



**ACTS HOUSE OF EDUCATION**

# **PROSPECTUS 2023**

**SCHOOL STATEMENTS, POLICIES & PROCEDURES**

**APPLICABLE TO ALL NEW & CURRENT STUDENTS FOR 2023**

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## Vision Statement:

Leading our students into the future by helping them to develop their distinctive calling through Christian education.

## Mission Statement:

To provide quality Christ-centered education that will equip our students to become lifelong students who are resourceful and able to confidently function in a global environment.

## Core Christian Values:

Love – Respect – Forgiveness – Accountability – Relationship

## Core Educational Values:

Engagement – Appreciation – Integrity – Innovation – Confidence



## Declaration of Faith:

Students will be taught according to the faith statement of Acts Christian Church. Enrolment at the school is not subject to membership at Acts Christian Church, but we do encourage active membership to a Christian Church and agreement to our declaration of faith.

We believe in:

- **THE BIBLE AS TRUTH:** We believe in the Scriptures of the Old and New Testaments, in their original writing, as fully inspired of God and accept them as the supreme and final authority for faith and life.
- **THE TRINITY:** God existing eternally as Father, Son and Holy Spirit.
- **SALVATION THROUGH JESUS CHRIST:** We believe that Jesus Christ was begotten of the Father, conceived by the Holy Spirit and born of the Virgin Mary. He was crucified for the forgiveness of our sins, died, rose again on the third day and ascended to heaven to be seated at the right hand of God. All who believe in Him are justified on the grounds of His sacrifice. We believe that all who repent of their sin and receive the Lord Jesus Christ by faith are born again of the Holy Spirit and hereby become children of God.
- **THE HOLY SPIRIT:** We believe in the baptism in the Holy Spirit, empowering and equipping believers for service, with the accompanying supernatural gifts of the Holy Spirit; and in fellowship with the Holy Spirit. We believe in the divinely ordained ministries of Apostle, Prophet, Evangelist, Pastor and Teacher.
- **CREATION & SIN:** We believe that God created man in His own image; that man sinned and thereby incurred the penalty of sin which is death.
- **HEAVEN & HELL:** We believe in the resurrection of both the just and the unjust, the eternal blessedness of the redeemed, and the eternal banishment of those who have rejected the offer of Salvation.
- **IMMINENT RETURN OF JESUS:** We believe in the personal return of the Lord Jesus Christ.
- **MARRIAGE:** We believe in the Biblical establishment of a relationship between a natural man and a natural woman within the confines of lawful matrimony.

The letter of declaration will be signed as part of the enrolment process for all new applications.

## Contact Details & School Hours:

<p><b>Admin:</b></p> <p>187 Allan Rd Glen Austin, Midrand</p> <p>Tel: 010 035 1031</p> <p>E-mail: info@actshouse.com</p> <p>Web: www.actshouse.com</p> <p>Accounts: Serena Reddy Melo Email: accounts@actshouse.com Tel: 010 035 1031</p>	<p><b>Principal:</b></p> <p><b>Mr. Riaan van der Merwe</b> Principal@actshouse.com</p> <p><b>Primary School Deputy Principal:</b></p> <p><b>Mrs. Caroline Maurukira</b> cmaurukira@actshouse.com Tel: 010 035 1031</p> <p><b>High School Deputy Principal:</b></p> <p><b>Flip Jacobs</b> fjacobs@actshouse.com Tel: 087 701 8996</p>	<p><b>Office Hours:</b></p> <p>Monday to Thursday 7:00 – 15:30 Friday 7:00 – 15:00</p> <p><b>Academic School Hours:</b></p> <p>Monday to Friday 7:40 – 14:00 (Primary School) Monday to Thursday 7:40 – 14:30 Friday 7:40 – 14:00 (High School)</p> <p><b>Aftercare:</b></p> <p>Monday to Friday 14:30 – 17:30 Aftercare Tel: 087 700 9927</p>
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## ISASA 4 Term - School Calendar 2023:

Term	Duration	Days
1	11 January – 17 March	47
2	12 April – 23 June	53
3	18 July – 22 September	47
4	10 October – 06 December	44
<b>Total:</b>		<b>191</b>
187 school days and 8 Saturdays/Sundays		

**\*Please note that for the end of term and long weekends, the closing time is at 12:00 for all Students, NO Aftercare.**

## Protection of Personal Information:

By entering into this contract, and unless you at any time instruct the school expressly and in writing to the contrary, your consent is given for the school to:

- collect, store and process credit information about you and any Third Party or divorced or separated Parent responsible for payment of any or all amounts comprised in the Fees;
- collect, store and process names, contact details and information relating to yourself and your Child, and to such information being made available to other parents/guardians, staff or responsible persons engaged or authorised by the School for School-related purposes to the extent required for the purpose of managing relationships between the school, parents/guardians, and current students as well as providing references and communicating with the body of former students;
- include photographs, with or without name, of your Child in School publications / What's App / Facebook / Instagram, or in press releases to celebrate the School's or your Child's activities, achievements or successes;
- supply information and a reference in respect of your Child to any educational institution which you propose your Child may attend. We will take care to ensure that all information that is supplied relating to your Child is accurate and any opinion given on his/her ability, aptitude and character is fair. However, the School cannot be liable for any loss you or your Child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by school;
- inform any other school or educational institution to which you propose to send your Child of any outstanding fees.
- The school may not distribute or otherwise publish any of your personal information in its possession, unless you give your consent, in writing, to the school that it may do so. Should this be the case, the school may only distribute or otherwise publish the information specified in your consent to the people and for the purpose stated in your written consent.

# Admission Policy:

Acts House of Education is a Christian Independent school established within the limitations of the South African School Act 84 of 1996 (EMIS: 700400859). The school was established in 2015, it is registered with the Gauteng Department of Education (Reg Nr JE700400859), affiliated with the Independent Schools Association of South Africa (ISASA) and full accredited with Umalusi from grade 1 to 12 (Accreditation number 19 SCH01 00762). Acts House of Education is a registered NPC (Reg Nr 2015/425722/08) and PBO (Reg Nr 930056906) and financially operates in accordance with SARS regulations for Not-for-Profit Companies and Public Benefit Organisations. Acts House of Education strives to educate and disciple students according to Biblical precepts. The school will not practise any other religion within its boundaries (this is in accordance with clause 56 and 57 of the South African Schools Act 84 of 1996).

## Admission Process for New Students

- Parents/guardians are required to complete the Application of Enrolment 2023 document which is available from the school office or website and submit it along with the following documentation:

<p><b>Reception: Grade RR and Grade R</b></p>	<ul style="list-style-type: none"> <li>▪ Certified copy of the Student's Birth Certificate</li> <li>▪ Copy of both parents' and liable account holder's ID Document/Card (or passport with permit)</li> <li>▪ Copy of Student permit &amp; passport (foreign Students only)</li> <li>▪ Copy of the Student's updated immunization card (please note that a 6-year immunization is due for Students in Grade R)</li> <li>▪ 1 Colour passport photograph of the student</li> <li>▪ Student's latest school report (of current school, original and stamped)</li> <li>▪ Latest Tuition Statement (of current school)</li> <li>▪ Proof of income (most recent payslip) &amp; 3 months bank statements of the liable account holder</li> <li>▪ Proof of address for the debtor (latest utility bill with physical or postal address)</li> <li>▪ Copy of medical aid card (pertaining to the Student)</li> <li>▪ Police affidavit or death certificate in the absence of one parent</li> <li>▪ R600 non-refundable administration fee</li> <li>▪ Religious Declaration</li> </ul> <p>Please note that students entering Grade RR must be 4 turning 5 years and the age for Grade R must be 5 turning 6 years and students entering Grade 1 must be 6 turning 7 years. No child at the age of 5 will be enrolled into Grade 1.</p>
<p><b>Primary &amp; High School: Grades 1-9</b></p>	<ul style="list-style-type: none"> <li>▪ Certified copy of the Student's Birth Certificate</li> <li>▪ Copy of both parents' and liable account holder's ID Document/Card (or passport with permit)</li> <li>▪ Copy of Student permit &amp; passport (foreign Students only)</li> <li>▪ Copy of the Student's updated immunization card</li> <li>▪ 1 Colour passport photograph of the Student</li> <li>▪ Student's latest school report (of current school, original and stamped)</li> <li>▪ Latest Tuition Statement (of current school)</li> <li>▪ Proof of income (most recent payslip) &amp; 3 months bank statements of the liable account holder</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Proof of address for the debtor (latest utility bill with physical or postal address)</li> <li>▪ Copy of medical aid card (pertaining to the Student)</li> <li>▪ Police affidavit or death certificate in the absence of one parent</li> <li>▪ R600 non-refundable administration fee</li> <li>▪ Confidential Report (Required from Grade 2 to 12)</li> <li>▪ Religious Declaration</li> </ul> <p>Baseline Assessments for English and Mathematics are required for all students from grade 3 to 9.</p>
<p><b>FET: Grade 10-12</b></p>	<ul style="list-style-type: none"> <li>▪ Certified copy of the Student’s Birth Certificate or ID Card</li> <li>▪ Copy of both parents’ and liable account holder’s ID Document/Card (or passport with permit)</li> <li>▪ Copy of Student permit &amp; passport (foreign Students only)</li> <li>▪ Copy of the Student’s updated immunization card</li> <li>▪ 1 Colour passport photograph of the Student</li> <li>▪ Student’s latest school report (of current school, original and stamped)</li> <li>▪ Latest Tuition Statement (of current school)</li> <li>▪ Proof of income (most recent payslip) &amp; 3 months bank statements of the liable account holder</li> <li>▪ Proof of address for the debtor (latest utility bill with physical or postal address)</li> <li>▪ Copy of medical aid card (pertaining to the Student)</li> <li>▪ Police affidavit or death certificate in the absence of one parent</li> <li>▪ R600 non-refundable administration fee</li> <li>▪ Confidential Report (Required from grade 2 to 12)</li> <li>▪ Religious Declaration</li> </ul> <p>Please note that entry into FET is subject to the results of a full academic assessment to ensure that the student meets all his/her academic requirements and will be able to meet the demands of this phase. The assessment must be booked with the school’s Educational Psychologist (full details available from the school office).</p> <p>Baseline Assessments for English and Mathematics are required for all students from grade 10 to 12.</p> <ul style="list-style-type: none"> <li>▪ Assessment results</li> <li>▪ Completed Subject Selection Form</li> </ul>

2. Once all the documentation in the checklist has been submitted, the school will begin the processing of the application.
3. All documentation and credit records are verified to be regarded as valid.
4. Once all the requirements have been met (based on the above documents, affordability and previous school records of the student) the Principal will do the final approval.
5. Parents/guardians will be contacted in writing regarding the approval or decline of the application.



6. Parents/guardians are then required to sign a contract with Acts House of Education and proceed to the payment of a R5 000 non-refundable utility fee, along with the first instalment of school fees (subject to the payment plan selected).
7. Thereafter, the student will be admitted to Acts House of Education. Please note that this process may take up to 7 working days.

#### **Admission of Non-Citizens:**

Non-citizens of South Africa will be admitted to the school provided that parents/guardians are in the possession of a legal work permit, temporary or permanent residence permit and will need to provide school permits for their children. Parents/guardians with refugee/asylum permits are requested to meet with the Principal in order to establish the nature of the entree. Acts House of Education reserves the right to verify all documents with the South African Department of Home Affairs.

#### **Inclusive Environment:**

Acts House of Education strives to ensure equal opportunities for all individuals that are admitted to the school and practices a legal code that is fair and just to all students. The school will as far as possibly strive to maintain an environment that is inclusive and accessible to its student. Professional/medical assessments may be requested to assist in any facilitation or intervention.

# School Fee Policy:

Acts House of Education is a registered NPC (Reg No: 2015/425722/08) that relies on the prompt payment of school fees to uphold all operational functions of the organization.

- 1.1. A non-refundable registration fee of R600 per Student is payable with a new application.**
- 1.2. A non-refundable utility fee of R5 000 is payable per Student upon acceptance of a new student.** If, subsequent to entering into this Contract, the Student does not take up a place at the school (save for by reason of death or long-term hospitalisation) the Parents will not be refunded the utility fee. The utility fee will be kept by the school as a reasonable cancellation fee for the student's withdrawal.
- 1.3. An offer of a place for a student at the school is accepted by the Parents signing this contract. One month's installment of tuition fee (based on the fee option selected) and the utility fee per student is payable upon acceptance.
- 1.4. Students are strictly prohibited to pay school fees at the office on behalf of their parents/guardians. The school does not take responsibility for fees sent to school with a student and will not issue a receipt.
- 1.5. The school will NOT accept any uniform payments. Uniform payments that are made to the school account will not be refunded, but rather used as credit toward tuition fees.
- 1.6. School fees are payable, in advance, **before the 1<sup>st</sup> day of each calendar month**. Fees are payable by debit order, EFT or Credit Card. Acts House of Education does not accept cheques.
- 1.7. A statement will be issued to update you on your current balance and remind you of any outstanding amounts, or interest incurred on overdue accounts.
- 1.8 Accounts not paid within 30 days become subject to prime interest rate.
- 1.9 A first notice of payment will be issued after 30 days outstanding. If after 90 days your account is still not settled, it may result in your account being handed over for debt collection. During the 30–90-day period the debtor will be liable for all additional costs incurred related to debt collection.
- 1.10 Any unpaid debit orders will be charged to the account holder to cover any costs incurred by the school.**
- 1.11 If the deadline of 31 January has not been met for Plan A payments, the Plan A option will automatically default to the Plan B option of 11 months in advance payments. For Plan A payments, if the student is transferred during the year or the contract is terminated, then the discount amount given at the beginning of the year will be removed and the balance of the payment will be refunded taking into account any other arrear amounts reflecting on the statement.**
- 1.12 Debit orders are COMPULSORY when choosing Plan B (11-month option).**
- 1.13 The Parent is entitled to elect (at enrolment and/or by 01 November of the previous school year) whether to pay school fees annually, termly or monthly. The total costs of which will be set out in a fee structure and communicated to you on enrolment and in advance of any increase in school fees. **Ancillary charges e.g., outings, in-visits, robotics/IT levy etc. will be added to your school account as monthly payments, however the parent can choose to pay these items once off or termly. The School Bursar can be contacted to make the necessary changes.**
- 1.14 The Parent has a right to cancel this contract at any time, for any reason, provided that the parent gives the school ONE CALENDAR MONTH'S (from 1<sup>st</sup> to the last day of the month) NOTICE PERIOD IN WRITING, before the withdrawal of the student from the school. **A Student Exit Form must be completed which will be considered as the official notification for termination of the school contract with Acts House of Education. Without the completed Student Exit Form being returned to school, the school cannot process the termination request.**
- 1.15 A month's fee is payable to the school in lieu of notice. Such an amount is due and payable on the first day of the month which would be the final month of schooling if the appropriate notice had been given. Should the Parents have elected

to pay any additional fees in advance, those fees will be credited in proportion to the months used/remaining, less any amount payable in lieu of the appropriate notice and any other outstanding balance as per the statement. In the case of Plan A once off tuition fee payments then item 1.11 above will be implemented.

- 1.16 The Parent will be responsible for the payment of school fees until the termination date indicated on the Student Exit Form, even if the child leaves before the notice period is up. Any School records will not be forwarded to the new school until payment of all outstanding amounts are paid in full or a payment arrangement has been made with the School's Bursar.

Please send any school fee enquires to the school bursar, Mrs. Serena Reddy Melo, at [accounts@actshouse.com](mailto:accounts@actshouse.com)

### General Obligations of the School:

- 2.1 The admission and enrolment of students to the School is at the sole discretion of the School who may not grant the Student admission to the School and may grant temporary or provisional enrolment to the School subject to such further terms and conditions which the School may impose. The School may, after following due process, cancel enrolment in accordance with the Rules.
- 2.2 For the sake of clarity, this Contract regulates the enrolment and admission of the Student to the School and also regulates the relationship between the School, the Student, the Parents and/or a Third Party once the Student is admitted and enrolled with the School. Subject to clause 2.1, nothing in this Contract should be interpreted as a representation or warranty made by the School that the Student will be admitted to and enrolled with the School.
- 2.3 The Parties take cognisance of the limitations of the School's physical environment, facilities and resources which limit its ability to provide high quality education to **Students with special educational needs** (whether due to neurological barriers, hearing impairments, visual barriers, physical barriers, behavioural, psychological or emotional barriers or any other medically assessed special need). To the extent that, in the reasonable opinion of the School, in their capacity as professionals and experts in education and after following due process, the School cannot, or can no longer, provide adequately for the Student's special educational needs, the School may not offer enrolment with the School or may cancel this Contract.

### General Obligations of the Parent:

- 3.1 The Parents will inform the School in writing, prior to admission and enrolment, of any special educational needs of the Student known to you, of the kind referred to in clause 2.3.
- 3.2 In order to fulfil the School's obligations, the School needs the Parents' co-operation. Without detracting from any specific obligations contained in this Contract, the Parents are required to: fulfil the Parents' own obligations under these terms and conditions; encourage the Student in his or her studies, and give appropriate support at home; keep the School informed of matters which affect the Student; maintain a courteous and constructive relationship with School staff; and attend meetings and otherwise keep in touch with the School where the Student's interests require the Parents to do so.
- 3.3 Subject always to applicable law including without limitation provincial legislation applicable to the School, the Head of School may, if it is justifiable to do so, require the Parents to remove or may suspend or expel the Student from the School, if he/she considers that the Student's attendance, progress or behaviour (including behaviour outside School) is seriously unsatisfactory and in the reasonable opinion of the Head of School the Student's removal is in the School's best interests or those of the Student, other students or the wider School community. In this case, the Parents will be asked to remove the Student at a specified date that may be shorter than a full Term.

# Content of School Contract:

**This page is a sample copy of the contract you will sign once the application has been approved.**

I/We the Parent(s)/Legal Guardian(s) of \_\_\_\_\_ (Full Name of Student)

agree to the admission of the above student to Acts House of Education in 2023 on the following Terms & Conditions:

1. I/We acknowledge and declare that I/we have read, understood and agree to the terms and conditions contained in this document. By signing this contract, I/we agree to the terms and conditions contained in this document, and ensuring that the parent and the student comply with any terms and conditions contained in the **School Policies and School Prospectus which form part of this contract**. The Prospectus is available from the school office and school website. It is further understood that the aforementioned documentation will be reviewed and updated on an annual basis. If there is any provision in this Contract that you do not fully understand, please ask for an explanation before signing.
2. **I/we undertake to comply with all the rules and regulations of the School and acknowledge that it is the Parents' responsibility to make themselves familiar with the policies.**
3. By initialling each page, I/we give consent to the information contained on each page and confirm that the information is complete / accurate and not misleading. The rights and obligations contained in this contract are binding on every person who signs this contract and must be carried out in order for the student to be successfully enrolled and retained at the school.
4. As an account holder at Acts House of Education I/We accept full responsibility for all school fees, aftercare and ancillary charges according to the School Fee Policy and the payment plan I/We have selected.
5. In the event of the Third-Party taking responsibility for the payment of fees, I/we hereby bind myself/ourselves jointly in my/our personal capacity as surety and co-Principal debtor with the Third Party for payment to the school of any amounts which are owing and may at any time become owing to the School by the Third Party.
6. I/We agree to give 1(one) calendar months' (**from 1<sup>st</sup> to the last day of the month**) notice in writing as per the **Student Exit Form**, should I/We wish to withdraw our/my child from the school. Failure to give notice will result in me/us being liable for the payment of 1 full month's fees in lieu of such notice. It is my responsibility as parent/guardian to provide the school with timeous notice.
7. I/We have been notified of and agree to the school fees applicable to the service provided by Acts House of Education. I/We further acknowledge and consent to fees paid in advance will be deposited to the school and held in accordance with the provisions of the Consumer Protection Act, No. 68 of 2008.
8. I/We agree that non-payment of fees and/or ancillary charges will be deemed as a material breach of this contract and understand that I/We will be liable to pay interest and all other debtors costs incurred on the outstanding amount.
9. I/We understand that a breach in my/our contract will result in its termination, following of due process according to the disciplinary code and fee policy of the school.
10. I /We agree and understand that the sibling discount on the school tuition fees is only applicable if the siblings are concurrently enrolled.
11. I/We agree that this agreement will come into effect immediately upon signature by me/us and shall apply for the full duration of the Students enrolment at the school or until a new annual agreement supersedes this agreement.
12. I/We have correctly completed and returned the application form to the school and accept responsibility for advising the school in writing of any changes of family/contact details, annual permit renewals, immunizations and any other details of this contract.
13. I/We consent to the school distributing my/our name/s and contact details only to other parents, staff or responsible persons authorised by the school for school related purposes, unless at any time the school is instructed by me/us, in writing not to disclose my information.
14. As an Acts House of Education Parent/Guardian, I/We will strive to act in a supportive role that will promote the reputation of Acts House of Education and will also endeavour to treat all members related to the school (students, parents and staff) with dignity and respect.
15. I/We will attend regular Parent/Teacher meetings to discuss my child's academic progress.
16. I/We hereby accept admission to AHE and confirm that all particulars that I/we have furnished on this contract or otherwise from time to time are or will be, to the best of our knowledge and belief, full true and accurate.
17. The admission and enrolment of students to the school is at the sole discretion of the school who may not grant the Student admission to the school and may grant temporary or provisional enrolment to the school subject to such further terms and conditions which the school may impose. The school may, after following due process, cancel enrolment in accordance with the rules.
18. I/We understand that this document is the only and final contract with Acts House of Education, refuting any previous contract.

# Communication Policy:

## 1. Dealing with Concerns/Grievances:

Parents should firstly approach their child's register teacher, coach or sports coordinator to discuss the problem/concern at hand. In our experience, the vast majority of difficulties can be solved at this level. We believe that if the correct channels are followed, many issues can be efficiently and effectively resolved.

It is often difficult to solve problems when generalizations are put forward. It helps a great deal if all the details are given, including dates and times, individuals involved and the outcomes of any intervention. We are able to address issues efficiently if they are brought to our attention promptly. The longer an issue is allowed to fester, the greater the problem becomes. It is mandatory for every member of staff to keep detailed records of matters and give feedback as to what progress is being made. Problems cannot be addressed or solved by the school when they are kept in parent circles on the side of the sports field, social events or in the car park. Problems need to be addressed directly with the staff members concerned.

However, if the problem cannot be resolved with the teacher/staff member involved, parents are welcome to approach their respective Heads of Departments. In a situation where the problem continues to persist, the Deputy Principal or Principal may be approached for assistance and resolve in the matter.

Parents of students who will potentially repeat their academic year will be informed timeously. By the end of the 2<sup>nd</sup> term the teachers will have identified any students who are at risk. Parents will be contacted to attend a meeting with both the register teacher/subject teacher and the Head of Department. A suggested intervention plan will be devised, along with the academic screening, and implemented during the 3<sup>rd</sup> term. If no significant progress has been made during the 3<sup>rd</sup> term, a meeting will be scheduled between the parents, the respective Heads of Department and the Principal/Deputy Principal to discuss a repeat of the academic year in question. All meetings will be recorded in detail and must be signed by all parties involved.

## 2. Methods of Communication:

Acts House of Education upholds its environmental responsibility by maintaining a paperless environment. Please familiarise yourself with the following methods of communication that are currently in operation:

- **D6 Connect App**

D6 Connect App needs to be loaded on your computer/cell phone. This system will allow you to have up to date information about all the activities at the school. You will receive immediate notification of new information and updates as they are loaded. The d6 Connect Application is free for parents to download from the Google Play Store, the App Store and the Huawei App Gallery.

- **Social Media**

Please refer to the following School's official social media platforms, including but not limited to, the School's website ([www.actshouse.com](http://www.actshouse.com)) / Facebook / Twitter, Instagram or any other social media platforms designated for official use by the School. The School may include video or audio footage, moving images, photographs, pictures etc. for the use in School publications, the School's website to celebrate school events / achievement of a student / advertising in brochures and flyers or any other printed media. No names get published and parental permission is requested for photographs each year according to the POPI Act 2020. The marketing permission form will be included in the school diary each year.

- **Emails and SMS**

The school also makes use of emails and SMS messages via D6 Education (D6 Plus and D6 Connect). Regular school and classroom newsletters or reminders are issued in this way or via email. It is the responsibility of parents to ensure any change of email address or cell phone number is communicated to the office as soon as possible. The office will update the parent information on D6 Education and notify the parent of the changes. Parents are welcome to view their student profile at any time the office.

Every student at AHE is issued with a school email address. The use of this email address is exclusive to educational and communication purposes of the school. Acts House of Education will not be held liable for the misuse or illegal use of the address. The email address will also link the student to various applications within Google Suite and Google Classroom. The rules and regulations for the use of these facilities is clearly stipulated in the “Regulations for the Implementation & Management of Digital Technology” document available on at the school office. Students and parents must adhere to these regulations and any misconduct is subject to disciplinary action.

- **Class Representatives & Parent Forum:**

Each register class has a Class Representative who volunteers to serve for a year. Class Reps will assist the teacher in communicating class events with parents, important reminders and also help to arrange school events and fundraisers. This communication will be done via a class What app group or email. Your contact details will be shared with the Class Rep so a group can be created. This group is not compulsory and a parent can leave the group at any time.

To establish open lines of communication, a Parent Forum is held annually to ensure that issues, complaints, parent questionnaire feedback and compliments are discussed in a formal setting. The Parent Forum discussion points are formally added to an agenda, minuted and feedback issued to parents in writing. Final discussions regarding school matters remain at the discretion of the School Leadership and Board of Directors. Please note that the main objective of the forum is to assist the school in creating and maintaining a healthy social environment amongst parents.

- **Events Calendar:**

The term dates and school holidays are listed on page 5 of this document, the school website and at the back of the student’s diary. The Deputy Principals / Heads of Departments or Register Teachers will send out regular communication for school events, assessments, examinations etc. This will be done in the form of newsletters, sms or emails. Please refer to D6 Connect App for events and updates.

- **Student Diary:**

All Grade 4-12 students are issued with a student diary. It is the responsibility of the parent to check the diary every day for homework or other important information. Please encourage your child to correctly and neatly write down their homework. This is an important recording skill that they need to learn. The diary must be checked and signed by a parent or guardian every day. Aftercare staff may not sign the diary on behalf of a parent/guardian. Any diaries that are lost or damaged will be charged at a cost of R80.00 (this will be charged to your school account). Merits and demerits will be recorded here and will need to be signed by the parent.

- **Foundation Phase:**

All Grade 1 to 3 students are issued with a homework book. It is the responsibility of the parent to check the homework book for the weekly homework schedule/projects and other important information. The termly assessment schedule will also be pasted in this book. Merits and demerits will be recorded here and will need to be signed by the parent.

# Aftercare Policy & Procedures:

- 1. PURPOSE OF AFTERCARE:** To provide a safe environment for children who cannot be collected after regular school hours. This service is applicable to children from grade RR to grade 12. Aftercare is not a private service and remains part of Acts House of Education, its Leadership and Code of Conduct. No application is required for aftercare. Students will automatically go to aftercare if they have not been collected.
- 2. OPERATING TIMES:** Aftercare runs from Monday to Friday from 14:30 – 17:30. There is NO aftercare on the last day of each term or long weekends.
- 3. FEE STRUCTURE:** Aftercare is charged at R 50 per afternoon (14:30 – 17:30). No discounts will be granted for the length of time at which the student attends aftercare. A fine of R100 will be charged for every 15 minutes (rounded to the nearest 15) after 17:30 to parents who are late to collect their children. Parents must contact Mrs. Salphy Kekana (Aftercare Coordinator) as a courtesy to inform her regarding any delays in collecting a child. Children who are waiting for siblings who are doing extra murals, must remain under the supervision of aftercare and will therefore be billed accordingly for the use of this service. Students may not loiter around on the school property without supervision. Parents are invoiced on their school fee account at the end of each month, along with late fines that may have been incurred. Students returning from sports matches against other schools will not be charged, unless they arrive before 17:30, but is only fetched after 17:30.
- 4. COLLECTION:** A grace period of 30 minutes will apply for the collection of students after school. Students who are not collected will be taken to Aftercare for supervision and the R 50 Aftercare fee will apply. A parent must give written consent when a child is picked up by a transport service or another person (family/friends). All transport drivers may be requested to present their ID documents and driver's license to security. Acts House of Education reserves the right to refuse the dismissal of a student if there is any dispute or reservation regarding a driver, relative or friend collecting the student.
- 5. REGISTER:** All aftercare students will be signed in on a register and must be signed out by a parent, guardian or designated transport driver. Please note that NO exceptions will be made. This regulation ensures effective billing and the safe collection of students.
- 6. EXTRA MURALS:** It remains the responsibility of the parent to inform the Aftercare Teacher/Coordinator of their child's extramural timetable. Once the child is fetched by a designated Service Provider/Coach/Teacher, the responsibility will immediately fall upon that person. Aftercare will resume responsibility when the student is brought back to the Aftercare staff.
- 7. HOMEWORK:** Students who are involved in extramural activities must do their homework either before or once the activity has been completed. Please be advised that students will be assisted with their homework during aftercare, however it is not the sole responsibility of aftercare staff to complete homework or assist with remedial work. All homework should still be checked and completed, if required, with parents at home. Formal reading activities, projects, independent research and study work must be done at home and supervised by parents. High School students are expected to complete their homework independently, and assistance will be provided where possible. It is imperative that parents reinforce the completion of homework, monitor homework and sign homework diaries daily.
- 8. MEALS:** No meals are provided at aftercare. Parents are expected to pack enough food that will sustain their child for the day. Please pack snacks/lunch that is healthy and nutritious. Drinking water is available at the school, but students must still bring their own water bottles.
- 9. RULES & DISCIPLINE:** Aftercare students will report to their various venues once the school day has ended. Students may not leave the school grounds without the permission of the respective aftercare staff. No dangerous games, throwing of stones, bullying or any other inappropriate behaviour will be tolerated. Play is confined to designated areas. Bathrooms are gender specific, and integration between phases is discouraged and closely monitored. Students will adhere to the school Code of Conduct and Disciplinary Procedures at all times.
- 10. PARENT GRIEVANCE PROCEDURE:** Any complaints should be discussed with the aftercare coordinator. If the grievance is unresolved between the parties, then the matter should be taken up with the school Principal. All discussions should aim to resolve issues amicably.

# Code of Conduct:

Acts House of Education fully subscribes to the principles of justified and fair discipline that is consistent with Christian conduct and Biblical instruction. The Code of Conduct applies to all members of Acts House of Education. It promotes the welfare, dignity and respect of students, teachers, staff and parents. This section of the code lays down the standard procedures for follow up where there is a breach of the code. It focuses more on positive re-enforcement and attempts to instil proactive thinking and cause and effect channels in the decisions students make each day.

## Introduction and Objectives

The code of conduct of Acts House of Education indicates broad standards of behaviour that are expected of all members at the school and encourages a responsible and self-disciplined approach. In the school context, administrators, educators, parents and pupils all have rights and responsibilities. To sustain a positive, orderly and disciplined learning environment, it is important that these parties to the education relationship acknowledge their rights and responsibilities.

### RIGHTS AND RESPONSIBILITIES

At Acts House of Education members have:

The right to be listened to and taken seriously in a fair and reasonable manner

The responsibility to listen to others

The right to be respected and protected from harm

The responsibility to show care and respect to others

The right to an opinion and free thought

The responsibility to be respectful and considerate

The right to an inclusive environment

The responsibility to be the best person he/she can be

The right to be safe

The responsibility to refrain from and report dangerous activities

The right to be proud of the school

The responsibility to keep it clean and uphold its Christian ethos

The right to work and learn without disruption

The responsibility to be attentive and mindful to the needs of others.

## 1. Teachers / Staff Conduct

Staff members at AHE are carefully selected to ensure the advocacy of the school's ethos, vision and mission. Teachers are recognised for their qualifications and experience, and mentorship is provided to newly qualified teachers entering the profession. All our teachers are registered with the South African Council of Educators (SACE) and subscribe to its Code of Professional Ethics. Administrative and maintenance staff adheres to the same code where applicable.

## 2. Parental Conduct

Acts House of Education strives to maintain a good relationship with parents of students. In order for the school to achieve its goals in providing the best possible Christian education to students, parents must also accept their responsibility to help the school achieve this goal.



The Parent undertake to comply with all the rules and regulations of the school and acknowledge that it is your responsibility to make yourself familiar with the policies. You acknowledge that you are responsible for your Child, whether on the property of the school or not, after the notified finishing times of any school activity/event/function and that you will ensure that your Child obeys all school rules and policies where they apply to the student.

**Acknowledgement, Commitment, and Adherence to the Values, Educational Methods, Ethos and Mission of the School: -**

- The Parents acknowledge and accept that the school is acting as experts in education, and that the school has developed its own distinctive values, ethos, educational philosophy and pedagogical methodology. By enrolling the Student in the School, the Parents bind and commit themselves and the Student to uphold and respect the values, educational methods, ethos, traditions, philosophy, history and mission of the school, as articulated in the school's prospectus, mission statement, policy documents, rules and / or codes of conduct from time to time.
- If at any time the Parents are of the view that the values, educational methods, mission, ethos and objectives of the school are incompatible with those of the Parents or the Student, the Parents undertake to withdraw the Student from the School subject to the terms and conditions of this Contract and the best interests of the Student.
- The Parents undertake that they will, and procure that the Student will, respectfully adhere to and/or participate in all School activities that may include any and all religious and / or cultural practices established by the school as a means of giving expression to its values, ethos and mission. If the Parents and/or the Student conduct themselves in a manner inconsistent with, or that fails to uphold, such values, ethos and mission, the school shall be entitled to terminate this Contract.
- The Parties undertake in favour of one another to display and exercise good faith to each other in giving effect to the terms of this Contract and to use their respective reasonable endeavours to do all such things (and procure the doing of all such things) as may reasonably be required to give effect to the terms and intended purpose of this Contract and to uphold the rights and enforce the obligations of any Party under this Contract.
- In order to fulfil the school's obligations, the school needs the Parents' co-operation. Without detracting from any specific obligations contained in this Contract, the Parents are required to: fulfil the Parents' own obligations under these terms and conditions; encourage the Student in his or her studies, and give appropriate support at home; keep the School informed of matters which affect the Student; maintain a courteous and constructive relationship with School staff; and attend meetings and otherwise keep in touch with the School where the Student's interests require the Parents to do so.
- Subject always to applicable law including without limitation provincial legislation applicable to the School, the Head of School may, if it is justifiable to do so and after following due process, require the Parents to remove or may suspend or expel the Student if the Parents' behaviour is in the reasonable opinion of the Head of School so unreasonable as to affect or likely affect the progress of the Student or another student (or other students) at the School or the well-being of the School staff or to bring the School into disrepute.
- Observe the Christian Ethos of Acts House of Education and support the vision and mission of the school.
- Actively support the efforts of the school in all academic, sport, cultural & spiritual arenas.
- Parents are expected to display Christian conduct at sports fixtures and refrain from making negative remarks about referees, judges or players. Instruction from their side or interfering with the coaches is not permitted and good play should be applauded and encouraged on both sides.
- Involve themselves in all educational matters concerning their child's development, and assist in the facilitation of making academic improvements.
- Make positive suggestions and contributions to improve school operations and educational experiences.

- Build up the reputation of Acts House of Education and refrain from hostile behaviour or unsavoury talk.
- Encourage their children to participate in extra-mural and intervention activities.
- Assist their children with homework, studying and evaluating academic results.
- Provide spiritual guidance and open communication with the school.
- Ensure that their child is in attendance of all compulsory school days, functions and activities, and make sure that all timekeeping requirements are observed.
- Provide their child with the required school uniform and seasonal change of uniform in accordance with the AHE Uniform & Dress Code.
- Treat the members of staff/employees of the school with respect at all times.
- Support the disciplinary structure and procedures of the school, and the reasonable efforts by the school to apply discipline effectively and fairly.
- Not expect the school to meet unreasonable demands of the student, and work with the school to overcome any behaviour of the student which negatively impacts on the educational environment.
- Understand that parents, and not the school, are primarily responsible for laying down moral, ethical and disciplinary structures at home that will guide the conduct of the student at school.

**Social Media, Media and Internet use by Parents and Students that implicates or concerns the school: -**

The Parents undertake that they shall not, and will procure that the Student shall not:

1. Engage in any media, online communication activities or any other communications in the public domain that, if linked to the school:
  - 1.1 could have an adverse impact on its reputation or public image, or involve it in a public controversy; or
  - 1.2 are in breach of the School's Policies, ethics, mission and values;
2. Disclose the personal details of the school's employees, other Parents and/or Students;
3. Disclose any confidential information relating to the school, including any details surrounding disputes.
4. Raise, allude to, or publicise any disputes or grievances pertaining to the school or any of its employees, other Parents or Students on social media, the internet, blog posts and/or any other media without first having raised such dispute or grievance, and without first having endeavoured to resolve it, in good faith.
5. Failure to adhere to the above shall constitute a material breach of the Agreement.

### **3. Student Conduct**

According to the Constitution of South Africa, every child has the right to education. For this reason, Acts House of Education makes every provision to provide equal educational opportunities for its students, and therefore takes a serious stance against the behaviour of students, parents and teachers that interfere with or hinder this right. Acts House of Education encourages students to become self-disciplined individuals who take responsibility for their own choices and actions.

In order for all students to be afforded equal opportunities to learn and grow, every student must accept and comply with:

- School rules and conditions of enrolment.
- Reasonable instructions of all teaching staff.

**All students are expected to:**

- Comply with the school rules as established by the leadership of the school.

- Behave responsibly and not hinder the safety, welfare and rights of other students.
- Respect and care for the property of the school and that of fellow students.
- Be courteous and respectful toward other students, teachers and all other adults associated with the school.
- To build the dignity and self-worth of others.
- Refrain from behaviour which may bring the good name of the school into disrepute.
- Be punctual and observe the timekeeping practices of the school.
- Demonstrate a positive attitude towards learning and apply himself/herself diligently to all academic responsibilities.
- Be honest and act with integrity.
- Refrain from acts of violence, intimidation and illegal activities.
- Abstain from dating and sexual promiscuity.
- Accept legitimate disciplinary measures as an intervention to unacceptable behaviour.

#### 4. School Rules

The school rules define the kinds of behaviour expected of its students and students are expected to conduct themselves in accordance with these rules. Should any pupil fail to meet expected norms of conduct, the teaching staff and school leadership of Acts House of Education will proceed to corrective action. Corrective action may include the application of informal or formal disciplinary measures; steps applied to prevent further occurrences of unacceptable behaviour, and to restore the relationship between the members involved.

This code is applicable to all students and may also have a bearing on the student's behaviour outside of normal school hours, should the student's conduct impact negatively on the school/student relationship, or the reputation and integrity of Acts House of Education.

The maintenance of discipline and ensuring orderly classroom behaviour is an integral part of every educator's job. The obligation therefore lies with the teachers and school leadership to apply this code in an effective and equitable manner that preserves and promotes quality education, and protects the rights of students, parents and staff.

**The following are set of rules for basic behaviours expected of students but are not exhaustive. In order to ensure the uninterrupted functioning of the school, students are expected to adhere to these rules:**

- Student attendance to lessons, excursions and extra mural activities are recorded. No student may be excused without written Parental or medical consent.
- All students are to keep within the boundaries of the school are expected to be punctual for all academic, cultural and extra-curricular activities.
- If game practices, activities or matches are interrupted because of bad weather or other unforeseen reasons, the students will be supervised until the normal finishing time.
- Students are expected to be punctual for all academic, cultural and extra-curricular activities.
- No student may be absent from school without notification by parents/guardians. In the event of illness, the register teacher can be notified by email, alternatively a doctor's or parent note must be presented upon return.
- Parents are requested to notify the school if the student has an infectious illness. In these circumstances the student may only be allowed to return to school when a medical practitioner has advised it.
- Students are required to behave courteously and respectfully towards all adults.

- Students are expected to look after school property and to respect the property of others. Littering, stealing and the vandalising of property is prohibited.
- Classrooms may only be used during official school hours or out of hours with written permission of the relevant teacher. The equipment and resource material in these rooms are valuable and expensive. Students must look after it and report any problems immediately.
- Any wilful damage to school property, or the property of others, is a serious offence. Any accidental or malicious damage must be reported to the relevant Heads of Department immediately.
- Students are expected to use hygienic practices in bathrooms, and to leave them in good order. Students are not to loiter or play in the bathrooms.
- Students are expected to present a good work ethic in the classrooms. Courteous and sensible behaviour towards teachers and peers is expected at all times.
- Teacher desks, storerooms and parking bays are out of bounds areas for students and the personal property of teachers must be respected.
- Students are expected to note homework in their homework diaries and refer to Google Classroom for pre-set work.
- Homework is to be completed timeously, appropriately and neatly.
- All student workbooks and handbooks should be covered in clear plastic, named and kept in good order.
- Assembly, devotions and pastoral periods are compulsory for students, unless otherwise approved by the relevant Heads of Department. Students must adhere to the rules of these gatherings. Students are expected to show respect for the speaker. No bags, bottles and food are allowed in any of the halls.
- Students are expected to act sensibly when travelling to and from school, using public or school transport.
- Seat belts must always be worn where available. No objects may be thrown or discarded from the vehicle.
- A student in possession of a valid driver's licence and a consent letter from both parents may approach the school for permission to drive a motorbike or motor vehicle in the school grounds. Motorbikes and motor vehicles must be parked in the designated parking area at all times. No student may give another student a lift.
- Uber: Under the ISASA school regulations (guidelines from ISASA available upon request): -  
ISASA has always referred schools to Uber's own Terms and Conditions which stipulate that the service is not available to persons under the age of 18 years unless they are accompanied by an adult. Schools should also inform parents that the school will not be liable for any incidents resulting from the use of Ubers by pupils. ISASA discourages schools from permitting Ubers to collect students from the school premises.

# Disciplinary Procedures:

## Galatians 6:7-10

“Do not be deceived: God cannot be mocked. A man reaps what he sows.<sup>8</sup> Whoever sows to please their flesh, from the flesh will reap destruction; whoever sows to please the Spirit, from the Spirit will reap eternal life. <sup>9</sup> Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up. <sup>10</sup> Therefore, as we have opportunity, let us do good to all people, especially to those who belong to the family of believers (NIV).”

At Acts House of Education, we aim to align our disciplinary procedures with the Word of God. We do not merely want to modify the behaviour of our students but instil in them the values of God’s decrees and assist them to live accordingly. Therefore, we have based our merit and demerit system on Galatians 6:7-10 and renamed it as the Seed System where students get rewarded with “good seeds” or merits and reprimanded with “reprisal seeds” or demerits. This disciplinary system pertains to students in Grade 1-12.

Good Seeds / Merits	Reprisal Seeds / Demerits (Grade 1 - 7)	Reprisal Seeds / Demerits (Grade 8 - 12)
Seeds/merits will be awarded for outstanding academic effort in any area of schoolwork.	Seeds/demerits will be given for an extreme lack of academic effort in any area of schoolwork, including homework.	Senior students are expected to display higher levels of responsibility. They expect to be treated in a mature manner, and therefore have to behave in a mature manner.
Exemplifying a consistently positive, helpful, caring and responsible approach to their school activities, their peers and their teachers over a sustained period of time.	Seeds/demerits will be given for behavioural misconduct and will be accumulated throughout the year.	For this reason, senior students will still receive regular demerits, however, they will receive due warning and immediate break detention for class disruption, vulgarity and disrespectful behaviour toward a teacher.
The Teacher concerned will record each seed/merit in the student’s homework diary. Awards will be given at assembly for the number of good seeds accumulated.	The accumulation of reprisal seeds/demerits will result in students attending detention. Parents will be notified in writing of the detention arrangements.	This behaviour will be indicated by highlighting the demerit entry.
<p><b>How it works:</b></p> <ul style="list-style-type: none"> <li>- 30 Good seeds: bronze certificate awarded at assembly</li> <li>- 40 a silver certificate awarded at assembly</li> <li>- 50 one (1) civvies day</li> <li>- 60 one (1) civvies day</li> <li>- 80 one civvies day on a Friday and a golden certificate and merit pin awarded at the year-end award ceremony.</li> </ul> <p>(Merits will be revoked if good behaviour is not consistent or suddenly changes)</p> <ul style="list-style-type: none"> <li>- Students in Foundation Phase will also have class charts and awards as determined by their class teacher.</li> </ul>	<p><b>How it works:</b></p> <ul style="list-style-type: none"> <li>- 10 Reprisal seeds/demerits will result in Friday break detention</li> <li>- 20 will result in Friday afternoon detention (14:15-15:15)</li> <li>- 30 will result in a parent meeting with HOD &amp; Friday afternoon detention (14:15-15:15)</li> <li>- 40 parent meeting with Deputy Principal &amp; Friday afternoon detention (14:15-15:15)</li> <li>- 50 internal disciplinary hearing with student and parents to determine formal behavioural intervention strategies &amp; consequences.</li> <li>- 60 formal disciplinary hearing that will result in the suspension or dismissal of a student due to the impact of the behaviour on the academic &amp; social development of other students.</li> </ul>	<p><b>How it works:</b></p> <ul style="list-style-type: none"> <li>- 10 Reprisal seeds/demerits will result in Friday break detention</li> <li>- 20 will result in Friday afternoon detention (14:30-16:30)</li> <li>- 30 will result in a parent meeting with HOD &amp; Friday afternoon detention (14:30-16:30)</li> <li>- 40 parent meeting with Deputy Principal &amp; Friday afternoon detention (14:30-16:30)</li> <li>- 50 internal disciplinary hearing with student and parents to determine formal behavioural intervention strategies &amp; consequences.</li> <li>- 60 formal disciplinary hearing that will result in the suspension or dismissal of a student due to the impact of the behaviour on the academic &amp; social development of other students.</li> </ul>

In the case where a student has more than 10 demerits and at the same time has earned enough merits to earn a merit badge, merits can be used to remove demerits. A student can only be awarded a merit badge if they have 10 demerits or less.

It is difficult to quantify the merits or demerits for every situation that require discipline. All actions or behaviour necessitating merits or demerits will be viewed within its context and its allocation will ultimately be up to the discretion of the teacher, HOD or Principal involved.

To ensure that the school has a consistent and fair approach to student discipline, it has developed its disciplinary procedures for students based on disciplinary code as outlined by the Independent Schools Association of South Africa (ISASA). This disciplinary procedure may only be amended by the Principal and approved by the Board of Directors of AHE. These amendments must be published and presented to parents at least 3 months before it is instated.

Discipline preserves appropriate behaviour that contributes to a safe public space where students and teachers can achieve their goals. In some instances, discipline is aimed at correcting undesirable behaviour and in other instances it maintains good behaviour. At Acts House of Education, positive recognition and reward is acknowledged as the first resort for the continuance of acceptable behaviour. The school supports fair discipline and the consistent application of appropriate and corrective disciplinary measures where necessary. The Code of Conduct and Disciplinary Procedure is not intended as an exhaustive guideline of the school rules, but rather exists as a framework within which corrective action and discipline can effectively be implemented by the school.

In circumstances where a student has been found guilty of misconduct by a formal disciplinary hearing, the parent or guardian of the student concerned will be liable for any costs related to the hearing, including but not limited to the procurement of the services of an independent Chairperson.

### **Informal & Formal Disciplinary Action**

Acts House of Education may apply various forms of informal and formal disciplinary measures. The severity of the action taken by the school will depend on the circumstances and the seriousness of the infringement.

#### **Informal Disciplinary Action may include:**

- Verbal praise/reprimand or counselling by a teacher, HOD, Deputy Principal & Principal.
- Detention (including Saturdays if necessary) or time punishment, writing exercises, suspension from school activities (internal or external).
- Allocation of additional and corrective school chores.
- Phone calls or emails are made to parents to communicate behavioural concerns.
- Parent and student meetings with teachers to establish discipline measures supported at home.

#### **Formal Disciplinary Action:**

- Recorded demerit allocated to the student by a teacher, HOD, Deputy Principal & Principal.
- Formal meeting between parents, HOD and Deputy Principal/Principal.
- Removal of privileges.
- Suspension from class, specific activities or from attending school, pending the convening of a formal disciplinary hearing. As a form of corrective action, suspension may be assigned without a disciplinary hearing with the permission of the parents.
- Expulsion, in the case of very serious misconduct, repeated infringements, or illegal action.

## **Investigation**

When an infringement occurs, which may require formal disciplinary action, the teacher of the student concerned will initiate the disciplinary process by reporting the incident to the relevant phase HOD or Deputy Principal. The HOD/Deputy Principal will lead the investigation. All interviews with possible accomplices and witnesses will be conducted in confidentiality. Students may be asked to make written/recorded statements, which must be signed and dated and may be used later in any procedures that follow the investigation. Video or concrete evidence may be presented. In cases where the alleged behaviour includes very serious misconduct or illegal action, additional members of staff may be present at interviews. Any deceit may be considered as an aggravating factor in determining punishment, if guilt is established. In the case of illegal action, the SAPS may be called in to investigate the matter. The HOD will formulate the charge and present the evidence to the Deputy Principal and Principal to determine whether the charges are merited to constitute informal or formal action. In the case of very serious misconduct, a member of the school board will be included in the deliberation. The parents of the student will be notified accordingly.

### **An Informal Disciplinary Hearing**

A notification of an informal hearing will be given to the parents of the student concerned. The parents and school members will agree on a suitable time. The notification will provide sufficient information to ensure that the student and parents are properly informed of the alleged complaint and the seriousness of the allegations. During this hearing the student, parents, the phase HOD and Deputy Principal/Principal will be in attendance. Related staff members may also be called to attend. The meeting will be chaired by the Deputy Principal or Principal. The student and parents may present their case in relation to the charge and the school members will present the evidence to the parents. In an open deliberation, the parents and the school members will establish the guilt and disciplinary action against the student. Both parties must agree on the sanction and its time frame. The sanction must be issued in writing, signed by all parties and placed on the student's record.

### **A Formal Disciplinary Hearing**

A notification of a formal hearing will be given to the parents of the student concerned. This notification must provide sufficient information to ensure that the student and parents are properly informed of the alleged complaint/s and the seriousness of the allegations. Parents will be notified of the hearing at least two (2) business days before the scheduled hearing. The student may be suspended pending the hearing, if this is considered appropriate, bearing in mind the circumstances, the right to education and the seriousness of the alleged misconduct, and other parties who may be involved. The suspension of the student will be indicated in the notification to the parents. This specific period of suspension will not exceed five (5) school days.

The student & parents must be advised that they are expected to attend the hearing, as their non-attendance may be detrimental to the case of the student. The hearing will proceed in the absence of the student and parents and a decision will be made without their involvement.

A suitably qualified, experienced and neutral third party must chair the hearing. The chairperson will be responsible for leading and managing the hearing process and is responsible for examining the allegations against the student and establishing the guilt or innocence of the student. Legal representation at a disciplinary hearing is not permitted, unless there is a mutual agreement by both the school and the parents to be legally represented. The school may, however, make use of a legal professional to chair a hearing as a neutral third party.

The Principal of the school may not attend the hearing, unless he/she is called as a witness. The investigator may attend the disciplinary hearing to present the case but may not be involved in the final deliberations of the hearing. The chairperson

may refer a matter back to the investigator for further investigation, in which case the disciplinary committee will reconvene within five (5) days for the chairperson to hear further evidence. After the completion of the hearing, the chairperson will formally communicate the outcome of any disciplinary action with the parents and the student. After the chairperson has established the guilt or innocence of the student, members of the disciplinary committee (Principal, Deputy Principal & members of the school board) will propose an appropriate sanction. However, the chairperson makes the final decision, after due consideration of mitigating and aggravating factors. The chairperson and school Principal will draft the sanction as a formal notification to the parents. This notification must include a reminder that the student has the right to appeal against the sanction within 5 (five) school days. The school will retain copies of all disciplinary documentation for record and safekeeping purposes.

### **The Appeal Process**

Parents have the right to appeal against any formal disciplinary action imposed by the school, within five (5) school days of receiving the written notification of the sanction. The appeal must be in writing to the Principal and include in full detail, their grounds for a review.

Grounds for review may include that:

- Disciplinary procedure was not properly followed
- The pronouncement of guilt was not considered correct or fair
- The action taken was considered inappropriate
- Mitigating factors were not properly considered
- The chairperson was biased, made a subjective decision or unsuitably qualified to chair the hearing
- The student was not in a position to properly present his/her case

An appeal against the decision of the chairperson of a hearing, only entitles the student to a review of the findings of the hearing. All the matters raised at the disciplinary hearing will not be re-heard. No new information may be introduced at the appeal hearing. If after assessing the request for an appeal, it is deemed appropriate to proceed with an appeal hearing, the school will elect a new chairperson, either the chair of the School Board, or a suitably qualified and experienced third party. The appeal chairperson will be responsible for leading and managing the appeal hearing and making a final pronouncement.

The review should wherever possible be conducted within five (5) school days of receipt of the appeal motivation, in accordance with the above guidelines. If the student has been suspended or expelled pursuant to the findings of the hearing, the submission of the request for a review will not affect the suspension/expulsion, which will remain in effect until the review process has been concluded. In the case of any other formal disciplinary action being imposed by the hearing chairperson, the obligation of such action will be held latent until the appeal process is complete.

The conclusion of the appeal procedure is the final step in the school's disciplinary process and marks the end of all internal disciplinary measures.

### **Expulsion**

If expulsion from Acts House of Education is sanctioned by the disciplinary committee, and approved by the chairperson, the Principal may request an interview with the parents for the purpose of debriefing. The Principal will explain the transfer of the student to the parents and will request written termination of their contract with the school. The school will take every measure to assist the student in his/her transfer to a new school and prepaid fees (for the next calendar month and beyond) will be refunded to the parents within 30 calendar days.



## **Disciplinary Infringements**

Acts House of Education has set out a number of examples of offences punishable by suspension or expulsion (Appendix A). These examples are not exhaustive, and a student may be expelled or suspended for offences, which are not included in these examples. The Principal may decide that suspension or expulsion for a lesser offence is justified, where there has been previous or continuous misbehaviour by the student, or the circumstances of the case otherwise justify such action. Serious offences resulting in self-harm, harm of others, extensive damage to school property, pornography, incidences of a sexual nature, and the use of weapons/explosives, alcohol, drugs, or other under aged/illegal substances/items will be dealt with in accordance with the South African Schools Act of 1996. Any such incidents will be investigated and documented by the leadership of Acts House of Education and may result in the involvement of the SAPS and School Board, to establish further proceedings such as rehabilitation, suspension or expulsion of the student.

### **Closing Statement:**

Regarding the interest of Acts House of Education, the school has the right, in fact a duty to act swiftly and decisively against students who misbehave themselves. In the case of serious ill-discipline, appropriate disciplinary action must be taken to protect the rights and interests of other students and their parents.

In choosing to send their children to a Christian school such as Acts House of Education, parents should be assured that their children are being taught in an environment that is conducive to a solid Christian education, free from disruption. Accordingly, when a particular student chooses to conduct him- or herself in a manner which undermines that objective, parents need to know that the school will protect their children by taking the appropriate disciplinary steps.

## Guidelines of Punishable Behaviour/Misconduct:

The school rules set out examples of offences likely to be punishable by suspension or expulsion. These examples are not a closed list and a Student may be expelled or suspended for offences which are not included in these examples. In particular, the Head of School may, subject to applicable law, decide that suspension or expulsion for a lesser offence is justified where there has been previous misbehaviour by the Student, or the circumstances of the case otherwise justify such action.

Punishable Behaviour/Misconduct:	Escalation of Penalties
<ul style="list-style-type: none"> <li>• Disregard for school rules and instructions from persons in authority.</li> <li>• Disrespect towards school authorities, parents/ guardians, visitors or peers.</li> <li>• Being unreasonably intolerant of others and their appearance, cultural traditions &amp; language.</li> <li>• Playing games in an area where others may be injured or where property may be damaged.</li> <li>• Riding skateboards, wheelies, bicycles or motorbikes in areas where such activities are prohibited, or in such a manner as may cause injury to others or damage to property.</li> <li>• Disturbing the learning or activities of others.</li> <li>• Trespassing or entering school premises without permission or without supervision.</li> <li>• Tardiness &amp; littering.</li> <li>• Poor grooming, unhygienic personal habits, improper use of the school ablution facilities.</li> <li>• Hair, dress or apparel that is not in accordance with the school rules.</li> <li>• Eating or drinking during class or school events / activities when consumption is not permitted.</li> <li>• Tampering with the possessions or equipment of others.</li> <li>• Use of school equipment without permission.</li> <li>• Refusal or failure to complete homework or assignments.</li> <li>• Refusal to deliver or return letters, notices or indemnity forms.</li> <li>• Unreasonable and unexplained refusal to attend or participate in school activities or compulsory events.</li> <li>• General uncooperativeness or being wilfully obstructive.</li> <li>• Poor application to studies, schoolwork or assignments.</li> <li>• Poor timekeeping practices - late for school, late for class, missing deadlines.</li> <li>• Unexplained absences from classes or from compulsory events or activities.</li> <li>• Leaving class or the school premises without permission.</li> <li>• Persistent late-coming or early unauthorised departure from class / school.</li> <li>• Persistent misuse of personal communication devices during school time.</li> </ul>	<p>Warning</p> <p>Verbal Reprimand</p> <p>Demerit/s</p> <p>Detention</p> <p>parent meeting</p> <p><b>Continuation &amp; Repetition:</b></p> <p>Final warning</p> <p>Hearing</p> <p>Suspension</p> <p>Expulsion</p>
Punishable Behaviour/Misconduct of a Serious Nature:	Escalation of Penalties
<ul style="list-style-type: none"> <li>• Playing obscene, insulting or demeaning games.</li> <li>• Malicious teasing or fighting.</li> <li>• Highly disruptive or unruly classroom behaviour.</li> <li>• Swearing and use of vulgar language.</li> <li>• Inappropriate behaviour or comments in public or at school events that may bring the school or a member of school staff into disrepute.</li> <li>• Abuse of school privileges or seniority/status, abuse of position of authority.</li> <li>• Forgery or falsification of a signature, school documents and reports.</li> <li>• Lying and obstruction of the truth.</li> <li>• Vandalising property or equipment (school others), improper use or not taking care of property or equipment</li> <li>• Accidental damage to property through carelessness.</li> <li>• Acts or behaviour designed to create a hostile or threatening school environment, or that may reasonably have resulted in such an environment.</li> <li>• Wilful disruption of school activities, interference with school authorities.</li> <li>• Conduct designed to be prejudicial to good order or discipline at the school.</li> <li>• Plagiarisms.</li> </ul>	<p>Warning</p> <p>Verbal Reprimand</p> <p>Demerit/s</p> <p>Detention</p> <p>parent meeting</p> <p><b>Continuation &amp; Repetition:</b></p> <p>Final warning</p> <p>Hearing</p> <p>Suspension</p> <p>Expulsion</p>

Punishable Behaviour/Misconduct of a Very Serious or Illegal Nature:	Serious Penalties:
<ul style="list-style-type: none"> <li>• Extreme vulgarity, graphic comments and demeaning language towards others.</li> <li>• Violent, abusive or threatening behaviour (verbal or physical).</li> <li>• Battery or assault (threatened or actual).</li> <li>• Victimization, bullying, intimidation or initiation of one student to another.</li> <li>• Transferring, using or being in possession of a dangerous weapon, fireworks, explosives or any object that may be considered as being potentially dangerous (at school or at school events).</li> <li>• Inciting, advising or rewarding others to perform disrespectful, violent, offensive or threatening acts.</li> <li>• Any “gang” related activity that may threaten the safety or welfare of others (at school or at school events, or in relation to school).</li> <li>• Harassment (sexual, racial, cultural or religious).</li> <li>• Issuing a bomb threat or arson (attempted or actual, at school or at school events).</li> <li>• Behaviour that may pose a danger to the safety and welfare of others.</li> <li>• Smoking or being in possession of tobacco / cigarettes / vaping or e-cigarettes or any other form of smoking (on the school premises or at school events).</li> <li>• Being in possession of, or under the influence of alcoholic, hallucinogenic or dangerous/prohibited substances or distributing, storing, sharing, selling or consuming any of these substances (at school or at school events).</li> <li>• Being in possession of another’s property without their knowledge or consent, or attempting to remove another’s property without consent or their knowledge.</li> <li>• Theft or attempted theft.</li> <li>• Sale of another’s / stolen property.</li> <li>• Serious dishonesty (actual or intended) such as cheating, copying or tampering with test or exam results, reports, projects or assignments.</li> <li>• Being in possession of or distributing material or information that may give an advantage in a test or an exam.</li> <li>• Extortion, bribery, corruption or fraud (attempted or actual).</li> <li>• Being an accomplice to, colluding, conspiring, assisting or instigating dishonesty, fraud or theft.</li> <li>• Inciting, advising or rewarding others to be dishonest or to cheat.</li> <li>• Serious breach of school security procedures, unreasonably refusing to submit to a search.</li> <li>• Off-site criminal misconduct that disrupts learning and substantially damages the school/student relationship.</li> <li>• Obscene, indecent or sexually explicit behaviour or gestures, or attempts to make unwanted physical contact sexual harassment or inappropriate sexual innuendos.</li> <li>• Intentional and offensive, insulting, abusive, racist or behaviour.</li> <li>• Storage, creation, sale or distribution of pornographic, obscene or offensive material, publications, symbols, email, text/SMS/MMS, cartoons or objects.</li> <li>• Sabotage, malicious or wilful damage to school property or the property of others.</li> <li>• Unauthorised occupation of any school property, or having the effect of depriving others from using this property or facility. Preventing or seeking to prevent free movement by others on the school’s property, without school permission.</li> <li>• Blocking off any entrances or exits to or from school premises, with the intention or effect of interfering with free access / egress by others.</li> <li>• Participating in or supporting industrial or protest action, preventing students from attending school activities.</li> <li>• Actions that expose others to serious danger or injury, or expose the school to potential accidental loss or damages due to wilful or negligent acts.</li> <li>• Unsafe acts or behaviour that endangers the safety and welfare of others.</li> <li>• Serious misconduct or actions that may bring the reputation of the school, students or other stakeholders into disrepute.</li> </ul>	<p>Final warning</p> <p>Hearing</p> <p>Suspension</p> <p>Expulsion</p>

# Uniforms & Dress Code:

## Uniforms

Uniforms are compulsory for all pupils from the Primary to High School. Acts House of Education makes use of the Woolworths school uniform range, with the exception of the sports attire, winter track suits, Grade RR uniforms and ties which is available from an independent supplier. The details of our supplier and the list of items, and available times are mentioned below.

### The Woolworths Range

Acts House of Education request that parents strictly adhere to the Woolworths range of uniforms as the daily uniform. This is specified in the list below. There are significant discounts available at Woolworths if orders are purchased online. Refer to the description of the uniforms below when purchasing items from Woolworths. Any of the items in the light blue, navy and grey range is acceptable. We will also be lenient on using similar items from other stores as long as they match the colours of the Woolworths range.

### The Supplier's Range

All other uniform items are available from our school supplier (as indicated in the table below). To avoid disappointment, it is advised to pre-order items up to 2 weeks in advance. Mr Beeran Ramdhari is the supplier for sports attire, winter tracksuits, Grade RR uniforms and ties. He will be available on Tuesday/Thursdays from 7:00 – 08:00 and 14h00 to 15h00 at school for size fittings, orders & collections.

### How to order uniforms from the supplier: -

- All bookings for fittings & collections must be placed directly with Mr Beeran Ramdhari at **uniforms@actshouse.com**
- An order form can be collected from the school office or downloaded from the school web page at **www.actshouse.com** or may be requested directly from Mr Ramdhari.
- E-mail the completed form directly to Mr Ramdhari. Please do not mail any order forms to the school office.
- Once the order form has been received and if stock is available, you will be notified and the purchase can be made immediately.
- Payment must be made directly to Mr Ramdhari via EFT / credit card and debit cards are also accepted. Payments made to the school will NOT be refunded and will be credited to your school account.
- No items will be collected until full payment has been made.
- **FAMILY CODE:**
- Uniforms are ordered by family code and not by surname. Please make sure that you have included your family code on all communication and order forms. Your family code can be located in the front of your child's diary or on your school statement.

For any further inquiries please contact Mr Beeran Ramdhari at **074 084 3400** or at **uniforms@actshouse.com**.

### Guidelines for Sport & Winter Uniform Orders from our Supplier:

Acts House of Education takes great pride in its school uniform and we take pleasure in the unified look of students. We would like to urge you to ensure that your child is kitted with the correct uniform and that you would prepare for each season in advance when purchasing and ordering your uniform. The details of each season's uniform are available in this document / from the school office and communication will be sent out in the newsletters.

The pre-primary school uniform, winter attire and sports attire have to be ordered from Mr Ramdhari. If the uniform shop has a shortage of items, then delivery can take between 2 weeks, depending on the item, so please plan your uniform orders a season in advance.

#### EXCHANGE & RETURNS:

Once uniforms have been worn no exchanges will be entertained. If you would like to exchange or return an item, please contact Beeran so that he knows about the return and the reason for the return. After making an arrangement with Beeran the item may be dropped off at the school office until Beeran is on site again. Returns must be brought back within two weeks. Clothing items must be returned unwashed, unmarked and in its original packaging. No exchanges will be done by the office staff.

#### MARKING:

Please mark/label all uniform items. Use a white permanent marker on the navy items. Items can be marked on the hems or on the inside where the logo is embroidered. It saves you money and makes it easier for the teachers to locate the owner of these items.

PRE-PRIMARY SCHOOL UNIFORMS (Gr RR/R)					
SUMMER			WINTER		
	DESCRIPTION	CODE		DESCRIPTION	CODE
<b>Girls</b>	Branded red T-shirt	Supplier	<b>Girls</b>	Branded red T-Shirt	Supplier
	Navy skorts	Supplier		Track suit	Supplier
	Grey anklet socks	Woolworths		Grey cotton tights	Woolworths
	White takkies – All Foundation Phase students (Gr R to Gr 3) must wear velcro takkies where possible.	Any Store		White takkies – All Foundation Phase students (Gr R to Gr 3) must wear velcro takkies where possible.	Any Store
	Navy hair accessories (these items will be used for summer and winter)	Woolworths		Navy gloves/beanie/scarf – 3-piece set	Woolworths
				Winter jacket	Supplier
				Grey long sleeve jersey	Woolworths
<b>Boys</b>	Branded red T-shirt	Supplier	<b>Boys</b>	Branded red T-shirt	Supplier
	Navy Quantex shorts	Supplier		Track suit	Supplier
	Grey anklet socks	Woolworths		Grey anklet socks	Woolworths
	White takkies – All Foundation Phase students (Gr R to Gr 3) must wear velcro takkies where possible.	Any Store		White takkies – All Foundation Phase students (Gr R to Gr 3) must wear velcro takkies where possible.	Any Store
				Navy gloves/beanie/scarf – 3-piece set	Woolworths
				Winter jacket	Supplier
	Branded summer hat or cap				Supplier

**PRIMARY SCHOOL & HIGH SCHOOL UNIFORMS**

<b>SUMMER</b>			<b>WINTER</b>		
	<b>DESCRIPTION</b>	<b>CODE</b>		<b>DESCRIPTION</b>	<b>CODE</b>
<b>Girls</b>	Light blue short sleeve shirt Grade 12 – White short sleeve shirt	<b>Woolworths</b>	<b>Girls</b>	Light blue long sleeve shirt Grade 12 – White long sleeve shirt	<b>Woolworths</b>
	Grey A-line skirt	<b>Woolworths</b>		Grey pants	<b>Woolworths</b>
	Grey anklet socks	<b>Woolworths</b>		Grey cotton tights	<b>Woolworths</b>
				Navy gloves/beanie/scarf – 3-piece set	<b>Woolworths</b>
	Navy blazer (from grade 8 to 12 <b>ONLY</b> )	<b>Woolworths</b>		Navy blazer (from grade 8 to 12 <b>ONLY</b> )	<b>Woolworths</b>
	Navy hair accessories (these items will be used for summer & winter)	<b>Woolworths</b>		Grey long sleeve jersey	<b>Woolworths</b>
				Grey sleeveless pullovers	<b>Woolworths</b>
	Black School Shoes	<b>Any Store</b>		Black school shoes	<b>Any Store</b>
				Tie / Grade 12 Blue Tie	<b>Supplier</b>
<b>Boys</b>	Light blue short sleeve shirt Grade 12 – White short sleeve shirt	<b>Woolworths</b>	<b>Boys</b>	Light blue long sleeve shirt Grade 12 – White long sleeve shirt	<b>Woolworths</b>
	Grey shorts (Grade 1 to 6 shorts <b>ONLY</b> - no trousers)  Grey trousers (from Grade 7 to Grade 12 school trousers <b>ONLY</b> - no shorts)	<b>Woolworths</b>		Grey trousers	<b>Woolworths</b>
	Knee high socks	<b>Woolworths</b>		Knee high socks	<b>Woolworths</b>
	Belt – any black belt without a fashion buckle	<b>Any Store</b>		Belt – any black belt without a fashion buckle	<b>Any Store</b>
				Navy gloves/beanie/scarf – 3-piece set	<b>Woolworths</b>
	Navy blazer (High School only)	<b>Woolworths</b>		Navy blazer (High School only)	<b>Woolworths</b>
				Grey long sleeve jersey	<b>Woolworths</b>
				Grey sleeveless pullovers	<b>Woolworths</b>
	Black school shoes	<b>Any Store</b>		Black school shoes	<b>Any Store</b>
				Tie / Grade 12 Ties	<b>Supplier</b>
<b>Sport/ PE</b>	Track suit (navy for grade 1 to 6 and red for grade 7 to 12)				<b>Supplier</b>
	Branded golf shirt and navy quantex shorts				<b>Supplier</b>
	White socks and white takkies (for PE)				<b>Any Store</b>
	Branded summer hat or cap				<b>Supplier</b>
	Socks for soccer and rugby				<b>Supplier</b>

**No variation from the uniform specified in this admission document will be permitted.**

## Arrangements for High School Blazers/Ties:

Students from Grade 8 & upward are required to wear the navy school blazer. These blazers must be purchased from Woolworths and handed in to the Phase HOD/Mr Beeran Ramdhari to be embroidered. Mr Ramdhari will invoice the parent directly for the embroidery cost. The blazers are issued to the students during the annual Gr 8 Valediction Ceremony; however, no blazer will be awarded to the student until payment is received.

All Student Council members (prefects) must wear a blazer, corded with a silver cording. The blazers will be taken in by Mr Ramdhari after the council announcement. The School will pay for the cost of the corded blazers.

Blazers must be bought big enough so that it isn't necessary for them to buy new blazer each year. Here are 2 tips to consider when purchasing a blazer:

- **Measurements for the shoulders:** The sleeve must be **ONE** finger space longer than the shoulder pad on each side.
- **Measurements for the sleeves:** When the arms are straightened in front of the body, the sleeves must end on the hand where the thumb starts.

Matric Ties will be purchased from Mr Ramdhari. The school will pay for the blazers and ties for the Head Boy/Girl and Deputy Head Boy/Girl.

All Grade 7 Students attending Acts High in the following year, must purchase and drop off their blazers by 31 October (cut-off date). The same drop off date applies for students in other grades requiring embroidery on new blazers for the following school year. An additional admin charge of R150 will apply to any blazers received after 31 October.

### Guidelines when dropping off your blazer:

- Your blazer must be dropped off at the uniform shop
- All shop tickets and stickers have to be removed
- The blazer must be properly marked on the tag inside of the inner right pocket
- Complete the tear off slip below and place it in the blazer pocket
- Please do not put your blazer on a hanger or coat bag. Just drop it off folded in its plastic shopping bag.

The Grade 8 students will receive their embroidered jackets at the Annual Valediction Ceremony and students from Grade 9 onward can collect their blazers in the week that school starts (provided that it was handed in on time).

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#### BLAZER TEAR-OFF SLIP

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FAMILY CODE: \_\_\_\_\_

NAME & SURNAME OF STUDENT: \_\_\_\_\_

GRADE: \_\_\_\_\_

SIZE OF BLAZER: \_\_\_\_\_

## Accessories, Hair & Nails Applicable to ALL Phases:

Jewellery:	Hair & Nails:
<p><b>GIRLS:</b></p> <ul style="list-style-type: none"><li>• Earrings: 1 small stud earring may be worn in each earlobe. (Only gold/silver – no coloured stones)</li><li>• No necklaces/chains/nose rings/ankle chains/strings/cultural or religious bands and bracelets are allowed.</li><li>• Watch: A watch may be worn. Digital watches are permitted, but no calculator watches, smart watches, camera watches or watches with Wi-Fi connectivity are allowed.</li><li>• Makeup: No coloured nail polish or makeup, including lip-gloss, is allowed at school.</li></ul>	<p><b>GIRLS:</b></p> <ul style="list-style-type: none"><li>• Hair must be kept clean &amp; neat at all times and nails be trimmed short.</li><li>• Long hair must be tied back, including hair with long extensions. No hair (including the fringe) may hang over the eyes.</li><li>• When hair touches the end of the shirt collar it must be tied up using basic accessories in navy/black.</li><li>• No coloured or beaded hair or excessive/bulky hair extensions are allowed.</li></ul>
<p><b>BOYS:</b></p> <ul style="list-style-type: none"><li>• No necklaces/chains/nose rings/ankle chains/strings/cultural or religious bands and bracelets are allowed.</li><li>• Watch: A watch may be worn. Digital watches are permitted, but no calculator watches, smart watches, camera watches or watches with Wi-Fi connectivity are allowed.</li><li>• Makeup: No coloured nail polish or makeup, including lip-gloss is allowed at school.</li></ul>	<p><b>BOYS:</b></p> <ul style="list-style-type: none"><li>• Hair must be kept clean &amp; neat at all times and nails be trimmed short.</li><li>• No lines to be cut into hair or eyebrows.</li><li>• Hair length – not more than 3cm on top. Hair may not touch the collar of your shirt, ears or eyebrows.</li><li>• No gel, colour may be applied.</li><li>• No fashion styles, braids or extensions are allowed e.g.: Long on top; short on sides with NO lines shaved into it.</li></ul>

### Physical Science Safety Gear:

FET students (Grade 10 to 12) taking Physical Science are required to purchase their own lab coat, goggles and dust mask. These items are available from Beeran (per order), or can be purchased from any supplier or hardware store. The items must be handed in to the Physical Science teacher during the first week of school.

### MySchool Card:

The MySchool MyVillage MyPlanet fundraising program is one of South Africa's biggest community programs. The program raises funds for schools, charities and environmental organisations through a card system that allows supporters to raise funds for their beneficiary (school or charity) every time you shop at a partner store. In this case, parents make a contribution, on behalf of Acts House of Education. The success of the programme depends on your cooperation in presenting your MySchool card when purchasing your uniform or any other items at Woolworths. You can also use your card at a range of national, regional and local retail partners on the MySchool system. Some of the national partners include: Woolworths / Waltons / Engen Quickshops / Waltons / Tafelberg Furnishers / Power24 pre-paid electricity / Altech Netstar and many more.

A card application has been included in your school application form. Please contact the office if you haven't received a form or require a new or additional form. Please return the completed form to the office at your earliest convenience and we will process your application and card.



### **Lost Property:**

All belongings, especially clothing, should be clearly marked. Articles left on the school grounds are collected on a daily basis and placed in the lost property bins located behind the school admin building. These bins are cleared out at the end of each term. Clearly marked articles that have not been collected are returned to the student's classroom. Indistinctly or unmarked items are washed and donated to the less fortunate. All plastic items such as lunch boxes and water bottles are washed and then donated or recycled.

The school does not take any responsibility for any theft or loss of, or damage or destruction to any property of whatever nature (including school clothing, sporting equipment, books, IT equipment or any other personal possessions) brought on to the school premises by the student.

# General Procedures:

## Language of Instruction:

Acts House of Education is an English medium school. All subject is presented in English, with English as a Home Language subject. Afrikaans is presented as a First Additional Language for Grade 7 to 9. Conversational Zulu is presented in Foundation Phase from grade 1 to 3.

## Formal Leadership Program:

In the first year of attending Acts High (Grade 8) students will follow a Christian leadership program in the form of camps, team buildings, seminars, and formal on-site courses, authorised by the Leadership Team of the school. The school will select a Student Council (prefects), with council heads. These students will be announced during the year, to serve as leaders during their matric year. The regulations for the student council are available on at our High School or at the school office.

## Birthdays:

Students celebrating their birthday may come to school in civvies. They may bring cake/cupcakes/doughnuts/pizzas to celebrate in class, but no sweets, drinks or party packs are permitted.

## Textbooks/Workbooks & Readers:

The school will issue the students with textbooks and workbooks; however, textbooks remain the property of the school and should be treated as such. All relevant school readers must be accompanying the student to school on a daily basis.

Workbooks are the property of the student and may be kept at the end of the school year or when transferring to another school. Any damages or loss of these items will result in the replacement thereof and the cost charged to the student's school account. Textbooks will be collected after each examination paper at the end of Term 4. Books not returned will be charged to the school account.

In the case of the termination of the contract, the textbooks must be handed directly to the HOD (head of department / phase) prior to leaving the school. No textbooks will be accepted at the school office. If textbooks/readers are not returned to the HOD and in good condition, the replacement cost of each outstanding textbook / reader will be charged to your school account.

## Stationery:

Acts House of Education does not provide personal stationery to students. A list of stationery requirements is available in advance for stationery required for the next upcoming academic year. Parents have the option of ordering a complete stationery pack from a chosen supplier (arranged by AHE, but not to be added to the school account) or purchase it from their own preferred supplier. Parents are responsible for replacing stationery that gets lost or runs out during the course of the year. The reams of white copy paper must be brought on the first day of school. Any undelivered copy paper will be charged to your school account.

## Illness, Allergies & Related Absenteeism:

A Sick Bay is available to students in case of illness or injury. Teachers will inform parents of any illness, accidents or incidents and may ask parents to collect their child. Parents are strongly urged NOT to send sick children to school, as this

could cause further infections amongst their peers and teachers. Kindly note: **NO medication may be administered by the school**; parents will have to come to school or fetch their child should they be in need of medication.

If a course of medication is followed (with administration during school hours) the student should rather stay at home until the course is complete. If a student is absent for 3 days or more, a doctor's certificate must be handed in. It is the student's/parent's responsibility to catch up on any work that may have missed during absenteeism. It remains the responsibility of the parent to inform the class teacher regarding any allergies and procedures to be followed in case of emergency.

### **Medical Information and Immunisation:**

Students should have been immunised against measles / german measles / tuberculosis / diphtheria / poliomyelitis / tetanus / pertussis (whooping cough) before school attendance. Immunisation against POLIOMYELITIS and TUBERCULOSIS (BCG) is legally COMPULSORY. A written evidence (stamped clinic card) is compulsory when admitting a child to the school. Medical Information: In case of a medical emergency any/or all of the information mentioned in Section C of the application form (i.e medical aid information / family doctor / emergency contact person / chronic illness or allergies and immunisations) will be shared with a medical health care worker.

### **Outings, Camps & Matric Farewell:**

Class day trips/outings/invisits/camps or teambuilding's are arranged throughout the year. They form part of the school curriculum, practical learning experience and community outreaches at Acts House of Education. These termly outings/invisits are compulsory for all students and the cost of this billing will be communicated in advance by the HOD, thereafter the cost will be added to the school account. The same will apply to Matric Farewell / benchmarking examinations / assessments or any other cost which may arise during the year. A medical certificate or legitimate reason for non-attendance has to be provided in writing (by parents/guardians) to the HOD if a student is/will be absent from the excursion/event.

**Grade RR and R:** Grade RR to grade R students will not be permitted to go on outings beyond the school grounds. Instead, in-visits are arranged by the school to expose the students to new learning opportunities.

**Foundation Phase:** (Gr 1-3) Students in the Primary School will have 1 excursion and 2 in-visits per year. No camp.

**Intermediate Phase:** (Gr 4-6) Students in the Primary school will have 3 excursions/in-visits per year. No camp.

**Senior students:** (Gr 7) will have 3 excursions/in-visits per year. No camp.

**Senior/FET students:** (Gr 8-11) will have 3 excursions/in-visits per year and will attend 1 school camp per year. Parents will be advised timeously as to the exact dates and cost for camps. It is recommended that all children attend all annual class camps, as they are an integral part of the curriculum offered by Acts House of Education. The costs of the camps/outings are calculated by adding up the expenses (cost of block accommodation/bookings, bus trip, meals etc.) and dividing this amongst the number of students attending.

**Grade 12 students:** Grade 12 students will not attend Camp, but will attend a Matric Farewell Dance. There will be a cost to cover venue, food, photography, a gift etc. This amount will be communicated in advance to parents and the cost will be added to the school account.

## Extra-Curricular Activities / Sports Outings / Schooling Hours

While the Student remains a pupil of the School, the School undertakes to exercise reasonable skill and care in respect of their education and welfare. This obligation will apply during school hours and at other times when the student is permitted to be on School premises or is participating in activities organised by the school. Unless the Parents write to the school in advance with the specific purpose to withhold their consent, the Parents' consent to the Student: -

- a) taking part in supervised School activities. These activities may include contact sports and sports or activities with some risk of physical injury;
- b) travelling to supervised School activities that take place outside of School premises.

The school will take reasonable care to avoid loss, damage, injury or death to the student. The school will not be responsible for any loss, damage, harm, injury or death that results from the student taking part in any School activities and you indemnify the school against any claims in that regard.

### Extra-Curricular Activities and Transport:

Students taking part in extracurricular activities will be required to compete with other schools and travel to the venues where the matches or competitions take place. If students are unable to travel with their parents, the school will organise the transport to the venue (where applicable). Transport will not be available for matches and competitions on Saturdays, and parents are therefore responsible for transporting their children to the related venue.

### Snacks, Lunches & Tuck Shop:

Healthy lunches and snacks are encouraged from Monday to Thursday and NO sweets, chocolates, cookies, chips and fizzy drinks are permitted. Treats may be packed within reason on a Friday or the students may purchase a treat from the tuck-shop. The tuck shop is available for light snacks & drinks. Tuck shop will be opened daily for high school students and certain days are set aside for primary school students. The Tuckshop will be opened during all major school events. Food items must be pre-ordered with Mr. Daniel Pillay. His contact details are 083 796 5079, please whats app your food orders with your child's name and grade.

### Mobile Devices:

Acts House of Education supports the use of computers, the internet and other network devices such as Smart Boards in the instructional program to facilitate learning. However, the use of mobile devices will be restricted to staff members or the facilitation of use by staff members. Cell phones and electronic devices are not permitted at school. No student is therefore permitted to bring the following devices to school:

- Laptops (with the exception of FET, under school regulations)
- Tablets (iPad, Kindle, e-readers or electronic notebooks)
- iPods/MP3 players
- Cell phones:

Acts House of Education acknowledge that some students might have to bring their cell phones to school for legitimate reasons. These students can rent a cell phone locker from the school for safe keeping during the day. Cell phone lockers can be rented from the school at R150-00 per term. Mr Jacobs, the High School Deputy Principal will arrange the locker for the student.

- Laser pointers
- PSP's Game Boys and other gaming devices

- DVD players
- Ear pods or earphones

Students are searched regularly and the school reserves the right to confiscate these items. These items will be kept in the school safe and returned to the student at the end of the term.

In other cases of emergency, students can phone from the school office or from the High School.

Parents may contact the school office to leave a message for their child and students may contact their parents from the school office should the need arise.

### **Robotics and IT Programme:**

Acts House of Education will be introducing their Edtech programme which will include Robotics/IT Programme. The Foundation Phase from Grade 1 to 3 will start with IT, Grade 4 to 12 will have Robotics and IT. The Primary School (grade 1 to 7) will be using tablets and grade 8 to 12 will make use of the IT Lab.

### **Retention and Storage of Documents:**

**Student Profiles** include continuous record of information spanning over every student's school career between Grade RR – 12, each profile includes the following information but not limited to:

- Student / Parent Personal Information (Completed Application Form)
- Parent Contract & ID – Signed Contract
- Copy of ID/Birth Certificate/Legal Permit
- Copy of Immunisation Card and Medical Details
- Financial Records
- Transfer Documents
- Professional & Entry Assessment Report (where applicable)
- School Reports

Once the student has passed Grade 12 or exited the school, the retention/storage period for the student profile is for a period of three years thereafter the information will be securely destroyed. The Student Profile replaces all previous continuous record documents that have been used by schools, such as record cards, transfer cards etc. In respect of end-of-year assessment schedules relating to a summary of all students' progress, which includes students' names, admission numbers, dates of birth, gender and ages, these documents will be filed at the school office in a lockable cabinet and saved electronically on Google Drive as part of the school archives for at least 5 years. Acts House of Education uses D6 Education as our school's management system to store all electronic information. This system is used for administration / academic and financial reporting. As a requirement from the Department of Education all weekly/monthly/termly and annual submissions are done through SA-SAMS (the Departments school management system).

### **Student's Progress:**

The school shall monitor your Child's progress at the school and produce regular written reports. The school will advise the Parents if we have any concern about your child's progress, during the Term 2 Parent meeting, **this meeting is COMPULSORY**. But the school does not undertake to diagnose any learning disability or other condition. Formal Academic assessment or screening by a school psychologist may be requested. These assessments assist the school in developing a more accurate intervention plan for the student. These assessments are booked upon consent and charged to the student's school at a maximum of R 2000. Any additional charges are subsidised by the school.

## **Accommodation and Exemptions:**

Assessment accommodations measures and addresses the principles of equity to ensure the optimal development and progress of students experiencing a low level of learning barriers. It is an alternative or adaptive method of assessment for students with barriers to learning and development. Applying the Principles and measures for application and granting accommodation, as well as executing the accommodation permissions correctly (such as acting as readers and scribes) will ensure that students who experience barriers to learning are supported optimally without compromising the standard and credibility of the assessment.

A subject teacher will request that a student be tested for learning difficulties after a period in which assessment and classroom interaction suggest that the necessity for an accommodation may be required. The outcome of an Educational Psychologist Report will determine what type of accommodation/concession is given to the student.

Types of accommodations:

- Extended time: Offered to students who, due to a learning disability, are unable to complete an examination paper within the allocated time.
- Reader: In exceptional cases, a designated person reads the paper to the student.
- Scribing: In exceptional cases, an examination is completed with the help of a designated person who writes down the answers provided by the student.
- Both reading and scribing: In exceptional cases, a designated person reads the examination paper to the student and also writes down the answers provided by the student.

The costs associated with this will be communicated to the relevant parents.

For more information, please refer to the Accommodation and Exemption Policy, which is available from Mr Jacobs.

## **Variations:**

We reserve the right to change or add to these terms and conditions from time to time for legal, safety or other substantive reasons or in order to assist the proper delivery of education at the school. The school will give you at least a term's notice of any such modifications.

## **Disclaimers and Indemnity:**

The school does not take any responsibility for any theft or loss of, or damage or destruction to any property of whatever nature (including School clothing, sporting and IT equipment, books, or any other personal possessions) brought on to the school premises by the student/s, unless the school or its staff are in physical possession of that property and damage occurs to that property either because:

- a. the school or its staff treated the property as their own; or
- b. the school or its staff did not exercise the degree of care, diligence and skill that can reasonably be expected of a person responsible for managing property belonging to another person, when handling, safeguarding or using the property.

The Parent indemnifies and holds harmless the School, the Board, the Head of School and the employees as well as their authorised agents and/or representatives against actions, proceedings, claims, demands, liabilities, losses and reasonable costs and expenses whatsoever in respect of, or in connection with damage or loss to property, real or personal, and injury to persons, including injury resulting in death, arising out of or as a consequence of the student's enrolment at the School, save that the School shall be liable and liability will not be excluded under this clause in respect of loss occasioned by gross

negligence and/or wilful misconduct attributable to the School, the Board, the Head of School and the employees as well as their authorised agents and/or representatives.

Unless you expressly notify us in writing to the contrary, you consent to the student/s participating, under proper supervision, both in and outside the school, in sports and other activities (including contact sports) which may entail some risk of physical injury, as well to the student travelling to and participating in school activities and programmes outside the school. Subject to the School taking reasonable care to avoid harm and save for any gross negligence on the part of the school, its employees or agents, the school is not responsible for loss or damage resulting from such sports, activities or programmes and you indemnify the school against any claims in that regard.

#### **Jurisdiction and Governing Law:**

This Contract is governed by and shall be construed in accordance with the laws of South Africa. The Parents agree that the school, at its sole discretion, shall be entitled to institute any legal proceedings for the recovery of money owed by the Parents as a liquidated debt or debts to the School in any Magistrate's Court having jurisdiction in terms of sections 45 and 28 of the Magistrates' Courts Act.

2023 Prospectus

Date of next review: June 2023

Approval:

Name:	Designation:	Date:	Signature:
Apostle Peter de Fin	Chairperson		
Pastor Samuel Wuytack	Director		
Mrs Deirdre van der Merwe	Director		
Mr Riaan van der Merwe	Principal		