



PARKTOWN BOYS' HIGH SCHOOL



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PARKTOWN BOYS' HIGH SCHOOL CODE OF CONDUCT

The Learners at Parktown Boys' High School have agreed on the following principles to guide their conduct:

- All Learners should support the school by participating in cultural, sporting and academic activities to uphold the school spirit.
- Learners should be educated in a controlled, academic environment to the best ability of the teacher. Learners' responsibilities lie in the creation of a classroom situation where they respectfully co-operate with teachers and all Learners can work without hindrance.
- Learners have the right to freedom of speech and to voice their opinion in a mature, tactful and appropriate manner. They too have a responsibility to listen to and respect the beliefs and opinions of others.
- No form of rudeness should be displayed to anyone, inside or outside the classroom.
- Learners are not to endanger the lives of others by carrying dangerous weapons or by acting recklessly or disobeying rules.
- Intolerant and prejudicial attitudes should always be guarded against. All people should be treated with reverence, respect and dignity. There should be no unfair discrimination and derogatory remarks about others and no intimidation.
- Learners should at all times be honest, honourable, just and fair.
- Learners should, where possible, be involved and informed about decisions taken by the school. These decisions should be respected and reacted to in a mature fashion.
- Learners should at all times be self-disciplined and promote and reflect a culture of learning.
- Equal opportunities should be allowed for everyone at school.
- Learners should have a sense of responsibility for the world we live in and respect for the environment, especially that of the immediate school, its grounds, its equipment and its furnishings. Sustainable development should be promoted at all times. Learners are not to litter or waste scarce resources like water and electricity.
- A social conscience should be developed. The welfare of others being the Learners' first concern.
- Learners should show moral courage and stand up for what they believe to be morally correct.
- Respect for the property of others and that of the school should be shown by Learners at all times.
- Individual and group achievements in all areas of the school should be respected and supported.
- No disputes should be settled by hurting, bullying or intimidation. All differences should be solved in a peaceful manner.
- Learners should at all times be well groomed.
- Learners should at all times display behaviour that is befitting to the school.
- Learners should uphold the security of the school as well as have the right to the security of themselves and their property.
- Learners have a responsibility not to embarrass the school in any way when out of school uniform.
- Commitment to all activities and to the values of the school should always be displayed.
- Learners should live up to the obligations of their school and community.
- Learners should attend school regularly and at all times be punctual.
- Learners should always aim to achieve to the best of their abilities.
- Good sportsmanship should always be shown. No foul play and bad language should be used.
- Humility in victory and grace in defeat should be shown. Arrogance should always be avoided.
- Parktonians should always be gentlemen.

In order to give effect to the above, the following rules shall apply:

1. SECURITY OF SCHOOL AND PROPERTY

No form of vandalism to the property of Learners, staff or the school will be tolerated.

Misuse of, and damage to, school, staff and Learner property is unacceptable and shall be regarded as a disciplinary offence.

Offenders may be subject to the due process of the courts.

School property may not be removed from the school premises without the permission of the Headmaster.

School premises and classes must be kept neat and clean; litter must be put in the bins provided.

Except on rainy days, the classrooms are out of bounds before school starts and during break.

No Learner may drive or park a motor vehicle on the school premises without the necessary licence and permission of the Headmaster.

No Learner may remove or tamper with anything that does not belong to him. Theft is a most serious offence.

2. LEARNING AND TEACHING

All Learners are expected to commit themselves to work.

Failure without valid reason to do homework, class work, tests or any academic tasks is unacceptable, offenders will be punished.

A Learner's behaviour will be regarded as unacceptable if he deliberately disrupts classes, thereby hampering the learning process of fellow Learners.

A register, roll call and period control system is maintained, so that class attendance can be checked.

Truancy, including missing individual classes, is unacceptable.

3. RESPECT AND CONDUCT

A Learner behaves in an unacceptable manner if he:

Bullies, intimidates, victimizes or in any way whatsoever threatens the physical and mental wellbeing of any other Learner.

Is in possession of, or brings onto school premises, at any time, any form of pornography.

Acts disrespectfully or disruptively, and by word or action, displays insolence of insubordination.

Uses disgraceful language.

Behaves aggressively.

Smokes in school uniform or on school premises.

The carrying and/or smoking of cigarettes is prohibited.

The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.

Alcohol is not permitted on the school premises during any school activity.

If a Learner is in possession of prescription medication, a copy of the doctor's script should be kept by the Learner at all times.

The school is a place of safety where laws pertaining to public places are applicable:

No dangerous objects or illegal drugs as defined in the SA Schools' Act or the Safety Regulations will be brought onto and/or used on the school property unless authorized by the Headmaster for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.

4. PUNCTUALITY

All Learners are expected to arrive at school well in time for the school day and to be punctual at all times. Learners who are late shall not be allowed to disrupt the first period. The school gates will be locked at 08h00.

Lateness is unacceptable and shall be considered a violation of the Code of Conduct. The repetition of the offence will result in the Learner appearing before the school's Disciplinary Committee.

The Headmaster's permission is required before a Learner may leave the school premises during school hours.

5. POSSESSIONS

All possessions, (for example, blazers, articles of clothing, school books and sports equipment) must be clearly marked with the Learner's name.

Money and valuables should on no account be left in pockets of blazers (that are not being worn) in school bags or in classrooms. The school cannot be held responsible for any losses. Lockers are available for hire from the school.

Only briefcases or cases with hard sides may be used. These must be clearly marked with the Learner's name. No haversacks, college bags or graffiti bags are permitted.

Cellular telephones are banned at Parktown Boys' High School and the school does not take responsibility for the loss of any cellular telephones. Learners will only be allowed to have cellular telephones at school under exceptional circumstances. In such instances learners need to be in possession of a letter of explanation from their parents AND ALL CELLULAR TELEPHONES must be left with the school secretaries office for safekeeping during the day.

6. HAIR AND JEWELLERY REGULATIONS

A boy's haircut must meet the required standard. Parents are expected to see to it that their sons abide by these regulations.

Fringe must not touch the eyebrows.

Sideburns should not be below the middle of the ear.

Hair in the back of the neck must not touch the collar.

Hair must take the form of the head.

Hair must not go over the ears.

Hair must not be too long or too thick. It must be combed flat and not be blow-dried to stand up. No gel or similar substance may be used.

No fancy hairstyles (highlights, perms, steps, shaved areas or brush cuts shorter than number 2) are allowed.

The Headmaster, House Tutors and Grade Heads reserve the right to decide on what is an acceptable hairstyle and may insist that

learners who do not conform are to be fetched from school.

No jewellery other than a watch or medical disc is allowed.

All learners must be clean shaven at all times.

Any deviation from the above will only be tolerated if the Headmaster is consulted beforehand.

Tattoos are unacceptable and must not be visible.

Body piercings are unacceptable.

Accommodation of religious or cultural rights:

Religious practices, conduct or obligation that relate to the core values and beliefs of a recognized religion and that are in conflict with any rule contained in this Code of Conduct will be accommodated by a deviation from this Code of Conduct by the School Governing Body.

The Learner, assisted by the parent, must apply for a deviation from the standard school rules if such rules are in conflict with or infringe on any religious right of the Learner.

This application must be submitted in writing and must identify the specific rule(s) that is/are offensive to the Learner's religious rights as contained in the Constitution of the Republic of South Africa.

This application must include a reasonable interpretation of the religious rights which the learner feels are offensive and a suggestion about the way in which the rules may be supplemented by the School Governing Body to accommodate such religious rights.

The Learner must provide proof that he belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the school's Code of Conduct are his true beliefs and commitments.

The religious conduct or practice must be lawful.

The School Governing Body must consider the application and, if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing within 14 days.

When the School Governing Body allows deviations from standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the Learner to comply with such beliefs.

The deviation must specify the exemption from the normal rules and must clearly identify the conduct that will be allowed – for example, the growing of a beard or the wearing of a specific hairstyle or jewellery – and the conditions under which such deviation will be applicable to the Learner.

Cultural rights will be considered in the event that they do not relate to a religion and whether such cultural rights are of a permanent nature which is compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or mark will cause considerable pain to the Learner. Normally, cultural rights are exercised through marks and expressions of a temporary nature which are justified for a specific cultural gathering. The Learner must convince the School Governing Body that his cultural rights can be exercised only through a permanent intervention.

Any request for a deviation from the school's Code of Conduct based on cultural rights must be submitted in writing and must be based on a process similar to that contained in subparagraphs 1 to 8 above.

7. AREAS OUT OF BOUNDS

Before school and at breaks – classrooms (unless permission is obtained from a teacher), the car park, the cycle sheds, the obstacle course, the swimming pool area, the shooting range, corridors (except for movement), the top field (Form 5's only), area around the Biology Lab, areas next to the school gates, the Staff room (at all times).

Learners are asked to co-operate in the following:

- a. Movement on the corridors and on stairways; move quietly and in an orderly fashion, keeping on the left.
- b. Blazers are to be worn when out of classrooms (except in the grounds at break).
- c. School bags may not be left in the central downstairs corridor between the old and the new buildings.
- d. Congregating in the cloakroom areas is not allowed.
- e. Ball games of any kind are not permitted in school buildings – only on the fields.
- f. Horseplay or fooling about in classrooms, tuck shop or corridors is not acceptable. It can lead to damage to furniture and to injury. Please do not run in the corridors.

8. ADMINISTRATIVE REGULATIONS

Teachers complete the register during the first lesson every day. Learners who arrive late must report to the Secretaries' office before proceeding to class.

Learners who feel ill during school hours and are unable to continue normal periods must report to the Secretaries' office.

Should a Learner be absent from school for a period of three (3) days or longer, such leave of absence must be supported by a letter from a medical doctor/traditional doctor/registered herbalist and should be handed in at the Secretaries' Office on the day of return before 07h45. The letter should be clearly marked on the outside with the Learner's name and Form/Grade number.

A Learner who has to leave for a doctor or dentist appointment or any other reason must produce a note from a parent the day before. This is to be handed to the Headmaster personally. Where possible the Learner is expected to return to school. (Parents are urged not to make such appointments if possible).

No Learner may leave the school grounds during school hours, for any reason, without the permission of the Headmaster or his Deputies.

Once permission is granted, learners must be signed out from the Secretaries' office.

9. PUNISHMENT

The school does have the right to exercise punishment where it is deemed necessary.

The Headmaster, staff and SEC have the right to give suitable detention. If possible an option of two successive afternoons should be given in case of conflicting arrangements.

Other appropriate punishment such as gardening, ground cleaning, sanding desks, painting, etc. may be given by the Headmaster, staff and SEC.

Boys guilty of serious offences such as violence, possession or distribution of drugs, theft, truancy and defiance will be subject to suspension and / or expulsion.

Repeated offences that interfere with the effective running of the school would also be subject to being sent home.

Refusal or avoidance of punishment will also be subject to suspension and / or expulsion.

10. DISHONESTY DURING EVALUATION

Cheating during tests and exams is considered to be a very serious offence. Offenders will be given 0 and appropriate punishment.

11. ABSENTEEISM FROM TESTS AND EXAMS

If a Learner is seriously ill or injured such that he is unable to write a test / exam, he will be given an estimate mark based on his previous performance provided that a medical certificate is handed in to the Secretaries' office no later than 24 hours after the test / exam.

Any other reason for absenteeism must be discussed with the Headmaster before the test / exam.

Learners absent from tests / exams without legitimate reason and who have not done either 1 or 2 above will get a failing mark of between 0 and 25.

12. PARTICIPATION IN EXTRA MURALS

It is required that all Learners participate in at least one extra mural per term. Should a Learner gain selection for a team and be committed to a fixture, it is essential that his commitment be followed through. Any Learner letting a team down by not presenting himself for that fixture will be subject to disciplinary action.

13. UNIFORM

All Learners must wear the prescribed school uniform at all times. This rule applies not only to uniform worn from day to day, but also to uniform worn during extracurricular activities. Only black leather shoes of conventional lace-up design (no boots, track shoes or takkies and no studs or designs) are permitted. Learners are also to wear a conventional black belt at all times. Learners found wearing partial or incorrect uniform whether, at school or not, will have irregular items confiscated.

OFFENCES THAT MAY LEAD TO SUSPENSION

Procedure regarding anti-social behaviour – defined as behaviour that lacks consideration for others and may cause damage to the school community, whether intentionally or through negligence. Anti-social behaviour is labelled as such when it is deemed contrary to prevailing norms for social conduct. This encompasses a large spectrum of actions including (but not limited to): truancy; physical violence; cyber abuse; use of illegal substances and theft. Any boy found guilty of such behaviour will be subjected to a drug test after consultation with the Deputy Head of Discipline.

(Schedule 1)

Offences that may lead to suspension include, but are not limited to the following.

A Learner will be guilty of serious misconduct if he, intentionally and without just excuse -

- (a) seriously threatens, disrupts or frustrates teaching or learning in class;
- (b) engages in a conspiracy to disrupt proper functioning of the school through collective action;
- (c) insults the dignity of or defames any Learner or any other person, which includes racist remarks;
- (d) distributes, or is in possession of any test or examination material that may enable another person to gain an unfair advantage in a test or examination;
- (e) is found to be truant from an extra-mural activity, class or school;
- (f) cheats in a test or examination or any other form of assessment such as assignments;
- (g) engages in any act of public indecency;
- (h) sexually harasses another person;
- (i) is found in possession of or distributes pornographic material; or
- (j) is under the influence or in the possession of alcohol.

(Schedule 2)

A Learner will be guilty of serious misconduct if he -

- (a) is found guilty of misconduct as contemplated in Schedule 1 after having been found guilty of the same misconduct on two previous occasions;
- (b) fails to comply with a punishment of suspension as a correctional measure; or
- (c) regularly disrupts the learning environment;
- (d) intentionally and without just excuse -
 - (i) forges any document or signature to the potential or actual prejudice of the school;
 - (ii) trades in any test or examination question paper or in any test or examination material;
 - (iii) attempts to bribe or bribes any person in respect of test or examination to enable himself or herself or another person to gain an unfair advantage therein;
 - (iv) engages in fraud;
 - (v) engages in theft, or otherwise acts dishonestly to the prejudice of another person;
 - (vi) is in possession of, consumes or deals in any illegal substance or other harmful substance including non-prescribed performance enhancing drugs;
 - (vii) is in possession of, uses or transmits narcotic or non-prescribed performance enhancing drugs or on visible evidence of such possession, use or transmission;
 - (viii) is in possession of any dangerous weapon;
 - (ix) assaults or threatens another person;
 - (x) hold any person hostage;
 - (xi) murders any person;
 - (xii) rapes any person, or engages in any sexual activity which amounts to an offence in law: or
 - (xiii) maliciously damages property.

SUSPENSION AND EXPULSION

The School Governing Body may, after a fair hearing, suspend any Learner who has been found guilty of contravening stipulations of the Code of Conduct-

- (a) for a period of one week; or
- (b) for a reasonable period not exceeding one week, pending a decision by the Head of Department on the recommendation of the School Governing Body as to whether or not the Learner is to be expelled from the school.

A Learner who has been expelled, or his Parent, may appeal against the decision of the Head of Department to the Member of the Executive Council, within seven days of the decision to expel him.

In cases of disciplinary transfer, the Head of Department must find a school place for a Learner until the Learner is beyond compulsory school going age, as the right of the Learner to basic education cannot be violated.

All decision leading to suspension or expulsion must take cognisance of applicable laws, e.g. a Learner whose Parent is unable to pay the school fees determined by the School Governing Body, may not be suspended from classes or expelled from the school.

PROCEDURE FOR HEARING OF SERIOUS MISCONDUCT

- 1 A Learner charged with serious misconduct is entitled to a hearing adjudicated by the Disciplinary Committee.
- 2 A Learner charged with serious misconduct must be given no less than 5 (five) school days written notice of the hearing into the alleged misconduct, unless:
 - (a) the School Governing Body directs, with good cause, that a shorter notice period shall apply, and
 - (b) there is no prejudice caused to the Learner by the shorter notice period.
- 3 The notice contemplated in subparagraph (2) must
 - (a) contain sufficient particularity of the date, place and nature of the alleged serious misconduct to enable the Learner to identify the incident in question and respond thereto;
 - (b) inform the Learner of charges, place, date and time of hearing;
 - (c) inform the Learner of provisional suspension, if any, the reasons therefore and any other matter required in connection with the provisional suspension, and
 - (d) inform the Learner of the rights of the Learner in terms hereof.
- 4 The Headmaster must give the notice contemplated in subparagraph (2) to the Learner and deliver a copy thereof to the Parents of the Learner at the address of the Learner as indicated in the school register.
- 5 At least one of the Parents of the Learner must accompany the Learner at the hearing, unless the Learner is 21 (twenty one) years or older.
- 6 If a member of the Disciplinary Committee, the Learner, his representative or a witness requires an interpreter, the Disciplinary Committee may not proceed with the hearing until an interpreter, competent in the relevant language, has been made available, provided that it is not necessary to make use of formally qualified interpreter.
- 7 A Learner accused of serious misconduct is allowed to be represented by an Attorney.
- 8 If the Learner fails to appear before the Disciplinary Committee, after due notice in terms of subparagraph (2), and without just cause for not attending, the hearing may continue in the absence of the Learner.
- 9 The Disciplinary Committee must keep a full and accurate record of all proceedings before it.
- 10 The prosecutor must commence proceedings at the hearing by setting out the charge against the Learner and thereafter presenting the case against the Learner.
- 11 The Chairperson of the Disciplinary Committee must ask the Learner whether the Learner pleads guilty or not guilty to the charge. The Learner must respond thereto. Should the Learner fail to respond, the Learner will be deemed to have pleaded not guilty to the charge.
- 12 If the Learner pleads guilty to the charge:
 - (a) the Chairperson must question the Learner with reference to the alleged facts comprising the misconduct as outlined by the prosecutor in order to satisfy the Disciplinary Committee that the Learner is indeed guilty of the charge;
 - (b) if, upon questioning the Learner, it appears that the version of the Learner materially differs from the facts as outlined by the prosecutor, or if the Chairperson is not satisfied that the Learner is guilty of the charge, the Chairperson must enter a plea of not guilty in respect of the charge on behalf of the Learner;
 - (c) if the Disciplinary Committee, or the majority of its members, are satisfied that the Learner is guilty of the charge, the Disciplinary Committee must find the learner guilty of the charge.

13 If the Learner pleads not guilty to the charge:

- (a) the prosecutor may call witnesses or present other evidence on oath in respect of the allegations against the Learner;
- (b) the Learner or the representative of the Learner may question any witness and examine any evidence presented by the prosecutor;
- (c) after all the evidence has been led against the Learner, the Learner or the representative of the Learner may call witnesses or present other evidence on oath in support of the defence;
- (d) the prosecutor may question any witness and examine any evidence presented on behalf of the Learner;
- (e) the Disciplinary Committee may question any witness or examine any evidence at any time;
- (f) after all the evidence has been presented, first the prosecutor and the Learner or the representative of the Learner, may address the Disciplinary Committee as to the guilt or otherwise of the Learner;
- (g) the Disciplinary Committee must thereafter adjourn the hearing for not more than 2 (two) school days to a specified place, date and time in order to decide whether, on a balance of probabilities, the Learner is guilty or not guilty of the charge, and
- (h) at the date and time contemplated in subparagraph (10), the Disciplinary Committee must inform the Learner of the findings of the Disciplinary Committee.

14 If the Learner is found guilty of the charge, the prosecutor and the Learner or the representative of the Learner, may present evidence before the Disciplinary Committee, relevant to an appropriate penalty, including but not limited to, evidence of the personal circumstances of the Learner, general record of past conduct at the school, the nature and seriousness of the misconduct in question and the interests of the school community.

15 Immediately, after considering any evidence presented in terms of subparagraph (14), the Disciplinary Committee must impose on the Learner a penalty that is prescribed in terms of the code and this notice, and inform the Learner in writing thereof.

16 If the Disciplinary Committee decides that the Learner should be expelled from the school, it must make a recommendation to that effect to the Head of Department and may suspend the Learner from the school, in consultation with the Head of Department on whether the Learner is to be expelled.

CORRECTIVE AND REHABILITATIVE MEASURES

The School, in accordance with the South African Schools Act, recognises its social responsibility when it comes to the rehabilitation of a Learner after a Disciplinary Committee has found him guilty. As part of the Learner's sentence, the School will impose certain rehabilitative measures as to ensure the Learner corrects his behaviour. Depending on the nature of the serious misconduct, corrective measures can include community work, e.g. working at police stations, hospitals, drug rehabilitation centres and the SPCA. Habitual offenders, not responding to rehabilitation, will however be referred to the Head of Department for expulsion.

POLICY ON HIV/AIDS

The policy is for the benefit of all learners, teachers, school employees and parents of Parktown Boys' High School. It was drafted after consultation with the Representative Council of Learners (RCL) and the learners, the School Governing Body and the parents, the School Executive, teaching staff and the administrative staff.

Fundamental to all of this policy is the presumption that everyone involved with the school is a potential HIV-infected person. Based on this premise, the following has been agreed to:

1. The school must be fully prepared to implement whatever precautions can be taken.
2. To ensure that first aid kits are accessible at all times when learners are present at school.
3. To ensure that all teaching and admin staff have access to either rubber gloves or plastic bags to protect themselves when having to handle injuries, etc.
4. The life skills classes and form time tutorship be used at least once a year for educational programmes involving information on how to prevent infection and to take preventative measures with particular respect to abstaining from sexual practice outside of marriage. Learners should be instructed never to touch blood and open wounds.
5. That all qualified first aiders be alerted to the dangers and are given the best equipment to provide protection of all times.
6. All learners and employees are to be encouraged to stop bleeding by means of bandages, etc. that they apply themselves whenever possible. The learner involved must immediately withdraw himself from the activity involved in.
7. Any cuts or abrasions even if not considered serious, must be covered up immediately. All learners are encouraged to carry their own plasters, band aids at all times.
8. Any split blood to be cleaned up immediately either by the injured person or by someone wearing suitable protective clothing.
9. All persons engaging in unprotected sex, subjected to blood transfusion, blood spills or open wounds or drug-related activities, to be encouraged to submit themselves by HIV tests (regularly) and if tested positive, to be directed to essential counselling at their own expense.
10. That all school vehicles carry a first aid kit together with protective gloves for use in the event of an accident.
11. First aid kits are to be checked regularly by the teacher in charge and expired or depleted items should be replaced immediately.
12. Learners to be advised at all times, that a policy of abstinence and avoidance of the problem areas is the safest at all times.

PARKTOWN BOYS' HIGH SCHOOL DRUG POLICY

The Parktown Boys' High School Drug Policy complies with all requirements as laid out in the Policy framework for the management of drug abuse (Government Gazette 13.12.02).

The learners and educators of Parktown Boys' High School consider a safe and disciplined learning environment one of the critical elements to the successful delivery of quality education and recognise the role played by recreational and non-prescribed performance enhancing drugs in seriously undermining this. The key thrust of this policy is to help and support the majority of learners who do not use drugs but who may be affected by the usage of drugs by others. PBHS draws a distinction between habitual abusers, abuse at school, dealing and experimentation.

The use of recreational and non-prescribed performance enhancing drugs by a learner of the school, whether on school property, at a school related event or elsewhere and dealing in the above-mentioned drugs will be punished in accordance with the School's Code of Conduct and the South African School's Act. In terms of what constitutes non-prescribed, illegal, performance enhancing drugs, the school will be guided by the list of such drugs from the South African Institute for Drug-Free Sport (SAIDS). A learner testing positive for any substance deemed illegal by the South African Institute of Drug-Free Sport (SAIDS) shall face a mandatory ONE year ban in all sporting codes offered by the school from the date of testing.

Should a learner test positive for the use of recreational and or non-prescribed performance enhancing drugs, the parents will be held liable for the cost of such tests.

AGREEMENT OF TUITION

WHEREAS:

1. The Parent is desirous of having the Learner admitted to the school.
2. The Learner has been provisionally admitted to the school.
3. The Parents hereby record the terms and conditions of which the Learner will be educated and trained by the school.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Fees

Once a Learner has been accepted into the school a **R8500** acceptance deposit for day scholars and an additional **R4000** for boarding must be paid to the school.

The School fees are compulsory and payable in advance. If the full amount is paid before the end of January a deduction will be given (unless the Learner has been granted some form of scholarship). Payments by cash or EFT are acceptable.

Monthly payments shall be payable on or before the 7th day of each month. In the event of the Parent failing to pay the School Fees on the due date, interest at the prime rate is payable.

The School Fees of Grade 12 Learners is to be fully paid before the commencement of the Grade 12 examination.

The Governing Body of the School shall have the right to amend the School Fees as mentioned above and the method of payment thereof, subject to proper consultation with the Parent Body. A one-term notice will be given in the event of fees being raised.

School Fees, interest on Arrear School Fees and any other monies collected by the school shall be paid into the School Fund administered by the Governing Body and the Governing Body shall be entitled to apply such monies in the manner it deems fit, but subject to the provisions of the Education Act and in particular subject to an annual external audit.

Where textbooks are required, these will have to be bought by the Learners.

2. Duration

This agreement shall commence on the date of the signature thereof and shall, subject to the Learner meeting the admission requirements, remain in force until the end of the Learner's school career.

3. Notice

Parents shall give one term's notice to the school before removing their child/children from the school and this obligation shall be applicable irrespective of the reasons for the removal of the child from the school. This is not applicable to Grade 12 Learners leaving at the end of their final year at school.

In the event of a Parent removing a Learner from the school in the month of November, the Parents shall also be liable for the full fees.

4. Tuition of Learner

The school shall provide tuition to a Learner in accordance with the core curriculum, core syllabuses, time allocation and evaluation applicable to the Learner's educational phase. The curriculum shall be determined at the sole discretion of the Governing Body and shall meet the criteria, which apply to public schools as provided in the relevant acts of Parliament and the Regulations issued in respect thereto.

5. Disciplinary Matters

All disciplinary matters pertaining to the education and training of the Learner in all its facts shall vest in the Headmaster or the School or in a person authorized thereto in writing by the Headmaster. Control, expulsion, suspension and discipline of the Learner shall be in accordance with the provisions of the relevant Educational Act and Regulations.

6. Undertakings by the Parent

The Parent undertakes:

to indemnify the School, its employees and officials against any injury, harm or other loss caused to any person other than the School on account of the conduct by the Learner.

to exempt the School, its employees and officials from liabilities incurred on account of injuries to or illness of the child and agrees and consents that the school or any of its teachers may consent to any operation or medical treatment of the Learner should such consent be required for medical reasons on an urgent basis and should it not be possible for the Parent of the Learner to be approached.

comply with the regulations pertaining to medical inspections as contained in the Education Act.

to accept the present Constitution, Rules and Regulations and Fees of the School any amendments thereto from time to time.

in the event of the Parent failing to pay any fees mentioned in 1.1 and 1.2 on the due date, to pay such fees and monies on demand by the Headmaster and if the Parent fails to pay such fees and monies on demand the Parent shall become liable for the legal costs of collecting such fees and monies in terms of 9 below or an attorney and client scale.

to mark clearly all clothing of the Learner.

to exempt the School from any liability for loss or damage suffered due to damage or loss of articles brought onto the School property.

to provide the necessary transport for the Learner's attendance at the School.

to notify the Headmaster immediately of any absence of the Learner from School.

7. Recordal

It is hereby recorded that the Parent appreciated that the existence of the School depends on the adequacy of amounts standing to the credit of the School Fund. The School Fund is funded predominantly by the Parents of the Learners. Subsidies and loans are only granted in exceptional instances and the school can therefore not readily rely on State aid. Failure by Parents to pay School fees and other monies owing to the School timeously will result in financial hardship to the School and possible deterioration of the School facilities. The Parent therefore undertakes to pay School Fees and other monies owing to the school.

8. Breach of Agreement

The Parent shall be deemed to be in breach of the agreement in the event of failure by the Parent to comply with the terms stated in the agreement and after the Parent has failed to remedy such breach within seven days after a written notice of breach has been dispatched by the School to the Parent's chosen *domicilium*.

A certificate signed by the School Bursar or the Headmaster as to any amount owed by the Parent to the School in terms of this agreement, or any other fact arising out of this agreement, shall be *prima facie* proof of all facts stated in the certificate and it shall not be necessary to prove the appointment of the authority of the School Bursar or Headmaster who signs the certificate. Such certificates shall be binding on the parties to this agreement and shall be a liquid document for the purposes of provisional sentence or summary judgement proceedings against the Parent.

9. Remedies

In the event of the Parent being deemed to be in breach of this agreement provided in clause 8, the school shall have the right, but not be obliged to enforce its rights in terms of this agreement by way of appropriate legal action or otherwise. The School's remedies under this clause 9 shall not be exhaustive and shall be in addition and without prejudice to any other remedies the School may have in law.

10. General

No alteration, cancellation, variation of or addition hereto shall be of any force or effect unless reduced to writing and signing by the parties to this agreement or their duly authorized representatives.

This document, together with the Constitution of the School, Rules and Regulations, Codes of Conduct, contain the entire agreement between the parties and neither party shall be bound by any undertaking, representations or warranties not recorded therein.

No indulgence, leniency or extension of time, which the grantor may grant to the other, shall in any way prejudice the grantor or preclude the grantor from exercising any of his/her rights in the future.

Neither party may cede or assign their rights or delegate their obligations in terms of this agreement without the prior written approval of the other party, which shall not be unreasonably withheld.

The headings appearing in this agreement have been used for reference purposes only and shall not affect its interpretations.

The Parent hereby chooses *domicilium citandi et executandi* for all purposes under its agreement at the address set forth in the Application for Enrolment and the Parent shall be entitled by notice to the School to change his/her *domicilium* provided that the change shall only become effective 14 days after the service of the notice in question.

Any notice to be given by the Parent in terms of this agreement shall be delivered by hand or sent by prepaid registered post in terms of the *domicilium citandi et executandi* chosen by the Parent in terms of this agreement and whereupon it shall be deemed to have been given within 14 days after posting as aforesaid to the Parent.