitive to the needs of their learners and address learning difficulties in a positive manner.
4. Praise, encourage, recognise and reward learners who strive to achieve.
5. Create a classroom climate which is based on a learning partnership which makes education both relevant and stimulating.
6. Administer discipline correctively (where appropriate) and according to Cornerstone College's disciplinary code.
7. Set a positive example for their learners to follow.
8. Administer current curricula and outcomes effectively.
9. 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 are bound by contract and have the responsibility under all circumstances to:

1. Actively support the efforts of the School and its educators to teach their children.
2. 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. A lack of cooperation with the terms of the contract, or a lack of support for the school's policies and procedures, may result in the school deciding not to enter into further contracts in future years.
3. 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 the hostel remain responsible for ensuring that they receive all communications from their child and that they are aware of what is written in the diary.

   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.

   Parents' meetings are held at the beginning of each term. This is a wonderful opportunity to meet your child's teachers and to look at your child's schoolwork. Reports are usually handed out at the second, third and fourth term meetings. This provides an ideal opportunity to discuss any concerns with your child's teacher. Parents and guardians should make every effort to attend these meetings as they form a vital part of the team effort to educate your child.
4. **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. They also contact the parent during school hours with an imagined emergency.

   In all such cases the parent/guardian is must 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. The parent/guardian must not go to the school without contacting the school first, as described above.

   If the parent/guardian makes unfounded judgements and accusations or attacks the school in any way whatsoever, 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.

   If the parent/guardian wishes to restore the relationship with the school, a written apology and retraction will be required, together with a commitment to keep to the contract and the school's procedures. This does not guarantee that the relationship will be restored, but it is the minimum requirement for the school to determine the conditions for the future of the relationship. The school reserves the right to require that the apology and commitment be made as a sworn affidavit with the SAPS.
5. 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.
6. **Treat all staff at all times with dignity, courtesy, respect and patience**. Parents/guardians or associates who act discourteously, argumentatively, aggressively, threateningly or make prejudicial allegations of any kind are acting abusively and are damaging the relationship with the school. Any personal attacks on staff or abuse of staff members in any way whatsoever will result in the immediate

declaration of breach of contract. The parent/guardian/associate involved 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.

If the parent/guardian wishes to restore the relationship with the school, a written apology and retraction will be required, together with a commitment to keep to the contract and the school's procedures. This does not guarantee that the relationship will be restored, but it is the minimum requirement for the school to determine the conditions for the future of the relationship. The school reserves the right to require that the apology and commitment be made as a sworn affidavit with the SAPS.

7. Dissatisfaction of any kind must be addressed by following the grievance procedure in this brochure (Chapter 14.2). 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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. The learner is,

however, permitted to carry emergency medication, such as an asthma pump or EpiPen with him/her, provided that the parent/guardian has applied for permission from the Principal and it has been granted in writing. The application must include a copy of the relevant prescription, or a doctor's letter.

13. Immediately notify the school of any change to the child's mental health or any threats/attempts at suicide, self-harm or running away. The school cannot and does not take responsibility for any consequences arising from such thoughts or conduct. It remains the parent/guardian's responsibility to inform the school and to do everything necessary to arrange the best available treatment for the child under these circumstances.

    The child will be returned to the care of the parent/guardian in all cases of threatened/attempted suicide, self-harm, mental health crisis, psychotic breakdown, running away or for any health condition which have a negative impact on the educational environment.

    The parent/guardian is then responsible for referring the child to a clinical psychologist who is registered with the HPCSA. Consultation with any other kind of service provider, such as a medical doctor, educational psychologist, counselling psychologist, nurse, clinic, pharmacy, social worker or other health professional, will not be accepted by the school. 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 medical doctors, educational psychologists, counselling psychologists, doctors, nurses, clinics, pharmacies, 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 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.

    The parent/guardian is required to take full responsibility for the above process and to make sure that it progresses quickly. Delays in the school receiving a report of longer than two weeks from the date that the learner was sent home will result in de-registration of the learner, unless the parent/guardian applies to the Director in writing for an extension and it is granted.

    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/guardians 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.

    The parent/guardian remains responsible for making sure that the learner catches up on the schoolwork that was missed and receives all the treatment or therapy recommended by the psychologist. The parent/guardian must also continue to inform the school on a monthly basis of the treatment/therapy that the learner receives and for his/her progress towards full recovery.

    In repeated cases of threats/attempts at suicide, self-harm, mental health crisis, psychotic breakdown or running away, the learner will be returned to the parent/guardians' care permanently and will be de-registered from the school.

14. 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.
15. 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 next morning after the reminder letter was sent to see if a reply, such as a payment receipt or letter applying for an extension, has been sent back to the school by the parent/guardian. Please see Chapter 15 paragraph 12 for more information regarding an application for an extension.

    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, argumentative, abusive, dishonest, make threats, commit fraud, 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 called to the office or hall and placed in supervised self-study on the school premises, until all outstanding fees and/or expenses have been settled in full.

    A R300,00 late payment administration fee is charged under all circumstances if the account is not settled and outstanding fees and expenses are not paid by the 10th of the month after they were due. The administration fees is charged even if an application for late payment has been approved. The late payment administration fee of R300,00 is charged even if the parent/guardian did not receive a statement or reminder letter, as it remains the parent's/guardian's responsibility to know what payments are due at the end of the month under all circumstances. It is also charged to annual or bi-annual fee payers who do not pay the expenses due at the end of a month.

    Breach of contract will be accepted by the school if fees and expenses are paid late, or if promises are not honoured, or if parents/guardians are uncooperative, argumentative, abusive, dishonest, make threats or commit fraud. In such cases, the school has the right to demand that the balance of fees owing for the remainder of the year are due and payable immediately. The school may also require the annual fee to be paid up front in future years.
16. 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.

17. **Ensure that learners are not absent and arrive on time for school and school commitments, as required by law**. **Learners must be in their classrooms before 7:45 a.m. 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 a formal detention for late arrival (two if it is after a long weekend/exeat or holiday) that is not approved by the Principal. More formal detentions may be given depending on circumstances, at the Principal's sole discretion.

Further action will be taken if there is a pattern of late arrivals. By law the parent/guardian is responsible for ensuring that learners are at school every day, that they arrive punctually and that absenteeism is avoided. Parents/guardians who are negligent in fulfilling this essential duty will be reported to the relevant authorities.

Unavoidable absenteeism must be reported by telephone before 8:15 a.m. on each day of absence under all circumstances, or two formal detentions will be given to the learner. More formal detentions may be given depending on circumstances, at the Principal's sole discretion.

On the first day of return to school after an absence, 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.

Letters from the parent/guardian must be written in person by the parent/guardian. Letters enhanced or processed by AI or written by a third party will not be accepted.

A doctor's letter is compulsory if the learner is absent for two 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 only doctor's letter that will be accepted by the school is one written by the doctor himself or herself, from an in-person consultation. The doctor must be a medical doctor registered with the HPCSA. The school will not accept a doctor's letter if it is from an on-line or virtual doctor, or the product of an on-line or virtual consultation of any kind.

The school will also not accept doctor's letters that are dated after the first day of absence, are illegible, or from a doctor that is the learner's parent/guardian or immediate relative. Letters from nurses, pharmacies, clinics or any other kind of medical service will also not be accepted.

A doctor's letter is required for absenteeism from Friday afternoon or Saturday compulsory study, or 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.

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. If a girl has any concerns or needs while menstruating, she must report to the school office where she will be assisted by a female staff member. If there is an urgent need during class time, she must ask the teacher for permission to leave the classroom to go to the bathroom. Permission to leave the classroom in order to go to the bathroom will not be unreasonably withheld.

Absence or late arrival due to a lack of resources such as electricity or water will not be accepted. Unnecessary absence or late arrival will also not be accepted for any delays due to domestic or transport circumstances, including transport disruptions due to strike action. In all such cases, the learner will be given a formal detention for late arrival (two if it is after a long weekend/exeat or holiday), unless the late arrival was approved by the Principal. More formal detentions may be given depending on circumstances, at the Principal's sole discretion. Arrangements can be made to use the school's resources if application is made in writing in advance and is approved by the Principal.

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 schoolwork missed while he/she was absent.

18. **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, tests or interviews at other schools, competitions, shows, conferences, seminars, initiation school, circumcision, events, ceremonies, collection of documents, 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.). Absence will especially not be granted for tests or interviews at other schools during school hours as this means that valuable class time and important assessments are missed.

    Learners will not be released from school (including sport, extra-murals, detention, extra lessons/study, Friday afternoon or Saturday compulsory 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 Chapter 5.10 paragraph 11 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. The Principal reserves the right not to grant the absenteeism if the parent/guardian refuses to give details of the event

    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 grandparent) 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 application/request does not mean that the learner may be absent. The application **must be approved by the Principal in writing** before the learner is allowed to be absent.

    Absenteeism is not allowed unless agreed by the Principal in writing. Unauthorised absenteeism is an excludable offence. Formal detentions or Saturday study will be given to the learner for each day of unauthorised absence at the sole discretion of the Principal. Parents/guardians are obliged by law to ensure that the learner is at school. Unauthorised absenteeism is illegal and the parent/guardian will be reported to the relevant authorities for further action if the learner is absent without the Principal's permission in all such cases.

    Unauthorised absenteeism 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, or if absentee procedures were not followed. 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 two 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 schoolwork 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 for further action in all such cases. The school may also choose not to enter into a contract in future years.

19. 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 4 p.m. on the day the request is made, the child will be removed to a place of safety at the parent/guardian's cost.

20. 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).
21. Ensure that their children do not loiter near the school on their way home for any reason whatsoever. This is very important and necessary for their safety.

    High school learners travelling by public transport must leave the school premises immediately after school or an afternoon activity and proceed directly to their bus or train without loitering. If they are being collected by car, they must be collected at the school, not a venue near the school.

    Leaners who have to wait for transport must go to the hall (high school learners) or transport-waiting service (primary school learners). They may not loiter on the school premises while waiting to be collected. Here they will be supervised until they are collected.

    Parents/guardians collecting their children should report to reception at the main entrance (before 3:45 p.m.) or the gate at the second building (after 3:45 p.m.) where staff will assist in calling the learner.

    Parents/guardians must please ensure that children are taken home immediately after being collected from school, especially if they are collected by transport drivers. Transport drivers tend to collect some passengers and then loiter outside the school, or at nearby venues such as the railway station or shops, waiting for more passengers. They sometimes allow the learners to play on the pavement or in the street, or leave them without supervision.

    This practice puts the children in great danger and the school cannot take responsibility for their safety. Learners who are found loitering outside the school or at nearby venues (even if they are waiting with a transport driver) or on the school premises will be sent to the appropriate school venue with penalties and the parent/guardian will be called to the school for a meeting.
22. 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 school 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.
23. 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.
24. 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.
25. 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 parent/guardian may not insist on speaking to or meeting with the Principal, Director, or a particular staff member. The Director will decide who speaks to or meets with the parent/guardian. This is not determined by the parent/guardian.

    Parents/guardians who arrive at the school demanding to see the Principal or an educator immediately without an appointment will not be accommodated. They will be required to put their concern and request for an appointment in writing. An appointment will then be scheduled when the relevant staff members are available. If a parent/guardian is unhappy about something or has a grievance, he/she must follow the Grievance Procedure found in Chapter 14.2 of this document.

    If there is an urgent matter or emergency, the parent/guardian must phone the school immediately so that proper arrangements can be made. Sit-in protests or any other kind of disruption to the school are a breach of contract and will be treated as such. Any parent/guardian/associate who causes a disruption to the normal functioning of the school will be handed over to the SAPS.

26. 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.

    If the parent/guardian would like to bring legal representation to a meeting, an application in writing with reasons must be made to the Director at least two school days before the meeting is scheduled to occur. The school may or may not agree to the application, at the sole discretion of 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. If the Director agrees that legal representation for the meeting is appropriate, the school reserves the right to its own legal representation.

    If the Director agrees to legal representation, the meeting will have to be re-scheduled to accommodate all the parties involved. The parent/guardian must still attend the meeting if legal representation is agreed upon. If the Director determines that legal representation is not necessary or appropriate, the meeting will still be held and the parent/guardian is required to attend it.

27. 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 will 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 R300/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 R300/hr.

    If a mother needs to breastfeed her baby while at the school, she must first make the necessary arrangements with the Principal.

    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. If requested, the parent/guardian will be required to sign an affidavit with the SAPS in which he/she undertakes to cooperate fully with the Chairperson of the meeting and to comply completely with the school's code of conduct, before the meeting can be re-scheduled.

    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.

28. 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 grandparent). 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.

29. 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.

30. 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.
31. Request a translator 24 hours before an interview/disciplinary enquiry, if language interpretation is essential.
32. Drop learners off in the morning using the drive-through to the East of the second building. Learners are dropped off at the green cones or yellow cones. Learners may not be dropped off or get out of the vehicle at the red cones. 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 or in front of the school gate, 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.

33. 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 school's transport waiting service. If they are not collected by 3:45 p.m., they will be sent to the Pebbles After-Care Centre. The daily charge for the After-Care centre will then be invoiced to the learner's account without further notice.
34. Cooperate fully with the school's security staff, and security and parking arrangements.
35. 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.
36. Refrain from smoking or e-smoking anywhere on the school/hostel premises or at school/hostel events of any kind. Smoking and e-smoking are not permitted anywhere on the school/hostel premises or at school/hostel events.
37. 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. The school does not accept WhatsApp or SMS messages, or images of these messages, as written communication.

The school accepts only e-mails or letters written on paper as written communication. Letters must be written in person by the parent/guardian. Letters enhanced or processed by AI or written by a third party will not be accepted.

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:

1. Uphold the good name and reputation of the school and associated institutions at all times.
2. Comply with instructions and the general policies, rules and code of conduct of the school.
3. Behave responsibly and not endanger the safety and welfare of others or themselves.
4. Refrain from contacting their parent/guardian during school hours.
5. Refer all matters of concern immediately to the school office or a staff member. The school office will attend to the matter and contact the parent/guardian if necessary.
6. Respect and care for the property of the school and others.
7. 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.
8. Be punctual and observe the timekeeping practices of the school.
9. Be at school every day and avoid unauthorised absenteeism.
10. Demonstrate a positive attitude towards the opportunity to learn and be diligent in their efforts to learn, and to complete assignments.
11. Behave honestly and conduct themselves with integrity
12. Accept penalties and discipline taken against them as being necessary and corrective.
13. Refrain from collecting money or selling goods without authorisation or for personal gain.
14. 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 of relevance. The maximum penalty 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 exclusion 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, as described below. Queries regarding disciplinary action must please be directed to the Principal in writing. Disciplinary interventions are managed by the Principal and school staff. Parents/guardians are not involved in these interactions, unless specifically requested by the Principal.

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:

1. Reprimand.
2. Verbal or written warning.
3. 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 a one-page essay on a corrective topic. Failure to complete an informal detention will result in a formal detention.
4. Extra homework or written classwork.
5. Community service.
6. Counselling by the educator or Grade Tutor.
7. Fines.
8. 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, formal detention, time punishment or the writing of an essay. Formal detentions consist of the writing of a two-page essay on a corrective topic.
3. Communication or an interview with parents/guardians.
4. Wearing civilian clothes to school.
5. A disciplinary enquiry.
6. Suspension pending a disciplinary enquiry.
7. Suspension from classes or from attending School for a period.
8. Exclusion.

The learner is responsible for catching up on any schoolwork 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 the relevant administrator 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, or a Saturday morning detention for 1½ hours.

Format of the formal detention:

1. 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.
2. For Grades 8 to 12, an exercise consisting of the writing of a two-page essay on a corrective topic, 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 = two formal detentions. More formal detentions may be given depending on circumstances, at the Principal's sole discretion.

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 exclusion-level disciplinary enquiry.

5.5.5 Disciplinary Enquiry

When a serious infringement occurs, or in the case of repeated lesser infringements and formal disciplinary interventions not having the 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. The parents/guardians are expected to support the school in correcting the learner's conduct and ensuring that this disciplinary intervention is successful in building the learner's character.

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. The parents/guardians will be phoned to notify them of the disciplinary enquiry. A letter will follow in due course either on the same day, or within a few days, depending on circumstances.

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. If the learner is suspended from the classroom and is given further detentions for misconduct, or is uncooperative or disruptive in the study room, he/she will be suspended from the school.

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. The learner is expected to act with honesty and integrity during the enquiry and to take responsibility for his/her actions, so that he/she can grow and learn from his/her mistakes. Dishonesty, avoidance, making shallow excuses and not taking responsibility for misconduct will result in further disciplinary interventions for the learner.

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 exclusion 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.

   If the parent/guardian attending the enquiry is a legal professional, the school reserves the right to be represented by an attorney or advocate in the enquiry.

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) The disciplinary enquiry will be minuted by the minute secretary. The minute secretary will ensure that the proceedings are recorded by an audio recorder. The minutes are a summary of the proceedings for the convenience of the participants, they are not the record of the enquiry.

   The audio recording is the sole formal record of the proceedings. No other summaries or recordings will be accepted by the school as a record of the enquiry.

p) 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.

The enquiry will only be re-scheduled when the parent/guardian and the learner agree to cooperate fully with the Chairperson and the school's procedures. If requested, the parent/guardian will be required to sign an affidavit with the SAPS in which he/she undertakes to cooperate fully with the Chairperson of the enquiry and to comply completely with the school's code of conduct, before the enquiry can be re-scheduled.

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:

a) must properly understand the allegations made.

b) 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.

c) must be given the opportunity to cross-examine any witnesses called by the school.

d) 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.

e) must be treated with dignity and respect throughout the disciplinary enquiry.

f) are to be assured of the greatest confidentiality possible.

g) must be given the Findings in respect of the verdict and sanction and the reasons therefor.

h) 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.

i) must sign the minutes after the disciplinary enquiry and collect their copy from the minutes secretary before leaving the premises.

j) 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 to the parent/legal guardian. 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.

k) have the right to submit an Appeal against any suspension or exclusion decision made by the Chairperson. An appeal may not be lodged for a suspended suspension or suspended exclusion 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 exclusion 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 R300 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 3:45 p.m. (1:45 p.m. 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 3:45 p.m. (1:45 p.m. on Fridays).

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

1. Pending a disciplinary enquiry in which one or more of the allegations carry a maximum penalty of suspension or exclusion.
2. Pending a disciplinary enquiry for which the number of formal detentions exceeds contractual agreement.
3. The learner is uncooperative or disruptive in class or the study room or is disturbing the education of other learners.
4. Repeated lack of cooperation with the school rules or terms of the contract.
5. The learner is a potential threat to the staff, other learners, other persons, himself/herself or property.

6. The physical assault of a learner, employee, or other person related to the school, with the intention to cause grievous bodily harm, or the imminent threat to commit such an act, while on school premises or during any school activity, or in any circumstance that could reasonably be connected to the school.
7. Any form of harassment, including sexual harassment of a learner, employee, or other person related to the school, including via electronic and social media.
8. Repeated offences related to bullying, or the imminent threat to commit such an act.
9. The illegal possession, sale or supplying of a drug or alcohol.
10. An exam irregularity relating to any assessment, test, exam or exam paper.
11. Fraud or forgery of any kind.
12. Theft, breaking and entering, or any other dishonest act to the prejudice of another person.
13. Possession of a dangerous object while on school premises, or during any school activity, or in any circumstance that could reasonably be connected to the school.
14. The possession or distribution of pornographic or undesirable material of any kind.
15. Engaging in sexual activity on school premises or committing an act of sexual assault, or the imminent threat to commit such an act.
16. Any serious act contemplated in Schedule 1 of the Criminal Procedure Act that prejudices the constitutional rights of learners, employees or other persons related to the school.
17. The safety, health or well-being of the learner is under possible threat.
18. To protect the integrity of an investigation or to complete incident reports.
19. 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.
20. 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.
21. 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.
22. Fees and expenses are overdue according to contractual agreement.
23. 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 schoolwork 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 exclusion verdict. Appeals may not be lodged for a suspended suspension or suspended exclusion.

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:

1. The disciplinary process was not properly followed.
2. The decision on guilt was not considered correct.
3. The decision regarding action to be taken was considered inappropriate.
4. The mitigating factors were not properly considered.
5. The disciplinary enquiry chairperson was considered biased or made a subjective decision and/or failed to consider or overlooked material evidence.
6. The learner was not in a position to properly present his/her case.
7. 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 exclusion 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/ Exclusion
c) Interference with an investigation or lack of cooperation.	Exclusion
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) Performing or being involved in occult practices on campus, or at a school/hostel event.	Exclusion
j) 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
k) Improper use of tablet, laptop computer or other electronic device.	Detention and handing it over to the school
l) 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
m) Trespassing or entering School/Hostel grounds/ prohibited areas after hours or during holidays.	Exclusion
n) Failure to obtain all needed equipment/utensils.	Detention
o) Receiving visitors without permission.	Detention
p) Contacting parent/guardian during school time without first reporting to the school office.	Suspension

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, such as first aid equipment, fire extinguishers, fire alarms, smoke detectors, smoke alarms, infra-red detectors, sensors, access points, door contacts, walkie talkies or CCTV cameras.	Exclusion
d) Loitering in the streets or businesses near the school, loitering near a transport vehicle or waiting in a transport vehicle near the school.	Suspension
e) Jaywalking or disobeying road safety rules or instructions.	Suspension
f) Use of excessive force when playing games or playing games in areas where bystanders and passers-by may be injured.	Detention
g) Antisocial behaviour such as speaking disrespectfully, hitting, pinching, biting or spitting.	Detention
h) Bullying others or participating in initiation practices of any sort.	Exclusion
i) Physical violence, assault, injuring or causing injury to others.	Exclusion
j) Fighting or threatened assault of others.	Exclusion
k) Speaking disrespectfully or dishonestly to, offending, threatening, grabbing, hitting, injuring, attacking or throwing things at a teacher or staff member.	Exclusion
l) Being in possession of a weapon, dangerous object, tazer, pepper spray, laser or toy on School/Hostel premises or on the School/Hostel grounds or at a School/Hostel event.	Exclusion
m) Unhygienic personal habits.	Counselling & detention
n) Improper use of School/Hostel facilities and ablutions.	Detention plus restitution
o) 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 or running inside the building. Murmuring, being disrespectful, noisy, talkative, restless or disruptive during assemblies or gatherings.	Detention
b) Riding of bicycles/skateboards etc. on School/ Hostel property or in areas where this is prohibited.	Detention plus restitution
c) Loitering near the perimeter or giving/receiving messages or articles through/over the perimeter.	Suspension
d) Being in possession of or testing positive for unauthorised 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.	Exclusion
e) Being under the influence of unauthorised drugs, alcoholic, or unauthorised substances, or substance abuse.	Exclusion
f) Taking medication without staff supervision.	Detention/Suspension
g) 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.	Exclusion
h) Smoking, e-smoking or being in possession of cigarettes, e-cigarettes, tobacco products or accessories, or knowing about these activities without reporting it.	Exclusion
i) Threats/attempts at suicide, or self-harm, or a mental health crisis, or a psychotic breakdown or running away.	Release to care of parent/ guardian and referral to a Clinical Psychologist
j) Repeated threats/attempts at suicide, or self-harm, or a mental health crisis, or a psychotic breakdown, or running away.	Exclusion

5.8.3 Learners will respect and care for the property belonging to the School, themselves and others.	
ALLEGED MISCONDUCT OR INFRINGEMENT	**Recommended <u>Maximum</u> Disciplinary Action to be Imposed**
a) Littering, poor housekeeping or unhygienic practices. Not picking up litter.	Detention plus restitution
b) Abuse of the school's bathrooms by damaging the facilities, interfering with soap dispensers, wasting water, wasting or removing toilet paper, not using she bins, blocking toilets or drains or leaving the bathroom untidy.	Detention plus restitution
c) Unauthorised use or possession of keys for school/ hostel venues. Failure to report others doing so.	Exclusion
d) Proximity to staff members' cars.	Detention
e) Wilful damage of School/Hostel or staff property or equipment, vandalising property.	Exclusion Payment for repair/ replacement
f) Losing, not labelling or not caring for own clothing or personal property.	Detention
g) Possession or use of matches or lighters or causing a fire.	Exclusion
h) Improper use or abuse of School/Hostel property or the property of others.	Detention plus restitution
i) Not taking good care of textbooks or learner aids or School/Hostel property or losing textbooks/aids/ property.	Detention plus restitution or confiscation
j) Lending school books or schoolwork to others.	Detention
k) Storing articles belonging to other day school learners or boarders in a locker.	Detention Exclusion for disallowed articles
l) Interfering with or taking other learner's stationery, books, bags, cases or the clips of cases.	Suspension plus R100 fine for taking clips or "Bantex's" from other learner's cases

5.8.4 Learners will maintain sound relations with others, be courteous and respect the dignity of other persons.	
ALLEGED MISCONDUCT OR INFRINGEMENT	**Recommended <u>Maximum</u> Disciplinary Action to be Imposed**
a) Creating, writing, being in possession of or accessing pornographic, undesirable, harmful or prejudiced material or digital content, 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.	Exclusion
b) Invasion of privacy. Obtaining and/or sharing of personal information/content without permission.	Exclusion
c) Taking photographs, videos or audio recordings on the school premises or at a function/event identifiable as a school function/event, without written permission. Distributing or sharing photographs, videos or recordings taken on the school campus or at a function/event identifiable as school function/event, without written permission.	Exclusion
d) Urinating/defecating anywhere other than in designated toilet facilities, or any other action which may amount to public indecency.	Exclusion
e) Alone without permission with the opposite sex.	Exclusion
f) Graffiti.	Detention & Restitution
g) Trespassing or being in someone else's hostel dormitories/flatlets.	Exclusion
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.	Exclusion

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) Ignoring or being discourteous or dishonest towards or about staff members or leaders/peers or displaying insolence, disrespect, pulling faces, making hand gestures or signs, defiance, rebellion or disobedience towards staff. Lack of cooperation with leaders. Disrespecting or taking advantage of new teachers/staff.	Exclusion
b) Failure to follow the grievance procedure correctly.	Suspension
c) Racist or sexist comments, hate speech, insults or verbal assaults. Harassing or victimising behaviour.	Exclusion
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.	Exclusion
e) Negative political agitation, instigating or participating in unrest or protest action.	Exclusion
f) Indecency, sexual harassment, sexually explicit or sexually intimate behaviour or other inappropriate intimate behaviour.	Exclusion
g) Inappropriate or indecent physical contact, e.g. holding hands, hugging, kissing, etc.	Exclusion
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. Distributing, keeping or saving any such materials. Cybercrimes of any kind.	Exclusion
i) Intimidation or misrepresentation of staff members.	Exclusion
j) Intimidating others or other forms of invasive behaviour.	Exclusion
k) Entrance to opposite gender's dormitories/ bathrooms or being a peeping Tom.	Exclusion
l) More than one person in a toilet cubicle.	Exclusion

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.	Exclusion
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 an assessment/ study session, or if absentee procedures were not followed.	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.	Exclusion
e) Leaving an activity/camp/event without permission or falsified permission or abuse thereof.	Exclusion
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 or forgeries regarding the homework diary or message folder/book.	Detention/Suspension/ Exclusion Reported to GDE/SAPS
c) Failure to hand in completed detention lines or essays before school on the due date.	Detention/Suspension
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
g) General uncooperativeness and poor application to studies, schoolwork or assignments.	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.	Exclusion
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.	Exclusion
c) Xenophobia.	Exclusion
d) Plagiarism, cheating, copying or tampering with tests, reports or assignments, exam irregularities, using AI or other people for homework/assessments.	Exclusion
e) Dishonesty, lying, rumour-mongering, misrepresentation, publishing without permission, or unfair play.	Exclusion
f) Slander, defamation or libellous writing or speech in any medium whatsoever including the internet, etc.	Exclusion
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.	Exclusion
h) Dishonesty, avoidance, shallow excuses or not taking responsibility during a Disciplinary Enquiry.	Further disciplinary intervention
i) Possession or distribution of material which may give an unfair advantage in a test or exam.	Exclusion
j) Bribery and/or Fraud.	Exclusion
k) Forgery or the falsification of documents and/or the signatures of others.	Exclusion
l) 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.	Exclusion

5.9 Jurisdiction and scope of the code of conduct

This code of conduct is in force:

1. On or near School/Hostel property, prior to, during and following regular School/Hostel hours.
2. 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.
3. At all team/class/school/hostel events which are held off the School/Hostel property and while walking/travelling to and from such events.
4. 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.

5. Anywhere and anytime for any serious act as contemplated in Schedule 1 of the Criminal Procedure Act that prejudices the constitutional rights of learners, employees or other persons related to the school.

The school reserves the right to search learners and their property (including suitcases, bags, lockers, cell phones, smart watches, tablets, computers and other electronic devices or media) at random 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, dangerous or illegal items will be handed in to the school and may be handed over to the appropriate authorities or destroyed, with disciplinary consequences for the learner. Please note that if a learner is under investigation for any external criminal activities, an internal exclusion-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.

The school reserves the right to update or change the code of conduct or policies and procedures of the school at the Director's sole discretion, without prior notice.

5.10 School Rules (additional Comments)

1. Learners must behave respectfully towards all employees of the School and with consideration for their fellow learners. Learners may not offend, threaten, grab, hit, injure, punch, attack or throw things at fellow learners or staff in any way whatsoever.

   Learners may not speak dishonestly or disrespectfully to teachers or staff members, or interrupt them or argue with them when being spoken to.

   Learners may not misrepresent teachers or staff members or be dishonest regarding a teacher or staff member in any way whatsoever.

   Learners must treat new teachers and staff with extra respect and cooperation and may not take advantage of them while they are learning the school's policies and procedures.
2. Learners must obey all instructions given by the Principal and staff and cooperate fully with the school's leaders. An insolent, defiant, rebellious or disobedient attitude, ignoring staff or leaders, pulling faces or making gestures/signs, is not permitted and will result in the immediate suspension of the learner, pending an exclusion level disciplinary enquiry.
3. 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.
4. Learners must treat all School property with utmost care. Rented lockers may not be used to store items belonging to other learners or boarders 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.

5. Learners must keep the school premises and the pavements outside the school neat and tidy and put their refuse in the rubbish bins provided in the classrooms and on the premises. Learners are expected to make sure that the premises and pavements remain neat and tidy by picking litter up and throwing it away in the rubbish bins.
6. 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 school office. Learners must report anyone using a key, or in possession of a key, to the Principal.
7. 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.
8. No learner with a negative disciplinary record may go on school outings nor claim any privilege.
9. Learners who are not feeling well must report immediately to the school 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 school office.
10. 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 (including strike action), a lack of electricity or water, 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 a formal detention for late arrival (two if it is after a long weekend/exeat or holiday) that is not approved by the Principal. More formal detentions may be given depending on circumstances, at the Principal's sole discretion. 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.
11. 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, tests or interviews at other schools, competitions, shows, conferences, seminars, initiation school, circumcision, events, ceremonies, collection of documents, 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.). Absence will especially not be granted for tests or interviews at other schools during school hours as this means that valuable class time and important assessments are missed.

    Learners will not be released from school (including sport, extra-murals, detention, extra lessons/study, Friday afternoon or Saturday compulsory 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. The Principal reserves the right not to grant the absenteeism if the parent/guardian refuses to give details of the event.

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 grandparent) 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 application/request does not mean the learner may be absent. The application **must be approved by the Principal in writing** before the learner is allowed to be absent.

Unauthorised absence of any kind is an excludable offence. Formal detentions or Saturday study will be given to the learner for each day of unauthorised absence at the sole discretion of the Principal. Parents/guardians are obliged by law to ensure that the learner is at school. Unauthorised absenteeism is illegal and the parent/guardian will be reported to the relevant authorities for further action if the learner is absent without the Principal's permission in all such cases.

Unauthorised absenteeism 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, or if absentee procedures were not followed. 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 two 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 schoolwork missed while he/she was absent.

Parent/guardian assisted truancy, i.e. intentionally keeping the learner 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 for further action in all such cases. The school may also choose not to enter into a contract in future years.

12. Unavoidable absenteeism must be reported by telephone to the office before 8:15 a.m. on every day of absence under all circumstances, or two formal detentions will be given to the learner. More formal detentions may be given depending on circumstances, at the Principal's sole discretion.

    On the first day of return to school after an absence, 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 compulsory if the learner is absent for two 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 only doctor's letter that will be accepted by the school is one written by the doctor himself or herself, from an in-person consultation. The doctor must be a medical doctor registered with the HPCSA. The school will not accept a doctor's letter if it is from an on-line or virtual doctor, or the product of an on-line or virtual consultation of any kind.

    The school will also not accept doctor's letters that are dated after the first day of absence, are illegible, or from a doctor that is the learner's parent/guardian or immediate relative. Letters from nurses, pharmacies, clinics or any other kind of medical service will also not be accepted.

    A doctor's letter is required for absenteeism from Friday afternoon or Saturday compulsory study, or 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.

    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. If a girl has any concerns or needs while menstruating, she must report to the school office where she will be assisted by a female staff member. If there is an urgent need during class time, she must ask the teacher for permission to leave the classroom to go to the bathroom. Permission to leave the classroom in order to go to the bathroom will not be unreasonably withheld.

    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. 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.

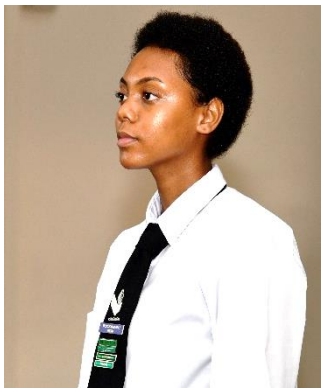
If the learner is absent for longer than two weeks, the school reserves the right, at the sole discretion of the Directors, to put the learner back to the previous grade and/or not register them for external examinations. The learner is responsible for catching up on any schoolwork missed while he/she 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.

Fees and expenses are payable in full while a learner is absent, irrespective of how long the absence is.

13. ***Cornerstone College is a weapons-free zone. No dangerous objects, tazers, pepper spray, lasers, toys or weapons may be brought to the school/hostel. There is zero tolerance for any such conduct and anyone found with a weapon of any kind will be suspended immediately and called for an exclusion level disciplinary enquiry.***
14. 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.
15. Learners must walk calmly and quietly between classes and school commitments on the school campus. Learners may not loiter, make a noise or run while moving between classrooms and other venues during the school day. Noisy or slow transfers between classes/venues will result in time penalties at break time or at the end of the school day.
16. Learners may ask the staff at the school 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.
17. Learners must fulfil all homework commitments and diligently follow all instructions regarding their homework diaries. Learners may not falsify, leave entries out of or tamper with diary entries. Learners must make sure that their homework diaries are signed each day by their parent/guardian and may not forge or falsify the signature in any way whatsoever. Diary irregularities or the forgery/falsification of the parent/guardian signature in the diary is an offence that will result in the immediate suspension of the learner for an exclusion level disciplinary enquiry. Forgery will also be reported to the SAPS and the Education Department.
18. Learners must be on their best behaviour during assemblies, or any other school gatherings. They must show proper respect and pay attention to the speaker or event that is taking place. They may not make a noise, talk, make gestures, murmur or allow any distractions during the assembly or meeting.
19. Learners must wear full school uniform and maintain a neat appearance at all times. This rule applies from when the learners depart from home on their way to school until they arrive back at home again after school.
20. Learners must immediately remove their jerseys/drimacs when requested to do so in very hot weather.
21. Learners may not wear beanies in assembly or in the study room.
22. 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.

23. 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.
24. 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.
25. Learners may not leave the school grounds during school hours. Learners may also not leave the school grounds after school and then return for afternoon activities. They must stay on the campus until it is time to go home. The school reserves the right to change school times if so needed.
26. 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.
27. No smoking or e-smoking whatsoever is permitted on the School/Hostel premises, or at school events of any kind at other venues. 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.
28. 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.
29. 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.
30. Screens in classrooms and halls may not be lowered, raised or adjusted by learners. Screens may only be lowered, raised or adjusted by staff.
31. Learners may not touch or interfere with safety and security procedures or equipment. These include first aid equipment, fire extinguishers, fire alarms, smoke detectors, smoke alarms, infra-red detectors, sensors, WiFi access points, door contacts, walkie talkies or CCTV cameras.
32. 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.
33. Primary school learners are not allowed on the high school premises or in the high school bathrooms. High school learners are not allowed on the primary school premises or in the primary school bathrooms.
34. No loitering outside School/Hostel premises or businesses in the Silverton area is permitted.
35. 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 boarders or staff members.
36. Learners must behave at all times in a dignified and self-controlled manner, in keeping with the high standards of Cornerstone College.
37. 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.
38. 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.



39. Learners must not go near the staff members' cars or School/Hostel vehicles.
40. If a learner insists that he/she does not want to be at the school, or refuses to attend classes or enter the school, the learner will be returned to the care of the parent/guardian immediately. The learner will then be de-registered from the school and three months' notice will be charged, unless the parent/guardian provides 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.

41. If a learner is absent from school for more than five school days without the Principal's permission or without a valid and acceptable reason, or as a result of an ongoing breach of contract by the parent, or without communicating with the school (via the school administration office) during this absence, he/she will be deregistered and three months' notice (together with any outstanding fees and expenses) will be charged under all circumstances without further notice. This decision is at the sole discretion of the Director. The five-day absence may be either continuous or sporadic for the deregistration action to apply. No further notice period will apply.

    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 five school days.

42. Learners may not receive visitors during the school day or communicate with anyone at the school perimeter. Urgent messages may be left with the administration office, 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 school 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.
43. No cheating, copying, plagiarising or using AI or other people to do homework or assessments will be tolerated. Learners may not write, pass or receive notes during school activities.
44. Tests, exams and exam study sessions will be conducted strictly according to the school's exam policy. Laptops, tablets, cell phones, smart watches or any other electronic device may not be brought into the exam or exam study venue. Exam irregularities of any kind will not be tolerated and will result in the immediate suspension of the learner, pending an exclusion level disciplinary enquiry.
45. 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.
46. Learners may not socialise with staff, coaches or instructors either in person, or via social media.
47. **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.**
48. **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.**
49. **Learners may not take photographs, videos or audio recordings 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, videos or audio recordings at a school function/event, or of staff or other learners. Photographs, videos or recordings may only be taken if the Principal gives permission in writing and then only under the conditions specified by the Principal.
50. Learners who provoke or tease other learners towards unrestraint will be punished. Rumour-mongering is also not allowed.
51. 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. Disciplinary outcomes will be given when property is found to be unlabelled or unlabelled lost property is claimed. 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.
52. 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.
53. Learners may not perform or be involved in occult practices on the school or hostel campus, or at any school event.

54. 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.
55. 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.
56. 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.
57. 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.
58. Learners may be excluded for inter alia trespassing, sexual misconduct or harassment, accumulation of eight (8) formal detentions, attempts or threats of suicide or self-harm, psychotic breakdown, cyber-bullying, cybercrimes, occult practices on campus or at a school event, any criminal behaviour, theft or shoplifting, negative political agitation, instigating or participating in unrest or protest action, unexplained absence from the school or school sessions/activities, running away, physical violence, testing positive for unauthorised drugs or alcohol, use or possession of unauthorised drugs or alcohol or substances or weapons/tazers/toys, and abuse of property.

6. BATHROOM POLICY

Learners are required to keep the bathrooms neat and tidy. They must be careful not to waste water or soap or toilet paper. Toilet paper may not be removed from the bathrooms or used for other purposes, such as drying hands.

Learners are encouraged and required to go to the bathroom before school starts in the morning and during break times. This is necessary in order to minimise disruption to teaching and learning in the classroom. It is also necessary to minimise visits to the bathroom during class time for safety and disciplinary reasons.

Learners who have an urgent need during class time must put up their hand and ask the teacher to be excused to go to the bathroom. They will be given a permission card and may then visit the nearest bathroom. They must go directly to the bathroom and return immediately and directly to the classroom after using the bathroom.

If a learner makes a habit of going to the bathroom during class time, their parent/guardian will be contacted to resolve the matter. If there is a medical reason for frequency, a doctor's letter will be required.

If a girl has any concerns or needs while menstruating, she must report to the school office where she will be assisted by a female staff member. The school office has all the resources necessary to assist. If there is an urgent need during class time, she must put up her hand and ask the teacher for permission to leave the classroom to go to the bathroom as described above. Permission to leave the classroom in order to go to the bathroom will not be unreasonably withheld.

It is the learner's responsibility to manage their bathroom visits and follow the above policy properly. If a learner has an accident in the classroom, he/she must put up their hand and advise the teacher. The teacher will manage the situation and call for assistance if needed. The school will provide a change of clothing and launder the learner's clothes as needed. If the learner would like to inform the parent/guardian, this must be done by the school staff and not the learner. The school will also provide counselling if requested.

7. 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. Formal detentions may be given depending on circumstances, at the Principal's sole discretion. The educator is authorised to issue extra work or impose a break detention, as an additional penalty.

8. CELL PHONE AND SMART WATCH POLICY

Parents/guardians are strongly advised that cell phones should not be brought to the school as they can get lost and may interfere with education.

We do not allow smart watches to be brought to the school at all, either while they are worn by the learner or in their possession in any way.

We do, however, understand that there are reasons why you would like your child to bring a cell phone to school, including transport arrangements and safety.

The following policy will apply to cell phones that are brought to school:

1. If a learner brings a phone to school, he/she does so at his/her own risk.
2. Learners may bring their cell phones to school and school events. The phone may not be taken out, but must be switched off and kept in the learners' cases at all times. Learners may also not have the cell phone of another learner in their possession, or use it.
3. Learners may not allow their cell phones, or any other electronic devices, to be visible, heard or used while on the school premises. This is particularly important for children's safety outside the school, as sadly they become a target for criminals if their cell phones or earphones are visible.
4. In accordance with the POPI Act and for other reasons, learners may not take photographs, videos or audio recordings of any kind with a camera, cell phone, tablet or computer or any other device while on the school premises, nor post them afterwards.

If a learner does not comply with any aspect of the above policy, the following penalties will be imposed:

1. The learner will receive a formal detention (or more, based on the Code of Conduct) and will hand the device over to the school for the duration of a week.
2. If the device is needed by either the parent/guardian and/or the learner before a week has elapsed, a fine of R200.00 may be payable. This amount will be given to the Outreach Club where it will be used for our charity initiatives and community upliftment.
3. The penalties will increase for repeat offenders.

By allowing the cell phone to be brought to school, the parent/guardian and learner take full responsibility for the cell phone and to make sure that it is insured. The school does not take responsibility for any damage, loss or theft of the cell phone under any circumstances.

9. LAPTOP COMPUTER AND TABLET POLICY

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

1. Laptop computers and tablets can be used for taking notes during classes and for assignments and portfolio work.
2. There is no pressure on parents/guardians to buy these expensive commodities, but they are now recommended on the stationery list.
3. Learners taking CAT must have access to a tablet or computer at home in order to do their homework and assignments. Learners taking IT need access to a computer in order to do their homework and assignments. If the learner has a laptop, the school is licensed to provide and install the software necessary for these subjects.
4. The school will not be held responsible for the loss of or damage to laptop computers or tablets. Please insure the laptop computer or tablet!
5. Printing costs are for the client's account.
6. Laptop computers and tablets may only be used for schoolwork on the school campus and at school events. The privilege will be revoked if they are used for other purposes.
7. Learners may be required to sit at the front, with their laptop computer or tablet screens visible to the teachers.
8. No sharing or lending will be allowed.
9. Any illegal or non-regulation activities will be penalised to the fullest extent, e.g. pornography, cheating etc.

10. Laptop computers and tablets are not allowed during tests and exams or during test/exam study sessions.
11. Laptop computers and tablets must be fully charged before school each day. It will not be possible for them to be charged at school.
12. All laptop computers (and home computers) and tablets must be equipped with anti-virus software. The IT teacher can provide free software if needed.
13. Laptop computers and tablets may not be used in Hostel rooms.
14. 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.

10. SOCIAL MEDIA POLICY

The use of social media, or any form of electronic communication, are great benefits of the Information Age and the Experience Age. Unfortunately, these powerful tools also make it very easy to commit cybercrimes, or to embarrass, shame, stalk, solicit, con, harass, bully, offend, defame, threaten, steal from or attack others. Such conduct is strictly forbidden at Cornerstone College. There is zero tolerance for anyone who is involved in such practices, or encourages others to do so, or does not report it when seeing others doing it.

The Digital Law Company gives a very helpful summary of the applicable laws (edited for brevity):

1. Anyone who creates or shares content on a device is legally responsible for it, together with the consequences of an infringement or cybercrime. This extends to anyone who has the content on their device, while being able to edit or delete it.
2. Defamation is the publication of defamatory statements that harm or may harm a person, a group of people, or a company's reputation. Defamation only requires publication to at least one other person. A victim of defamation can be directly or indirectly referenced, as long as there is sufficient information to know or guess who is being spoken about.
3. Privacy is a fundamental constitutional right. The test for privacy is whether the person has a reasonable, legitimate expectation of privacy in a particular set of circumstances. The closer information is to a person's intimate sphere, the stronger the privacy right.
4. Harassment constitutes directly or indirectly engaging in conduct that the person knows or ought to know causes harm, or inspires the reasonable belief that harm may be caused to someone.
5. Crimen Injuria is a criminal offence that applies when an individual's dignity is severely infringed. Crimen Injuria does not require the statement to be published to a third party (a direct text message can qualify). The crime is a generic one and has been used in cases of cyberbullying, doxing, racism, image-based violence and xenophobia.
6. Threats and Incitement is the sending of an electronic message that incites or threatens violence or damage to property. It is a criminal offence under the Cybercrimes Act.
7. Hate speech is the promotion or propagation of hatred based on one of the protected grounds - race, ethnicity, gender, religion, etc. The Prevention and Combatting of Hate Crimes Act and Hate Speech Act have been passed into law.
8. Emoji Law: Emojis are another form of communication. They can create as much liability as the written or spoken word. Emojis can be used to defame, harass, threaten and even conclude contracts. Emojis can also convey tone – for example an angry emoji may suggest the writer is upset or emotional.
9. Child Sexual Abuse Material: Solicitation (i.e. offering online to participate in sexual activity or encouraging others online to participate in sexual activity), creation, distribution, or possession of child nudity or pornography is explicitly criminalised in section 24B(1) of the Films and Publications Act. Schools have a duty to report child pornography or information regarding sexual offences to the SAPS.
10. Non-Consensual Distribution of Intimate Images or Private Sexual Images: The creation, distribution or possession of any such images is criminalised in section 24(E) of the Films and Publications

Amendment Act and section 16 of the Cybercrimes Act of 2020. It does not have to be a real image of yourself or someone else. South African law includes AI generated images or simply identifying a nude as depicting a person (even if it is not of that person).

Any learner who is found to have been involved in creating, propagating, distributing or keeping any such content on a device will be summarily suspended from the school and called for an exclusion level Disciplinary Enquiry. This will also apply to any learner who knows about such activities, but does not immediately report it to a Register Class Teacher, Deputy Principal or Principal. If the learner is found guilty, he/she will be excluded from the school. They will also be reported to the SAPS in cases involving criminal content.

11. DRUG AND ALCOHOL POLICY

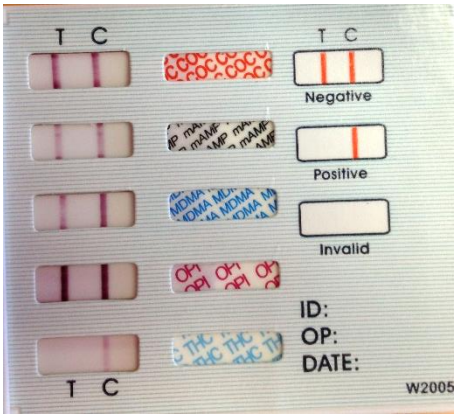
The possession, use and distribution of unauthorised drugs and intoxicating substances is forbidden. Unauthorised drugs may not be taken and the illegal/unauthorised use of any such substance may not be performed by any learner anywhere, or at any time.

"Unauthorised drug" or "drug" means any:

1. Intoxicating or stupefying substance that has a psychological or physiological effect, or such a substance that is possessed contrary to the contractually agreed Procedures (Code of Conduct) of Cornerstone College or contrary to the laws of the Republic of South Africa.
2. Substance, the possession or use of which, or the dealing in which, is prohibited without a medical prescription or legal authorisation.
3. Performance-enhancing drug, prohibited performance-enhancing substance, dependence-producing substance, dangerous dependence-producing substance, undesirable dependence-producing substance, unlawful substance, prohibited substance, illicit substance, illicit drug, or scheduled substance, contemplated in any South African legislation that deals with the control of medicines and related substances, with drug trafficking, substance abuse in general, and with substance abuse in sport and in any programmes or policies aimed at curtailing social and sport-related substance abuse, and in any international instruments that deal with such matters and to which South Africa subscribes or is a party.

Unauthorised 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-free 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 property (including cases, bags, lockers and electronic devices) will be conducted randomly from time to time, especially when learners arrive at the school, or return after the school holidays.



The school also reserves the right to perform drug and alcohol testing from time to time, especially when learners arrive at the school, or return after school holidays. On these occasions the Principal may request a urine and/or blood test, a Breathalyzer test or any other non-invasive test. The following will apply:

1. Parents/guardians will be informed confidentially and immediately of any discrepancies and should ensure that substance counselling occurs at once.
2. If a learner tests positive for unauthorised 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 excluded.

3. 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.
4. 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.

12. SCHOOL UNIFORM

The school uniform and dress code have been chosen to be as simple and affordable as possible. Full details are given in Chapter 34 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. Please note that refunds take five school days to process.

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.

13. 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 administration officers, Client Liaison Officers or staff. Visits to teachers or Client Liaison Officers are by appointment only and must be arranged through the school administration office. 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. Letters from nurses, pharmacies, clinics or any other kind of medical service will also not be accepted.

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 themselves 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.

14. GRIEVANCE PROCEDURES

Learners and parents/guardians must follow the procedures set out below if they have any complaints or grievances.

Please note that any attack in any way whatsoever on the school, or the person or character of a staff member, does not constitute the submission of a grievance and will damage the relationship with the school. An attack on the school or school staff or a 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.

14.1 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.
2. 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.

14.2 Parent/Legal Guardian Grievance Procedure:

Note: Only submissions from the contracting 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 all written communications. Letters must be written in person by the parent/guardian. Letters enhanced or processed by AI or written by a third party will not be accepted.

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 Attorneys
P O Box 55277
Northlands
2116
E-mail: david.s@fairbridges.co.za

15. 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, due by 31 January), bi-annually (due by 31 January and 30 June), or monthly.

Statements are e-mailed every month to clients who have provided the school with a legible and valid e-mail address. It remains the parent's/guardian's responsibility to make sure that they are receiving the statement each month and to contact the school office if they are not receiving it.

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 <u>all</u> 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 may be accepted by the school if fees and expenses are paid late, if promises are not honoured, or if parents/guardians are uncooperative, argumentative, abusive, dishonest, make threats or commit fraud. In such cases, the school has the right to demand that the balance of fees owing for the remainder of the year are due and payable immediately. 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 next morning after the reminder letter was sent to see if a reply, such as a payment receipt or letter applying for an extension, has been sent back to the school by the parent/guardian. 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 10 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 late payment administration fee is charged under all circumstances, even if an application for late payment has been approved. The late payment administration fee of R300,00 is charged even if the parent/guardian did not receive a statement or reminder letter, as it remains the parent's/guardian's responsibility to know what payments are due at the end of the month under all circumstances. It is also charged to annual or bi-annual fee payers who do not pay the expenses due at the end of a month.

   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 primary school, 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/or 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. These amounts are therefore payable regardless of whether there has been a school holiday or not.
5. The mid-month payment of fees is acceptable only if payment is made in advance every month**, i.e. on 15 January, 15 February, 15 March, 15 April, 15 May, 15 June, 15 July, 15 August, 15 September, 15 October (Last payment for Matric learner) and 15 November (last payment for Grade R to 11 learner)**.
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. Refunds of any kind or for any reason will take five school days to process.
8. Habitual late payers will be required to sign a stop-order with their bank.

9. 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. Please note that refunds take five school days to be processed.

   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.

10. 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.

11. 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.

12. 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. In such cases the school has the right to demand that the balance of fees owing for the remainder of the year are due and payable immediately.

    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.

13. 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 198765,**

    Account number 102 041 6238. We strongly urge you to use this facility, in the interests of security.

14. A credit card facility is available in the school office.

15. 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.

16. An administration fee of R200 will be charged to a parent/guardian who asks for a refund of excess fees paid into the learner's account.

17. 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).
18. All commissions and/or bank transfer costs charged to the school for foreign transfers are payable by the parent/guardian and will be debited to the learner's school account. They must be paid by the parent/guardian by the end of the month in which they were debited to the learner's account.
19. 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).
20. 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 three months' notice from the date of removal. No further notice period will apply. The three months' notice, together with any other expenses or damages owing to the school, will be charged to the account immediately without further notice and the outstanding balance will be handed over for collection.
21. 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 three months' notice from the date of removal. No further notice period will apply.
22. 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.
23. 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.
24. In the event of the parent/guardian failing to pay the prescribed school and/or hostel fees and expenses on the date thereof:
    - 23.1 Interest at the maximum rate in terms of the National Credit Act (NCA) shall be payable on arrear school and/or hostel accounts from the due date of payment notwithstanding any other clause in this contract or the information brochure, and;
    - 23.2 The full outstanding school and/or hostel school fees and expenses for the year shall immediately become due and payable with interest as set out above and;
    - 23.3 The school is not obliged to give the defaulting party a written notice notwithstanding any clause in the information brochure and/or the application form, but may institute legal action for the recovery of the debt immediately.
    - 23.4 The signatory to the contract is liable to pay legal fees on an attorney and own client scale including collection fees at the rate of 10%. The transfer letter and report 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.
25. No transfer letter, report, portfolios or testimonial will be released by the school unless the learner has been withdrawn in writing and 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. They will be ready within three school days from the date that the request is received by the school. 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.

    By signing the contract, the parent/guardian gives permission for the school to send portfolios or academic and disciplinary records to other schools upon request. These documents are confidential documents between schools and will not be copied or given to the parent/guardian.
26. Parents/guardians will be liable to pay interim amounts if external bursaries, funding agencies or trusts do not settle on time.

16. 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:

1. Textbooks remain the property of the school and are provided when available.
2. 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.
3. The learner will sign receipt of his/her textbooks on an issue list.
4. Name tags inside the cover of the textbooks should be completed.
5. 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.
6. 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.
7. Uncovered textbooks will be taken back without further notice.
8. 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 R250 per book for any textbooks that are damaged by the use of an improper bag or case, or damaged in any other way.

   Learners may not interfere with or take other learner's books, stationery or bags without permission. Taking or stealing the clips or "bantex's" of other learner's cases or bags is strictly forbidden. A R100 fine will be imposed on learners interfering with or taking these items from other learners, with disciplinary consequences.
9. 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.

17. 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.

18. 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 on time and is transported home safely. The parent/guardian is also responsible for making sure that the child does not loiter near the school on his/her way home for any reason whatsoever. This is very important and necessary for his/her safety.

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. Please do not stop on the road or side of the road, do not stop on the traffic circle or in front of the school gate, 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.

The drive-through will operate from 6:30 a.m. until 7:45 a.m. every morning. Staff and leaders from the High School are available to assist learners with getting out of cars and transport vehicles and with finding their way to the entrances of 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. Learners are dropped off at the green cones at the end of the drive-through. They can be dropped off at the yellow cones only if there is already a vehicle at the green cones. **Learners may not be dropped off or get out of the vehicle at the red cones**. 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 himself/herself 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.

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.

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

Parents and guardians who collect their children by car immediately after school in the afternoons 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 transport waiting area. If he/she is not collected by 3:45 p.m., he/she will be sent to the Pebbles After-Care Centre until collected. In such cases 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.

Parents/guardians who fetch their child later in the afternoon should report to reception at the main entrance (before 3:45 p.m.) or the gate at the second building (after 3:45 p.m.) where staff will assist in calling the learner.

Children must always be fetched at the school and not at a venue near the school for the child's safety and to avoid loitering

To fetch your child from the Pebbles After-Care Centre, please report to the school's main entrance. After 3:45 p.m., 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 5:30 p.m.

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.

Parents/guardians are welcome to make use of the transport waiting service if you collect more than one learner at the school and the learners finish at different times. For example, if you 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 collect a primary school learner to escort him/her home.

Learners who are being collected later than when they finish school may wait at the designated waiting area where they will be supervised until their transport arrives.

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 at the school 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.

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 roadworthy 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 are sometimes left to run around and play on the pavement or in the street, or they are left in the vehicle without supervision.

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.

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 parent/guardian will also be called to the school for a meeting.

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.

19. SICK REPORTING

Learners who are feeling sick must report to the first aid officer in the admin office. Learners who are not feeling well may not contact the parent/guardian or any other party and ask to be assisted or collected. All such arrangements will be made by the school staff.

In the case of minor ailments, the parent/guardian will be phoned for permission to administer simple medication. Sick learners will be sent home at the discretion of the Director and must be collected upon request.

In more serious cases, the parent/guardian will be asked to collect the learner immediately and take him/her to the hospital, or to a doctor. If it is an emergency, the staff member will notify the parent/guardian that the learner must be taken to a hospital. The parent/guardian must then immediately proceed to the hospital and take responsibility for the admission of the learner, as well as the authorisation and payment of any procedures that may be necessary.

By signing the contract with the school, the parent/guardian undertakes under all circumstances to be accessible by phone at all times and to collect the learner, or to meet the school staff at the hospital, immediately upon request. If the parent/guardian is not able to get to the hostel or hospital immediately after a request is made, they must have representatives in place who can assist and are authorised and able to pay expenses if needed.

If there is no medical aid, or the medical aid covers only part of the costs, the parent/guardian must arrange to pay the expenses immediately upon demand at the hospital or clinic. If it is necessary for the school staff to pay any costs at a clinic or hospital, the parent/guardian agrees that the costs will be added to the school account and are payable in full by the end of the month in which they occurred.

If any staff members are required to assist after hours due to the absence of a parent/guardian, the parent/guardian agrees that the overtime costs so incurred will be added to the learner's account and are payable at the end of that month.

20. 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. Learners must report all emergencies or matters of concern to the school office or a staff member immediately. They may not contact their parent/guardian without first reporting the matter to the school office.
4. 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.
5. An evacuation procedure is in position for generalised emergencies (e.g. fire). This drill is practised regularly.
6. 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. If anything undesirable is found, it will be handed in to the school and the learner will face disciplinary consequences.

21. 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 them once the learner has left the school. (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.

Testimonials are not offered for learners from Grades R to 11, either before they leave the school, or after they have left it. The only service the school offers for learners who leave before their Grade 12 year, is that we will complete a reference or confidential form sent to us by the learner's new school. These are returned to the receiving school and will not be given to the parent or guardian.

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.

22. ANNUAL EVENTS

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

1. 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. Fun days will be cancelled if learners are noisy, unruly or uncooperative.
2. 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.
3. 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.
4. 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.
5. Cancellation will only be accepted if it is in writing before the closing date for booking. If the parent/guardian changes their mind after cancellation and re-applies for a camp/outing, a R200 administration fee will be charged.
6. 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.

   The camp fee is payable in full if attendance is cancelled after the closing date for any reason whatsoever.

   The camp fee is also payable in full if the learner does not attend the camp/outing for any reason whatsoever.
7. The learner will be excluded from attending a camp/outing if there is any misconduct before the event. If the misconduct is after the closing date, the camp/outing fee must still be paid in full and will not be refunded.

   If there is misconduct on the camp/outing, the learner will be sent home immediately. If the learner has to leave the camp/outing for health reasons or for any other reason, the camp fee is still payable in full and there will not be any refunds.
8. The school rules, policies and procedures for absenteeism apply equally to absenteeism from school outings/functions/camps/events.
9. 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 weekend, 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.

23. 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).

24. 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.

25. 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.

26. EXTRA-MURAL ACTIVITIES

26.1 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 and to teach coding, 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.

26.2 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 R250,00. The library also offers Internet and e-mail facilities. There is also a wide selection of Career Guidance literature available.

26.3 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

Parents/guardians/associates are welcome to attend practices or matches. Parents/guardians/associates are expected to cooperate fully with all regulations, conduct themselves with dignity and to maintain the good reputation of the school. The learner will be withdrawn from the team if their parent/guardian/associate damages the reputation of the school in any way, or indulges in any form of improper conduct, such as leaving the designated area for spectators, speaking to referees or interfering with the smooth running of the event in any way whatsoever.

26.4 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.

26.5 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. Parents/guardians may not arrange private lessons or other activities for the learner during these times.

Friday afternoons and 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. Parents/guardians may not arrange private lessons or other activities for the learner during these times.

A doctor's letter will be required if the learner is absent from Friday afternoon or Saturday compulsory study. Letters from nurses, pharmacies, clinics or any other kind of medical service will not be accepted.

26.6 Other Facilities

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

Tuckshop: A tuckshop 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.

26.7 Counselling

We have a fully qualified and registered social worker, as well as teachers who are qualified counsellors on the staff of the school. 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.

27. PEBBLES AFTER-CARE CENTRE

27.1 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:

1. The Pebbles After-Care Centre will arrange activities to care for your child after school.
2. Time will be given for the learners to do their homework under general supervision.
3. 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.

4. 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.

27.2 Start and End Times

1. The Pebbles After-Care Centre opens at 1:30 p.m. on Mondays to Thursdays and at 1:00 p.m. on Fridays. It opens after school on days when school closes early.
2. Pebbles closes at 5:15 p.m. every day.
3. To collect your child, please report to the school's reception for collection times before 3:45 p.m., and to the pedestrian gate (gate 2) in front of the second building after 3:45 p.m. 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.

4. Learners may be collected at any time after Pebbles opens, but not later than 5:30 p.m. A fee of R200 per hour, or part thereof, will be charged for collection after 5:30 p.m.
5. No discount or refund is available if learners are collected before 5:15 p.m.

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

1. Learners must be collected and signed out by the person signing this agreement, or by a person nominated in this agreement.
2. 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.
3. 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.
4. The school administrators or Pebbles Manager must be notified in good time if the learner will be collected by someone else.
5. 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.
6. Learners not collected by 5:30 p.m. 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.
7. Care of the learner after 5:30 p.m. will be charged to the parent/guardian at R200 per hour, or part thereof.
8. If a learner is collected after 5:30 p.m., the learner may be excluded from the day-care facilities thereafter and the After-Care contract will terminate without further notice.
9. 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.

27.3 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:

R80,00	per afternoon or part thereof
R1 040,00	monthly in advance, 11 instalments for the year.
R 940,00	sibling monthly in advance, 11 instalments for the year.

R2 970,00 per school term, payable at the beginning of the term
R2 670,00 sibling per school term, payable at the beginning of the term
R11 550,00 for the whole year, payable in advance before 31st January.
R10 400,00 sibling for the year, payable in advance before 31st 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.

The sibling rate is applied to the fees of the older sibling, upon application to the Director. Children of past Matriculants of Cornerstone College also qualify for the sibling rate, upon application to the Director. It is the parent's/guardian's responsibility to apply for the sibling rate. The sibling rate is not applied automatically by the school. The sibling rate is granted at the sole discretion of the Director and may be withdrawn at any time without notice

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 2:30 p.m. 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 school office or school website.

28. 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.

A doctor's letter will be required if the learner is absent from Friday afternoon or Saturday compulsory study. Letters from nurses, pharmacies, clinics or any other kind of medical service will not be accepted.

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.

29. 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.

30. 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.

31. 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. A doctor's letter will be required if the learner is absent from Friday afternoon or Saturday compulsory study. Letters from nurses, pharmacies, clinics or any other kind of medical service will not be accepted.

32. REQUEST FOR CONCESSIONS FROM THE CODE OF CONDUCT

The school reserves the right to amend or deviate from its policies and procedures if necessary, at the sole discretion of the Directors.

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.

33. 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.

   Parents/guardians who arrive at the school demanding to see the Principal or an educator immediately without an appointment will not be accommodated. They will be required to put their concern and request for an appointment in writing. An appointment will then be scheduled when the relevant staff members are available.

   If there is an urgent matter or emergency, the parent/guardian must phone the school immediately so that proper arrangements can be made. Sit-in protests or any other kind of disruption to the school are a breach of contract and will be treated as such. Any parent/guardian/associate who causes a disruption to the normal functioning of the school will be handed over to the SAPS.
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.

   Requests for re-prints of reports that have already been issued must be done in writing to the Principal. If approved, R300 will be charged for each re-print, which must be paid up front when the request is approved.
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. These requests will only be considered once the learner has been withdrawn from the school in writing. 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.

By signing the contract the parent/guardian gives permission for the school to send the student profile, portfolios, academic records or disciplinary records to other schools upon request. These documents are confidential documents between schools and will not be copied or given to the parent/guardian.

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 and property searches, breathalyser or other non-invasive tests and scans of persons entering and exiting with a metal detector or other device. If anything undesirable is discovered, it will be handed in to the school and the learner will face disciplinary consequences.

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.

    The parent/guardian likewise gives permission for the school to use articles or images of articles created by the learner for display, marketing or promotional purposes. These articles may include photographs,

artwork, sculptures, assignments or anything created by the learner at the school, or for school purposes. The Director must be notified in writing if the parent/guardian does not wish articles or images of articles created by their child 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.

34. UNIFORM CODE

34.1 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. More formal detentions may be given depending on circumstances, at the Principal's sole discretion. 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.

If the learner needs to wear articles of clothing or ornaments for cultural or religious reasons which are not permitted by the school's uniform code, application for permission must be made to the Principal in writing by the parent/guardian. The Principal may request a letter from the religious/cultural leader and may also request a meeting with the parent/guardian. The learner may wear the article once permission is given in writing by the Principal. The Principal's decision in these matters is final.

34.2 Hairstyles

The aim of the school's hairstyle policy is to accommodate cultural and ethnic diversity, beliefs and practices, while at the same time maintaining an orderly environment for effective teaching and learning.

HAIRSTYLES MUST BE SIMPLE, NEAT,
NATURAL, CLEAN AND AFFORDABLE

The school's policy for hairstyles is not negotiable and will be interpreted and applied at the sole discretion of the school's Executive Committee.

1. To avoid unnecessary costs and penalties, please check with the Deputy Principal if your chosen hairstyle is allowed, before you wear it.
2. If you need to apply to wear a hairstyle that is not approved within the school's procedures, please apply to the Principal in writing. The school's Executive Committee will decide, at their sole discretion, if the requested style is approved. Only hairstyles approved by the Executive Committee may be worn at the school.
3. Hairstyles may not obstruct the vision or impede the education of the learner, or other learners. They may also not be a distraction to the learner or other learners.
4. Hair may not be buffed up.

5. No decorative hair accessories may be added to the hair/hairstyles.
6. Lightening, dyeing or bleaching of hair is not allowed, even by hair straightening products. Black dye is allowed, but only if it is rinsed out completely and the hair is not left unwashed.
7. No cut lines or other effects are allowed, including on eyebrows.
8. Only one style is allowed on the head. Hairstyles may not be combined.

34.3 Girls
Uniform

1. Grey school skirt (length: 4 fingers above the knee at the front and the back) with black lycra shorts under skirt. The skirt may not be tight or figure hugging.
2. Regular fit grey school trousers (may not be tight, slim fit, cut at side seams, tailored to be skinny, ruffled at the hem or worn short above the shoes).
3. Bermuda shorts* (length: 4 fingers above the knee at the front and the back, may not be tight, torn, cut at the edges or frayed at hems).
4. White shirt* (long or short sleeved with embroidered school logo).
5. Green school tie* (must always be tied neatly at full length) and name badge* (must always be visible).
6. Grey sleeveless pullover* with school logo or grey long-sleeved school jersey in cold weather.
7. The school track-suit* with school golf shirt* and school shoes or running shoes (plain white or plain black only with laces tied tightly), 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. The track-suit pants may not be tight, cut at the side seams or tailored to be skinny.
8. Drimac* or Blazer* with school logo.
9. 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.
10. 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. To maintain the quality of garments purchased from the uniform shop it is necessary to follow the washing and care instructions on the label. If the washing and laundry instructions are not followed, the garment might fade or wear out prematurely. Children must be instructed to look after their uniform while at school and especially while on the playground.

All other articles of clothing must be purchased separately from suitable retail outlets.

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

Girls' Hairstyles (together with Chapter 34.2 above)

1. Natural hair must be thoroughly combed.
2. A neat simple straight-back is the preferred Cornerstone College hairstyle.
3. Long hair may not be longer than the middle of the shoulder blades.
4. Long hair, long braided hair or long dreadlocks must be tied back in a simple ponytail or small bun. No loose strands of hair are allowed.
5. No big buns are allowed. The bun may not be at the top or front of the head. Two natural hair buns on the sides, or small neat donuts, are allowed.
6. Braids must be made up of slim lines and may not be bulky. Twist braids are not allowed.
7. Dreadlocks must be styled flat or tied back in a simple ponytail or small bun.
8. Edges are not allowed.
9. Only green, black, grey or white "scrunchies" and plain cloth Alice bands are allowed. No pearls or sequins are allowed on the Alice band. Satin scrunchies must be small and simple, not ornate or oversized.
10. Singles must be braided neatly until the very end of the hair piece. No frayed ends are allowed.
11. No non-braidable hair pieces, artificial buns, weaves or wigs are allowed.

12. Only natural hair colour is allowed. Hair pieces for braids must match the natural hair colour.
13. Hair gel must be used in moderation.
14. A basic trim is allowed.
15. A high top may not be higher than 2cm from the head and must be combed.

Nails

1. Short nails. All nails must be the same length.
2. 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 Chapter 32 above).
4. No fancy watches. Smart watches are not allowed at all.
5. No tooth decoration.
6. No body art, tattoos or make-up may be worn, e.g. lip gloss, mascara, etc. Only clear matte lip balm is allowed.
7. No cut lines or other effects are allowed on eyebrows.

Shoes

1. Clean black school shoes.
2. Short white ankle socks (summer).
3. Long grey socks (winter), not over the knee.
4. Black tights (optional in winter). No socks may be worn over the tights.
5. Shoelaces must be tied up tightly and may not hang out loosely.

Underwear

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

Name badge

1. School name badges must be worn every day by all high school learners. Primary school learners do not wear name badges.
2. The name badge must be visible at all times and may not be work under other garments.
3. Defaced or damaged name badges must be replaced.

34.4 Boys

Uniform

1. Regular fit grey school trousers (may not be tight, slim fit, cut at side seams, tailored to be skinny, ruffled at the hem or worn short above the shoes).
2. Bermuda shorts* (length: 4 fingers above the knee at the front and the back, may not be tight, cut at the edges or have frayed hems).
3. White shirt* (long or short sleeved with embroidered school logo).
4. A plain white vest may be worn under the school shirt. No colours, patterns, lettering or logos are allowed.
5. Green school tie* (must always be tied neatly at full length) and name badge* (must always be visible).
6. Grey sleeveless pullover* with school logo or grey long-sleeved school jersey in cold weather.

11. The school track-suit* with school golf shirt* and school shoes or running shoes (plain white or plain black only with laces tied tightly), 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. The track-suit pants may not be tight, cut at the side seams or tailored to be skinny.
7. Drimac* or Blazer* with school logo.
8. 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.
9. School caps are compulsory during break time and for any outdoor activities for primary school boys.
10. Beanies must be pulled down and folded up into a neat band so that they are not loose and hanging at the top.

* These items are available from the school uniform shop. They may not be adjusted to be tight, skinny or slim-fitting. All other articles of clothing must be purchased separately. To maintain the quality of garments purchased from the uniform shop it is necessary to follow the washing and care instructions on the label. If the washing and laundry instructions are not followed, the garment might fade or wear out prematurely. Children must be instructed to look after their uniform while at school and especially while on the playground.

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

Boys' Hairstyles (together with Chapter 34.2 above)

1. Hair must be short and thoroughly combed.
2. No facial hair (moustaches, beards or sideburns) is allowed, irrespective of age.
3. A high top may not be higher than 2cm from the head and must be combed.
4. Dreadlocks must be styled flat or tied back in a simple ponytail or small bun.

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 Chapter 32 above).
4. No fancy watches. Smart watches are not allowed at all.
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. Shoelaces must be tied up tightly and may not hang out loosely.

Name badge

1. School name badges must be worn every day by all high school learners. Primary school learners do not wear name badges.
2. The name badge must be visible at all times and may not be work under other garments.
3. Defaced or damaged name badges must be replaced.

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

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

34.6 Sport (compulsory for practices and matches)

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

34.7 Civilian Clothing on Designated Days (Civvies)

1. Only clean, decent and non-revealing clothing allowed.
2. No offensive logos.
3. No short or tight skirts, tight jeans, tight trousers, skinny jeans, shoe-string strap tops, low cut tops or short shorts are allowed. Leggings or jeggings may be worn with a long top that extends below the hips.

34.8 Optional (Girls and Boys), Purchased From Uniform Shop

1. School Drimac.
2. Grey school sleeveless pullover.
3. Green & white school track suit.
4. Matric white sleeveless pullover.
5. School cap.
6. Scarf, gloves and woollen cap.

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

35. 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.

36. BOARD MEMBERS

- Mr A Mjadu: Lawyer
- Dr T Makhado: Former Head Girl
- Mr P Ntamu: Former Parent
- Mrs S Hurlin: Principal, High School Director
- Mr D Short: Attorney
- Mr L Gqada: Former Head Boy
- Mrs G Ntamu: Former Staff Member and parent
- Dr R Hurlin: Director

37. STAFF AT CORNERSTONE COLLEGE

Dr	R Hurlin, Director	PhD. (Eng) Aero, FRAeS	Wits	Management
Mrs	S Hurlin, Principal, Director	B.A., B.Ed. (Cum Laude), H.D.E. (Cum Laude)	Wits	Management
Mrs	X Barnard	M.A. (Cum Laude), H.D.E.	UP	Faculty
Miss	Q Barnard	Office Studies	Pretoria	Admin Manager
Mrs	L Beukes	B.Com. Econometrics, H.D.E.	UP	Faculty
Mrs	L Boshoff	B.Ed. (Intermediate Phase)	UF	Faculty
Mrs	J Botes*	B.Ed.	UP	Faculty
Mrs	H Botha	B.A., B.Ed. (Cum Laude), H.D.E.	UP	Faculty
Mrs	M Botha	B.Ed. (Senior Phase)	UP	Faculty
Miss	P Buyst	B.Ed. (Intermediate Phase)	Varsity College	Faculty
Mrs	R Clark	Dip. Light music	DBN inst. of Tech	Admin
Mrs	C D'Almeida	B.Ed. (ECD)	UP	Faculty
Mrs	K De Lange	B.Ed. (ECD & Foundation Phase)	UP	Faculty
Mr	A Diale	B.Sc (Hons), PGCE Senior Phase)	UFS	Faculty
Mr	K Dingaan**	B.Sc., P.G.C.E.	UKZN UNISA	Faculty
Mrs	M Du Plooy	ECD Cert, Studying B.Ed.	SANTS	Faculty
Mrs	L Engelbrecht	B.Ed. (Intermediate Phase)	AROS	Faculty
Ms	I Fortuin	Lower Primary Teacher's Certificate	RCE	After-Care
Miss	C Fritz	B.Ed. (Foundation Phase)	UP	Faculty
Miss	W Gadisi	Dip. Bus Man, ECD Certificate	Rosebank, UOV	Admin
Mrs	A Gerber	B.A., P.G.C.E	UP, UNISA	Faculty
Dr	W Greyvensteyn	M.A. Clinical Psychology (Cum Laude), PhD (Phil) Psych	UP, UNISA	Consultant
Mrs	I Joubert	B.A., H.D.E.	Potch, UOVS	Faculty
Ms	A Käber	B.Ed. (Intermediate & Senior Phase)	UNISA	Faculty

* Co-Principal
** Deputy Principal

Miss	M Khanyile	B.Ed. (Senior Phase & FET)	UNISA	Faculty
Miss	P Khumalo	B.Tech. (Agriculture Man, P.G.C.E)	UNISA	Faculty
Mrs	S Khumalo	Dip. Grade R, B.Ed. studies	SANTS	Faculty
Miss	P Klaas	Dipl. Administrative Management	IQ Academy	Admin
Mr	M Koalane	Dip. HR, PGCE (Senior Phase & FET Phase)	UFS, UNISA	Faculty/Hostel
Miss	A Linley	B.A., P.G.C.E.	UP	Faculty
Mr	A Lorten	B.Ed. (Senior & FET Phase) studies	UP	Faculty
Ms	C Lourens	B.Tech. Dipl. Travel & Tourism	TUT	After-Care
Mr	T Maedi	Accounting Sciences studies	UNISA	Admin
Mr	N Mahlangu	B. Bus Admin studies	UNISA	Admin
Mrs	M Makope	B.Acc. (Hons.), Dip. Ed.	AU, UZ	Faculty
Mr	K Manamela	B.A. Hon. Political Science	UP	Admin
Miss	L Manganyi	Studying B.Ed.	STADIO	Admin
Miss	C Mathebula	B.Ed. (Senior Phase & FET Phase)	UNISA	Faculty
Miss	M Mathobela-Kgatla	B.Tech. (Fashion), P.G.C.E (Senior Phase & FET) (Hons)	UNISA	Faculty
Mrs	G Matolong **	B.A. Ed.	Vista	Faculty
Miss	K Maunya	B.Ed. (Senior & FET Phase)	UP	Faculty
Mr	N Mazengera	B.Sc. (Hons), Dip. Ed.	UZ, UNISA	Faculty
Mrs	B Mboweni	B.Ed. (Hons) Foundation Phase	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
Mr	N Msimango	B.Com, Studying P.G.C.E	UFH, Varsity College	Faculty
Miss	K Moikanyane	B.Sc., PGCE (Senior Phase & FET)	UL, UNISA	Faculty
Mrs	R Mokotedi	B.A. Hons. (Psychology), P.G.C.E	UJ, UNISA	
Mr	M Moremba	Studying Sports Law & Admin	Pretoria Tech	Client Liaison
Miss	M Mphahlele	Paralegal Certificate	STADIO	Admin
Miss	G Mtsweni	Bachelor of Social Work (Hons)	UNISA	Social Worker
Mrs	O Mukwewa	Dip IT, B.Ed. studies	Zim Ed Institute, UNISA	Faculty
Mr	E Mzamo	Computer Literacy Course, Studying B.Ed.	HAV Tec College, UNISA	Admin
Mr	D Nel	Dipl. Business Management	Damelin	Site
Miss	N Ngwenya	B.Ed. (Intermediate & Senior Phase)	UNISA	Faculty
Mr	M Nkadimeng	Certificate in Motor Mechanics		Admin
Mrs	N Ntuli-Linyana	N.H.C. Accounting & Human Resources	TUT	Admin

** Deputy Principal

Miss	N Nyathi	B.Ed. (Senior & FET Phase)	UNISA	Faculty
Mrs	J Nyangu	E.C.D Dip. Studying Diploma in Gr R Teaching	Edu-Build, SANTS	After-Care
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	E Roos	Office Studies	Pretoria	Admin
Mrs	K Roos	B.Sc., P.G.C.E	UP, MANCOSA	Faculty
Mrs	A Schlűnz	B.Sc. (Botany), P.G.C.E	UP	Faculty
Miss	S Setai	B.Ed. (Hons) (Senior & FET Phase)	UNISA	Faculty
Miss	N Shoba	B.Sc. PGCE (Senior & FET Phase)	UZ	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
Miss	B Thagane	Studying B. Comm. Acc. Sciences	UNISA	Admin
Mr	C Theart	B.Eng. (Hons.), P.G.C.E (Senior & FET Phase - Mathematics)	UP, AROAS	Faculty
Mrs	V Tsunga	Secretarial Course, ICDL	Prof College	Admin
Miss	A Thwala	B.Ed.	DUT	Faculty
Mrs	N van den Berg	B.Ed. (Intermediate Phase)	UFS	Faculty
Mr	A van der Merwe**	B.Ed. (Intermediate & Senior Phase)	UNISA	Faculty
Mr	D van der Merwe	B.Ed. (Senior & FET) (Cum Laude)	UP	Faculty
Mrs	M van der Merwe	Dipl. Financial Accounting B.Com. Marketing Management (Cum Laude)	ICB, Varsity College	Admin
Mrs	S van der Walt	B.Ed. (Intermediate & Senior Phase)	UNISA	Faculty
Mrs	M van Helsdingen#	B.Ed. (Foundation Phase) (Hons)	NWU, UOVS	Faculty
Mrs	C van Jaarsveld	H.D.E.	PTA College	Faculty
Miss	A van Wyk	B.Ed. (Senior Phase & FET)	UNISA	Faculty
Mrs	B Vermaak	B.Ed. (Senior Phase & FET)	NWU	Faculty
Miss	A Vorster	B.Ed. (Foundation Phase)	UP	Faculty

Primary School Principal
** Deputy Principal

38. 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

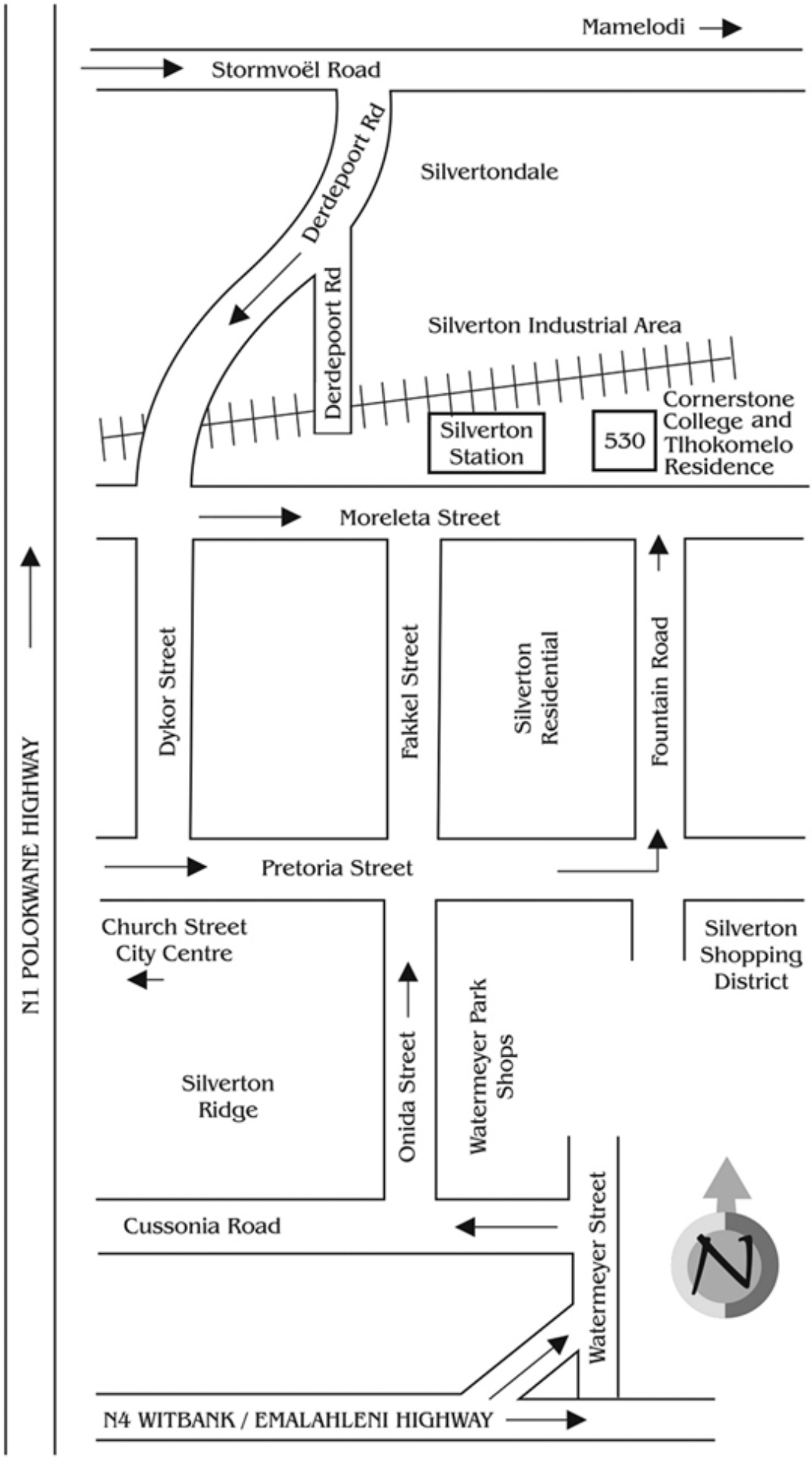
Brick by brick on God's foundation
Hand in hand throughout our nation
Lives are changed for His praise alone
We'll build sure on this Cornerstone

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)

Staff, Parents and Matriculants celebrate their excellent Matric Results!

39. <u>Map</u>


Mamelodi
Stormvoël Road
Derdepoort Rd
Silvertondale
Derdepoort Rd
Silverton Industrial Area
Silverton Station
530
Cornerstone College and Tlhokomelo Residence
Moreleta Street
N1 POLOKWANE HIGHWAY
Dykor Street
Fakkel Street
Silverton Residential
Fountain Road
Pretoria Street
Church Street City Centre
Silverton Shopping District
Silverton Ridge
Onida Street
Watermeyer Park Shops
Cussonia Road
Watermeyer Street
N4 WITBANK / EMALAHLENI HIGHWAY
N

40. ENQUIRIES:

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Or make an appointment to visit us at:	Cornerstone College 530 Moreleta Street Silverton Pretoria
Or write to:	Private Bag X1840 Silverton 0127
Website:	www.cornerstonecollege.org.za
Facebook:	Cornerstone College, Pretoria SA
Instagram:	Cornerstone College, Pretoria
Bank Details: Branch Code: Account number:	Nedbank, Silverton 198765 102 041 6238

School Website

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