



**Royal  
Schools**  
Alberton

# APPLICATION PACK

**GRADE RRR – GRADE 12**  
(3 YEARS OLD BY 30 JUNE)



011 100 5840



[alberton.admissions@royalschools.co.za](mailto:alberton.admissions@royalschools.co.za)



Corner of JG Strydom and Kliprivier Streets,  
Albertsdal (In the Leopards Rest Residential Estate)



[www.royalschools.co.za](http://www.royalschools.co.za)

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## WELCOME TO ROYAL SCHOOLS ALBERTON!

Dear Parents and Guardians

Welcome to the Royal Schools Family. This family was born in 1993 as one of the first affordable private schools in South Africa, and 32 years later there are 13 schools on 5 campuses, with 6536 learners and 423 staff members.

At Royal Schools we offer affordable quality private school education. We achieve this through our experienced management team and committed staff in a convenient location and safe environment.

Since its inception in 1993 Royal Schools has enabled quality private education, always mindful of ensuring access and affordability. This track record has warranted a prominent role in the private education industry.

The last 30 years have seen Royal Schools produce powerful results. Many Royal Schools alumni hold top positions in some of South Africa's most esteemed organisations. Each school has produced consistently excellent matric results, and Royal Schools has stuck uncompromisingly to its high standards of quality education and affordability.

Royal Schools are anchored in Christian values and our behaviour is aligned with our values of putting **People** first in everything we do; living with **Integrity** by doing what we say, **Preservering** to always finish what we start and striving for **Excellence** in everything we do!

At Royal Schools you and your child are part of our family. We undertake to not only equip your child with knowledge and skills, but also to prepare them for the world out there by teaching them the values and behaviours that will make them outstanding citizens of this great country and the world.

Nelson Mandela, the father of our nation and one the greatest leaders of all times, said the following: "Education is the great engine of personal development. It is through education that the daughter of a peasant can become a doctor, that the son of a mineworker can become the head of the mine, that a child of farmworkers can become the president of a great nation. It is what we make out of what we have, not what we are given, that separates one person from another."

To learn more about Royal Schools please visit our website at [www.royalschools.co.za](http://www.royalschools.co.za)

We look forward to welcoming you as part of the Royal Schools family.

Kind Regards,  
Dr. B. Fourie

CEO: Royal Schools

**FOLLOW THESE  
QUICK AND  
EASY STEPS!**

## HOW TO REGISTER



### STEP 01

Contact us for an application and information form.

[alberton.admissions@royalschools.co.za](mailto:alberton.admissions@royalschools.co.za)

### STEP 02

Submit the completed application form together with all required supporting documents to:

[alberton.admissions@royalschools.co.za](mailto:alberton.admissions@royalschools.co.za)

OR deliver to the school

OR apply online

(An incomplete application will not be considered).

### STEP 03

Application forms will be assessed and verified

If application was successful

If application was unsuccessful

You will be notified accordingly

### STEP 04

Parents will receive the following via email: a provisional acceptance letter, debit order form and an invoice for a once-off, non-refundable, registration fee.

### STEP 05

Pay your registration fee and send the proof of payment to:

[alberton.admissions@royalschools.co.za](mailto:alberton.admissions@royalschools.co.za)

#### BANKING DETAILS:

Bank: ABSA  
Branch Code: 632 005  
Account Name: Royal Schools Alberton  
Account Number: 40 8636 3240  
Your Reference: Learner name, Surname and Grade

### STEP 06

Receive an acceptance and welcome letter via email.

### STEP 07

Welcome to the family!

Please refer to [www.royalschools.co.za](http://www.royalschools.co.za) regularly to stay up to date with all the relevant news and arrangements.

	2026 Annual Fee	2026 Annual Fee (+- 5% discount if paid by 31 Jan)	2026 Quarterly Fee (+-3% Discount. Must be paid by Debit Order on 1 Jan, 1 Apr, 1 Jul and 1 Oct)	2026 Monthly Fee (over 12 months)
<b>Registration fee (New Learners only)</b>	R1 430.00	R1 430.00	R1 430.00	R1 430.00
<b>Grade RRR – R</b>	R34 560.00	R32 830.00	R8 340.00	R2 880.00
<b>Grade 1 – 11</b>	R37 800.00	R35 910.00	R9 120.00	R3 150.00
<b>Grade 12*</b>	R41 100.00	R39 050.00	R9 920.00	R4 110.00
<b>Aftercare</b>	R13 090.00	N/A	N/A	*R1 190.00
*Grade 12 fees payable over 10 months			*Aftercare over 11 months	

## Additional Fees:

DISCOUNTS:	
<b>Discounts (for second, third and fourth child)</b>	R210.00
Discounts for upfront payment by 31 January and quarterly upfront payments by debit order included in the payment schedules above.	

### Please note:

- Fees include the use of learning materials (textbooks)
- A vetting fee of R160 will be charged on declined applications
- An administration of R130 will be levied for all unpaid debit orders
- Fees can be paid either by debit order, EFT, credit card or cash. Please consider not paying in cash for the security of our learners and staff
- Debit order forms are available on the website [www.royalschools.co.za](http://www.royalschools.co.za) under documents or from the school office
- An administration fee of R110 will be charged for payments with no/incorrect reference number/detail
- A late payment fee of R130 will be charged for payments received after the due date
- Registration fee is non-refundable should the application be declined or withdrawn by the parent

Please use your familycode or your child's name, surname and grade when making a payment. This is to ensure that the payment is correctly allocated to your account. Proof of payment can be sent to [debtors@royalschools.co.za](mailto:debtors@royalschools.co.za)



## PLEASE INDICATE WHICH SCHOOL YOU ARE APPLYING FOR:

Royal Schools Alberton - Cnr. JG Strijdom &amp; Kliprivier Drives, Albertsdal

Royal Schools Princess Park - 614 Pretorius St, Arcadia, Pretoria

Royal Schools Queens Private - 310 WF Nkomo St, Pretoria West

Royal Schools Sky City - Cnr. Lemon Shark &amp; Kingfish Streets, Watervalsspruit

Royal Schools Starlight Academy - Cnr Prince George Drive &amp; 8th Avenue, Grassy Park, Cape Town 7941

APPLICATION FOR  
ADMISSIONGrade: Year: 

## DOCUMENTS / INFORMATION REQUIRED

Copy of birth certificate/ID document		Completed and signed school fee clearance certificate from previous school	
Copy of study permit/asylum permit/refugee permit (if foreign)		Proof of household income/salary advise X 1 month	
Copy of learner's latest progress report		3X months latest bank statements	
Copy of learner's final progress report (once available)		Proof of residence	
Transfer document (once available)		Copy of medical aid (front and back)	
Copy of learner's vaccination record (Pre-primary and foundation phase learners)		Two recent colour photos of the learner (ID size) (Please do not email these but submit at the school)	
Copy of parent's/legal guardian's ID document		Completed debit order form (if required)	
Learner Admission Contract (LAC) Compulsory		Proof of registration fee payment ( <b>non-refundable</b> )	

## A.) LEARNER'S DETAILS

Admin number (office use)	Grade and class (applied for)
Surname	Home language
First names	Religion
(in full)	Country of birth (if not SA)
Name to be called	Ethnic group
ID/Passport no.	Black Indian White
Learner cell no.	Coloured Asian
Gender	
Male <input type="checkbox"/> Female <input type="checkbox"/>	Signature - Father
	Signature - Mother

Means of transport to/from school: Motor vehicle ☐ Bus ☐ Taxi ☐ Walk ☐

## B.) LEARNER'S EDUCATIONAL DETAILS

Current school: Previous school:

Telephone no: (current school) Telephone no: (previous school)

Last grade passed: Year: Grade/s repeated: (if any)

Has admission to any other school/s ever been refused? If yes, please state reason.

Have you as parent/guardian been called to school for discipline issues? If yes, please state reason

## C.) FAMILY DETAILS

Father / Guardian

Mother / Guardian

Surname	Title	Initials
First names	ID/Passport number	
Postal address	Home address	
Postal code	Suburb & City	Postal code
Employer	Phone: Home	
Occupation	Work	
Public or Private sector	Cell	
Work address	Email address	
Suburb & City	Relation to learner	
Postal code	Title	Initials
Surname	ID/Passport number	
First names	Home address	
Postal address	Suburb & City	Postal code
Postal code	Phone: Home	
Employer	Work	
Occupation	Cell	
Public or Private sector	Email address	
Work address	Relation to learner	
Suburb & City	Postal code	

Initials

**D.) PERSON RESPONSIBLE FOR ACCOUNT**

Please note that parents will be held jointly and severally liable for the account, even if the account is paid by a third party / bursar.

Surname	_____	ID/Passport number	_____
First names	_____	Title	_____ Initials <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Occupation	_____	Home address	_____
Public or Private sector	_____	Suburb & City	_____
Postal address	_____	Postal code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Work address	_____	Phone: Home	_____
Suburb & City	_____	Work	_____
		Cell	_____
		Email address	_____

**E.) LEARNER MEDICAL INFORMATION**

Medical aid:	_____
Medical aid number:	_____
Main member name:	_____
Main member ID no:	_____
Main member postal address:	_____
	Postal code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Main member email address:	_____
Main member cell number:	_____ Main member work number: _____

**Signature:** \_\_\_\_\_  
Main Member of Medical Aid

**Date:** \_\_\_\_\_

**HAS THE LEARNER EVER HAD ANY OF THE FOLLOWING DISEASES?**

German measles	<input type="checkbox"/>	Mumps	<input type="checkbox"/>
Measles	<input type="checkbox"/>	Diphtheria	<input type="checkbox"/>
Chicken pox	<input type="checkbox"/>	COVID -19	<input type="checkbox"/>

**HAS THE LEARNER EVER BEEN TREATED FOR THE FOLLOWING?**

TB	<input type="checkbox"/>	Ulcer	<input type="checkbox"/>
Asthma	<input type="checkbox"/>	Migraine	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	Tonsils	<input type="checkbox"/>
Epilepsy	<input type="checkbox"/>	Heart disease	<input type="checkbox"/>

**IS THE LEARNER ON ANY CHRONIC MEDICATION? PLEASE SPECIFY**


**DOES THE LEARNER HAVE ANY ALLERGIES? PLEASE SPECIFY**


**HAS THE LEARNER EVER HAD ANY OPERATIONS? PLEASE SPECIFY**


**PLEASE SUBMIT A COPY OF YOUR MEDICAL AID CARD (FRONT AND BACK)**

**F.) DETAILS OF ANY OTHER CONTACT IN THE CASE OF AN EMERGENCY (OTHER THAN IN SECTION C AND D)**

Surname: _____	Full names: _____
Relation to learner: _____	
Tel (h): _____	Tel (w): _____ Cell: _____
Email address (please write legibly): _____	
_____	

Initials



**G.) BROTHERS AND SISTERS**

Name	Date of Birth	Age	Grade	Name of current School or Institution
1				
2				
3				

**H.) MARITAL STATUS OF PARENTS**

Married ☐ Divorced/Seperated ☐ Married but live apart ☐ If Divorced/Seperated - Children in custody of  
 Widow ☐ Widower ☐ Single ☐ Mother ☐ Father ☐ or Both ☐

**I.) AGREEMENT BETWEEN ROYAL SCHOOLS AND THE UNDERSIGNED****Declaration and Undertaking**

I declare that the particulars furnished on this form are true and correct, and I undertake to comply with the rules, regulations and decisions of the school, and any amendments thereto, which may be applicable to students and parents in general. I declare that I have perused the applicable school rules and policies and understand the contents thereof and accept it as binding on myself and the learner concerned.

**School Fees**

I have taken note of the school fees as published on [www.royalschools.co.za](http://www.royalschools.co.za) and available from the school office. I have read, understood and accept the financial policy of the school. I accept full responsibility for all amounts due to the school and I agree to pay the school fees strictly according to due dates, failing which I am aware that the account may be handed over to debt collectors and that I will be liable for the related costs. I am aware that my child(ren) will not be re-registered for the next year should I have an outstanding balance. Furthermore I am aware that the school also reserves the right to charge interest on all overdue accounts at a rate of 1% per month and that should school fees be in arrears, the school reserves the right to deny learners access to aftercare, transport, trips and outings and school functions. I am aware that school fees are payable annually in advance, but can be paid in monthly or quarterly instalments as published, but that should the monthly or quarterly payment be in arrears, the total fees for the year will immediately become payable. I am aware that the school reserves the right to not accept a registration on the basis of affordability, academic and disciplinary record and incomplete application and that the school reserves the right to request upfront payment of the January school fees to reserve a space for the following academic year. Take note that the registration fees are non-refundable.

**Photos**

I hereby grant permission for my child to be photographed participating in projects and events and for the photographs to be included on the school's website, Facebook and other electronic and social media and that neither I, nor my child(ren) will be eligible for any payment as a result of this.

**Indemnity**

I hereby give permission that he/she may attend any excursion organised by the school with the permission of the principal. I understand that he/she will sometimes have to travel by bus or taxi to different venues of educational value. These trips will have to be paid for when organised. The school will use the best transport available at the best value for money. I accept that the school will take the necessary precautions to ensure the safety of my child. I will however, not hold the school responsible in case of an accident, loss of limb or life, or any other damages to her/his person or property. I also understand that this arrangement is necessary because it is not always flexible for parents to sign a letter of consent before a trip can take place.

**Royal Schools Values**

I undertake to uphold the values of Royal Schools whenever I am involved in school related functions or activities. I will also be available to attend parents meetings and functions to support the education of my child. I will respond timeously to letters, e-mails, SMS and calls made by the school. I undertake to keep all personal contact details updated at all times.

**The Protection of Personal Information Act (POPIA)**

The Protection of Personal Information Act (POPIA) is enforced from the 1st of July 2021 and Royal Schools requires your consent to store and process the Parent, Legal Guardian and Child's personal information. By completing this application form and submission of the necessary supporting documents you are consenting that: Royals Schools may process your and the child's personal information for the purposes of processing this application for admission to Royal Schools; Royals Schools may request and process information from your child's current/previous school in order to process this application and that Royal Schools may proceed with enquiries that are necessary to verify any information provided in the application documentation, including verification of credit ratings. Royal Schools is dedicated to protecting the privacy of all whose personal information we hold in our possession. Royal Schools are committed to use all personal information in accordance with POPIA. Royal Schools will only process personal information as per POPIA guidelines, and confirm that we will not sell or share personal information for economic purposes. Should this application not be successful or withdrawn, all information included in this application will be destroyed as per POPIA regulations and Royals Schools Policy.

**Suspension or Termination of Admission**

The admission of the Learner as a learner at the School may be terminated in accordance with any one or more of the following sub-paragraphs, subject however, always to any relevant provisions of the Schools Act – by the Parents giving at least a complete School Term's notice to that effect to the School Head (the notice must be given before the commencement of the last School Term during which the Learner is to attend the School)

Royal Schools hereby undertakes to offer quality teaching and related services of a high standard to the best of our ability.

Thus signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Account holder

Father / Legal Guardian

Mother / Legal Guardian

o.b.o. Royal Schools

**Please note that registration is only confirmed when the application has been authorised by the Principal.**

**J.) MARKETING SOURCE**

Please indicate where you heard about our school

Facebook ☐ Open Days ☐ Google ☐ Flyers ☐ School Signage ☐ Info Boards ☐

**K. ANNUAL HOUSEHOLD INCOME BEFORE TAX**

Less than R350 000	R350 001- R650 000	R650 001- R950 000	R950 001 +

**OFFICE USE**

ACCEPTED ☐

REJECTED ☐

**AUTHORISED BY**

Signature

STUDENT NUMBER \_\_\_\_\_ GR \_\_\_\_\_

**AMOUNT PAID**

Receipt  
Number

R

DATE NOTIFIED \_\_\_\_\_

**I am aware that a fee of R130 will be charged for the credit check should my application be declined.**

Initials





Royal Schools is affiliated to TPN Credit Bureau, a registered credit bureau. All account payment profiles, patterns and behaviour is recorded monthly with the credit bureau for the purposes as per the National Credit Act.

**CONSENT CLAUSE: (Future debtor)**  
**Application form and/or Contractual Agreement**

The debtor consents to and authorises Royal Schools, the supplier, service and/or credit provider, as the case may be, to:

- a) contact, request and obtain information at any time from any supplier/ service provider (or potential credit provider) or registered credit bureau in order to assess the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the debtor; and
- b) provide information about the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the debtor to any registered credit bureau or to any supplier, service or credit provider (or potential credit provider) seeking a trade reference regarding the debtor's dealings with the supplier, service and/or credit provider.

**Full names of person responsible for the account:** \_\_\_\_\_

\_\_\_\_\_

**Relation to the learner:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Completion of this form is required if you are making use of the debit order option. Please complete a separate form for each learner should you be registering more than one child.

## Authority and Mandate for payments Instruction: Electronic and Written Mandates

Given by (name of Accountholder) \_\_\_\_\_

Address \_\_\_\_\_

Bank \_\_\_\_\_

Branch and Code \_\_\_\_\_

Account Number \_\_\_\_\_

Type of Account \_\_\_\_\_ Current (cheque) / Savings / Transmission

Amount \_\_\_\_\_ (to be increased annually from 1 January as per school fees for the applicable year)

Date \_\_\_\_\_

Contact Number \_\_\_\_\_

## Abbreviated Name as Registered with the Bank: RoyalSchoo

This signed Authority and Mandate refers to our contract as ("the Agreement"). I/We hereby authorise you to issue and deliver payment instructions to your Banker for collection against my/our above-mentioned account at my/our above-mentioned Bank (or any other bank or branch to which I/we may transfer my/our account) on condition that the sum of such payment instructions will never exceed my/our obligations as agreed to in the Agreement and commencing on \_\_\_\_\_ and continuing until this Authority and Mandate is terminated by me/us by giving you notice in writing of not less than 20 ordinary working days, and sent by prepaid registered post or delivered to your address as indicated above.

The individual payment instructions so authorised to be issued must be issued and delivered as follows: monthly, bi-monthly, three monthly, six monthly, annually, weekly, bi-weekly (delete that which is not applicable).

In the event that the payment day falls on a Sunday, or recognised South African public holiday, the payment day will automatically be the preceding ordinary business day.

Payment Instructions due in December may be debited against my account on \_\_\_\_\_

I / We understand that the withdrawals hereby authorized will be processed through a computerized system provided by the South African Banks and I also understand that details of each withdrawal will be printed on my bank statement. Each transaction will contain a number, which must be included in the said payment instruction and if provided to you should enable you to identify the Agreement. A payment reference is added to this form before the issuing of any payment instruction.

### Mandate

I/We acknowledge that all payment instructions issued by you shall be treated by my/our above-mentioned Bank as if the instructions have been issued by me/us personally.

### Cancellation

I/We agree that although this Authority and Mandate may be cancelled by me/us, such cancellation will not cancel the Agreement. I/We shall not be entitled to any refund of amounts which you have withdrawn while this Authority was in force, if such amounts were legally owing to you.

### Assignment

I/We acknowledge that this Authority may be ceded or assigned to a third party if the Agreement is also ceded or assigned to that third party, but in the absence of such assignment of the Agreement, this Authority and Mandate cannot be assigned to any third party.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
(Signature as used for operating on the account)

\_\_\_\_\_  
(Assisted by) Agreement reference number is \_\_\_\_\_  
(Student number/ Debtors code)

## CONFIRMATION OF PAYMENT METHOD

Parent name	
Learner name	
Grade applying for	

I hereby agree to pay the registration fee and ad hoc fees as follows:

- Registration fee R1 430.00 Payable at time of registration
- Trips and ad hoc payments - EFT/cash/credit card at the time of notification of amount payable

**I hereby confirm that I would like to pay the school fees for 2026 as follows (please mark with an x):**

<b>Monthly</b> Grade RRR-R Grade 1-11	R2 880.00 R3 150.00	First of every month for 12 months	<input type="checkbox"/>
<b>Monthly</b> Grade 12	R4 110.00	First of every month for 10 months in total (January - October)	<input type="checkbox"/>
<b>Quarterly</b> Grade RRR-R Grade 1-11 Grade 12	R8 340.00 R9 120.00 R9 920.00	First day of each term	<input type="checkbox"/>
<b>Annual</b> Grade RRR-R Grade 1-11 Grade 12	R32 830.00 R35 910.00 R39 050.00	Full payment must be received before 31 January 2026	<input type="checkbox"/>

**I hereby confirm that I would like to pay the aftercare for 2024 as follows (please mark with an x):**

<b>Aftercare</b>	R1 190.00	First of every month for 11 months in total (January - November)	<input type="checkbox"/>
<b>Aftercare annual fee</b>	R13 090.00		<input type="checkbox"/>

Furthermore, I confirm that I am aware and agree to a charge of R130 being levied for any unpaid debit order, a charge of R110 for any payment made without the correct reference and a charge of R130 for each late payment.

Please attach the completed debit order form should you select this option.

SIGNATURE

DATE

**PLEASE INITIAL EACH PAGE AT THE BOTTOM, IN UNDERSTANDING OF THE CONTENT.  
(Make a copy for your own records)**

ROYAL SCHOOLS ALBERTON	
------------------------	--

ROYAL SCHOOLS SKY CITY	
------------------------	--

Please mark with an X

THE FOLLOWING MUST ACCOMPANY THE REGISTRATION FORM:

- 2 Recent Passport photos of the learner/s
- Copy of the ID of the person/s collecting the learner/s

## 1. RIGHT OF ADMISSION

- Right of Admission is strictly reserved.
- Only Primary and Grade 8 learners will be considered for enrolment.
- Application for enrolment for Aftercare must be submitted on the Centre's prescribed form.
- The Centre will not provide service until such time that:
  - The prescribed application form has been completed.
  - All fees as prescribed have been paid in advance (monthly over 11 months).

## • PERIODS AND TIMES OF THE AFTERCARE CENTRE:

- Only during school terms: Monday – Friday
- Times:**
- Primary school: 1400 – 18h00
  - High school: 15h15 - 18h00
- The Centre will not be open during school holidays or public holidays.
  - The Centre operates for 11 months (January – November) and closes on 30 November 2024.
  - A fine of R50 will be levied for every 15 minutes that a learner is collected after 18h00

## What do we offer:

- A light meal: Sandwich/noodles and juice.

**Everyday:** Homework supervision and assistance

**Every Thursday:** Ball skills

**Every Friday:** Movie and popcorn day

- Children must have their own stationery for aftercare: 2lt ice cream tub, pair of scissors, Pritt, eraser, HB pencil, sharpener, colouring pencils (12) and a pen (from grade 4)

## 3. FEES PAYABLE:

- R1010.00 per month (11 months) in advance:

Signature (parent/guardian) \_\_\_\_\_

All prescribed fees should be paid monthly in advance in accordance with the ruling tariff of fees, together with any other charges that may be levied in terms of conditions of the enrolment.

Sign here: \_\_\_\_\_

- No reduction in fees due or paid will be allowed in respect of days on which a child does not attend the Centre for any reason whatsoever.
- In the event of the Centre presenting fun activities at school, parents will be liable for the additional fees (eg: Jumping Castle, Water slide etc.). This must be paid before the day of the activity.

#### **4. DISCIPLINE:**

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Learners should attend the Centre regularly and they are required to adhere to the Centre's rules and regulations. Failure to do so may result in disciplinary action.

##### **RULES AND REGULATIONS**

- Learners may only attend the Centre during the opening time listed above.
- Learners should line up outside the designated class neatly and quietly.
- Homework books must be brought to the Centre.
- Should the learner not have homework, he/she will practise reading, spelling and maths done during school on that day.
- The supervisor will sign off all homework/revision done on the day.
- Learners should pack up all their belongings at the end of the day.
- Learners are required to behave respectfully towards the supervisor and peers at all times.
- Insolence and bullying WILL NOT be TOLERATED.
- Learners may not vandalise the property of the school or their peers.
- Parents will be charged for all damages to school property and assets and disciplinary action will be taken against the learner.
- If recurring discipline problems are experienced, the Centre has the right to cancel the contract with immediate effect without refunds.
- Please address any issues that you may have directly with the Centre manager.

#### **5. ABSENTEEISM:**

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- It is incumbent on the Parent/Guardian to notify the Centre in the event of the learner being absent for whatever reason.
- The Centre will not accept verbal messages via learners and will only react on written instruction from the Parent/Guardian.

#### **6. RESIGNATIONS, TERMINATIONS AND SUSPENSIONS:**

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- A minimum of one calendar month written notice of the intention to withdraw a learner from the Centre is required.
- In exceptional cases, and at the discretion of the supervisor, the Centre reserves the right to dismiss any child without notice. No refund or waiver of monthly fees or due fees will be made.
- If no payment is recorded by the 7th of the month, the Centre will suspend services to the learner immediately.

#### **7. CHANGE OF ADDRESSES AND TELEPHONE NUMBERS:**

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The Centre must be notified within 24 hours of any change of address or telephone numbers of the Parent/Guardian.

Sign here: \_\_\_\_\_

## 8. RESTRICTIONS

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- The Centre, while keeping a rigid timetable, will not interfere with the school's extra lessons or sport activities.
- The Centre will not accept responsibility for the academic progress of the child(ren) in its care. No guarantee is given that any child will complete ALL homework assigned by the teachers.
- The Centre will not assist learners with school projects or provide any materials to complete projects.

## 9. GENERAL

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- A learner may only leave the premises with the legal Parent/Guardian unless the Centre has received written instruction from the Parent/Guardian informing the Centre of the name and identity number of the person who will collect the learner.
- Where a person, other than the Legal Parent/Guardian collects the learner they will be required to submit a certified copy of their ID document or produce their original ID document.
- In the event of an accident, the Centre reserves the right to transport the learner to a registered medical facility if the legal Parent / Guardian cannot be contacted. The Centre will act "IN LOCO PARENTIS". The Parent/Guardian will be held responsible for the account from the medical facility.
- Parents/Guardians will not be admitted to the Centre unless accompanied by a member of the staff of the Centre.
- The Centre will not be held responsible for the loss or damage of any articles brought to the Centre by the child .
- All learners are to be collected from the designated play area or classroom 18h00. The learners are to be signed out and their ID card, as supplied by the Centre, must be left at the exit gate.
- These conditions of enrolment may be amended from time to time at the discretion of the Centre. Written notification will be communicated to the Parent/s or Guardian/s.

Sign here: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

NAME AND GRADE OF LEARNER/S ATTENDING THE AFTERCARE CENTRE:

NAME AND SURNAME	GRADE	REGISTER TEACHER	HOME ADDRESS
1.			
2.			
3.			
4.			

Is there anything that we should be aware of?  
(Allergies/medicines to be taken)

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What time will your child be fetched from  
school? No later than 18h00 please

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Sign here: \_\_\_\_\_



PARENT/S OR LEGAL GUARDIAN/S DETAILS

MOTHER/GUARDIAN NAME AND SURNAME:	
MOTHER/GUARDIAN ID NUMBER:	
HOME ADDRESS:	
HOME TELEPHONE NO:	
CELL NO:	
WORK NO:	
FATHER NAME AND SURNAME:	
FATHER/GUARDIAN ID NUMBER:	
HOME ADDRESS:	
HOME TELEPHONE NO:	
CELL NO:	
WORK NO:	

PLEASE SIGN THE DECLARATION BELOW:

I, (full name) \_\_\_\_\_ am aware that my child will be under constant supervision, but that the Management of the Centre will not be held responsible for any loss of property, injury or loss of life.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

Parent/Legal Guardian signature

Learner/s name

Sign here: \_\_\_\_\_

Whilst every care is constantly and diligently taken for the safety and welfare of learners entrusted to the Centre, it is a condition of enrolment and admission to the Centre, that we are not responsible for any injury to, death of, or the loss of any of the possessions, of any learner admitted to our Centre and accordingly acceptance by us of any learner is on the strict understanding that by your signature hereunder, you waive any claims of whatsoever kind and howsoever arising, in respect of any injury to, death of, or loss of any of the possessions of any learner whilst he/she is under the care care of the Centre.

You further acknowledge by your signature hereunder, that you have received a copy of the Centre's conditions of enrolment which you have read, fully understand and agree as being, together with the above waiver, the basis upon which we shall provide our service.

<b>LEARNER'S NAME:</b>	
<b>SIGNATURE OF PARENT OR LEGAL GUARDIAN:</b>	
<b>PARENT'S FULL NAME AND SURNAME IN BLOCK LETTERS:</b>	
<b>DATE:</b>	

Sign here: \_\_\_\_\_

LEARNER ADMISSION CONTRACT ("LAC") between Royal Schools Alberton (RF) NPC  
and Edpro Investments (RF) Proprietary Limited and The Parents / Guardians indicated below (The "Parties")

	<u>Parent/guardian 1</u>	<u>Parent/guardian 2</u>
Full names and surname		
Identity no		
Residential address		
Postal address and Code		
Cell number		
Occupation		

being the Parents/guardian of the following Learner:

Full names and surname	
Identity no	
Grade	

## IMPORTANT NOTICE TO PARENTS/GUARDIANS

This contract replaces previous version(s) of the LAC that was/were signed between the Parties. This Contract includes clauses that appear in bold text. These clauses may limit the risk or liability of the School Providers and/or others and/or create risk or liability for the Parents and/or require the Parents to indemnify the School Providers and/or others and/or serve as an acknowledgement by the Parents of a fact and/or place certain particular obligations on the Parents and/or the Learners. The Parents' attention is drawn to these clauses because they are particularly important and should be carefully read and noted.

The rights that Parents have under this Contract are in addition to and in no way affect the statutory rights and remedies the Parents have under consumer protection, protection of Personal information, (or any other) law. If this Contract is in conflict with consumer protection, protection of personal information, (or any other) law, the Parents statutory consumer protection, protection of personal information, (or any other statutory) rights prevail. Nothing in this Contract is intended to, or must be understood to unlawfully restrict, limit or avoid any rights or obligations created in favour of the Parents, the Learners or the School Providers in terms of the Consumer Protection Act, Protection of Personal Information Act (or any other law).

Various defined terms are used in this Contract. Where terms are used, the first letter(s) in the word(s) will be in a capital letter(s). In order to understand such defined terms, Parents must please refer to clause 1 below of this Contract where they will find the meanings of the defined terms.

### 1 INTERPRETATION

1.1 Unless it is clear from the relevant provision that a different meaning is intended, the following terms will

have the meanings given to them below –

- 1.1.1 **"Admission Application Form"** means the standard admission application form in relation to the School provided to and completed and signed by the Parents;
- 1.1.2 **"Consumer Protection Act"** means the Consumer Protection Act No. 68 of 2008 and all its regulations, and as amended from time to time;
- 1.1.3 **"Contract"** means this document including and read together with the Admission Application Form;
- 1.1.4 **"Default Interest"** has the meaning specified in clause 3.16.1
- 1.1.5 **"Deposit"** means the deposit, if any, referred to in the Admission Application Form;
- 1.1.6 **"Education Provider"** means Royal Schools Alberton (RF) NPC, registration number 2013/204117/08 a limited liability private company duly incorporated in the Republic of South Africa;
- 1.1.7 **"Education Services"** means the education, extramural and related activities offered by the School from time-to-time and which are provided by the Education Provider to Learners admitted as learners at the School;
- 1.1.8 **"Facilities Provider"** means Edpro Investments (RF) Propriety Limited, registration number 2013/160448/07 a limited liability private company duly incorporated in the Republic of South Africa;

1.1.9 **"Fees"** means, as applicable, the registration fee, if any, referred to in the Admission Application Form, being a once-off fee payable by the Parents in respect of each new Learner and/or the annual admission fee, if any, being a fee payable by the Parents in respect of each existing Learner, which fees are payable in addition to any School Fees;

1.1.10 **"Learner"** means any child admitted as a learner at the School following application for such admission by the Parents in terms of an Admission Application Form;

1.1.11 **"Overdue Amount"** has the meaning specified in clause 3.16;

1.1.12 **"Parents"** means each of the persons who are shown in the Admission Application Form as the parents and/or guardians of each Learner referred to in such Admission Application Form and who sign this Contract as the "Parents" (in many instances both Parents and/or guardians will sign this Contract, but in the event that only one Parent or guardian signs this Contract, any reference to "Parents" shall instead be a reference to and be read as a "Parent" or a "guardian");

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1.1.13	"Parties" means the parties to this Contract, being the Parents and the School Providers;		Provider (for providing the Education Services) and the Facilities Provider (for providing the School Facilities) as they may determine,		property (including buildings) provided by the Facilities Provider and on or from which the Education Services will be provided to Learners, and in respect of which the access of the general public will be appropriately limited having due regard to the fact that a school will be operating on and from the School Premises;
1.1.14	"Protection of Personal Information Act" means the Protection of Personal Information Act No 4 of 2103 and all its regulations, and as amended from time to time;		but does not include any amounts and costs payable by Parents in relation to school uniforms and/or stationery purchased from the School or in respect of School trips and outings or such similar costs (which will be amounts in addition to the School Fees payable by the Parents on notification from the School, as provided for in clause 3);		
1.1.15	"School" means the school operating from the physical address referred to in the Admission Application Form under the name "Royal Schools Alberton", or such different name given to the School from time to time;			1.1.23	"School Rules" means the school rules and codes of conduct adopted from time to time governing the conduct and behaviour of Parents and/or Learners in relation to the School and in relation to other Learners and Parents (including the disciplinary code in relation to Learners);
1.1.16	"School Facilities" means all the facilities at the School which the Facilities Provider has agreed to make available so as to enable the Education Provider to provide the Education Services, including all buildings, school fields, furniture, furnishings and equipment;	1.1.18	"School Providers" means the Education Provider and the Facilities Provider;	1.1.24	"School Term" means each term of the School as notified by the School to the Parents from time to time.
		1.1.19	"Schools Act" means the South African Schools Act, No. 84 of 1996, as amended;	2	<b>SCHOOL STRUCTURE</b>
		1.1.20	"School Head" means the principal or, where applicable, the Executive Principal, School, or College Director of the School from time to time, he or she being the individual responsible for ensuring the provision by the Education Provider of the Education Services on a day-to-day basis, and includes, with reference to any particular Education Service any person to whom the School Head has delegated his or her functions in respect of such service;	2.1	<b>The Parents acknowledge that they are aware that:</b>
1.1.17	"School Fees" means the annual amount payable or paid, as the case may be, by the Parents in return for the Education Services to be provided by the Education Provider and the School Facilities to be provided by the Facilities Provider, such School Fees –			2.1.1	<b>the School is made up of: the <u>School Facilities</u>, which are made available by the <u>Facilities Provider</u>; and the <u>Education Services</u>, which are made available by the <u>Education Provider</u> through its teaching staff and other employees;</b>
1.1.17.1	being the amount in respect of each such Learner referred to in the Admission Application Form or such different amount from time to time determined in accordance with the provisions of this Contract (and the School Fees shall escalate annually, as notified by the School Providers to the Parents),	1.1.21	"School Hours" means those times (of which Parents will be made aware from time to time) during which the Education Provider will make available the Education Services at the School;		
1.1.17.2	being shared between the Education	1.1.22	"School Premises" means the grounds and		

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2.1.2	the School Fees payable by the Parents in terms of this Contract are made up of the Facility Fees (being due to the Facilities Provider in return for the Facilities Provider making available the School Facilities and the Education Fees (being due to the Education Provider in return for the Education Provider providing the Education Services); and	Head will be available at the School office.		will have any obligation to diagnose any physical, mental or emotional condition that may cause any obstacle to, or difficulty in, or restriction on a Learner's ability as a learner. Should a diagnosis be required, the Education Provider will arrange for an appropriate assessment at the request and expense of the Parents. The Education Provider may terminate a Learner's registration if the Learner has special needs which the Education Provider cannot cater for (after being duly assessed – at the cost of the Parent) – if the school recognises a need for this kind of assessment.
2.1.3	the School Providers have appointed a manager to run their respective affairs and businesses, including in relation to the School.	2.3 The Facilities Provider will reasonably maintain, service and repair the School Facilities from time to time, to the extent that such facilities require maintenance, servicing and repairing.		
		2.4 The Education Provider will provide the Parents with the bank account details of the bank account into which all payments must, from time to time, be made by the Parents in respect of amounts which they have to pay in terms of this Contract.		
2.2	The Parents agree that –			
2.2.1	any rights which they have in respect of the provision of the Education Services in respect of each Learner are rights against the Education Provider only and not against the Facilities Provider;	2.5 For so long as a Learner is admitted as a learner at the School, the Education Provider will provide the relevant Education Services to each Learner and in doing so will exercise at least that degree of skill and care as is generally exercised at schools which are similar to the School.	3	<b>SCHOOL FEES AND PAYMENT</b>
2.2.2	any rights which they have in respect of the School Facilities being made available for the benefit of each Learner are rights against the Facilities Provider only and not against the Education Provider;	2.6 The obligation of the Education Provider, as referred to in clause 2.5 will apply during (a) School Hours, and (b) at all other times during which such Learner is required by the Education Provider to be on the School Premises, and (c) at all other times during which the Learner is involved in any organised School activities.	3.1	The School Fees are made up of two components, being the Education Fees component, to which the Education Provider is, and will be entitled for providing the Education Services and the Facility Fees component, to which the Facilities Provider is, and will be entitled for making the School Facilities available. On admission, Parents will become liable for the School Fees of a full year (which can be paid in monthly instalments). The School Fees will be due for the full year regardless of the date of admission of the Learner.
2.2.3	the Facilities Provider and the Education Provider will always be entitled to appoint a manager to run their respective affairs and businesses, including in relation to the School; and	2.7 The Education Provider will monitor each Learner's progress and on a regular basis generate and, subject to clause 3.16.4, send to the Parents progress report cards, and where there is any concern about a Learner's progress, the Education Provider will arrange for a meeting with the Parents to discuss such concern and ways of dealing with the concern.		
2.2.4	if they have any queries, concerns and/or complaints relating to the School and/or each Learner's involvement in the School and/or any matter arising out of this Contract, such queries, concerns and/or complaints must be raised with the School Head. Contact details for the School	2.8 Neither the School Head nor the Education Provider		

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3.2	At the commencement of this Contract, the School Fees for each Learner are as set out in the Admission Application Form and are payable by the date(s) and in the manner and at the place described in such Admission Application Form. School Fees shall escalate at least annually for the coming year as notified by the School Provider to Parents during the last School Term of the year or as notified at any other time by the School Provider to Parents as provided for in clause 3.5. Parents are responsible to verify the School Fees for each year and regardless of whether they receive the notice, will still be liable for the escalated School Fees.	Provider and/or the Facilities Provider for this purpose; or		changes are to be implemented. For example, if the proposed changes are to be implemented in the third School Term of a particular School year, the Learner will cease to be a Learner at the School at the end of the second School Term. For the sake of avoiding uncertainty, the Parents will remain liable for the payment of any School Fees or any other amounts owing by the Parents in terms of this Contract until the last date on which such Learner is admitted to the School.
		3.4.2	the School Providers may give them time to make such payment. The giving of such time is not to be regarded as a waiver (giving up) by the School Providers of their rights to insist that all amounts owing be paid immediately or regarded as an agreement that the payment dates for the remaining instalments have in any way been extended; and	
		3.4.3	the School Providers do not have any obligation to extend any payment date, but are entitled to do so at their discretion.	3.7
3.3	If the Admission Application Form provides for alternative payment periods in respect of School Fees and the Parents have selected a particular period and thereafter wish to change to another payment period (as provided for in the Admission Application Form), they must apply through the School office to the School Providers for such change to be effected. Such proposed change will not become effective until notice of acceptance of such change is given to the Parents by, or on behalf of the School Providers.			The Parents will not be entitled to any reduction or refund in respect of School Fees for any period that a Learner is under suspension or absent from the School for any reason whatsoever..
		3.5	The School Providers have the right to change the amount of the School Fees and/or the payment obligations of the Parents in respect of the School Fees on written notice to the Parents. Such notice will provide a physical address and/or an email address to which the Parents may respond if the proposed change(s) are not acceptable to the Parents in respect of a Learner. The Parents' response must be delivered to the Schools Providers within 10 (ten) days of the date of the notice of such intended change(s). If the Parents do not deliver such notice within the 10 (ten) day period, it will be regarded that the Parents have accepted the proposed changes.	3.8
3.4	In the event that the School Fees are payable in instalments and the Parents fail to pay any instalment on the due date:			The Learner will be provided with textbooks / study material for use for the year. The textbooks / study material remain the property of the School Providers and the Parents will be held liable for the cost of replacement of any textbooks / study material not returned or for textbooks / study material damaged.
				3.9
3.4.1	the balance of the instalments, as well as any other amounts owed to the Education Provider and/or to the Facilities Provider in terms of this Contract, will automatically become immediately due and payable without any need for a notice to be given by, or on behalf of the Education	3.6	If the Parents have notified the School Providers in terms of clause 3.5 that they do not accept the proposed changes with respect to a Learner, such Learner's admission to the School will cease with effect from the last day of the School Term preceding the School Term in which such proposed	The School Providers may from time to time notify the Parents of other fees which relate to specific activities or events which may be recurring or once off, by giving at least 5 (five) days advance notice to that effect to the Parents. The notice will stipulate exactly which activities or events the other fees requested relate to.

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3.10	The Parents may elect, in their discretion, to pay such other fees in the manner and within the time period stipulated in the abovementioned notice. All such activities are part of the education of the learner and are therefore compulsory unless otherwise stated in the abovementioned notice. The Learner will only be permitted to participate in the relevant activity or event if such other fees have been paid timeously.		as soon as reasonably possible after the liabilities of the Parents under this Contract have been finally determined, the School Providers will refund the Deposit in respect of such Learner to the Parents after (a) any deductions made from the Deposit in terms of clause 3.16.3 have been made, and (b) after deducting all other amounts owing by the Parents in terms of this Contract, whether or not such amounts are yet due for payment.		(“Lower Interest”) on the Overdue Amount from its due date for payment until its date of actual payment; to charge a late payment penalty or unidentified payment penalty as determined by the School Provider from time to time; and/or
3.11	If the Admission Application Form provides for the payment of a Deposit by the Parents in respect of a Learner, the Parents hereby agree to pay such Deposit by the date(s) and in the manner and at the places described in such Admission Application Form.	3.15	Where there is more than one Parent, the liabilities or obligations of the Parents under this Contract will be joint and several. This means that the School Providers will be entitled to look to all or either one of the Parents for the enforcement of its rights and that no Parent will be entitled to resist any claim on the grounds that it is liable or responsible for only a limited share of such claim.	3.16.2	to institute legal steps or legal proceedings against the Parents to recover the Overdue Amount plus any Default Interest or Lower Interest and to recover from the Parents all the legal costs incurred by them, on an attorney and own client scale, including collection commission, to the maximum extent permitted by law, in taking any such legal steps or instituting any such legal proceedings; and/or
3.12	The School Providers will retain the Deposit, subject to the remaining provisions of this clause 3, in one or more separate bank accounts with a view to ensuring that such Deposit is not treated as their property as required by the provisions of Section 65(2)(a) of the Consumer Protection Act. The Parents acknowledge and agree that there is no obligation on the School Providers to retain the Deposit in bank accounts which will provide for interest to accrue on any credit balance in such accounts and that the Parents are not entitled to any such interest.	3.16	The Parents understand and agree that their failure to timeously and fully pay any School Fees and/or any other amounts due by them in terms of this Contract (hereafter referred to as the "Overdue Amount") is a material breach by them of this Contract, and without prejudice to any other rights or remedies of the School Providers arising out of or as a result of such a breach by the Parents (whether in law or as may be provided for in this Contract or otherwise), the School Providers shall be entitled –	3.16.3	to use the Deposit for the purpose of settling the Overdue Amount plus any Default Interest or Lower Interest, provided that if the Deposit is insufficient to discharge the Overdue Amount in full, the full amount of the Deposit may then be utilised by the School Providers and the amount remaining of the Overdue Amount that could not be discharged by the Deposit will still be owing by the Parents; and/or
3.13	The Parents agree that each Deposit is to serve as security for any and all amounts owing by them from time-to-time to the School Providers in terms of this Contract and, hereby cede <i>in securitatem debiti</i> for value received all their rights and title in such Deposit to the School Providers which cession the School Providers hereby accept.	3.16.1	to charge interest ("Default Interest") at a rate equal to 1 (one) percentage point above the published prime overdraft rate of Nedbank Limited from time-to-time (or if a lower maximum rate is prescribed by law in respect of that amount, then at that lower maximum rate		
3.14	If a Learner ceases to be a learner at the School, then				

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3.16.4 unless provided differently by court order or legislation, to withhold any progress reports or cards, transfer cards or any other results relating to a Learner's performance in any respect until such time as the Overdue Amount plus any Default Interest or Lower Interest has been paid in full; and/or

3.16.5 unless provided differently by court order or legislation, to suspend such Learner's attendance at the School until such time as the Overdue Amount plus any Default Interest or Lower Interest has been paid in full; and/or

3.16.6 unless provided differently by court order or legislation (including the Schools Act), to terminate the admission of the Learner as a learner at the School by giving written notice to that effect to the Parents and such termination shall be effective from the end of the School Term in which such notice has been given, provided that if this Contract is so terminated, the Parents will after the conclusion of that School Term be provided with any progress reports or cards, transfer cards or any other results relating to a Learner's performance.

#### 4 CONDITIONS OF ADMISSION

4.1 Even though an Admission Application Form has been completed and signed by the Parents, and signed by, or on behalf of the School Providers, and even though this Contract has been signed by the Parties, a Learner will not be allowed to attend the School at the beginning of a School Term or, unless provided differently by court order or legislation, at the

beginning of any academic year until all amounts which are due for payment before the beginning of such School Term or, in the case of an academic year, all Overdue Amounts plus any Default Interest or Lower Interest which remains unpaid from the previous academic year by the Parents in terms of this Contract, including any Deposit (if applicable) and Fees have in fact been paid and such Learner (assisted by the Parents) has signed all forms which the Learner is required to sign (in accordance with the requirements of the Schools Act) in relation to the School Rules, bullying, drug and alcohol abuse and/or in relation to any matter prescribed by the Schools Act.

4.2 Subject to the provisions of this Contract, the admission of the Learner to the School will continue for 1 (one) academic year, at which time the Learner's admission will automatically terminate. Learners must re-apply for admission on an annual basis. The Education Provider reserves the right not to readmit a Learner. Reasons why a Learner is not readmitted will be provided to the Parents.

4.3 School attendance by the Learner is compulsory in terms of the Schools Act. The School must therefore be provided with any information required in respect of casual or prolonged absence from the School by the Learner. The School must be notified by the Parents of any absence of the Learner from the School by no later than 9.00 a.m. on the first day of such absence, the reason for the absence and of the period that the Learner will be absent. Should the period of absence change or be prolonged, the Parents must notify the School immediately.

#### 5 PERSONAL INFORMATION AND THE PROTECTION OF PERSONAL INFORMATION

5.1 The Parents hereby consent to the School Providers –

5.1.1 collecting, storing and processing information in relation to the Parents and the Learner including contact names, identity document numbers, residential addresses, name of employer, employer addresses, contact details and contact information, and to such information being made available to staff at the School and to responsible persons / parties engaged or authorised by the School, or as determined by law, for school or government related purposes;

5.1.2 including photographs and the name of a Learner in any School publication or press release (including printed and/or electronic / social media) that celebrates the School's and the Learner's activities, achievements and success; and/or

5.1.3 supplying information and a reference in respect of each Learner to any other educational institution which the Parents suggest the Learner may attend; and/or;

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PARENT/GUARDIAN SIGNATURE

5.1.4	informing any other school or educational institution (to which the Parents propose sending a Learner) of any outstanding amounts that remain payable by the Parents to the School Providers.	School may be terminated in accordance with any one or more of the following sub-paragraphs, subject however, always to any relevant provisions of the Schools Act –	being understood that such clause deals with such failure of not paying) and failure to remedy such breach within a period of thirty 30 (thirty) days after being given notice by, or on behalf of the School Providers requiring the breach to be remedied, the admission of such Learner at the School will terminate on the expiry of the notice period; and
5.2	<b>Neither the School Providers nor any of their managers, representatives, staff members or other employees will be liable for any loss or damage that either Parent or any Learner suffers as a result of the School Providers furnishing any opinion or making any statement or disclosure of information in accordance with the provisions of this clause 5.</b>	6.1.1 by the Parents giving at least a complete School Term's notice to that effect to the School Head (the notice must be given before the commencement of the last School Term during which the Learner is to attend the School);	6.1.7 <b>if the School Head is reasonably of the opinion that the conduct and behaviour of either Parent or of the Learner is of such an unreasonable nature that it is negatively affecting, or is likely to negatively affect the progress of a Learner or of other learners in attendance at the School, and/or the wellbeing of any member of the School staff, and/or the School's reputation and good name, the School will be entitled, pending the outcome of a disciplinary enquiry, to suspend a learner from the School, and pursuant to the outcome of the disciplinary enquiry, to terminate the admission of such Learner at the School by giving at least 14 (fourteen) days notice to that effect to the Parents (and the Learner may not return to the School Premises during his/her period of suspension, save that, if applicable, (i) the Learner may do so only to write exams falling within the period of suspension; and (ii)</b>
5.3	The Education Provider undertakes to exercise reasonable care with a view to ensuring that (a) the provision of any information concerning a Learner is accurate, and (b) any opinion given regarding a Learner's ability, aptitude and character is fair.	6.1.2 a Learner may only be removed from the School and his/her admission to the School terminated earlier in the case of clause 6.1.1, if the Parents have paid all School Fees and other amounts owing in terms of this Contract;	
5.4	Other than as contemplated in clauses 5.1 and 5.3 (or elsewhere in this Contract), the School Providers will not distribute or otherwise publish any personal information in its possession in respect of a Parent or Learner unless the written consent of such Parent to do so is given to them. This clause does not prohibit the School Providers or any person acting on their behalf to take any steps, including the institution of legal proceedings, for the enforcement of any of their rights in terms of this Contract nor from disclosing such information when required to do so by law.	6.1.3 by the School Providers giving at least a complete School Term's notice to that effect to the Parents (the notice must be given before the commencement of the last School Term during which the Learner is to attend the School);	
		6.1.4 if the School Head is reasonably of the opinion that the Education Services provided can no longer be provided adequately for any special educational needs of a Learner (if any), then the School Providers will be entitled to terminate the admission of such Learner at the School by giving at least 30 (thirty) days' notice to that effect to the Parents;	
		6.1.5 in the circumstances envisaged in clause 3.16.5;	
6	<b>SUSPENSION OR TERMINATION OF ADMISSION</b>	6.1.6 if the Parents or either of them breaches this Contract in any other way (other than failing to pay any amount as referred to in clause 3.16.5, it	
6.1	The admission of the Learner as a learner at the		----- PARENT/GUARDIAN SIGNATURE

	the Learner shall write such exams separately to their classmates; and (iii) the Learner must leave the School Premises immediately after each exam). Should the Parent/Learner lodge an appeal against the disciplinary outcome, the Learner will not be allowed to attend classes during the period from suspension until the hearing and/or appeal hearing. The Learner may only be represented by the Learner's parent, legal guardian or a fellow Learner. Proof of the relationship to the Learner will be required.		provide quality education and the Education Provider is an independent school.	7.6.2	confirm that if the School Head is of the reasonable opinion that the conduct and behaviour of either Parent, or of any Learner is of such an unreasonable nature that it is negatively affecting or is likely to negatively affect the progress of a Learner, or of other learners in attendance at the School, and/or the wellbeing of any member of the School staff and/or the School's reputation and good name, the School Head may in his or her discretion suspend any Learner's attendance at the School for such period as the School Head considers appropriate;
6.2	The admission of each Learner at the School will terminate automatically on the death of a Learner.	7.2	Admissions are for a year only – Learners are readmitted every year. The School Provider reserves the right not to readmit a Learner when such a Learner is not of the required age for the grade, as a result of disciplinary issues such as breach of the code of conduct, failure to comply with payment of School Fees, poor academic performance etc. A Learner cannot rely on automatic readmission for the following year. Should a learner not pay the readmission fee (if applicable) by the due date readmission cannot be guaranteed.		
6.3	Any termination of the admission of the Learner under clause 6.1 will not have the effect of reducing, or in any way doing away with any liability for the payment of any School Fees or any other amounts owing by the Parents in terms of this Contract in respect of any period before the end of such termination.	7.3	The Education Provider reserves the right to request references from previous schools in respect of Learners and/or Parents.	7.6.3	confirm that they have familiarised themselves with the nature and extent of the Education Services (which includes sport, cultural and social activities) organised and provided by the Education Provider, as well as the School Facilities that have been, and will be made available by the Facilities Provider for the use of learners, including each Learner, and that they are fully aware of the risks and dangers that each Learner may be exposed to as result of his or her participation in the Education Services and use of the School Facilities;
6.4	The right to terminate the admission of a Learner in terms of either clause 6.1.1 or 6.1.3 is a right which is not dependent on there being any good cause justifying such termination, it being agreed and understood that such termination may be effected by the required notice being given entirely within the discretion of the Parents (in the case of clause 6.1.1) and entirely within the discretion of School (in the case of clause 6.1.3).	7.4	This Contract is only binding on the School Provider once it has been signed by all parties to it.		
		7.5	The School Provider can admit or refuse a Learner in its sole discretion as well as terminate his / her admission in accordance with its policies or this Contract.		
		7.6	<b>The Parents hereby –</b>		
		7.6.1	confirm that the School Providers reserve the right to apply the consequences of its disciplinary policies, including the requirement for a learner to attend detention outside of normal school hours, suspension and/or expulsion, irrespective of whether the Learner commits a breach of its behavioural code on or outside of the School Premises;		
7	<b>ACKNOWLEDGEMENTS, WAIVERS AND DECLARATIONS BY THE PARENTS</b>				
7.1	The School Provider is reliant on fees to operate and				----- PARENT/GUARDIAN SIGNATURE



7.6.4	consent (except to the extent indicated otherwise in the Admission Application Form or to the extent that such consent is withdrawn in whole or in part by the Parents giving written notice to that effect to the School) to each Learner participating in all the Education Services (including sport, cultural and social activities), making use of all the School Facilities and being transported to and from any School activity that takes place off the School Premises;				the School Head of any changes in a Learner's health, medicine, wellbeing or special healthcare needs;
7.6.5	agree, subject to clause 7.6.6 that they will not hold the School Providers nor any of their managers, representatives, staff members or other employees liable for any death, injury, loss, damage, costs and/or expenses that a Learner and/or the Parents or either of them may sustain or incur as a result of a Learner participating in any of the Education Services (including any sport, cultural and social activities) and/or using any of the School Facilities;			7.6.10	indemnify and agree to hold harmless the School Head, the School Providers and any of their managers, representatives, staff members or other employees from, and against any claim made by any person, including by, or on behalf of any Learner or either Parent, arising from, or in connection with, any physical and/or emotional and/or mental injury or harm or death as a result of any medical treatment or medication administered and/or any steps taken to arrange such medical treatment for a Learner;
				7.6.11	acknowledge and accept responsibility for the payment of all medical and related costs for each Learner's medical treatment;
7.6.6	record that their undertaking in clause 7.6.5 not to hold a particular person liable applies only in respect of such person, if the person in question has acted reasonably and with the necessary care (and in deciding whether a person has acted reasonably and with the necessary care, due regard must be had to the functions and responsibilities which can reasonably be expected of such person in relation to the incident which causes the death, injury, loss, damage, costs or expenses in question);	7.6.8	accept that a Learner may require emergency medical care at a time that neither Parent is easily contactable and therefore delegate to the School Head and/or staff members of the School, the power to authorise any and all such medical treatment and take any and all such steps that he or she considers necessary to provide the Learner in question with the best medical care possible under the circumstances;	7.6.12	acknowledge that their on-going co-operation with the School Providers and good relationships amongst parents of the School and amongst the learners at the School is vital to the provision of a holistic and optimal educational experience for each Learner;
		7.6.9	confirm that they have recorded in the Admission Application Form all relevant details of each Learner's medical conditions (if any), prescribed medication (if any) and/or special healthcare needs (if any) and promise to immediately notify		
7.6.7	undertake to indemnify and hold harmless the School Providers, any of their managers,				----- PARENT/GUARDIAN SIGNATURE

7.6.13	confirm and agree that they have read and understood the School Rules in existence as at the date of the admission to the School of each Learner, accept the content thereof as binding upon them and each Learner and undertake to abide by them and to properly familiarise themselves with all amendments to the School Rules from time-to-time (they also agree that if they do not understand any aspect of the School Rules, they will approach the School Head without unreasonable delay for the purpose of seeking clarity);		authorised to contact, request and obtain information at any time from any supplier, service or credit provider (or potential credit provider) or registered credit bureau in order to assess the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the Parent and (ii) hereby give the School Providers permission to provide information about the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the Parent to any registered credit bureau or to any supplier, service or credit provider (or potential credit provider) seeking a reference regarding the Parent's dealings with the School ; and	7.7.3	fulfil their own obligations on time under this Contract;
				7.7.4	encourage each Learner in his or her studies and to provide the Learner with appropriate assistance and support in completing his or her homework / assignments;
				7.7.5	appropriately regulate and control all other matters at home that may have an influence or negative impact on each Learner's well-being and/or academic progress;
7.6.14	confirms that if a parent and/or Learner does not adhere to the consequences of the disciplinary policies of the school, including the requirement for a learner to attend detention outside of normal school hours, the requirement for a parent to avail himself/herself for either a disciplinary discussion or a disciplinary hearing and the refusal to acknowledge, by signing a conditional admission and/or a final written warning given to the learner due to the outcome of a disciplinary discussion, or disciplinary hearing, the admission of the Learner at the school will be terminated as it is seen as an act of breaching this Contract.	7.6.17	confirm and acknowledge that the School Head or his or her delegate may, in accordance with the provisions of the Schools Act, (i) at random, search the Learner, or the property of Learner, for any dangerous object or illegal drugs and (ii) at random administer a urine or other non-invasive test to the Learner that is on fair and reasonable grounds suspected of using illegal drugs.	7.7.6	notify the School Head of (a) any changes to the contact details of the Parents, (b) any problem or circumstance that is expected to affect a Learner's participation in the Education Services and/or wellbeing, and/or (c) any matter that requires prioritisation with respect to the Learner's best interests;
		7.7	In addition to, and without relieving the Parents of any of their specific obligations under this Contract, the Parents undertake to –	7.7.7	maintain a courteous and constructive relationship with the School Head, all School staff and the parents of learners at the School, and to attend all parent meetings whenever reasonably possible to do so; and
7.6.15	confirm and agree that they are responsible for the behaviour and conduct of each Learner outside School Hours whether or not such Learner is on or off the School Premises at such time;	7.7.1	encourage and ensure that each Learner obeys all School Rules at all relevant times to the extent that they are applicable;	7.7.8	communicate with the School Head on any issue that is in the opinion of the Parents of importance in supporting and promoting the best interests of each Learner.
7.6.16	confirm and acknowledge that the School Providers (i) are hereby permitted and	7.7.2	uphold and conduct themselves in accordance with the School Rules;	<div>-----</div> <div>PARENT/GUARDIAN SIGNATURE</div>	

7.8 Each Parent hereby declares that all information provided by the Parents in the Admission Application Form and in this Contract is true, complete and correct in all respects. If any of such information changes, the Parents undertake to notify the School Head of such change without unreasonable delay. Each Parent further declares that all other information provided to the School in connection with a Learner or such Learner's involvement in any of the Education Services (including attendance or non-attendance at the School) will be true, complete and correct at the time that such information is provided.

## 8 NOTICES

8.1 Where the Parents have to give a notice to any Party in terms of this Contract, such notice shall be validly given by delivering it to the School's physical address or e-mail address, which details appear on the Admission Application Form.

8.2 Where a notice has to be given to the Parents in terms of this Contract, such notice shall be validly given by delivering it to the Parents' physical address or e-mail address, which details appear on the Admission Application Form.

8.3 The Parties may change their address details for the purposes of notices to any other physical address, cellular phone number or e-mail address by written notice to the other Parties to that effect.

## 9 GENERAL

9.1 This Contract sets out the whole of the agreement between the Parties relating to the matters dealt with in the Contract and, except to the extent that this Contract provides otherwise, no undertaking,

representation, term or condition relating to the subject matter of this Contract not contained in this Contract will be binding on either of the Parties. No addition to or variation, deletion, or agreed cancellation of all or any clauses or provisions of this Contract will be of any force or effect unless in writing and signed by the Parties. No waiver (in other words, giving up of a right), suspension or postponement by a Party of any right under this Contract will be of any force or effect unless in writing and signed by such Party.

9.2 The School may, without the consent of the Parents, cede, delegate and assign all or any of their respective rights and obligations in terms of this Contract to any third party. The Parents herewith consent to such cession, delegation and assignment and the splitting of any claims as a result of such cession, delegation and assignment.

9.3 This Contract may be executed in counterparts.

SIGNED at \_\_\_\_\_on

\_\_\_\_\_ 20\_\_\_\_\_

PARENT 1

SIGNED at \_\_\_\_\_on

\_\_\_\_\_ 20\_\_\_\_\_

PARENT 2

SIGNED at \_\_\_\_\_on

\_\_\_\_\_ 20\_\_\_\_\_

ROYAL SCHOOLS ALBERTON (RF) NPC

SIGNED at \_\_\_\_\_on

\_\_\_\_\_ 20\_\_\_\_\_

EDPRO INVESTMENTS RF (PTY) LTD

9.1



Date of review of policy:

**September 2024**

Date of next review:

**September 2025**

## Review members:

- Ms L van Vuuren – Senior HR Manager
- Ms L Moyo – Head of Schools
- Mr J Smit – Executive Discipline Manager
- Ms K Panayotakis – Academic Coordinator

## 1. CONSTITUTION AND VALUES

The Constitution of the Republic of South Africa guides and informs this policy. This policy is based on the Royal Schools values system. This system refers to the **PIPE VALUES** and consists of the following:

- P: PEOPLE:** We treat learners, parents, educators, staff and all other stakeholders with care and respect.
- I: INTEGRITY and HONESTY:** We make and keep commitments and we are honest and fair in all our relationships. We always do what we say.
- P: PERSEVERANCE:** We finish what we have started and we never give up.
- E: EXCELLENCE:** We always give our best in everything we do and we try to achieve our full potential by learning as much as we can and continuously improving what we do.

## 2. SCHOOL RULES

The rules of the school must be adhered to:

- At the school during normal school hours.
- When on the school premises.
- During extra mural activities and school functions.
- When a learner appears in public in a school uniform.

School rules play an important role in preparing a learner for the future and to ensure structured and disciplined behaviour. It is also necessary for the effective and efficient functioning of the school.

### 2.1 General rules

- Learners must behave in a responsible way to not infringe on the right to education of fellow learners.

- Learners must always behave in accordance with the PIPE values of the school.
  - Learners must always ensure that their classwork and homework are done to the best of their ability.
  - Learners may not transgress any laws of the Republic of South Africa.
  - Learners must do their best not to accumulate violations/demerits as indicated in the merit and demerit policy.
  - Learners must at all times be respectful to staff, peers, parents and visitors.
  - Learners must always adhere to instructions regarding academics and discipline.
  - Learners may not put the name of the school into disrepute through their actions, their conduct and behaviour in public, on social media or at school events.
  - Learners must provide a letter from their parent/guardian, or the parent/guardian must phone the school, to report absenteeism and the reason(s) therefor.
  - For absence of more than 3 consecutive days, a letter from a medical doctor is required. If a learner is absent for more than 10 consecutive days without any notification, he or she will be deregistered and removed from the administrative system.
  - Learners feeling ill or learners who are injured whilst at school, should report to the school office and may not contact their parents/guardians directly. The school will contact the parents/guardians.
  - Learners may not be in possession of cigarettes, vape, tobacco or any other smoking accessories (including E-cigarettes and “hubbly bubbly”).
  - Learners may not be in possession of, drugs, alcohol, or any other illegal substance.
  - Learners may not smoke, vape, use alcohol or drugs on the school premises, when in public dressed in school uniform, or when attending functions away from the school. Learners also may not post pictures or videos of themselves smoking, vaping, or using alcohol or drugs on any social media platform.
  - Learners may not carry, or use any weapon, traditional weapon, ammunition or any dangerous object that can cause harm to people or property.
  - Learners may not be in possession of, view or distribute any pornographic or offensive material, regardless of whether it is in print or in electronic format.
  - Learners may not take, or damage school property, or any property belonging to another learner or staff member. In case of intentional damage, the learner and his or her parents/guardians will be held responsible for compensation and/or replacement.
  - Learners should not possess the property of other learners or staff without their permission. This helps prevent misunderstandings, theft, and conflicts.
- 
- Vandalism in any form will not be tolerated. Damaging textbooks is also considered vandalism and parents/guardians will be responsible for replacing and/or compensating the school for any lost or damaged textbooks.
  - Learners must take care of their belongings. The school does not accept responsibility for any loss or damage to personal property. Uniform and other personal belongings must be clearly marked with the learner’s details.
  - School bags must be of good quality and learners may not carry books in plastic or grocery bags.
  - Learners may not play with, or use the firefighting equipment (except in the case of a fire) and parents/guardians will be held responsible for the cost of any damage to equipment and property caused by a learner.
  - No gambling in any form is allowed at school.

- No cell phones or any other electronic signalling devices are allowed to be used during school hours. Should cell phones or electronic devices be visible or used at school, staff may confiscate them and parents/guardians will be required to come to school to collect the device. Learners may only receive their phones or electronic devices back at the end of the term if their parents/guardians cannot come to school to collect the device.
- Learners will adhere to the Appearance and Grooming policy of the school. Adhering to grooming and uniform policies is important for maintaining a sense of discipline and unity within schools.
- Clothing, including jewellery, which does not form part of the school uniform may not be worn and will be confiscated. The confiscated clothing can be collected by the learner at the end of the week.
- Learners may not record any videos at school, or in school uniform that are not part of their academic work/activities. No videos of other learners may be posted on social media without their consent.
- Learners may not use the name of the school or the logo of the school on any social media platform.
- Publishing negative or harmful comments about educators, learners, or the school can lead to serious consequences, including disciplinary action.
- Learners may not leave the school premises without written permission from the Principal or Deputy Principal. All appointments must be arranged during the afternoons.
- Learners making use of sport facilities or the swimming pool of the school must do so under the supervision of a coach/teacher and must wear the correct sports uniform.
- No eating or drinking is allowed in classrooms and corridors. Chewing “bubble gum” on the school grounds is forbidden.
- No physical contact of a sexual, hurtful, or aggressive nature will be allowed between learners.
- Learners who were involved in physical altercations may be suspended for a day. This not only serves as a consequence for the behaviour but also gives the students time to reflect on their actions and understand the importance of resolving conflicts peacefully.
- Learners may not hurt fellow learners by what they say, do or write, whether in person or on any social media platform.
- Learners may not intimidate or threaten fellow learners or staff members in any way.
- Learners may not discriminate against fellow learners or staff members on the basis of their race, gender, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language, or any other grounds.
- The School Management Team (SMT) has the right to search the belongings of a learner at any time without their permission.
- The SMT has the right to conduct drug tests on learners if there is reasonable suspicion that a learner is in possession of, or has used drugs.
- The SMT has the right to conduct random follow up drug tests on learners who have previously tested positive.

## 2.2 Procedure for a school day

- All learners should be inside the school grounds by 07h20.
- Any learner arriving at school after 8H00 must be accompanied by the parent / driver to reception.
- All register teachers will check the grooming and appearance of all learners of their register classes.
- When changing classes, learners must do so in a quiet and orderly manner and in a single file.
- After entering a class, learners should be seated and take out their work.

- After each lesson, the Educator will ask the learners to stand. Learners should leave the class quietly and in an orderly fashion.
- Learners must stand to greet any adult, whether a staff member, parent or visitor, who enters the class.
- When the bell rings at the end of break, learners should assemble in their lines, in the designated areas, in a quiet and orderly manner.

### 3. DISCIPLINE

- School discipline relates to actions taken by Educators, Heads of Grades, Discipline Co-ordinators, Discipline Managers or the School Management Team toward learners when their behaviour disrupts the ongoing educational activity or breaks a rule created by the school.
- The school strives to continuously maintain high standards of discipline.
- The SMT, staff and prefects are responsible for the implementation of the Discipline and Conduct Policy.
- When disciplining learners, the focus must be on maintaining a safe and dignified schooling environment for learners. Reward charts, recognitions(merit) and violation(demerit) systems, taking away privileges, time-outs, detention and picking up litter, suspension, disciplinary discussions and finally disciplinary hearings which could lead to final warnings or expulsion are viable options.

#### The school undertakes to

- Make learners aware of the school rules, value system and expected standards of behaviour.
- Implement a system of merits (recognitions) and demerits (violations) in terms of the conduct definitions (Merit and Demerit Policy).
- Discipline and correct unacceptable/negative behaviour.
- Provide learners and parents with feedback in cases of unacceptable behaviour as soon as possible.
- Reward and positively reinforce good/positive behaviour.
- Be fair and consistent in the application of the Disciplinary Policy and Procedure.
- Keep parents/guardians informed about the behaviour of their children.

#### Parent's responsibilities

- To support the school in the implementation of the Disciplinary Policy and Merit and Demerit system.
- To encourage learners to behave in a manner which is consistent with the rules of the school.
- To ensure that learners attend school as well as extra mural activities.

#### Learner responsibilities

- To acquaint themselves with the rules of the school.
- To comply with the rules of the school.
- To behave in a manner that is consistent with the values and associated expected standards of behaviour of the school.
- To be punctual.

- To accept consequences and disciplinary action taken against them and to learn from this.

### Disciplinary Action

- An appropriate disciplinary action (excluding any form of corporal punishment) will be implemented for violation of school rules or negligence and may include the following:
- Serious reprimanding.
- Demerits.
- Detention classes (Fridays after school).
- Charged to appear before a disciplinary hearing.
- Temporary suspension.
- Final Written Warnings.
- Expulsion from school.

## 4. AMENDMENTS TO POLICY

The school reserves its right to deviate from this policy if it deems it necessary or appropriate and to amend this policy from time to time in accordance with any changed policy considerations of the school or legal developments.

**Date of review of policy**

September 2024

**Date of next review**

September 2025

**Review members:**

- Ms L van Vuuren – Head of Human Resources
- Mrs L Moyo – Head of Academics
- Mr J Smit – Executive Discipline Manager

## 1. SCHOOL RULES

The rules of the school must be adhered to:

- When a learner is on the school premises
- During extra mural activities and school functions
- When a learner represents the school
- When a learner appears in public in school uniform.

## 2. DEMERIT SYSTEM

The main purpose of the Merit and Demerit system is to encourage learners to behave in line with the People; Integrity; Perseverance; and Excellence (PIPE) values of the school, thereby creating a culture of discipline and value-based education and behaviour.

The system works as follows:

- Learners start with 0 points
- All Violations and Recognitions are logged on the conduct list (d6 Plus)
- Recognitions and Violations not logged on d6 Plus will not be considered
- Recognitions are given for positive behaviours for example: "Assisting Educator"
- A learner will be given 2 verbal warnings before receiving certain Level 1 demerits/violations as indicated in the Recognition and Violation list.
- All other Level 1 to Level 3 Violations are given immediately for misconduct and negative behaviour, for example: "Homework not done"
- Violations are classified according to levels
  - Level 1 transgressions which have values of (-5;-10;-25).
  - Level 2 transgressions which has a value of (-50): Inform parents via email or phone and the learner must attend Detention.
  - Level 3 transgressions which has a value of (-100): Disciplinary Discussion with parents. During this discussion, certain decisions must be made in conjunction with the parents e.g. Daily Conduct Assessment, Final Warning, etc. and the learner must attend 2 Detentions.
  - Level 4 transgressions which has a value of (-200): Immediate Disciplinary Hearing which could lead to 4 Detentions/Final Warning/Expulsion with Notice or Immediate Expulsion for repeat offences.
  - Level 5 transgressions which has a value of (-300): Suspension until Disciplinary Hearing which could lead to 6 Detentions with a Final Warning/Expulsion with Notice or immediate Expulsion.
- If the learner has two Level 3 transgressions it leads directly to a Disciplinary Hearing
- Recognitions and Violations are indicated separately on the Conduct Report of the learner

- Some conducts are only for informative reasons for example “Parents informed about academic issues”
- The learner must attend detention if the Violations total exceed -50 or more
- Once the learner has attended detention, “Detention attended” is automatically added to the Violations column to reduce the negative marks
- Where a learner does not attend detention without a valid reason “Bunking Detention” will be added as a Violation
- Should the Violations again exceed -50 or more, the learner must attend detention for a second time
- If the Violations of the learner exceed -50 or more, for the third time during the year, the learner must attend detention for a third time and the parent(s) must be called in for a “Disciplinary Discussion”
- Should the Violations of the learner exceed -50 or more, for the fourth time during the year, a Disciplinary Hearing will be held after the learner attended detention. In this case a disciplinary committee will decide on an outcome and an appropriate sanction.
- According to the Learner Admission Contract (LAC)  
6.1 The admission of the Learner as a learner at the School may be terminated in accordance with any one or more of the following sub-paragraphs, subject however always to any relevant provisions of the Schools Act –  
6.1.3 by the School Providers giving at least a complete School Terms notice to that effect to the Parents (the notice must be given before the commencement of the last School Term during which the Learner is to attend the School)
- For certain serious Violations a Disciplinary Discussion or Disciplinary Hearing may be held immediately. For certain transgressions a learner will be suspended until a Disciplinary Hearing is held.
- The Disciplinary Chairperson will decide on the appropriate outcome and sanction which could include, but is not limited to: Suspension, Conditional Admission, Conditional Re-Admission, Counselling, Expulsion with Notice or Immediate Expulsion
- If there are serious transgressions for example the possession of drugs, the learner will be suspended until a disciplinary hearing is held. The outcome of a serious transgression could be immediate expulsion.
- For certain transgressions, a learner will be suspended until the Disciplinary Hearing and if the sanction is suspension for the learner, the days the learner was suspended until the hearing will be subtracted from the total number of days for which the learner is suspended
- According to the Learner Admission Contract (LAC)  
7.6 The Parents hereby –  
7.6.1 confirm that the School Providers reserve the right to apply the consequences of its disciplinary policies, including the requirement for a learner to attend detention outside of normal school hours, suspension and/or expulsion, irrespective of whether the Learner commits a breach of its behavioural code on or outside of the School Premises;  
7.6.14 confirms that if a parent and/or Learner does not adhere to the consequences of the disciplinary policies of the school, including the requirement for a learner to attend detention outside of normal school hours, the requirement for a parent to avail himself/herself for either a disciplinary discussion or a disciplinary hearing and the refusal to acknowledge by signing a conditional admission and/or a final written warning given to the learner due to the outcome of a disciplinary discussion or disciplinary hearing, the admission of the Learner at the school will be terminated as it is seen as an act of breaching this Contract.
- Parents can at any time request a copy of the Code of Conduct Report of a learner
- A summary of the Code of Conduct Report will be e-mailed to all parents once a term
- Parents can appeal the outcome of a Disciplinary Hearing in writing within 7 days of the outcome of the hearing. The grounds for appeal must be clearly indicated. The outcome of an appeal can be one of the following:
  1. The Outcome is upheld
  2. The Outcome is overturned
  3. The Sanction can be changed.



### 3. RECOGNITIONS AND VIOLATIONS LIST:

Description	Type	Points
100% School Attendance – Register Teachers ( <b>Quarterly</b> )	Recognition	20
Academic Subject Average 80%+ ( <b>Quarterly</b> )	Recognition	30
Academic Subject Average Increased 10%+ ( <b>Term2 and Term3</b> )	Recognition	20
Academics discussed with learner ( <b>Monthly</b> )	Informative	0
Assault - causing serious bodily harm ( <b>Suspension until Disciplinary Hearing</b> )	Violation	-300
Assist fellow learners	Recognition	10
Assist Educator/Staff member	Recognition	15
Absenteeism without notification	Violation	-10
Attention not paid in class ( <b>2 warnings given</b> )	Violation	-5
Book(s) not with the learner during class	Violation	-10
Bunking class	Violation	-25
Bunking detention ( <b>Inform Parent</b> )	Violation	-50
Bunking school ( <b>Inform Parent</b> )	Violation	-50
Bullying ( <b>Disciplinary Discussion/Disciplinary Hearing if continuous behaviour</b> )	Violation	-100
Classwork not done / incomplete	Violation	-10
Chewing in class ( <b>2 warnings given</b> )	Violation	-5
Cell phone / Tablet used during school hours ( <b>Device confiscated</b> )	Violation	-25
Confrontation - Physically Fighting ( <b>Disciplinary Discussion</b> )	Violation	-100
Conduct and behaviour discussed with learner	Informative	0
Disciplinary discussion held with parent(s)	Informative	0
Disciplinary hearing held	Informative	0
Discrimination ( <b>Disciplinary Discussion</b> )	Violation	-100
Diligent Academic Work	Recognition	5
Disrespectful towards Staff member	Violation	-50
Dishonesty	Violation	-25
Disregard exam/test procedures	Violation	-25
Disregard Instructions and Rules ( <b>2 warnings given</b> )	Violation	-10
Disrupting a class while in the hallway	Violation	-10
Disrepute the name of the school ( <b>Disciplinary Hearing</b> )	Violation	-200
Disregard instructions from prefects ( <b>2 warnings given</b> )	Violation	-5
Extra effort with school work	Recognition	10
Exam Failed	Informative	0
Exam result 80%+	Recognition	20
Final Written Warning	Informative	0
Formal Task Result 80%+	Recognition	20
Formal Test Result 80%+	Recognition	20
Formal Task Submitted Late/Non Submission	Violation	-10

Formal Task Failed	Informative	0
Formal Test Failed	Informative	0
Formal Task Irregularity (SAIC Discipline Discussion)	Violation	-100
Gambling	Violation	-25
Grooming incorrect (2 warnings given)	Violation	-10
Highest mark in subject (Quarterly)	Recognition	10
Homework not done/ Incomplete	Violation	-10
Honesty	Recognition	20
Irregularity in exam (SAIC Discipline Hearing)	Violation	-200
Irregularity in Formal Test (SAIC Discipline Discussion)	Violation	-100
Intimidating / Threatening fellow learner(s)	Violation	-50
Intervention Attended	Recognition	5
Intervention bunked	Violation	-25
Inappropriate social interaction towards staff member (Suspension-Hearing)	Violation	-300
Late for class (3+ minutes)	Violation	-5
Late arrival at school (7h45)	Violation	-5
Letters/Documents /Test /Homework not signed (2 warnings given)	Violation	-5
Misconduct during line-up or returning to class (2 warnings given)	Violation	-5
Misconduct during detention (2 warnings given)	Violation	-25
Notice of Detention	Informative	0
Neatness – Uniform Check (Register teacher)	Recognition	5
Parent informed about academic issues	Informative	0
Parents informed about habitual absenteeism (Register teacher)	Informative	0
Parents informed about learner conduct/behaviour	Informative	0
Participate in school social activities	Recognition	20
Participate in school sport activities	Recognition	20
Participation in school culture activities	Recognition	20
Participate in Extra Curricular activities	Recognition	20
Petty theft - Value up to R100 (Inform Parents)	Violation	-50
Physically assaulting a staff member (Suspension until Disciplinary Hearing)	Violation	-300
PIPE values achieved monthly	Recognition	20
Playground Cleaned	Recognition	5
Positive and / or Improvement in behaviour (Weekly)	Recognition	10
Positive drug test (1.Disciplinary Discussion/2.Hearing)	Violation	-100
Possession / distributing / using of drugs (Suspension until Hearing)	Violation	-300
Possession of inadmissible objects - Lighters, matches, medication, condoms etc. (Inform Parents)	Violation	-50
Possession / Using of cigarettes / Vape (Disciplinary Discussion)	Violation	-100
Possession / Viewing / distribution of pornography (Disciplinary Hearing)	Violation	-200
Possession of a dangerous weapon (Knife, Brass Knuckles, Hammer, Knobkerrie etc) (Suspension until Hearing)	Violation	-300

Possession of an imitation firearm, airgun or BB gun <b>(Hearing)</b>	Violation	-200
Possession of a firearm <b>(Suspension until Hearing)</b>	Violation	-300
Possession / Using / Distribution of alcohol <b>(Disciplinary Hearing)</b>	Violation	-200
Possession / Using of Intoxicating substances – Specify <b>(Disciplinary Hearing)</b>	Violation	-200
Publishing pictures / videos on social media without consent	Violation	-100
School Uniform Incorrect	Violation	-10
School Rules Discussed <b>(Quarterly)</b>	Informative	0
Selling of goods and products on school property	Violation	-50
Sexual Intercourse <b>(Disciplinary Hearing)</b>	Violation	-200
Sexual Interaction-Mutual Kissing and fondling <b>(Disciplinary Discussion)</b>	Violation	-100
Sexual Interaction-Unwanted Kissing and fondling <b>(Disciplinary Hearing)</b>	Violation	-200
Sexual Violence / Attempted Rape / explicit unwanted physical contact <b>(Hearing)</b>	Violation	-300
Stationary not with learner	Violation	-5
Suspension Completed	Informative	0
Tampering with learner property	Violation	-25
Tampering with staff property <b>(Disciplinary Discussion)</b>	Violation	-100
Tampering with school property <b>(Disciplinary Discussion)</b>	Violation	-100
Textbook Lost	Violation	0
Theft/ Possession of stolen goods - Value above R100 <b>(Disciplinary Hearing)</b>	Violation	-200
Threaten any staff member verbally / written <b>(Disciplinary Hearing)</b>	Violation	-200
Threaten anyone with a weapon or firearm <b>(Suspension until Hearing)</b>	Violation	-300
Top 10 Academic Performance <b>(Quarterly)</b>	Recognition	10
Unacceptable social behaviour - Physical	Violation	-25
Unacceptable social behaviour – Verbal	Violation	-10
Unsafe behaviour / Causing unintentional injury / or accident	Violation	-10
Vandalism <b>(Disciplinary Hearing)</b>	Violation	-200
Walking around without permission / Loitering	Violation	-10
Writing on any school property	Violation	-50

#### 4. AMENDMENTS TO POLICY

The School reserves its right to deviate from this policy if it deems it necessary or appropriate and to amend this policy from time to time in accordance with any changed policy considerations of the School or legal developments.

The rules of the school must be adhered to:

- At the school during normal school hours.
- When on the school premises.
- During extra mural activities and school functions.
- When a learner appears in public in a school uniform.

School rules play an important role in preparing a learner for the future and ensuring structured and disciplined behaviour. It is also necessary for the effective and efficient functioning of the school.

## 1. General rules

- Learners must behave in a responsible way to not infringe on the right to education of fellow learners.
- Learners must always behave in accordance with the PIPE values of the school.
- Learners must always ensure that their classwork and homework are done to the best of their ability.
- Learners may not transgress any laws of the Republic of South Africa.
- Learners must do their best not to accumulate violations/demerits as indicated in the merit and demerit policy.
- Learners must at all times be respectful to staff, peers, parents and visitors.
- Learners must always adhere to instructions regarding academics and discipline.
- Learners may not put the name of the school into disrepute through their actions, their conduct and behaviour in public, on social media or at school events.
- Learners must provide a letter from their parent/guardian, or the parent/guardian must phone the school, to report absenteeism and the reason(s) therefor.
- For absence of more than 3 consecutive days, a letter from a medical doctor is required. If a learner is absent for more than 10 consecutive days without any notification, he or she will be deregistered and removed from the administrative system.
- Learners feeling ill or learners who are injured whilst at school, should report to the school office and may not contact their parents/guardians directly. The school will contact the parents/guardians.
- Learners may not be in possession of cigarettes, vape, tobacco or any other smoking accessories (including E-cigarettes and “hubbly bubbly”).
- Learners may not be in possession of, drugs, alcohol, or any other illegal substance.
- Learners may not smoke, vape, use alcohol or drugs on the school premises, when in public dressed in school uniform, or when attending functions away from the school. Learners also may not post pictures or videos of themselves smoking, vaping, or using alcohol or drugs on any social media platform.
- Learners may not carry, or use any weapon, traditional weapon, ammunition or any dangerous object that can cause harm to people or property.
- Learners may not be in possession of, view or distribute any pornographic or offensive material, regardless of whether it is in print or in electronic format.

- Learners may not take, or damage school property, or any property belonging to another learner or staff member. In case of intentional damage, the learner and his or her parents/guardians will be held responsible for compensation and/or replacement.
- Learners should not possess the property of other learners or staff without their permission. This helps prevent misunderstandings, theft, and conflicts.
- Vandalism in any form will not be tolerated. Damaging textbooks is also considered vandalism and parents/guardians will be responsible for replacing and/or compensating the school for any lost or damaged textbooks.
- Learners must take care of their belongings. The school does not accept responsibility for any loss or damage to personal property. Uniform and other personal belongings must be clearly marked with the learner's details.
- School bags must be of good quality and learners may not carry books in plastic or grocery bags.
- Learners may not play with, or use the firefighting equipment (except in the case of a fire) and parents/guardians will be held responsible for the cost of any damage to equipment and property caused by a learner.
- No gambling in any form is allowed at school.
- No cell phones or any other electronic signalling devices are allowed to be used during school hours. Should cell phones or electronic devices be visible or used at school, staff may confiscate them and parents/guardians will be required to come to school to collect the device. Learners may only receive their phones or electronic devices back at the end of the term if their parents/guardians cannot come to school to collect the device.
- Learners will adhere to the Appearance and Grooming policy of the school. Adhering to grooming and uniform policies is important for maintaining a sense of discipline and unity within schools.
- Clothing, including jewellery, which does not form part of the school uniform may not be worn and will be confiscated. The confiscated clothing can be collected by the learner at the end of the week.
- Learners may not record any videos at school, or in school uniform that are not part of their academic work/activities. No videos of other learners may be posted on social media without their consent.
- Learners may not use the name of the school or the logo of the school on any social media platform.
- Publishing negative or harmful comments about educators, learners, or the school can lead to serious consequences, including disciplinary action.
- Learners may not leave the school premises without written permission from the Principal or Deputy Principal. All appointments must be arranged during the afternoons.
- Learners making use of sport facilities or the swimming pool of the school must do so under the supervision of a coach/teacher and must wear the correct sports uniform.
- No eating or drinking is allowed in classrooms and corridors. Chewing "bubble gum" on the school grounds is forbidden.
- No physical contact of a sexual, hurtful, or aggressive nature will be allowed between learners.
- Learners who were involved in physical altercations may be suspended for a day. This not only serves as a consequence for the behaviour but also gives the students time to reflect on their actions and understand the importance of resolving conflicts peacefully.
- Learners may not hurt fellow learners by what they say, do or write, whether in person or on any social media platform.
- Learners may not intimidate or threaten fellow learners or staff members in any way.
- Learners may not discriminate against fellow learners or staff members on the basis of their race, gender, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language, or any other grounds.
- The School Management Team (SMT) has the right to search the belongings of a learner at any time without their permission.

- The SMT has the right to conduct drug tests on learners if there is reasonable suspicion that a learner is in possession of, or has used drugs.
- The SMT has the right to conduct random follow up drug tests on learners who have previously tested positive.

## **2. Procedure for a school day**

- All learners should be inside the school grounds by 07h20.
- Any learner arriving at school after 8H00 must be accompanied by the parent / driver to reception.
- All register teachers will check the grooming and appearance of all learners of their register classes.
- When changing classes, learners must do so in a quiet and orderly manner and in a single file.
- After entering a class, learners should be seated and take out their work.
- After each lesson, the Educator will ask the learners to stand. Learners should leave the class quietly and in an orderly fashion.
- Learners must stand to greet any adult, whether a staff member, parent or visitor, who enters the class.
- When the bell rings at the end of break, learners should assemble in their lines, in the designated areas, in a quiet and orderly manner.

## **3. Discipline**

- School discipline relates to actions taken by Educators, Heads of Grades, Discipline Co-ordinators, Discipline Managers or the School Management Team toward learners when their behaviour disrupts the ongoing educational activity or breaks a rule created by the school.
- The school strives to continuously maintain high standards of discipline.
- The SMT, staff and prefects are responsible for the implementation of the Discipline and Conduct Policy.
- When disciplining learners, the focus must be on maintaining a safe and dignified schooling environment for learners. Reward charts, recognitions(merit) and violation(demerit) systems, taking away privileges, time-outs, detention and picking up litter, suspension, disciplinary discussions and finally disciplinary hearings which could lead to final warnings or expulsion are viable options.

## **4. Disciplinary Action**

- An appropriate disciplinary action (excluding any form of corporal punishment) will be implemented for violation of school rules or negligence and may include the following:
- Serious reprimanding.
- Demerits.
- Detention classes (Fridays after school).
- Charged to appear before a disciplinary hearing.
- Temporary suspension.
- Final Written Warnings.
- Expulsion from school.

### **The school undertakes to**

- Make learners aware of the school rules, value system and expected standards of behaviour.
- Implement a system of merits (recognitions) and demerits (violations) in terms of the conduct definitions (Merit and Demerit Policy).
- Discipline and correct unacceptable/negative behaviour.

- Provide learners and parents with feedback in cases of unacceptable behaviour as soon as possible.
- Reward and positively reinforce good/positive behaviour.
- Be fair and consistent in the application of the Disciplinary Policy and Procedure.
- Keep parents/guardians informed about the behaviour of their children.

#### **Parent's responsibilities**

- To support the school in the implementation of the Disciplinary Policy and Merit and Demerit system.
- To encourage learners to behave in a manner which is consistent with the rules of the school.
- To ensure that learners attend school as well as extra mural activities.

Parent Initial and Surname: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **Learner responsibilities**

- To familiarize themselves with the rules of the school.
- To comply with the rules of the school.
- To behave in a manner that is consistent with the values and associated expected standards of behaviour of the school.
- To be punctual.
- To accept consequences and disciplinary action taken against them and to learn from this.

Learner Name and Surname: \_\_\_\_\_

Learner Signature: \_\_\_\_\_

Date: \_\_\_\_\_



I, \_\_\_\_\_  
parent/guardian of \_\_\_\_\_  
in grade \_\_\_\_\_ do hereby acknowledge that I have received the Discipline and Conduct Policy  
of Royal Schools. I hereby declare that I have read through and familiarised myself with the content  
of the School's Discipline and Conduct Policy.

\_\_\_\_\_  
**SIGNATURE PARENT/LEGAL GUARDIAN**\_\_\_\_\_  
**DATE**

Royal Schools Alberton (The School) and the Board of Directors undertake to implement reasonable and generally acceptable measures with regard to the safety and well-being of all learners, educators and visitors to the School.

Due to the nature of the matter, The School and the Board of Directors do not accept any responsibility for accidents that may take place in the class, on the school grounds or on the sports fields.

Each parent is therefore requested to complete the section below as proof that you accept the position of The School and the Board of Directors as set out above as well as the risks involved therewith.

I, the undersigned,

**FULL NAME AND SURNAME:**

**ADDRESS:**

**CONTACT DETAILS:**

the parent / legal guardian of the under mentioned learner who is enrolled as such and accepted by The School, subject to the terms set out herein:

**NAME AND SURNAME OF LEARNER:**

indemnity the School and the Royal Schools Board of Directors for the time being of the Royal Schools Alberton (Reg No. 2013/204117/08) for any losses or damages in general, however they may occur, that I as parent / legal guardian of the above learner may suffer as a result of any occurrence whereby the learner may be involved, whether as the causing or suffering party, whilst participating in any School activity.

In particular, I authorise that the aforesaid learner may be involved in all excursions undertaken by his / her group or class during school days as part of his / her learning experience and, where applicable, I agree that he / she may utilise the transport arranged by The School for such excursions. I also indemnify The School and the Board of Directors for any damages or losses that I as parent / legal guardian of the above learner may suffer under such circumstances and voluntarily accepts the risks associated therewith.

**SIGNED AT** \_\_\_\_\_ **ON THIS** \_\_\_\_\_ **DAY OF**  
\_\_\_\_\_ 20\_\_\_\_\_.

**WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**PARENT / LEGAL GUARDIAN:**

\_\_\_\_\_