



ROYAL SCHOOLS PRINCESS PARK

APPLICATION PACK 2022

28 YEARS OF QUALITY PRIVATE EDUCATION

📞 012 324 1069

🌐 www.royalschools.co.za

✉️ registrations@royalschools.co.za

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WELCOME TO ROYAL SCHOOLS PRINCESS PARK!

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 more than 28 years later there are 13 schools on five campuses, with more than 5 700 learners and 355 staff members.

At Royal Schools we offer affordable quality private school education. We achieve this through our experienced management 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 28 years have seen Royal Schools produce powerful results. Many Royal Schools alumni hold top positions in 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, **Persevering** to always finish what we start and believing in **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

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

*Kind Regards,
Dr. B. Fourie*

CEO: Royal Schools

HOW TO REGISTER

FOLLOW THESE QUICK AND EASY STEPS!

**STEP
01**

Contact us for an application and information form.
registrations@royalschools.co.za

**STEP
02**

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

registrations@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.

**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.

If application was successful

**STEP
05**

Pay your registration fee and send the proof of payment to:
registrations@royalschools.co.za

BANKING DETAILS:

Bank: ABSA
Branch Code: 632 005
Account Name: Princess Park Secondary School and College
Account Number: 40 4378 9091
Your Reference: Learner Name, Surname and Grade

**STEP
06**

Receive an acceptance and welcome letter via email.

**STEP
07**

Please refer to www.royalschools.co.za regularly to stay up to date with all the relevant news and arrangements.



SCHOOL FEES 2022

DESCRIPTION	AMOUNT (annual)	NOTE	Monthly payment	Quarterly payment
Registration fee for new learners	R1 100	Payable on registration		
Stationery pack Gr R-7	R1 040	Payable January 2022		
Stationery pack Gr 8-12	R910	Payable January 2022		
School fees Gr R-7	R20 880	January to December 2022	R1 740 *	R5 220
School fees Gr 8-9	R24 720	January to December 2022	R2 060 *	R6 180
School fees Gr 10-11	R26 400	January to December 2022	R2 200 *	R6 600
School fees Gr 12	R30 100	January to October 2022	R3 010 *	R9 030 term 1-3, R3 010 term 4

* = Grade R – 11 fees payable over 12 months *

= Grade 12 fees payable over 10 months

DISCOUNTS:	
SIBLING DISCOUNTS	R70 PER MONTH
DISCOUNT FOR UPFRONT PAYMENT RECEIVED BEFORE 31 JANUARY 2022	5% OF SCHOOL FEES

Please note:

- Fees include the use of learning materials (textbooks)
- A vetting fee of R110 will be charged on declined applications
- An administration of R100 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 under documents or from the school office

Please use your **family code** 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**.



Please indicate which school you are applying for

- Royal Schools Alberton** - Cnr. JG Strijdom & Kliprivier, Albertsdal
Tel: 011 100 5840 | email: registrations@royalschools.co.za
- Royal Schools Princess Park** - 614 Pretorius Str, Arcadia
Tel: 012 324 1069 | email: registrations@royalschools.co.za
- Royal Schools Queens Private** - 310 WF Nkomo Str, Pretoria West
Tel: 012 327 6714 | email: registrations@royalschools.co.za
- Royal Schools Sky City** - Cnr. Lemon Shark & Kingfish, Watervalsspruit
Tel: 076 341 5013 | email: registrations@royalschools.co.za

APPLICATION FOR ADMISSION

Grade:

Year:

DOCUMENTS / INFORMATION REQUIRED

Copy of birth certificate/ID document		3X months proof of household income/salary advice	
Copy of study permit/asylum permit/refugee permit (if foreign)		Water and lights account (latest) or proof of residence	
Copy of learner's latest progress report		3X months bank statement	
Copy of learner's final progress report (once available)		Proof of registration fee payment	
Transfer document (once available)		Completed debit order form	
Copy of learner's vaccination record (Pre-primary and foundation phase learners)		1X credit reference (provide copy of latest statement eg. Motor vehicle, credit card)	
Completed and signed school fee clearance certificate		Two recent colour photos of the learner (ID size)	
Copy of parent's/ legal guardian's ID document		Completed and signed aftercare form (if applicable)	

A.) LEARNER'S DETAILS

Admin number (office use)	_____	Grade and class (applied for)	_____
Surname	_____	Home language	_____
First names (in full)	_____	Religion	_____
Name to be called	_____	Country of birth (if not SA)	_____
ID/Passport no.	_____	Ethnic group	_____
Learner cell no.	_____	Signature - Father	_____
Gender Male <input type="checkbox"/> Female <input type="checkbox"/>		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	Surname	_____	Title	_____	Initials	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	First names	_____	ID/Passport number	_____					
	Postal address	_____	Home address	_____					
		Postal code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	Employer	_____	Phone: Home	_____					
	Occupation	_____	Work	_____					
Mother / Guardian	Work address	_____	Cell	_____					
		Postal code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	Employer	_____	Email address	_____					
	Occupation	_____	Relation to learner	_____					
	Work address	_____	Title	_____	Initials	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Postal code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	Phone: Home	_____	ID/Passport number	_____					
	Work	_____	Home address	_____					
	Cell	_____		Postal code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Email address	_____							
	Relation to learner	_____							

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	_____	Initials	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First names	_____	Title	_____					
Postal address	_____	Home address	_____					
	_____		_____	Postal code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Work address	_____	Phone: Home	_____	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	_____	Work	_____	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	_____	Cell	_____	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	_____	Email address	_____					

E.) LEARNER MEDICAL INFORMATION

Medical aid:	_____
Medical aid number:	_____
Main member name:	_____
Main member ID no:	_____
Main member postal address:	_____

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 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 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 the account will be handed over to debt collectors and that I will be liable for the collection commission. No learner with an outstanding balance for the previous year will be re-registered unless the outstanding balance is paid in full. The school also reserves the right to charge interest on all overdue accounts at a rate of 1% per month. Should school fees be in arrears, the school reserves the right to deny learners access to aftercare, transport, trips and outings and school functions. School fees are payable annually in advance, but can be paid in monthly installments as published. Should a parent/guardian at any stage be in arrears with the monthly payment, the total fees for the year will immediately become payable. The school reserves the right to not accept a registration on the basis of afforda-bility, academic and disciplinary record and incomplete application. Payment by debit order is compulsory. The school reserves the right to request upfront payment of the January school fees to reserve a space for the following academic year. I hereby grant permission for my child to be photographed participating in class projects and events and for the photographs to be included on the school's website, Facebook and other electronic and social media.

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 lowest cost. 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 toher/his person or property. I also understand that this arrangement is necessary because it is sometimes difficult to get hold of parents to sign a letter of consent before a trip can take place. In such instances the child is unfairly prevented from attending a trip.

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; Royal Schools may proceed with enquires 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.

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

Thus signed on this _____ day of _____ 20_____

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

OFFICE USE**AUTHORISED BY**

ACCEPTED

REJECTED

REMARKS

STUDENT NUMBER

GRADE & CLASS

YEARS IN GRADE ABOVE

Signature

DATE: / / 20

AMOUNT PAID

R

Receipt Number

Initials



Please indicate which school you are applying for

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Tel: 011 100 5840 | email: registrations@royalschools.co.za
- Royal Schools Princess Park** - 614 Pretorius Str, Arcadia
Tel: 012 324 1069 | email: registrations@royalschools.co.za
- Royal Schools Queens Private** - 310 WF Nkomo Str, Pretoria West
Tel: 012 327 6714 | email: registrations@royalschools.co.za
- Royal Schools Sky City** - Cnr. Lemon Shark & Kingfish, Watervalsspruit
Tel: 076 341 5013 | email: registrations@royalschools.co.za

Credit Check

Date: _____

PERSON RESPONSIBLE FOR ACCOUNT:

LEARNER INFO:

Surname	_____	Surname	_____
First names (in full)	_____	First names	_____
ID/Passport No.	_____	Gender	_____
		Grade and class	_____

Please supply us with the following information. This information will be handled confidentially, and will only be used for Royal Schools reference.

Please make sure this information reaches the school by either attaching it to this document, sending it electronically, or sending it by post. The information must be clearly marked to be able to be identified by the school. The application cannot be processed without this information.

The following information will be: Attached E-mailed Posted

- 3 months Salary advice (latest)
- 3 x months bank statements (latest).
- 1 x credit reference (provide copy of latest statement) eg. Edgars, motorcar, credit card
- Water and lights account (latest)

5. Workplace _____

Work tel no: _____ E-mail address: _____

6. Are you a home owner? Yes No Physical address of your home: _____

7. Do you live in your own home? Yes No _____

8. If not, do you rent a living space? Yes No _____

House Flat Security estate Other

9. Physical address of where you live _____

10. How long have you lived at this address? _____ if shorter than 6 months give previous address

11. If renting a living space, give contact details of owner.

Name and Surname: _____

Address: _____ Contact no: _____

12. Are you insolvent or have you ever been insolvent? Yes No

13. Have you ever been blacklisted? Yes No

ANNUAL HOUSEHOLD INCOME BEFORE TAX

Less than R329 999	Less than R330 000 - R429 999	Less than R430 000 - R529 999	Less than R530 000 - R579 999	More than R580 000
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I _____ (name) hereby consent to the carrying out of a credit check on my financial affairs by Royals School or its Agents

Signature: _____ Date: _____

Office use:

Full credit check done by: _____ Date:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

I am also aware that a fee of R110 will be charged should the application be declined

Initials



CONSENT FOR CREDIT CHECK



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: _____

PRINCESS PARK SECONDARY SCHOOL AND COLLEGE

614 Pretorius Street
Pretoria
0002
012 324 1069

PO Box 4976
Pretoria
0001
www.royalschools.co.za



DEBIT ORDER FORM

Completion of this form is required prior to registration of your child as a learner. 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 dated ("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)

PRINCESS PARK SECONDARY SCHOOL AND COLLEGE

614 Pretorius Street
Pretoria
0002
012 324 1069

PO Box 4976
Pretoria
0001
www.royalschools.co.za



CONFIRMATION OF PAYMENT METHOD

Parent name	
Learner name	
Grade applying for	

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

- Registration fee **1100.00** Payable at time of registration
- Stationery Gr R-7 **1040.00** Payable on the first day of term 1
- Stationery Gr 8-12 **910.00** Payable on the first day of term 1
- 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 2021 as follows (please mark with an x):

Monthly Grade R-7 Grade 8-9 Grade 10-11	R1 740.00 R2 060.00 R2 200.00	First of every month for 12 months	<input type="checkbox"/>
Monthly Grade 12	R3 010.00	First of every month for 10 months in total (January - October)	<input type="checkbox"/>
Quarterly Grade R-7 Grade 8-9 Grade 10-11	R5 220.00 R6 180.00 R6 600.00	First day of each term	<input type="checkbox"/>
Quarterly Grade 12	R9 030.00 R9 030.00 R9 030.00 R3 010.00	First day of term 1 First day of term 2 First day of term 3 First day of term 4	<input type="checkbox"/>
Annual Grade R-7 Grade 8-9 Grade 10-11 Grade 12	*R20 880.00 *R24 720.00 *R26 400.00 *R30 100.00	5% discount will be granted for payments received before 31 January 2022 Parents that are required to pay annual fees in advance must continue to pay in this manner every year. *Before deduction of discount	<input type="checkbox"/>

Furthermore, I confirm that I am aware and agree to a charge of R100 being levied for any unpaid debit order.

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

SIGNATURE

DATE

AFTERCARE CENTRE 2022

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

THE FOLLOWING MUST ACCOMPANY THE REGISTRATION FORM:

- Copy of recent Passport photo of the learner/s
- Copy of the ID of the person/s collecting the learner/s

1. RIGHT OF ADMISSION

- It is accepted and, notwithstanding any clause in this condition of enrolment, that the Royal Schools After Care Centre ("the Centre") operates independently and is not part of Princess Park College.
- Right of Admission is strictly reserved.
- Only Pre Primary, Primary and Grade 8 children 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).

2. PERIODS AND TIMES OF THE AFTERCARE CENTRE:

- Only during school terms: Monday – Friday
- Times: 14h15 to 17h30
- 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 2022.
- A fine of R50 will be levied for every 15 minutes that a learner is collected after 17h30.

3. FEES PAYABLE:

- R600 per month (11 months) in advance _____ (Parent Signature)
- 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.
- 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.

4. DISCIPLINE:

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.

Sign here: _____

RULES AND REGULATIONS

- Learners may only attend the Centre during the opening times 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 respectably towards the supervisor and peers at all times.
- Insolence and bullying WILL NOT be TOLERATED.
- Learners may not vandalise the property of the Centre or their peers.
- Parents will be charged for all damages to Centre 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:

- 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:

- 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:

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

8. RESTRICTIONS

- The Centre, while keeping a rigid time-table, will not interfere with the extra lessons or sports activities of the school.
- The Centre will not accept responsibility for the academic progress of the learner/s in its care. No guarantee is given that any learner will complete ALL homework assigned by the teachers.
- The Centre will not assist learners with school projects or provide any materials to complete projects.

Sign here: _____

9. GENERAL

- 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 .
- The Centre will provide some stationery to learners for use at the Centre.
- All learners are to be collected from the designated play area or class at 17h30. 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.

Sign here: _____

REGISTRATION FORM

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)

What time will your child be fetched from school?
No later than 17h30 please

Sign here: _____

PARENT/S OR LEGAL GUARDIAN DETAIL

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: _____

FORM OF WAIVER AND ACKNOWLEDGEMENT

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.

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

Sign here: _____



LEARNER ADMISSION CONTRACT

LEARNER ADMISSION CONTRACT between Princess Park Secondary School and College (RF) NPC and Edpro Investments (RF) Proprietary Limited and The Parents indicated below

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

being the Parents/guardian of the following Learner:

Full names and surname	
Identity no	
Grade	

Sign here: _____

IMPORTANT NOTICE TO PARENTS/GUARDIANS

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 (or any other) law. If this Contract is in conflict with consumer protection (or any other) law, the Parents statutory consumer protection (or 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 (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 Princess Park Secondary School and College (RF) NPC, registration number 2006/028639/08 a limited liability private company duly incorporated in the Republic of South Africa;

1.1.7 "**Education Services**" means the education and extramural 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");

1.1.13 "**Parties**" means the parties to this Contract, being the Parents and the School Providers;

1.1.14 "**School**" means the school operating from the physical address referred to in the Admission Application Form under the name "Princess Park Secondary School and College", or such different name given to the School from time to time;

Sign here: _____

- 1.1.15 **"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;
- 1.1.16 **"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 –
- 1.1.16.1 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),
- 1.1.16.2 being shared between the Education Provider (for providing the Education Services) and the Facilities Provider (for providing the School Facilities) as they may determine,
- 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);
- 1.1.17 **"School Providers"** means the Education Provider and the Facilities Provider;
- 1.1.18 **"Schools Act"** means the South African Schools Act, No. 84 of 1996, as amended;
- 1.1.19 **"School Head"** means the principal or, where applicable, the executive manager 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;
- 1.1.20 **"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;
- 1.1.21 **"School Premises"** means the grounds and 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;
- 1.1.22 **"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);
- 1.1.23 **"School Term"** means each term of the School as notified by the School to the Parents from time to time.

2 SCHOOL STRUCTURE

- 2.1 The Parents acknowledge that they are aware that –
- 2.1.1 the School is made up of: the School Facilities, which are made available by the Facilities Provider; and the Education Services, which are made available by the Education Provider through its teaching staff and other employees;
- 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
- 2.1.3 the School Providers have appointed a manager to run their respective affairs and businesses, including in relation to the School.
- 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;
- 2.2.2 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;

Sign here: _____

- 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
- 2.2.4 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 Head will be available at the School office.
- 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.
- 2.5 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.
- 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.
- 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.
- 2.8 Neither the School Head nor the Education Provider 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.

3 SCHOOL FEES AND PAYMENT

- 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).
- 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 3.9. Parents are responsible to verify the School Fees for each year and if regardless of whether they receive the notice will still be liable for the new School Fees.
- 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.
- 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:
- 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 Provider and/or the Facilities Provider for this purpose; or
- 3.4.2 the School Providers 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.

Sign here: _____

- 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.
- 3.6 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 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.
- 3.7 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.
- 3.8 The Learner will be provided with textbooks for use for the year. The textbooks remain the property of the School Providers and the Parents will be held liable for the cost of replacement of any textbooks not returned or for textbooks damaged.
- 3.9 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 7 (seven) days advance notice to that effect to the Parents. The notice will stipulate exactly which activities or events the other fees requested relate to.
- 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.
- 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.
- 3.12 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.
- 3.13 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 *in securitatem debiti* for value received all their rights and title in such Deposit to the School Providers which cession the School Providers hereby accept.
- 3.14 If a Learner ceases to be a learner at the School, then 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.
- 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 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 –
- 3.16.1 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 ("Lower Interest") on the Overdue Amount from its due date for payment until its date of actual payment; and/or

Sign here: _____

- 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
- 3.16.3 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
- 3.16.4 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 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 other parents or guardians of learners at the School, staff at the School and responsible persons engaged or authorised by the School, for school-related purposes; and/or
 - 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;
 - 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 of the School Providers.

Sign here: _____

- 5.2 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.
- 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.
- 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 SUSPENSION OR TERMINATION OF ADMISSION

- 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 –
- 6.1.1 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);
- 6.1.2 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;
- 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;
- 6.1.6 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 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
- 6.1.7 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) 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 to be presented.
- 6.2 The admission of each Learner at the School will terminate automatically on the death of a Learner.
- 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.
- 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).

Sign here: _____

7 ACKNOWLEDGEMENTS, WAIVERS AND DECLARATIONS BY THE PARENTS

- 7.1 The School Provider is reliant on fees to operate and provide quality education and the Education Provider is an independent school.
- 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 by the due date readmission cannot be guaranteed.
- 7.3 The Education Provider reserves the right to request references from previous schools in respect of Learners and/or Parents.
- 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 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;
- 7.6.2 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;
- 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;
- 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;
- 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;
- 7.6.6 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);
- 7.6.7 undertake to indemnify and hold harmless the School Providers, any of their managers, representatives, staff members or other employees against any claims arising from or in respect of the theft, loss, damage or destruction of any personal property of whatever nature (including School uniforms, sporting equipment, books, or any other personal possessions) brought onto the School Premises by a Learner (save that this undertaking will not apply to any person in whose care and possession any of the personal property has been placed and the theft, loss, damage or destruction is as a result of such person having treated or used the personal property as its own or such person not having exercised the necessary degree of care, diligence and/or skill when handling, safeguarding or using the property, with due regard to the functions and responsibilities which can reasonably be expected of such person in relation to the handling, safeguarding and usage of the property);

Sign here: _____

- 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;
- 7.6.9 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 the School Head of any changes in a Learner's health, medicine, wellbeing or special healthcare needs;
- 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;
- 7.6.12 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;
- 7.6.13 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);
- 7.6.14 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;
- 7.6.15 confirm and acknowledge that the School Providers (i) are hereby permitted and 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 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
- 7.6.16 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 In addition to and without relieving the Parents of any of their specific obligations under this Contract, the Parents undertake to –
- 7.7.1 encourage and ensure that each Learner obeys all School Rules at all relevant times to the extent they are applicable;
- 7.7.2 uphold and conduct themselves in accordance with the School Rules;
- 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;
- 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;
- 7.7.6 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;

Sign here: _____

- 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
- 7.7.8 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.
- 7.8 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 as regards 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/GAURDIAN

SIGNED at _____ on _____ 20__

PARENT/GAURDIAN

SIGNED at _____ on _____ 20__

PRINCESS PARK SECONDARY
SCHOOL AND COLLEGE (RF) NPC

SIGNED at _____ on _____ 20__

EDPRO INVESTMENTS RF (PTY) LTD



DISCIPLINE AND CONDUCT POLICY

DISCIPLINE AND CONDUCT POLICY

1. CONSTITUTION AND VALUES

The Constitution of the Republic of South Africa will always guide and inform this policy.

This policy of the school is based on the Royal Schools value 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
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, 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 are necessary as they 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 so that they do not infringe on the right to education of fellow learners.
- Learners must adhere to the PIPE values of the school.
- Learners must ensure that their class work and home work is done.
- Learners may not break any laws of the Republic of South Africa.
- Learners must endeavour not to accumulate violations as indicated in the demerit policy.
- Learners must bring a letter from the parent/guardian, or the parent/guardian must phone the school, to report absenteeism and the reason 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 notification, he/she will be deregistered and removed from the administrative system
- Learners feeling ill or learners who are injured whilst at school should report it to the school office. Learners may not contact the parents, the school will phone the parents
- Learners must keep their diaries with them at all times
- Learners may not smoke or be in the possession of cigarettes, tobacco or any other smoking accessories (including E cigarettes and "hubbly bubbly")
- Learners may not use or be in the possession of drugs, alcohol or any other illegal substance. Learners may not smoke on the school premises or when in public dressed in school uniform or when attending functions away from the school

- 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, 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/her parents will be held responsible for compensation or replacement
- Vandalism of any form will not be tolerated. Damaging of textbooks is also considered vandalism and parents will be responsible for replacing or compensating for any damaged textbooks
- Learners must take care of their belongings. The school will 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 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 as a result
- No gambling of any form is allowed at school
- No cell phones or any other electronic signalling devices are allowed at school. Should cell phones or electronic devices be visible or used at school, teachers may confiscate them and parents will be required to come to school to collect the cell phone
- Learners may not leave the school premises without written permission from the principal or deputy principal. All appointments must be arranged during afternoons
- No eating or drinking is allowed in classrooms and corridors. Chewing bubble gum on the school grounds is forbidden
- 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 random drug tests on learners

Procedure for a school day

- All learners should be inside the school grounds by 07h20
- No learner will be allowed into the school property after 07h45 for safety reasons
- When changing classes learners must do so in a quite orderly manner and in 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
- When the bell rings at the end of break, learners should assemble in their lines in the designated areas in a quiet, orderly manner
- No physical contact of a sexual, hurtful, or aggressive nature will be allowed between learners

3. DISCIPLINE

- Royal Schools strive to continuously maintain high standards of discipline
- The SMT, staff and prefects are responsible for the implementation of the discipline and conduct policy

The school undertakes to

- Make learners aware of the school rules, value system and expected standards of behaviour
- Implement a system of merits and demerits in terms of the conduct definitions (annexure A)
- Punish and correct unacceptable behaviour
- Provide learners and parents with feedback in cases of unacceptable behaviour as soon as possible
- Reward and positively reinforce good behaviour
- Be fair and consistent in the application of the disciplinary policy and procedure
- Inform parents about detention and bad behaviour

Parent's responsibilities

- To support the school in the implementation of the disciplinary policy and merit 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 punishment and disciplinary action taken against them and to learn from this

Punishment

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

4. SCHOOL UNIFORM AND APPEARANCE

- Royal Schools learners are recognised by their uniform and should be proud of their uniform and appearance
- Royal Schools prescribes the uniform to be worn by all learners during school hours as well as during official school functions
- Learners should wear full school uniform during exams

4.1 School uniform

4.1.1 Summer uniform

Girls

- White shirt
- School Tie
- Turquoise/Royal blue school golf T-shirt
- Turquoise school tartan skirt
- Black gym pants underneath the skirt (Must not show)
- Black school shoes
- White anklet socks
- School dri-mac
- Turquoise school pullover/Jersey
- School cap (not allowed in classes)

Boys

- White shirt
- School Tie
- Turquoise/royal blue school golf T-shirt
- Grey school trousers (No tight fitting or skinny pants)
- Black school shoes
- Grey school socks
- Plain black belt
- School dri-mac
- Turquoise school pullover/Jersey
- School cap (not allowed in classes)

4.1.2 Winter uniform

Girls

- White long sleeve shirt
- School Tie
- Turquoise/Royal blue school golf T-shirt
- Turquoise scarf
- Turquoise school tartan skirt or grey trousers (No tight fitting or skinny pants)
- Black, thick tights if wearing the school skirt.
- Black gym pants underneath the skirt (Must not show)
- Black school shoes
- White ankle socks if wearing the grey trousers
- Royal blue school dri-mac or school jersey
- Turquoise school pullover
- Turquoise school beanie
- Gr 12 may wear black chino trousers (no slim fits or oversized fits are permitted)

Boys

- White long sleeve shirt
- School Tie
- Turquoise/Royal blue school golf T-shirt
- Turquoise scarf
- Grey school trousers (no slim fits or oversized fits are permitted)
- Black school shoes
- Grey school socks
- Plain black belt
- Royal blue school dri-mac or school jersey
- Turquoise school pullover
- Turquoise school beanie
- Gr 12 may wear black chino trousers (no slim fits or oversized fits are permitted)

4.1.3 Sport uniform

It is compulsory to represent the school in the prescribed colour

- Turquoise golf T-shirt
- Black school shorts
- Skorts (With the school emblem). Must be the correct length(Girls)
- White sport socks
- Sport tekkies (Preferably white, blue or black)
- Royal blue school dri-mac.
- School Tracksuit (Optional)

4.2 Appearance

- A learner's appearance is considered a reflection of his/her respect for him/herself as well as for his/her school
- Pupils are expected to wear the official school uniform and appear neat and tidy
- School dress rules do not change with changing fashion trends

4.2.1 Boys

4.2.1.1 Hair regulations

- Hair must be off the collar, ears and eyebrows and must be neatly combed
- Hair may not be bleached, dyed or artificially extended
- Braids, non-plaited dreadlocks, perms and any unusual or fashionable hairstyles with steps or ridges are forbidden
- Neat cornrows are allowed
- Natural Afros are allowed as long as they are neat and don't obscure the view in a class room
- If a boy has a non-conforming hairstyle, he will be expected to make the necessary corrections within a week of the school requesting him to do so, if not parents will be called to the school to meet with the disciplinary manager
- Hair regulations remain in force for the full calendar year and will not be relaxed towards the end of a term

4.2.1.2 Grooming

- Nails must be short and clean
- Only standard black school shoes may be worn

- Ties must be worn neatly tied with a conservative knot and pulled up to the collar with the button done up. Ties shall not be too long or too short (should reach the navel)
- Shirts are to be in a good condition and tucked in at all times
- Learners should wear full school uniform during exams

4.2.1.3 Shaving

- Boys are to be clean shaven at all times. No moustaches or stubble is permitted
- Boys will be issued with demerits for not shaving as per the code of conduct and will be required to shave by the discipline manager
- Boys who suffer from skin conditions must provide a medical certificate detailing the reason preventing them from shaving. These letters need to be available at all times

4.2.1.4 Jewellery and adornments

- No colour contacts are allowed
- Tattoos and piercing (including tongue rings) that are visible whilst wearing school clothing, or whilst participating in the school's sporting or cultural activities, are forbidden. Tattoos should be covered at all times
- Learners who have pierced ears may wear a single pair of earrings, provided they are small studs or rings (**not permitted**)
- Studs and rings will be confiscated and kept in the office till the end of the term
- Only cultural and religious necklaces will be allowed as long as it is not visible with school uniform
- Small inconspicuous watches may be worn
- No bracelets are permitted except for medical bracelets
- Jewellery will be confiscated and kept in the discipline manager's office until the end of the term

4.2.2 Girls

4.2.2.1 Hair regulations

- If hair is longer than 40 mm in diameter, it should be cut or controlled in such a manner that it does not obscure the view of another learner in the class
- If hair is long enough to be tied back, it must be tied back neatly in a ponytail, no lower than the nape of the neck, with a blue, white or black elastic
- No crocodile, banana, fancy clips, bows or ribbons are allowed
- All hair must be off the face and may not hang in the eyes
- Hair may not be bleached, dyed or colour washed
- Cornrows, natural dreadlocks and single braids are allowed, provided that they are a maximum of 40 mm in diameter. Single/braids must be the same length and be the natural colour of the girl's hair
- Braids shorter than collar length may not hang in the face
- All hair elastics and ribbons must be blue
- If a girl has a non-confirming hairstyle, she will be expected to make the necessary corrections within a week of the school requesting her to do so, if not parents will be called to the school to meet with the disciplinary manager

4.2.2.2 Grooming

- Nails must be kept neat and short. No false nails, tips or nail polish may be worn. Only grade 12 girls may wear clear, colourless nail polish
- No make-up, including permanent make-up (e.g. dyeing of eyelashes) are allowed

4.2.2.3 Jewellery and adornments

- No colour contacts are allowed
- No jewellery may be worn around the neck except for religious or culture as long as it is not visible with school uniform
- Pupils who have pierced ears may wear a single pair of earrings, provided they are small studs or rings
- No bracelets are permitted except for medical bracelets
- Inconspicuous watches may be worn
- Tattoos and piercing (including tongue rings) that are visible whilst wearing school clothing, or whilst participating in the school's sporting or cultural activities, are forbidden. Tattoos shall be covered at all times
- Jewellery not allowed will be confiscated and kept in the discipline manager office till the end of the term

4.2.3 Casual wear to school/civvies days

- No feature that brings negative attention to itself is allowed
- Openings must be aesthetic, appropriate and not revealing
- No tummy openings are allowed
- Necklines must be high enough to ensure body parts are covered at all times
- Logos and pictures on clothing may not be of derogatory, degrading, vulgar or discriminating nature

- No torn jeans or clothes revealing underwear are allowed

5. 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

DEMERIT POLICY

1. SCHOOL RULES

The rules of the School must be adhered to:

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

2. DEMERIT SYSTEM

The main purpose of the Demerit system is to incentivise learners to behave in line with the PIPE values and thereby creating a culture of discipline and a value-based school. The main purpose is not to punish negative behaviour.

The demerit system works as follows:

- Learners start with 0 points.
- All violations and recognitions are logged on the conduct list (Principal Plus).
- Recognitions and violations not logged on Principal Plus will not be considered.
- Recognitions are given for positive actions for example assisting an Educator.
- Violations are given for misconduct for example homework not done.
- Recognitions and violations are indicated separately on the Conduct Report of the learner.
- "Detention Attended" which counts +50 points is added automatically by Principal Plus when a learner has sat detention. This reduces the violations total of the learner.
- Some conducts are only for informative reasons for example "Informed parents about concerns regarding academics".
- The learner should attend detention should the violations reach -50 or less.
- Once the learner has attended detention "Detention attended" is added automatically to the violations column to reduce the negative marks.
- Where a learner does not attend detention without a valid reason "Detention bunked" will be noted.
- Should the violations again reach -50 or less the learner must attend detention for a second time.
- Once the learner has attended detention "Detention attended" is added automatically to the violations column to reduce the negative marks.
- If the violations of the learner reach -50 or less for the third time the parent(s) must be called in for a "Disciplinary Discussion". The learner must attend detention for a third time.
- Should the violations of the learner reach -50 or less for the fourth time a Disciplinary Hearing will be held.
- The Disciplinary Chairperson will decide on the appropriate punishment which could include suspension. "Suspension completed" will be added as an Informative remark once the learner returns from suspension.
- Should the violations total reach -500 or less before the end Term 3 a Transfer letter will be issued to the learner immediately to enable him/her to apply to attend another school the following year. One term notice will be given to the parent. However, in the case of Suspension or Expulsion no notice will be given and the punishment will be effective immediately. This is done to accommodate schools having early registration dates.
- Should the violations total reach -350 or less before the end Term 3 a Conditional Re-Admission letter will be issued to the learner indicating under which conditions the learner will be allowed back the following year. If these conditions are not followed the following year, the learner will be expelled at the end of that particular Term. However, in the case of Expulsion no notice will be given and the punishment will be effective immediately.
- 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 outcome 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.
- Parents can at any time request a copy of the Merit and Demerit list of a learner.
- A summary of the Merit and Demerit list 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 ARE AWARDED AS FOLLOWS:

Description	Type	Points
Academic Goal Achieved (Quarterly)	Recognition	10
Academic good performance (Quarterly) 75%+	Recognition	20
Academic performance increase 5%+ (Quarterly)	Recognition	5
Academic performance increased 10% (Quarterly)	Recognition	10
Academic performance increased 15%+ (Quarterly)	Recognition	15
Academic performance increased 30%	Recognition	30
Assault (Disciplinary Discussion/Hearing)	Violation	-100
Assignment result 75%+	Recognition	10
Assignment submitted late	Violation	-5
Assist fellow learners	Recognition	5
Assist teacher	Recognition	5
Attendance 100% (Quarterly)	Recognition	10
Attention not paid in class	Violation	-5
Books left at home	Violation	-5
Bullying / Intimidation	Violation	-50
Bunking class	Violation	-10
Bunking detention	Violation	-30
Bunking register	Violation	-10
Bunking school	Violation	-25
Chewing or eating in the classroom	Violation	-5
Classwork not done / incomplete	Violation	-10
Conditional re-admission given	Violation	0
Conduct Points Total -150 (Disciplinary discussion)	Violation	0
Conduct Points Total -350 (Disciplinary Hearing)	Violation	0
Disciplinary discussion held	Violation	0
Disciplinary hearing held	Violation	0
Discrimination (race/gender/religion/sexuality/nationality)	Violation	-50
Discussed academics with learner	Violation	0
Discussed discipline with learner	Violation	0
Dishonest	Violation	-50
Disregard exam/test procedures	Violation	-15
Disregard instructions (Specify)	Violation	-5
Disrepute the name of the school (Specify)	Violation	-50
Disrespectful towards fellow learners (Specify)	Violation	-20
Disrespectful towards staff (Specify)	Violation	-50
Disrupting the class (Specify)	Violation	-10
Exam/test results 75%+	Recognition	10
Extra effort with school work	Recognition	5
Fighting	Violation	-50

Final warning given	Violation	0
Fraud (Disciplinary Discussion)	Violation	-50
Gambling	Violation	-25
Good behaviour (Monthly)	Recognition	20
Good behaviour / academic work (Weekly)	Recognition	5
Grooming incorrect (Hair, nails, make-up, unshaven etc.)	Violation	-10
Highest mark in subject (Quarterly)	Recognition	10
Homework Copied	Violation	-10
Homework not completed	Violation	-5
Homework not done	Violation	-10
Honesty	Recognition	20
Irregularity in exam/Formal test (Discipline Discussion-Conditional Admission)	Violation	-50
Late for class	Violation	-5
Late for school	Violation	-10
Leadership abilities displayed	Recognition	10
Letters/test/homework not signed	Violation	-5
Litter	Violation	-5
Neatness (Monthly)	Recognition	5
Noise in rows	Violation	-5
Noise making in class	Violation	-5
Parent informed about academic issues	Violation	0
Parents informed about discipline	Violation	0
Parents informed about late coming	Violation	0
Parents informed regarding absenteeism	Violation	0
Participate in school social activities	Recognition	10
Participate in school sport activities	Recognition	10
Participation in school culture activities	Recognition	10
Petty theft (Value below R50 - Specify)	Violation	-60
PIPE values achieved quarterly	Recognition	30
Playground / Classroom cleaned	Recognition	5
Playing with tablet / cell phone	Violation	-10
Positive drug test (Disciplinary Discussion and counselling)	Violation	-100
Positive drug test twice (Suspension until hearing)	Violation	-100
Possession / selling of drugs (Suspension until hearing)	Violation	-300
Possession of alcohol (Suspension until hearing)	Violation	-200
Possession of banned substances (Cough syrup, lighters and matches etc)	Violation	-50
Possession of cigarettes	Violation	-30
Possession of pornography	Violation	-50
Possession of weapon(Suspension until hearing)	Violation	-300
Remedial / intervention bunked	Violation	-10
Respectful behaviour (Monthly)	Recognition	5
School uniform incorrect	Violation	-5
Sexual Interaction(Suspension until hearing)	Violation	-100
Sleeping in class	Violation	-5

Smoking cigarettes	Violation	-50
Sniffing glue or other substances	Violation	-50
Suspension Completed	Violation	0
Swearing or abusive language	Violation	-5
Talking in class	Violation	-5
Tampering with fire equipment	Violation	-60
Tampering with learner/staff/school property	Violation	-30
Theft (Value above R50 - Hearing)	Violation	-100
Threaten teacher(Disciplinary discussion/hearing) (Specify)	Violation	-100
Threaten with a weapon(Suspension until hearing)	Violation	-300
Transfer letter given	Violation	0
Unacceptable social behaviour (Specify)	Violation	-15
Under the influence of alcohol (Disciplinary Hearing)	Violation	-200
Under the influence of drugs (Disciplinary Discussion)	Violation	-100
Unsafe behaviour (Specify)	Violation	-10
Vandalism 1st offence (Disciplinary Discussion)	Violation	-50
Vandalism 2nd offence (Hearing)	Violation	-100
Verbal warning given (Specify)	Violation	0
Voluntary work	Recognition	10
Walking around	Violation	-5
Writing on desks and walls	Violation	-20

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.

MERIT POLICY

1. INTRODUCTION

The purpose of this policy is to put a procedure in place to reward learners for special achievements and for behaviour that is in line with the PIPE values.

2. POLICY

- Learners are encouraged to live the PIPE values of the School.
- Learners are encouraged to do their best in all aspects at all times.
- Certificates for special achievements are handed out during prize giving ceremonies.
- Educators are encouraged to identify positive behaviour aligned with the PIPE values.
- Educators are encouraged to incentivise learners with merits – focus on the positive, not only on the negative.
- A merits function should be held at least once a term.
- Merit awards can also be handed to learners on an ad hoc basis.
- All merits should be captured on the SMART system.
- Parents should be informed of their child's merit awards on a regular basis (at least twice a year).

3. MERITS ARE AWARDED AS FOLLOWS:

Description	Category	Type	Points
ACADEMIC GOAL ACHIEVED(QUARTERLY) (MERITS)	Merits	Recognition	10
ACADEMIC PERFORMANCE GOOD QUARTERLY(75%+) (MERITS)	Merits	Recognition	20

ACADEMIC PERFORMANCE INCREASED 10% (QUARTERLY) (MERITS)	Merits	Recognition	10
ACADEMIC PERFORMANCE INCREASED 15%+(QUARTERLY) (MERITS)	Merits	Recognition	15
ACADEMIC PERFORMANCE INCREASED 5% (QUARTERLY) (MERITS)	Merits	Recognition	5
ASSIGNMENT RESULT 75%+ (MERITS)	Merits	Recognition	10
ASSIST FELLOW LEARNERS (MERITS)	Merits	Recognition	5
ASSISTING TEACHER (MERITS)	Merits	Recognition	5
ATTENDANCE 100% (QUARTERLY) (MERITS)	Merits	Recognition	10
EXAM/TEST RESULTS 75%+ (MERITS)	Merits	Recognition	10
EXTRA EFFORT WITH SCHOOL WORK(Specify)	Merits	Recognition	5
GOOD GENERAL BEHAVIOUR MONTHLY (MERITS)	Merits	Recognition	20
GOOD BEHAVIOUR / ACADEMIC WORK WEEKLY (MERITS)	Merits	Recognition	5
HIGHEST MARKS IN SUBJECT(QUARTERLY) (MERITS)	Merits	Recognition	10
HONESTY (MERITS)	Merits	Recognition	20
LEADERSHIP ABILITIES DISPLAYED (QUARTERLY) (MERITS)	Merits	Recognition	10
NEATNESS (Monthly-Specify) (MERITS)	Merits	Recognition	5
PARTICIPATE IN SCHOOL CULTURAL ACTIVITIES (MERITS)	Merits	Recognition	10
PARTICIPATE IN SCHOOL SOCIAL FUNCTION (MERITS)	Merits	Recognition	10
PARTICIPATE IN SCHOOL SPORT ACTIVITIES (MERITS)	Merits	Recognition	10
PIPE VALUES ACHIEVED (QUARTERLY) (MERITS)	Merits	Recognition	30
PLAYGROUND/CLASSROOM CLEANED (MERITS)	Merits	Recognition	5
RESPECTFUL BEHAVIOUR (Monthly) (MERITS)	Merits	Recognition	5
VOLUNTARY WORK (Specify) (MERITS)	Merits	Recognition	10

4. REWARDS FOR MERITS ARE GRANTED AS FOLLOWS:

- Merits will be rewarded at the beginning of each term. Learners will start with 0 at the beginning of each term.
- At the end of the year positive merits of all four terms will be added together.
- The following rewards **may** be granted:

Top 5 learners per Grade (Per Term)	Learner may wear civvies on one chosen Monday of the following term
Top 2 learners per Grade	Learner is invited to attend the achiever's tea
Learner with the highest number of merits per grade per term (minimum of 50)	Learner receives a merit badge or cap or water bottle or stationary top up pack
Learner with the highest number of merits per grade per year (minimum of 50)	Learner receives a certificate and gift voucher at the end of the year awards

5. 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.

PRINCESS PARK SECONDARY SCHOOL AND COLLEGE

614 Pretorius Street
Pretoria
0002
012 324 1069

PO Box 4976
Pretoria
0001
www.royalschools.co.za



DECLARATION

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



INDEMNITY FORM

Princess Park Secondary School and College (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 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:

indemnify The School and the Board of Directors for the time being of Princess Park Secondary School and College (Reg Nr 2006/028639/08) 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:
