

Wordsworth High School



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LEARNER HANDBOOK & REVIEWED CODE OF CONDUCT



**Learners and Parents are advised to keep this handbook handy as it contains important information - frequent reference thereto will prevent any misunderstanding and unnecessary correspondence.*

Parent	Learner

INDEX

General Information	Page
1. Introduction	3
2. Short History of the School	3
3. Motto, Vision and Mission	4
4. Aims	4
5. The 10 Pillars	5-6
Wordsworth – A Bird’s Eye View	7
6. Wordsworth Executive	8
7. Houses	8
8. Sports and Extra Cultural Activities	8
School Rules and Code of Conduct	
1. Introduction	9
2. Rights and Responsibilities	9-10
3. Cardinal School Rules	11-16
4. School Uniform	16-22
Disciplinary Policy and Procedures	
5. Disciplinary System	22-25
6. Disciplinary Sanctions	26-28
Policies	
7. Learners Attendance POLICY	29-31
8. Cell Phone & Electronic Equipment POLICY	32-33
9. Test & Exam POLICY	34-39
10. Drug POLICY	40-42
Annexures	
11. Statement of Commitment to the Code of Conduct	43
12. CAPS Promotion requirements and Reporting	44
13. Report Cards	45-47
14. School Fees	
15. Acknowledgement of Receipt	48

1. INTRODUCTION

This document has been compiled to explain how the school functions and is guided by the South African Schools Act 84 of 1996. All learners must familiarize themselves with the contents thereof to ensure that processes highlighted are followed. The school is committed to providing an environment for delivery of quality teaching and learning by:

- Promoting the rights and safety of all learners, teachers and parents.
- Ensuring learners responsibility for their own actions and behaviors.
- Prohibiting all forms of unfair discrimination and intolerance.
- Eliminating disruptive and offensive conduct.

2. SHORT HISTORY

Our name was derived from the street in which the school is situated. The street in turn was named after the English poet William Wordsworth. Wordsworth transformed into an academic English medium high school in 1978. Below is the School Song:

SCHOOL SONG

On the Highveld's lofty plateau
Where the grasses gently blow
Is a school that we will honour
Overall in this fair land

Wordsworth High School we will treasure.

Serve you every way we can
till our motto rings out clearly
throughout our beloved land

On its firm and strong foundation
our future here we build
as we stand at life's great portal
with head and heart and hand

Composer: Mrs G Webber Lyrics: Mr C Webber

3. OUR MOTTO

MENTE ET MANU is a Latin word which means **WITH MIND AND HAND.**

VISION:

Wordsworth High School's vision is of quality, innovative and relevant education for all, brought about by dedication, commitment and support from all stakeholders.

MISSION:

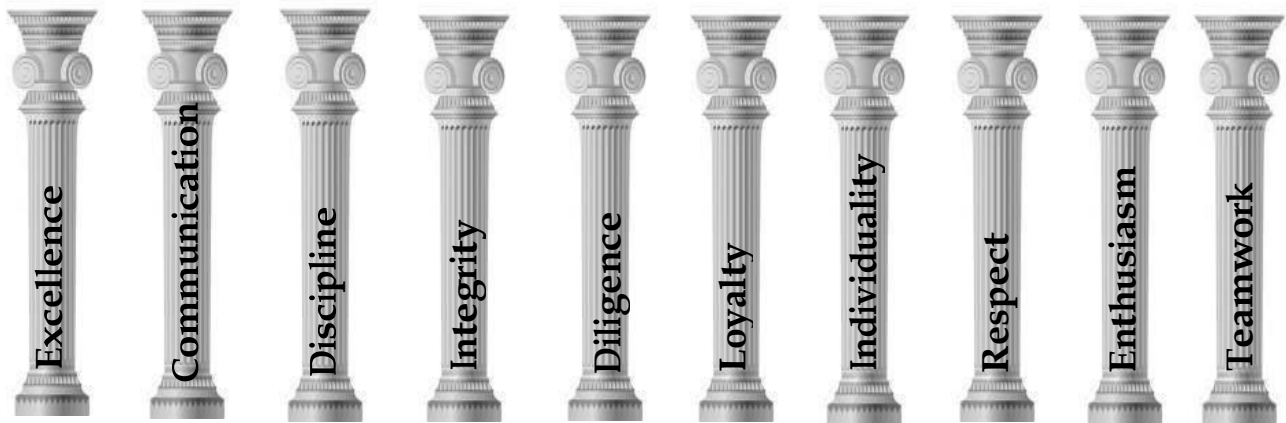
- To create a nurturing and inclusive environment where every student can thrive by fostering critical thinking, creativity, and lifelong learning.
- To promote ethical values, global awareness, and social responsibility, ensuring our learners become compassionate, capable leaders of tomorrow.
- Through a commitment to excellence in teaching, learning, and leadership, we strive to achieve the highest standards in all we do.
- We prioritize open and effective communication to build strong partnerships and a supportive school community.
- To guide our journey to success, we strive to uphold discipline, integrity, diligence, loyalty, individuality, respect, enthusiasm, and teamwork for all our learners and staff.

4. OUR SCHOOL AIMS TO:

- a. Develop all placed in its care, irrespective of race, creed, sex or culture, to attain their maximum potential in every sphere of their lives.
- b. Achieve excellence as we prepare our learners to become worthy members of society and responsible adults.
- c. Face the challenges of reality in a dynamic world.
- d. Provide effective education in subjects which are relevant to our learners.
- e. Utilize an educational process including formal education, research, development in leadership and personal development.
- f. Make our world a better place through hard work, discipline, integrity and by using the talents bestowed on us to their full potential.
- g. Work in close partnership with the parents of our charges, our community and our Creator to attain all our goals.

5. THE 10 PILLARS OF WORDSWORTH

The following are the Ten pillars on which Wordsworth is built.



To be part of our family, the 'Team in Blue', you are expected to spend your high school years supported by the TEN PILLARS of Wordsworth.

- **EXCELLENCE** - Exhibit the quality of being outstanding or extremely good at what you do.
- **COMMUNICATION** - Impart or exchange information or news for benefits of others.
- **DISCIPLINE** - Practice and train yourself to obey rules or a code of behaviour and understand that rewards or punishment can be used as a corrective measure for disobedience.
- **INTEGRITY** - Uphold the quality of being honest and having strong moral principles, moral uprightness.
- **DILIGENCE** - Cultivate an attitude of being Careful and persistent work in all efforts.
- **LOYALTY** - Be devoted and develop feelings of support or duty to the school, schoolwork and other learners.
- **INDIVIDUALITY** - Develop the quality or character that distinguishes you from other learners. Be Unique!!
- **RESPECT** - Give due regard for the feelings, wishes, rights, or traditions of others.
- **ENTHUSIASM** - Cultivate the feeling of energetic interest in all or most subjects or activities and an eagerness to be involved.
- **TEAMWORK** - Have an attitude and mindset to be effective and efficient in any group by supplementing each other's effort to achieve excellency.

In addition to the ten pillars of Wordsworth, the school promotes healthy communication where all parties have equal value. Team in blue values teamwork for high productivity, hence as a learner in our school, in addition to the ten pillars, must exhibit the following values:

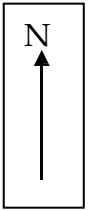
- **Non-Racism and Sexism** - To protect those who are **different** and weaker than me.
- **Ubuntu (Human dignity)** - To Promote mutual **understanding** amongst the citizens, Promote

equality. To Appreciate the value of **Human difference.**

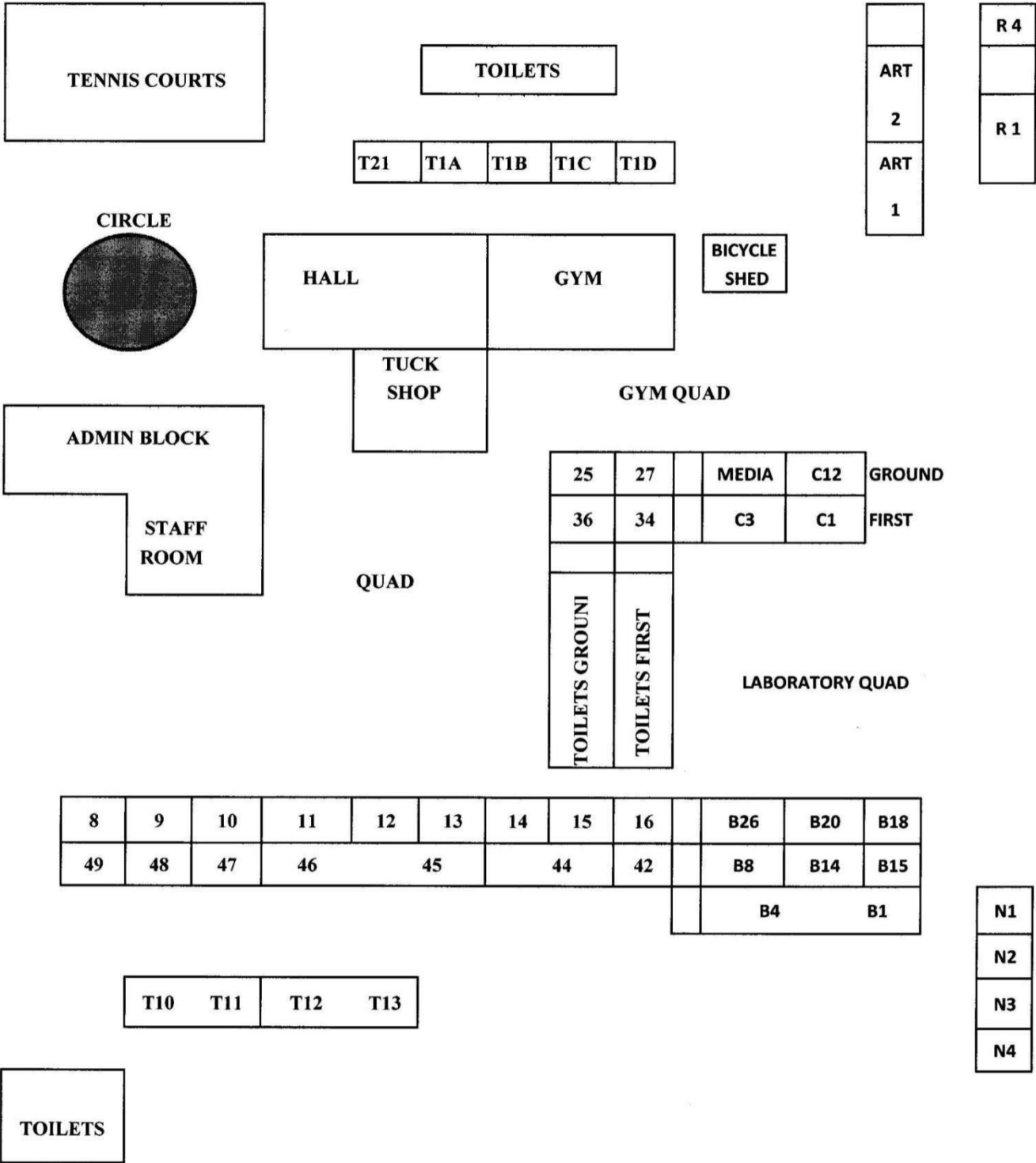
- **An Open Society** - With the culture of motivating healthy two-way communication, honouring and embracing differences.
- **Democracy** - Ensure that the right to democracy is practiced **responsibly.**
- **Accountability** - **As a community member in my school, I am accountable towards making it a conducive place of teaching and learning.**
- **Reconciliation** - I need to be **tolerant** of others.

New one with evacuation plan

WORDSWORTH - A BIRD'S EYE VIEW



TOP FIELD



BOTTOM FIELD

6. WORDSWORTH EXECUTIVE

The school is governed by a School Governing Body (SGB) and School Based Support Team (SBST) team.

Senior Staff Executive

Principal

Two Deputy Principals

Heads of Department

Grade Tutors

Public Service (PS) Staff

Administrator

Personal Assistant to the Principal

Finance Officer

General Workers

RCL – Members Executive Members

President

Deputy President

Secretary

Deputy Secretary

Treasurer

Learner Liaison Officer

Head of Academic Cultural

Head of Sport & Social

7. HOUSES

There are 4 houses, to promote greater participation by the learners. All Sport, Cultural- and Academic activities contribute to the points received by a house. Houses are divided according to the learner's birth date and each house has a House Master, House Captains and Vice Captains for athletics.

Our houses have been named after well-known South African Poets who have made a significant impact on our country's history and they are: **Roy Campbell, Olive Schreiner, Don Mattera & Sipho Sepamla.**

A "BEST HOUSE" trophy is awarded on Honours' Evening to the winning house and the houses are categorized as follow

<i>House</i>	<i>Colour</i>
Campbell	Red
Schreiner	Yellow
Mattera	Blue
Sepamla	Green

8. SPORTS AND CULTURAL ACTIVITIES

Below sports and cultural activities are currently offered at school and learners are encouraged to participate.

Sports:

Athletics

Cricket (Boys & Girls)

Rugby

Netball

Soccer (Boys & Girls)

Cultural Activities:

Choir

Chess

Drama

Eisteddfod

Inter-act

Olympiads

Segarona

Public Speaking / Debate

First Aid

Achievements in Sport- or Cultural activities not offered by the school are recognized when colours are awarded.

SCHOOL RULES AND CODE OF CONDUCT

1.1. INTRODUCTION

The Code of Conduct spells out the rules regarding learner behaviour at the school and describes the disciplinary system to be implemented by the School regarding transgressions by learners. The Code of Conduct aims to establish a disciplined and purposeful environment to facilitate effective education and learning in the school.

The Code of Conduct is subject to the Constitution of the Republic of South Africa, 1996(Act No.108 of 1996). This Code of Conduct adopts the spirit of the Constitution by reflecting the constitutional democracy, human rights and transparent communication which underpin South African society.

The school's parents, learners, educators, and non-educators were involved in adopting this Code of Conduct. The school is committed to consulting with the stakeholders on an annual basis regarding any review and amendment to the Code of Conduct.

Section 8(4) of the SA Schools Act provides that all learners attending a School are bound by the Code of Conduct of that school. The purpose of this Code of Conduct is to establish uniform norms and standards for the education of learners at Wordsworth High School. All learners attending the school are expected to sign a statement of commitment to the Code of Conduct (Annexure C) and the administration of the Code of Conduct is the responsibility of the Disciplinary Committee structures of the school.

The regulations governing this Code of Conduct can be found in the Government Gazette of 15 May 1998, No 18900.

1.2. DEFINITIONS

Subject to sub paragraph (2) and unless the context indicates otherwise, a word which is defined in section 1 of the South Africans Act, 1996 (Act 84 of 1996) shall have the same meaning in this notice.

In this notice, unless the context indicates otherwise:

- ❖ **“Code”** means the Code of Conduct of a school;
- ❖ **“Constitution”** means the constitution of the of the Republic of South Africa,1996 (Act No.108 of 1996)
- ❖ **“Days”** means days of the week, including Saturdays, Sundays, public holidays and school holidays;
- ❖ **“Disciplinary committee”** means a disciplinary committee appointed;
- ❖ **“educator”** means any person, excluding a person who is appointed to exclusively perform extra-curricular duties, who teaches, educates or trains other persons or who provides professional educational services, including professional therapy and education psychological services, and or disciplinary officer at a school.
- ❖ **“Misdemeanour”** means violation or misconduct committed by a learner and includes: misconduct committed on the premises of a school (whether during or outside of school hours),misconduct committed during any school activity, irrespective of within or outside the school premises, and during or outside of school hours; and, Any misconduct, committed in or out of school uniform, and within or outside the school premises, which-
 - Tends to bring the school into disrepute
 - Interferes with the governance, authority and proper administration of the school
 - interferes with the conditions necessary for any school activity
 - subject to the reasonable exercise of the right to assemble, demonstrate, picket and petition as provided in the Constitution, 1996 and the code, is committed with the intention of preventing any person from exercising his/her rights, power or duties as a member of the school community, or is committed in retaliation against such as a member of the school community, or is committed in retaliation against such exercise; or
 - including disrespect,
 - is prohibited by the Code of the school
- ❖ **“Parent”** means - The biological parent or adoptive parent or legal guardian of a learner; The person legally entitled to custody of a learner; or The person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) and (b) towards the learner’s education at school
- ❖ **“prosecutor”** means the principal of the school or an educator appointed by the Principal to present the case against a learner;

- ❖ “**representative**” means a parent of a learner, a co-learner or any other person chosen by the learner to represent the learner at a disciplinary hearing;
- ❖ “**school days**” means days of the week, excluding Saturdays, Sundays, public holidays and school holidays;
- ❖ “**serious misconduct**” means misdemeanours or violations as contained in misdemeanour II (repeated) & misdemeanour III
- ❖ “**suspension**” means – a learner may not be entitled to attend a class at the school; or a learner may not be entitled to hold office or perform any duties and functions contemplated by any relevant law relating to school governance for the period of the suspension; or a learner may not be entitled to participate in extra-curricular activities at the school; or a learner may not be able to attend school for a period of time. that may not exceed one week, and
- ❖ “**Preliminary Suspension**” may not exceed 5 week days unless conditions are not met;
- ❖ “**provisional suspension**” means a learner may be provisionally suspended by the Principal and/or Deputy Principal and/or DC member from the time charges of serious misconduct have been laid against a learner until the results of a fair hearing of a Disciplinary Committee have been finalised.
- ❖ “**Expulsion**” means exclusion or withdrawing, refers to the removal/banning of a student from a **school** due to a student persistently violating that schools’ rules, or for a single offense of appropriate severity in extreme cases and/or in accordance of school code of conduct. Expulsion may only be initiated by tribunal DC of the school (with consultation of the Head of Department).
- ❖ “Hearings” means a fair platform for an accused or offender or violator to give account of events leading to case levelled against in the presence of the representatives. Its also the platform for defendants also state their case so that corrective measures can be rendered.

1.3 LEGISLATIVE FRAMEWORK FOR MISCONDUCT:

The Constitution of South Africa (Act 108 of 1996) ; South African Schools Act(Act 84 of 1996 as amended);National Education policy Act,1996(Act no. 27 of 1996 as amended), Promotion of Administrative Justice Act (Act 3 of 2000 as amended); The Regulations for Misconduct of Learners at Public Schools and Disciplinary Proceedings (General Notice 2591 of 2001) & Circular 74 of 2007 – Management of Suspension and Expulsion of Learners in Public Ordinary Schools. Gauteng Schools Education Act 1995(Acts no 6 of 1995 as amended). Guidelines for the consideration of governing bodies in adopting a code of conduct for learners 1998 (general notice 776 of 1998).

2 RIGHTS AND RESPONSIBILITIES

2.1. REASON FOR EXISTENCE OF CODE OF CONDUCT

- 2.1.1. Disciplined behaviour is essential for the well-being of the school and the achievement of objectives
- 2.1.2. The Code of Conduct prescribes the rights of learners and educators.
- 2.1.3. It assist learners understand that steps will be taken against them if they disobey the Code of Conduct of the school and possible sanctions
- 2.1.4. It permits the harmonious functioning of the school.
- 2.1.5. It ensures a safe and secure environment.
- 2.1.6. It promotes a climate of mutual respect, self-discipline and responsible behaviour.
- 2.1.7. It ensures that misconduct is dealt with in a formalized, fair and appropriate manner.
- 2.1.8. It ensures corrective actions which improves the learner’s performance and behaviour.
- 2.1.9. It outlines, in detail, action that could be taken should a learner commit an offence in contravention of the code laid down by the school.
- 2.1.10. It ensures no learner who represents a peer in a hearing will be victimized or prejudiced against.
- 2.1.11. An educator at the school will have the same rights that parents have to control and to discipline the learner and, in loco parentis (acting as parent) status, according to the Code of Conduct during the time that the learner attends the school, classes, school functions, excursions and activities that are school related.

2.2. SCOPE OF APPLICATION:

- 2.2.1. On school premises at all times whether in or out of uniform.
- 2.2.2. At all *bona fide* school events under auspices of the school management in or out of uniform, on or off the premises.
- 2.2.3. Wherever a learner is in school uniform or recognizable events as a learner of the school involved.

2.3. RESPONSIBILITY OF LEARNERS:

- 2.3.1. To learn.
- 2.3.2. To attend all classes daily and punctually.
- 2.3.3. To be responsible for their own work, ensuring all assignments and homework are completed and handed in timorously.
- 2.3.4. To be in possession of all necessary working materials and maintain them in good order.
- 2.3.5. To ensure all reports and newsletters are passed on to their parents.
- 2.3.6. To respect, protect and practice tolerance towards all persons and property.
- 2.3.7. To refrain from and report any acts of vandalism / damage / misuse of the school. or other learners' property.
- 2.3.8. To refrain from disruptive, undisciplined or uncooperative behaviour both within and outside the classroom.
- 2.3.9. To refrain from abusive language and inflammatory actions.
- 2.3.10. To conduct themselves in a safe and responsible manner.
- 2.3.11. To conform to acceptable standards of hygiene and neatness, adhering at all times to the school's dress code.
- 2.3.12. To abide by internal rules, regulations and procedures of the school and of each educator in his /her classroom.
- 2.3.13. To refrain from the use of drugs, assault, carrying of dangerous weapons, criminal or illegal activities, intimidation, bullying, sexual harassment, victimisation, smoking or being in possession of pornographic material.

2.4. RIGHTS OF LEARNERS:

- 2.4.1. To learn in a safe environment, unhindered verbally or physically.
- 2.4.2. To receive tuition in the subjects allocated and / or chosen based on GDE core curriculum and standards.
- 2.4.3. To receive regular feedback on academic progress.
- 2.4.4. To receive appropriate support for academic problems.
- 2.4.5. To an agreed procedure for expressing and resolving grievances.
- 2.4.6. To attend a school which is free of drugs, weapons, drunkenness, bullying, victimization or intimidation, sexual harassment or criminal or other disruptive behaviour.

2.5. RESPONSIBILITY OF EDUCATOR WITH REGARD TO LEARNERS:

- 2.5.1. Punctuality for every school day and every class taught.
- 2.5.2. To provide well-prepared, flexible lessons, respecting the need for differentiation, in an atmosphere promoting good behaviour, effective teaching. and learning.
- 2.5.3. To refrain from using abusive language.
- 2.5.4. To respect a learner's person and property.
- 2.5.5. To abide by GDE and SACE Codes of Conduct.
- 2.5.6. To promote open and regular channels of communication between home and school, utilising effective guidance procedures where needed.
- 2.5.7. To encourage learner, parent and community involvement in school activities.
- 2.5.8. To not engage in actions that will put the school in disrepute.

2.6. RIGHTS OF EDUCATORS:

- 2.6.1. To teach in a safe environment, unhindered verbally or physically.
- 2.6.2. To participate in patriotic activities or be excused from such if against their religious or personal beliefs.
- 2.6.3. To follow an agreed procedure for expressing and resolving grievances.

2.7. RESPONSIBILITIES OF PARENTS/GUARDIANS WITH REGARDS TO LEARNERS:

- 2.7.1. To ensure they receive regular academic reports and discuss them with their child.
- 2.7.2. To ensure their child is punctual and attends school regularly, providing reasons at all times when they do not.
- 2.7.3. Parents/Guardians must inform the school when a learner is absent.
- 2.7.4. To ensure their child conforms to acceptable standards of health, hygiene dress, conduct and discipline.
- 2.7.5. To provide their child with basic resources / equipment required for schoolwork.
- 2.7.6. To ensure homework / assignments are completed timeously.
- 2.7.7. To refrain from abusive language and inflammatory behaviour.

- 2.7.8. To ensure the school possesses up to date personal particulars at all times.
- 2.7.9. To inform school authorities about anything relevant affecting their child's behaviour or performance.
- 2.7.10. To ensure they know the school code of conduct and that their child abides by school rules, code of conduct, regulations and procedures.
- 2.7.11. To promote positive relationships between learner, educator and parents.
- 2.7.12. To become actively involved in school affairs, offering their talents and expertise wherever needed.
- 2.7.13. To attend Parents Evening, disciplinary hearings timeously when required to do so.
- 2.7.14. To pay school fees timeously.
- 2.7.15. To read the all communication from school and act consequently when applicable.

2.8. THE ROLE OF THE RCL MEMBER REGARDING THE SCHOOL'S CODE OF CONDUCT

- 2.8.1. RCL to report violation of the code of conduct to the Grade Tutor or TLO (Teacher Liaison Officer - who will relay to tutor).
- 2.8.2. Violation of school rules, the RCL to refer it immediately to the Grade Tutor and / or TLO.
- 2.8.3. For Schedule 1 offences, the RCL must report such offence immediately to the Grade Tutor and / or TLO.
- 2.8.4. For Schedule 2 offences, RCL to refer it immediately to one of the Deputy Principals.
- 2.8.5. Effective praise and positive reinforcement will be an important peer approach.
- 2.8.6. Appearance transgressions to be reported (name, grade, transgression) to the applicable Grade Tutor.

3. CARDINAL SCHOOL RULES

(Updated January 2024)

The School rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the school. Nothing shall exempt a learner from complying with the school rules; ignorance of school rules is, therefore, not an acceptable excuse. All rules aligns with legislative frameworks for schools (see 1.3)

3.1. GENERAL SCHOOL PRINCIPLES:

- 3.1.1. Learner behavior must reflect the 10 pillars of the school.
- 3.1.2. Learners are expected to behave in a courteous and considerate manner towards each other.
- 3.1.3. Learners are expected to abide by the School rules with regard to appearance and behaviour when representing the school both during school hours and after school hours.
- 3.1.4. Learners' behavior must always be impeccable. Remember you are an ambassador for the school and your family.
- 3.1.5. No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners, or will cause another learner physical or emotional harm
- 3.1.6. Proper and acceptable behavior must be exhibited by learners especially when they are wearing school uniform in and outside the school premises.
- 3.1.7. The Homeroom educator, grade Tutor or disciplinary officers will contact parents/guardians when a learner's behaviour becomes a serious cause of concern and will endeavor, in a spirit of constructive partnership, to resolve the problem
- 3.1.8. Leave the toilets clean and in a fit state of repair. Vandalism and deliberate damage will not be tolerated. Proper hygiene must be always maintained.

3.2. GENERAL CONDUCT

- 3.2.1. Loitering and/or playing in and around the corridors, stairwells and toilets are forbidden.
- 3.2.2. Playing soccer is only allowed after school, on the sports fields and learners have to be accompanied by an educator or a coach.
- 3.2.3. Litter must be thrown into refuse or dust bins.
- 3.2.4. The neatness of the toilets is the responsibility of all learners. Toilets may only be used during class time in exceptional cases with the permission of the relevant educator. A permission slip must be shown if a learner is outside a class.
- 3.2.5. The tidiness of the school grounds is the responsibility of every learner. Littering is not allowed.
- 3.2.6. Willful damaging, vandalizing or neglect of school property and the property of others, either by writing or by a physical act, is prohibited. Theft of school and private property is also prohibited.

Parent	Learner

- 3.2.7. Violent or immoral behaviour is not allowed.
- 3.2.8. Learners are not allowed to participate in any act to disgrace the name of the school while in their school uniform. This includes holding hands, kissing, smoking, swearing, gambling, looking untidy, or any indecent behaviour between different and/or same genders. This includes the manufacture and distribution of any material that will bring the school into disrepute.
- 3.2.9. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
- 3.2.10. It is illegal to take another person's possessions or to tamper with them. Any learner, who has another person's possessions in his/her possession without the permission or consent of the owner, even though the learner may see it as a joke, will be treated as if he/she has stolen those items.
- 3.2.11. Every learner has the responsibility to care for the school's property and can be held responsible for replacing it or for compensation thereof if damage is caused to it.
- 3.2.12. Firefighting equipment is out of bounds (E.g. Fire Extinguishers, Water Hoses etc) and Learners who tamper with these, will face disciplinary action.
- 3.2.13. The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
- 3.2.14. Language that is seen as pejorative, discriminatory or racist is prohibited.
- 3.2.15. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
- 3.2.16. All learners have the right to an education free of interference, intimidation and/or physical abuse.
- 3.2.17. The learner will respect the safety of other learners. Fighting or threatening other learners is forbidden. No Bullying of any kind is allowed.
- 3.2.18. The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct themselves in a manner befitting someone in authority. They will respect the rights of other learners and will not abuse such authority bestowed upon them through their position.
- 3.2.19. Learners may not sit on, climb over or handle any boundary fences, gates or railings.
- 3.2.20. No pets are allowed at school.
- 3.2.21. If an educator suspects a learner of being in possession of a prohibited substance, the educator has the right to search the learner and his/her bag.

3.2. RULES REGARDING SCHOOL AND CLASS ATTENDANCE

- 3.3.1. Learners must be on time for school every day.
- 3.3.2. All learners are to arrive at school before the official **(7:30)** starting time. **The school gates will be locked at 07:45**
- 3.3.3. **All learners must line up Infront of their homeroom class at 7:45.**
- 3.3.4. **Upon arrival all learners must attend homeroom meetings at 7:50 for registration.**
- 3.3.5. **LATENESS. Any learner entering after this time will be marked as late. Only the gate in Wordsworth Rd. will be open for valid reason latecomers with repercussions.**
- 3.3.6. **Learners accompanied by parents with a valid, true and acceptable reason for being late will be allowed to enter without any repercussions.**
- 3.3.7. **Excuses from learners with a record of late coming, will not be considered. Patterns of late coming will be reported to the parents as late coming statistics are sent to the Department of Education daily.**
- 3.3.8. **According to the policy of the Gauteng Department of Education, a learner must be placed in a school closest to his/her residence. It is therefore the responsibility of the parent to ensure that learners are on time for school. Transport problems are NOT considered as an excuse.**
- 3.3.9. If a learner is absent without valid reason for three consecutive school days , the parent will be informed of the legal implications of section 3 of SASA.
- 3.3.10. If the learner persists in being absent without valid reason the learner must be charged with breach of the school's Code of Conduct for learners.
- 3.3.11. This leave of absence (3 consecutive days) must be supported by an original medical certificate from a registered medical doctor/registered traditional

- doctor/registered herbalist with the official stamp. The register educator will phone the parent.
- 3.3.12. A learner's record in the class register will be cancelled if the learner is absent for ten (10) consecutive school days without valid proof.
 - 3.3.13. The register teacher and subject teachers must keep an accurate register of learner attendance and must make a note on all communication to parents when absence from the classroom is reported.
 - 3.3.14. Bunking/Absence from a class, without the permission of the relevant register or subject teacher, is prohibited, Misdemeanor II offense where parents must be contacted.
 - 3.3.15. Grade 12 learners may take study leave to prepare for the final National Senior Certificate (NSC) examinations five school days before the first day of the NSC examination. Grade 12 learners need not attend school on days when they do not write their final examinations and after completing the examinations.
 - 3.3.16. Any absence from a formal examination, test or task must be supported by a letter from a registered medical doctor/registered traditional doctor/ registered herbalist and be handed in at the office and a copy should be given to the relevant educator within 3 days of the missed test. Absenteeism for a test or exam without a doctor's note will result in a "zero" for the applicable task, test or exam (**Refer to Test/Exam Policy**).
 - 3.3.17. It is the responsibility of every learner to see to it that they receive all the relevant work if they have been absent. They have to get all work and finish it on time. The timeous handing in of work is the responsibility of each learner.
 - 3.3.18. No learner may leave the school during school hours without a parent/guardian, permission of the Principal/Deputy Principal must be obtained. Learners will then be released into the care of the parent/guardian when they provide valid identification. If a learner is sick, the office must inform the parent. A learner may not contact a parent themselves.

3.4 CLASSROOM BEHAVIOUR:

- 3.4.1. In the classroom, the language of teaching and learning should be used at all times.
- 3.4.2. Be on time for class, before the second bell rings. Latecomers may be subjected to relevant disciplinary action.
- 3.4.3. When the bell rings at the end of the period, tidy your work station, push in your chair and wait to be dismissed by your educator.
- 3.4.4. It is the right of every learner to receive education without being disturbed. Behaviour of any learner who infringes on this right will be punishable. This includes; talking; not working when work has been handed out, disturbing noises, disruptive behaviour, etc.
- 3.4.5. Every learner receives a timetable which has to be on their person at all times. If a timetable has been lost the learner has to buy a new timetable (R5) from the administrative office. It is the learner's responsibility to have the correct books at school for every day and to know where to go for substitution. Learners must report to their classes on time, even for substitution classes to avoid disruption and detention.
- 3.4.6. It is the responsibility of every learner to always have the necessary stationery.
- 3.4.7. Documents that are photocopied are expensive. Every learner receives only one copy. If it is lost, it is the responsibility of the learner to make another copy at their own cost. It also does not free them from the duty to have their work done on time. This also relates to the loss of textbooks and exercise books.
- 3.4.8. Schoolwork may not be given to another learner to be copied. If this needs to be done, the relevant educator will arrange it. Both learners will be guilty of copying.
- 3.4.9. The manufacturing, carrying, copying, distribution and/or reading of offensive material is prohibited.
- 3.4.10. All school rules serve as class rules. Every educator has the right to add specific rules for their class.
- 3.4.11. No learner is allowed to leave class without signed consent (Permission Tag) in their diary.
- 3.4.12. Cell phones are not allowed in the classroom (**refer to Cellphone Policy**)
- 3.4.13. No eating or drinking or chewing gum will be allowed in the classrooms.

- 3.4.14. Learners jeopardizing a culture of learning and teaching will be excluded from class until transformation is evident.

3.5 SAFETY REGULATIONS:

- 3.5.1 Learners are not to communicate to people through the school fence.
3.5.2 Learners are not allowed to drive or ride a vehicle, bicycle or motorbikes on the school grounds.
3.5.3 Learners are to report any suspicious behaviour of people directly outside the school boundary fence to the front office immediately.
3.5.4 Loitering within the school or outside the school during and after teaching and learning, is not allowed.

3.6 ILLEGAL SUBSTANCES / WEAPONS:

The school also reserves the right to test learners for substance abuse in accordance with Section 8A of the South African Schools Act. Drug tests will be done at school and, if tested positively, parents/guardians will be liable to pay R200 for the drug test.

- 3.6.1 Learners may not bring/sell/exchange alcohol or any form of illicit drugs of any description onto school property or partake of such elsewhere in school uniform (**Refer to Drug Policy**). All medications should be booked in with homeroom educators or at the admin office.
3.6.2 Learners may not have cigarettes, vapes or any smoking devices in their possession on school property or when travelling to and from school. **Smoking by learners is not allowed and it is a Misdemeanor III offense and disciplinary action will be taken.**
3.6.3 Every attempt will be made to contact the parents prior to testing any learner. Should a learner/parent/guardian refuse permission to carry out the drug test, the matter will be referred to the SAPS for further action.
3.6.4 In the event that the parent/guardian cannot be contacted, the school reserves the right to proceed with a urine drug test.
3.6.5 When a learner verbally admits that he/she would test positive, such a learner will be regarded to be in possession of an illegal substance.
3.6.6 The school is not responsible for arranging rehabilitation for any substance addiction; it is subject to be arranged in cooperation with parents.

3.7 PERSONAL PROPERTY:

The school will not be held liable for theft of or damage to personal belongings on school premises (e.g. cell phones, bags, books and clothing) and will not deal with such issues.

- 3.7.1 Learners should avoid bringing cell phones, large sums of money and valuables to school as the school will not be responsible for replacing these items.
3.7.2 Cell phones are not allowed (**Refer to Cellphone Policy**)
3.7.3 Learners may not bring computer games, iPods, Principal Plus watches or similar electronic devices to school.
3.7.4 Arrangements should be made with the teacher in charge for safekeeping of valuables, etc. during sports practices.
3.7.5 Learners may not bring radios or CD players or MP3-players or blue tooth speakers, etc., on to the school premises. **It will be confiscated (Refer to Cellphone Policy).**
3.7.6 Learners should have a form of identification on their school properties (such as school bags, suitcases, calculators, etc.). Graffiti and slogans on school bags and cases are not permitted.
3.7.7 Learner's bags must always be in the learners' possession.
3.7.8 If permission is granted for learners to park their cars at the front of the school, the school security is not responsible for the safety of the car. The security guards can keep an eye on them. The school will not be held responsible for any damage and insurance.
3.7.9 NO balls or other equipment relating to any sport whatsoever are allowed on the property except during afternoon practice on the fields. If sports equipment is brought to school for afternoon practice, it must be left in the coach's classroom until practice starts.

3.8 SCHOOL PROPERTY:

- 3.8.1 Everyone has the right to an atmosphere which is beneficial to education and training. This includes: good school facilities, school furniture and appliances, clean toilets, clean water and a green environment.
- 3.8.2 Learners may not steal or damage any property belonging to the school or fellow learners or teachers.
- 3.8.3 Parents will be held responsible for the cost of damaged property.
- 3.8.4 Unless learners are in the company of a teacher, they may not enter school buildings(classrooms) before or after school or during breaks.
- 3.8.5 Learners may not be on school property out of school hours unless accompanied by a teacher.
- 3.8.6 Graffiti is vandalism and offenders will be punished.

3.9 OUT OF BOUNDS AREAS:

- 3.9.1 The main hall and gym hall, unless there is permission or school function
- 3.9.2 Office foyer, staffroom, kitchen, offices and Lapa area.
- 3.9.3 Bottom and top fields during breaks.
- 3.9.4 The art block and new classroom block, during breaks or after school.
- 3.9.5 The upper balconies during breaks, before or after school.
- 3.9.6 The staff parking area.
- 3.9.7 The front entrance and the security guardhouse.

3.10 VISITORS TO THE SCHOOL:

- 3.10.1 Visitors, including parents/guardians, are to park outside the school.
- 3.10.2 The visitor's book must be completed and signed with the guard at the gate.
- 3.10.3 All visitors, including parents / guardians, must make appointments to see the Principal / Deputy Principals / HOD's / Tutors / Educators. If no appointment is made, visits cannot be granted.

3.11 ILLNESS:

- 3.11.1 If a learner is not feeling well, they must report to their Grade Tutor.
- 3.11.2 Learners are not allowed to phone parents / guardians when they are ill. The Grade Tutor will do so.
- 3.11.3 Parents / Guardians will be expected to collect sick children from school office officially to seek professional medical advice.
- 3.11.4 **NO** medication may be administered by the school. Learners must stay at home if they are ill and produce a medical certificate if they are absent for more than two days.

3.12 CHEATING:

- 3.12.1 Learners caught cribbing or in the possession of crib notes in any form will receive a "zero" for the exam, task or test.
- 3.12.2 For other transgressions and repercussions **see *Test and Exam Policy***.

3.13 TUCK SHOP and SELLING:

- 3.13.1 No learner is allowed to sell food or tuck of any kind at school.
- 3.13.2 Offenders of this rule will have the items confiscated and no discussion will be entered into as selling of any food/items is prohibited.
- 3.13.3 Staff of the tuck shop fall under the auspices of the school and shall thus be always treated with respect.

3.14 RULES GOVERNING PUBLIC PLACES AND GAMBLING:

- 3.14.1. Gambling is illegal and will be dealt with as a **dismissible offence** (it constitutes a misdemeanour II offence). No learner may partake in any gambling activities on the school grounds.
- 3.14.2. The school is a place of safety where laws pertaining to public spaces are applicable.
- 3.14.3. No dangerous objects or illegal drugs, as defined in the SASA or the Safety Regulations may be brought onto and/or used on the school property, unless authorised by the Principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
- 3.14.4. Alcohol is not permitted on school premises or during any school activity.
- 3.14.5. The carrying of and/or consumption of illegal chemical substances and drugs are prohibited.

Parent	Learner

3.15 TRANSPORT

Learners wishing to park motor cycles/motor vehicles on the school grounds must first obtain permission from the Principal with their license and make use of the areas specifically demarcated for this purpose.

- 3.15.1. All learners park their vehicles and bikes (pedal or motorised) at their own risk as per 3.7.8 above.
- 3.15.2. No learners may ride or drive a vehicle on the school grounds.
- 3.15.3. The Code of Conduct is applicable when using public transport to and from school.
- 3.15.4. Learners may not hitchhike while in school uniform, whether in formal or sports dress.

3.16 SCHOOL ENRICHMENT PROGRAMME

Involvement in activities making up the School Enrichment Programme forms a valuable and integral part of the holistic education of every learner. All learners are, therefore, expected to become actively involved in at least one sport, one cultural and/or service activity per term.

- 3.16.1. The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times (activities such as Sport, Choir, First Aid club, etc.).
- 3.16.2. Once a learner has committed him/herself to an activity, he/she will be bound to meet the rules and obligations related to that activity.
- 3.16.3. Involvement in a particular activity will span the entire season during which that activity takes place.
- 3.16.4. Attendance of all practices is compulsory. Missing a practice without a valid excuse in writing from the learner's parents may result in the learner being suspended from participation in one (1) inter-school league fixture as well as demerits.
- 3.16.5. Appropriate kit/uniform must be worn to practices.
- 3.16.6. The correct match kit/uniform will be worn to inter-school league fixtures.
- 3.16.7. Learners travelling to an away fixture will travel in full school uniform/Tracksuit, unless alternative arrangements have been made.
- 3.16.8. Sports and other kit must be carried in an appropriate bag.
- 3.16.9. Learners playing in home league fixtures may arrive at the venue in their appropriate sports kit/uniform with their school blazer.
- 3.16.10. Learners must be picked up from school no later than 30 minutes after activities. Educators are encouraged to write the learner's name in the logbook when they are still at school after the mentioned time for collection. Parents have to sign out the learner inside the school, before they are allowed to go home.
- 3.16.11. Learners are responsible for the action of people accompanying them to functions.
- 3.16.12. It is expected from all learners to behave in a civilized manner according to the school's culture and not that of any separate group. This behaviour must be in line with the principles of the Code of Conduct.

3.17 EXTRA CLASSES

- 3.17.1. Extra classes will be available by appointment with subject educators, at least one day prior to extra class date.
- 3.17.2. Learners need to show proof of preparation, as well as extra work that they have done before entering the extra class.
- 3.17.3. No learner will be allowed to attend extra classes when they are disruptive in class time, bunk classes, or when homework is not done on a regular basis.

4. SCHOOL UNIFORM – GENERAL:

The uniform worn by the learners identifies the school. Neat appearance and clean clothing create a positive image in the eyes of the public. It is therefore essential that this aspect of school discipline receives high priority by the parents, who may ensure that we can be justly proud of the appearance of the learners. Full school uniform must be always worn by learners.

4.1 BLAZERS:

- 4.1.1. **Wearing blazers is compulsory for ALL Learners, throughout the year.**
- 4.1.2. No metal badges or any badges may be worn unless issued by the school or for school activities authorized by the school.
- 4.1.3. Blazers must be neat and clean; no torn blazers are to be worn.
- 4.1.4. Blazers must have the required number of buttons sewn on.

4.1.5. Blazers' material is for hand/machine wash, dry cleaning is not a reason for not wearing your Blazer daily.

4.1.6. Collars of short-sleeved shirts and dresses are to be worn outside the blazer collar.

4.2. SCHOOL JERSEY:

4.2.1. Royal blue school jersey (pullover) may be worn under the blazer.

4.2.2. Grade 12 learners wear a **plain** white or Matric V-neck or long pullover.

4.2.3. **Long/Short sleeve jerseys MUST not be worn without a blazer.**

4.3. TIES AND SHOES:

4.3.1. Grade 8-11: blue regulation school tie during winter season for both boys and girls.

4.3.2. Grade 12: checked tie during the year.

4.3.3. The **top button of shirts must be fastened when wearing a tie.**

4.3.4. School shoes are strictly buccaneers and Toughees.

4.4. CLOTHING REGULATION FOR BOYS:

4.4.1. Only Wordsworth "beanies" to be worn ONLY in WINTER.

4.4.2. School Caps or bucket hats are **ONLY** allowed when playing sports.

4.4.3. **No windbreakers, anoraks, dri-macs or any other jacket** may be worn at any time either over or under school uniform.

4.4.4. A long-sleeve jersey must be worn with blazer.

4.4.5. **Royal blue Wordsworth dry-macs with school emblem, may be worn under the following circumstances:**

✓ to and from school **IF RAINING.**

✓ Sport

✓ on excursions if so stipulated.

✓ School camps.

Dri – macs must under no circumstances be used to substitute BLAZERS

4.4.6. Boys must **always be CLEANLY SHAVEN.** If not clean shaven, the school will provide a new sterile razor at a cost of R10.00 so to shave immediately at school.

4.5. Summer Uniform for Boys – wearing of BLAZER is compulsory

4.5.1. A short-sleeved, white, open-necked shirt with the school badge on the pocket. Shirts must be always tucked in. **No ties during summertime.**

4.5.2. A sleeveless school pullover may be worn over the short-sleeved shirt without a badge.

4.5.3. School regulation grey trousers bought at **EKSPA should be used.** Trousers may not be tapered, and the bottoms may not be less than 40cm in circumference and must fit properly. **NO SKINNY Pants** allowed hence learners with SKINNY pants will be returned home to return with correct uniform. **No PANTS with ZIPPED ENDS.**

4.5.4. Regulation grey socks. Any other colour socks will be taken away and returned at the end of the school term.

4.5.5. Plain grey or black belt must be worn. No other belts or fancy buckles will be allowed.

4.5.6. Regulation plain black lace-up school shoes, with the laces tied with a bow knot. **NOT FASHION SHOES!**

4.6. Winter Uniform for Boys – wearing of BLAZER is compulsory:

4.6.1. A long-sleeved white shirt with a top button, **with the school tie.** Shirts must be always tucked in.

4.6.2. Blazers and ties are **compulsory** during winter months (see 4.1.1).

4.6.3. **No buffs may be worn. ONLY masks**

4.6.4. **NO SHORTS**

4.7. CLOTHING REGULATIONS FOR GIRLS:

4.7.1. Only Wordsworth "beanies" are allowed in winter ONLY.

4.7.2. School Caps or bucket hats are allowed during sports days.

4.7.3. No windbreakers, anoraks, dri-macs or any other jacket may be worn at any time either under or over the school uniform.

4.7.4. Royal blue Wordsworth dri-macs, may be worn under the following circumstances:

✓ to and from school **IF RAINING.**

✓ Sport

✓ on excursions if so stipulated.

✓ School camps.

- 4.7.5. Muslim girls are allowed to wear a **navy-blue** head scarf when they are fasting during Ramadan or completed journey to Mecca.

4.8. Summer Uniform for Girls – wearing of BLAZER is compulsory:

A. Grade 8-11

- 4.8.1. A blue **knee-length** (4 fingers above the knee) cotton dress with white collar and cuffs. The school dress **MUST** not be the same length as a Blazer.
- 4.8.2. No belts are allowed.
- 4.8.3. A sleeveless school pullover may be worn over the dress.
- 4.8.4. White ankle socks, no shuffle socks.
- 4.8.5. Socks must be **folded once**.
- 4.8.6. Regulation plain black lace-up school shoes, with the laces tied with a bow knot, or baby doll shoes.
- 4.8.7. **FOR MUSLIM GIRLS ONLY:**
- a. School regulation grey slacks (see winter) with a short-sleeved white open-neck school shirt. **The blazer is compulsory when wearing slacks.**
- b. When wearing slacks, grey or white socks must be worn.
- c. NO fashionable alterations may be made to slacks.

B. Grade 12

- 4.8.1. A tailored checked skirt **Knee length** (4 fingers above the knee) *as available from EKSPA* and it **MUST** not be the same length as a blazer.
- 4.8.2. To wear tights underneath their dress.
- 4.8.3. White, short-sleeved, open-necked blouse always tucked in.
- 4.8.4. Blackmail stockings (**Non shiny**).
- 4.8.5. Black leather court shoes, with a heel no higher than 5cm and no lower than 3½cm.
- 4.8.6. No baby doll, lace-up, patent leather or canvas shoes are allowed.
- 4.8.7. No slacks in summer, unless they are of the Muslim Faith.

4.9. Winter Uniform for Girls – wearing of BLAZER is compulsory:

A. Grade 8-11

- 4.9.1. Grey, **knee length** regulation grey skirt as available from EKSPA. The skirt **MUST** not be the same length as the blazer.
- 4.9.2. Grey tights may be worn if wearing a grey skirt.
- 4.9.3. White long-sleeved blouse with school tie. Always tucked in.
- 4.9.4. No lingerie must be visible through shirt, wear an undershirt or the school jersey over the white shirt.
- 4.9.5. School regulation ladies' grey slacks bought from EKSPA may be worn in place of the regulation skirt.
- 4.9.6. When wearing slacks grey socks must be worn.
- 4.9.7. Shoes as for summer.
- 4.9.8. NO fashionable alterations may be made to slacks.
- 4.9.9. The blazer is **compulsory** (see 4.1.1)

B. Grade 12

- 4.9.1. A long-sleeved white shirt and a tie should be worn.
- 4.9.2. Grey Slacks may be worn.
- 4.9.3. Court shoes must be worn with the skirt and NOT with the slacks (See Summer).
- 4.9.4. Regulation school shoes must be worn with the slacks.

4.10. JEWELLERY; Boys:

- 4.10.1. No Jewellery whatsoever may be worn.
- 4.10.2. No piercings – No nose rings
- 4.10.3. A wristwatch or medic alert bracelet / medic alert neck-chain may be worn.
- 4.10.4. No pins, etc. may be used to keep pierced earlobes open.
- 4.10.5. Religion related jewellery or bracelets are not part of the school uniform. IF worn during religious calendar events, they must not be easily visible.

4.11. JEWELLERY: Girls (see ADDENDUM B):

- 4.11.1. A wristwatch or medic alert bracelet / medic alert neck chain may be worn.
- 4.11.2. No glass earrings may be worn.
- 4.11.3. Only plain small round silver or gold earring studs or plain thin round sleepers

(Max. 7mm diameter) may be worn.

- 4.11.4. Earrings must be worn in the lowest hole in the earlobe only.
- 4.11.5. No pins etc. may be used to keep additional pierced holes open.
- 4.11.6. Nothing to be used to cover a new pierced ear.eg plaster.
- 4.11.7. Religion related and traditional jewellery/costume is not part of the school uniform. IF worn during religious calendar events, they must not be easily visible.

4.12. HAIR (see ADDENDUM A):

4.13. HAIR : Boys

Boys must have their hair cut short and ensure that the style is neat and tidy.

The following applies:

- 4.13.1. When combed forward hair is not to touch the eyebrows, ears and/or the collar of the shirt / blazer..
- 4.13.2. No chevron steps or undercuts are allowed.
- 4.13.3. Sideburns are not to extend beyond the opening of the ear canal i.e., the middle of the ear.
- 4.13.4. No fancy lines and designs.
- 4.13.5. No waves or cornrows.
- 4.13.6. No dyed hair is allowed. This includes – tints, highlights, peroxidized hair, colour rinses, waxes, glue spray etc. **Hair must be natural hair colour.**
- 4.13.7. Hair heights must be only two fingers tall.
- 4.13.8. No beards or moustaches are allowed, and boys must be clean shaven daily.
- 4.13.9. **No gel**, styling cream or any similar hair products allowed.
- 4.13.10. **NO fashion hairstyles are permitted at any time.** Parents will be contacted to have the style rectified before learner returns to school.

4.14. HAIR :Girls: (see ADDENDUM B)

- 4.14.1. Girls with long hair must have their hair neatly tied back and brushed away from their face. If hair is long enough to be plaited or fastened it must be done, and not left in a style which makes the head appear larger.
- 4.14.2. Fringes may not touch the eyebrows and must be clipped back.
- 4.14.3. When hair touches the bottom of the shirt/dress collar it must be tied back in the nape of the neck.
- 4.14.4. Only ribbons, scrunchies, elastics, plain slides and bobbles may be used to tie the hair back, these must be:
 - o royal blue
 - o white (Gr. 12 only)
 - o brown or
 - o black
- 4.14.5. No undercuts, steps, or hair extensions/weaves are allowed.**
- 4.14.6. Hair pieces must match hair colour. Neatly braided hair must be tied at the back.
- 4.14.7. No beads in the hair
- 4.14.8. Freehand braids are allowed
- 4.14.9. No dyed hair is allowed, this also includes- tints, highlights, peroxidized hair, colour rinses, waxes, glue spray etc.
- 4.14.10. No fashion clips / accessories allowed.
- 4.14.11. No gel**, styling cream or any similar hair products allowed.
- 4.14.12. Hair must follow the natural contours of the head.**
- 4.14.13. Hairpiece should not be longer than below the shoulders in line with the breasts.
- 4.14.14. No faux locks / dreads.
- 4.14.15. No passion twist.
- 4.14.16. NO fashion or decorative hairstyles are permitted. Parents will be contacted to have the style rectified immediately before the learner returns to school.
- 4.14.17. NO Weaves or Wigs allowed.

TRANSGRESSION	ACTION TO BE TAKEN	PERSON RESPONSIBLE
Coloured hair	Coloured back to natural colour before returning to school	Tutor to phone PARENT to correct as arranged.
Incorrect / untidy hair	Immediate correction.	Tutor
Hair too long	Cut by next day	Tutor to phone PARENT to correct as arranged.
Shaving	Immediately	Indicate on file
Incorrect / Dirty uniform	Immediately. To be corrected the next day	Tutor to phone PARENT to correct as arranged.
Hair extensions	Immediately. Removed by the next day	Tutor to phone PARENT to correct as arranged.
Jewellery: Boys & Girls (See 1.10 & 1.11)	Confiscation	Tutor

4.15. FINGERNAILS:

- ✓ Must be kept neat, clean and short, the length of the white part of the nail must be no longer than 2mm.
- ✓ No coloured nail polish is allowed at any time.
- ✓ No French manicures are allowed at any time.
- ✓ Clear nail polish is allowed.

4.16. COSMETICS:

No cosmetics are permitted at any time. This includes foundation and any eye make- up which has not been properly removed. Lip gloss and lip linear applications are prohibited. No coloured lip balm is allowed.

4.17. SPORTSWEAR: (Compulsory)



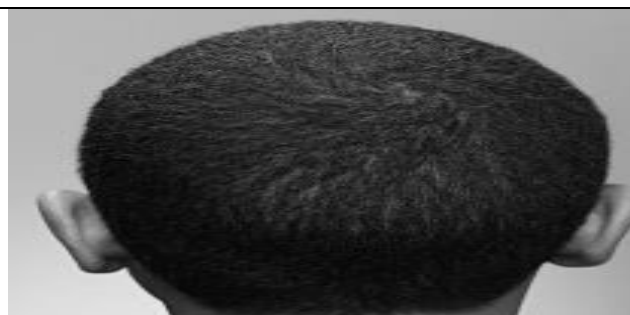
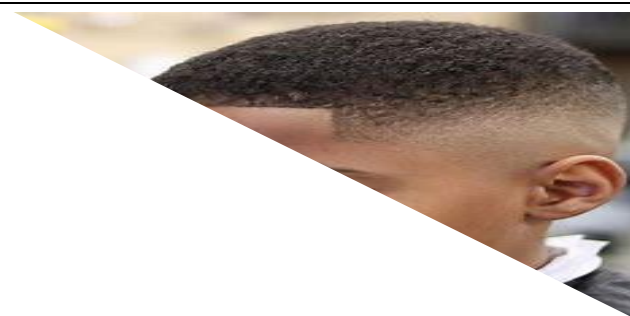
All learners who participate in sporting activities must wear a sports tracksuit when travelling outside the school.

During sports practice, all participants **MUST** wear the applicable sporting code uniform. **PT uniform may be worn during practice and NO other fashion clothes to be worn during practice.**

ADDENDUM A: SCHOOL RULE

BOYS HAIRSTYLE EXAMPLES

Final decision on acceptability remains with the SMT of Wordsworth High School

ALLOWED	NOT ALLOWED
	
	
	
	
	

ADDENDUM A: SCHOOL RULE

GIRLS HAIRSTYLE EXAMPLES

Final decision on acceptability remains with the SMT of Wordsworth High School

ALLOWED	NOT ALLOWED
	
	
	
	 <p align="center">THE SIZE OF AFRO AND NO FIBRE</p>
	
ACCEPTABLE HAIR ACCESSORIES	UNACCEPTABLE HAIR ACCESSORIES
	 <p align="center">Big (5cm or more)</p>

DISCIPLINARY POLICY AND PROCEDURE

5. DISCIPLINARY SYSTEM (According to South African Schools Act)

Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will be appropriate to the offence in accordance with the school code of conduct.

All learners will abide by the discipline system that has been developed to assist and guide learner behaviour in the school. Learners have five (5) days to contest their demerits after they have been issued with a report. After that, the information captured on the report will be regarded as correct and may not be contested later on.

Merits will only be captured on the system **AFTER** a particular activity is over/completed/concluded.

5.1. CLASSIFICATIONS/GRADING OF CODE OF CONDUCT TRANSGRESSIONS

The grade of an offence will determine the procedure to be followed.

Grade 1 - Misdemeanor I - a written warning followed by a final written warning, then a disciplinary hearing.

Grade 2 - Misdemeanor II- a final written warning followed by a disciplinary hearing, then a tribunal hearing for persistent offender.

Grade 3 - Misdemeanor III- a disciplinary hearing or a tribunal hearing (depending on the severity of the particular offence).

Grade 3 - Misdemeanor III (Criminal offence)- an offence immediately reported to the South African Police Service (SAPS) and a tribunal hearing.

5.2. GRADING OF OFFENCES

Table 1: List of offences per misdemeanour level of offences

Misdemeanour I	Misdemeanour II	Misdemeanour III	
<ul style="list-style-type: none"> ❖ Littering ❖ Excessively noisy or unruly behaviour ❖ Eating, drinking or chewing gum (class/assembly) ❖ Misconduct in an assembly ❖ Entering an out of bounds area ❖ Loitering in the passages, or at the toilets ❖ Misconduct/poor sportsmanship during extra-mural activity's ❖ *Attend detention ❖ Misconduct during detention ❖ Minor infringements of uniform regulations ❖ Failure to wear the correct full school uniform when in a public place, ❖ Failure to wear the correct sports kit for a match or practice ❖ Hitchhiking while in school uniform, formal or sport dress ❖ Disruptive behaviour in class ❖ Failure to: <ul style="list-style-type: none"> *Do class work or homework *Bring textbooks, notes, stationary, *Hand work in on time ❖ Copying another learners class work or homework ❖ Reporting late for class, relief or to the exclusion room ❖ Use of offensive material to cover books or files ❖ Possession of cell phone, electronic devices ❖ Arriving late for school without an excuse note ❖ Violation of Code of Conduct (Subject to severity of offence) ❖ 	<ul style="list-style-type: none"> ❖ Vandalism ❖ Interfering/damaging another person's possessions /property without the owner's consent ❖ Racism: Remarks/insults ❖ Forgery: Altering of official documents such as medical certificates and qualifications and fraudulent use thereof ❖ Intimidation by verbal or physical threat to harm or property: bullying ❖ Swearing, lying or using obscene gestures ❖ Verbal or non-verbal abuse ❖ Disrespect or insolence ❖ Insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work/punishment set in the detention room) ❖ Fighting, common assault or attempted assault ❖ Public disturbance and public indecency ❖ Gambling ❖ Failure to attend detention without prior submission of a written excuse or note ❖ Unacceptable hair styles, including bleaching or colouring ❖ Display of visible tattoos ❖ Using a cell phone as a means of communication during formal testing ❖ Cheating, attempting to cheat, or having forbidden material or information in a test venue during(class test, term test, internal exams). ❖ Truancy during any contact ❖ Possession or use of fire crackers ❖ Failure to attend an extra-mural activity or function as a participant or official ❖ Any action which brings the school's name in disrepute ❖ Possession/distribution and/or manufacturing of offensive material ❖ Tampering with safety and other equipment on school premises ❖ Unreasonable repetition of misdemeanour I offences ❖ Violation of Code of Conduct (Subject to severity of offence) 	<ul style="list-style-type: none"> ❖ Possession of weapons that can cause physical injury (knives, etc.) ❖ Entering the school premises while under the influence of drugs/alcohol ❖ Possession, copying, distribution, use or displaying of pornographic material ❖ Assault with the intent to do bodily harm ❖ Truancy from school or leaving school grounds without permission ❖ Taking part in any form of illegal strike action/meeting/campaign on school premises ❖ Violating the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing teachers from providing teaching, or in any other manner ❖ Violating the rights of teachers to carry out his/her tasks, to the detriment of the school, the staff, the teacher or fellow learners ❖ No driving on the school property ❖ Unreasonable repetition of a Grade 2 offence ❖ Violation of Code of Conduct (Subject to the severity of the offence) 	<ul style="list-style-type: none"> ❖ Use of weapons that cause physical injury (knives, etc.) ❖ Possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapons ❖ Possession, using and/or dealing in drugs, or alcohol, or any other intoxicating or addictive substance ❖ Poisoning, or attempting to poison another person ❖ Theft, robbery, breaking and entering ❖ Malicious damage/injury to property of the school, staff members, fellow learners or any other person or body ❖ Rape, attempted rape, or indecent assault ❖ Physical assault that results in bodily harm ❖ Sedition or inciting any form of illegal strike/action/meeting campaign on school premises ❖ Any offences punishable under common law. ❖ Violation of Code of Conduct (Subject to severity of offence)

5.3. MERITS AND DEMERITS (REINTRODUCTION)

All Homeroom and subject educators will be using merits and the demerits system as rewarding or punishment for positive and negative academic and behaviour transgressions. Educators concerned must keep a written record of such offences and rewards which may be considered during disciplinary measures (See merits and demerits summary annexure C)

POSITIVE CONSEQUENCES		NEGATIVE CONSEQUENCES	
Subject related	Behaviour related	Demerits	sanctions
Conduct and Improvement will be noted during Tutor meetings with record.	Effective praise from educators and RCL's	1000 demerits	-First written warning
Honours and trips awarded to Subject achievers	Improvement will be noted during Tutor meetings and recorded on file	2000 demerits	-Second written warning
Merit scrolls	Honour colours awarded to Excellent and exemplary behaviour	3000 demerits	-Third written warning
	Merit certificates	4000 demerits	-Final written warning.
		5000 demerits	-Internal disciplinary
		6000+ demerits	-External hearing

5.4. TRANSGRESSIONS WITH IMMEDIATE DC ACTIONS

TRANSGRESSION	ACTION TO BE TAKEN	PERSON RESPONSIBLE
Bunking lessons	Immediately / DC hearing arranged	Tutor/Class teacher/DC to phone PARENT to fetch learner
Incomplete/Undone homework or classwork	Detention	Tutor/Class teacher/DC arranged with PARENTS
Disruption of lesson/school/ test	Suspension/Exclusion	Tutor/Class teacher/DC to phone PARENT to fetch learner
Coloured hair, School Uniform	Change colour or uniform before returning to school	Tutor/DC rep to call PARENT to correct as arranged
Incorrect /untidy/Torn hair	Immediate correction	Tutor indicate on file
Hair too long	Cut by next day	Tutor/DC rep to call PARENT to correct as arranged
Shaving	Immediately	Tutor indicates on file
Incorrect/Dirty/Torn uniform	Immediately. To be corrected the next day	Tutor/DC rep to call PARENT to correct as arranged
Hair extensions	Immediately. Removed by the next day	Tutor/DC rep to call PARENT to correct as arranged
Jewellery(See 10.11&10.12)	Confiscation	Tutor

5.5. CONSEQUENCES: ALL APPEARANCE TRANSGRESSIONS:

5.5.1. Educator to send learner's name, grade and class and transgression on to the Grade tutor with the RCL (Representative Council of Learners) member.

5.5.2. The Tutor is to send for / fetch the transgressor who will wait in the Tutor's class until the matter can be addressed.

5.5.3. After the third transgression of any nature the Tutor must call in the parents for a conference.

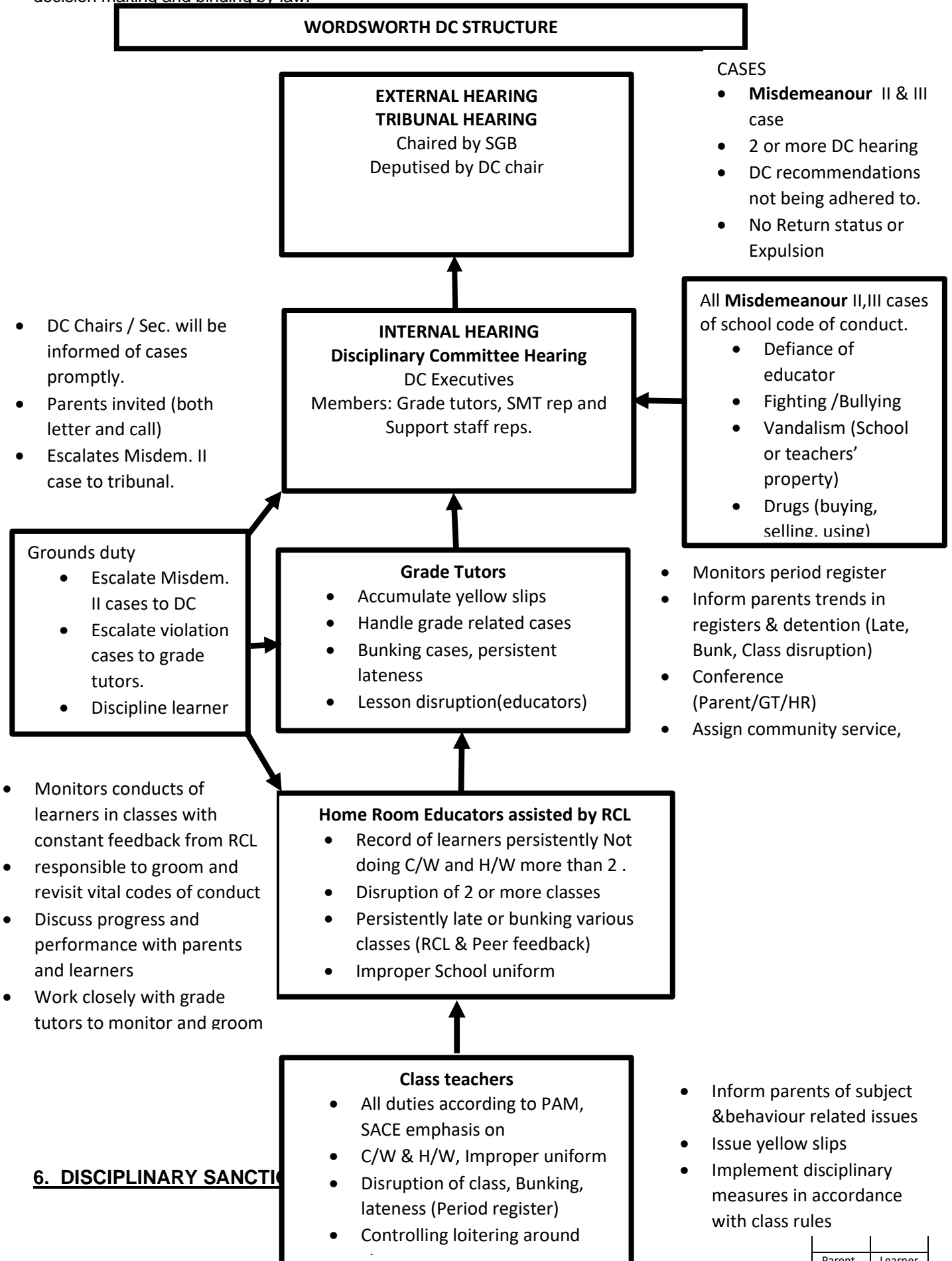
5.6. CONSEQUENCES: ACADEMIC TRANSGRESSIONS:

Transgressions: (Negative Consequences)

- | | | |
|--|---|------------------------------------|
| <ul style="list-style-type: none"> * Late for class * Books not at school * Homework not done * P.T. kit not at school | } | See Merit System and misdemeanours |
|--|---|------------------------------------|

5.7. WORDSWORTH DC STRUCTURE AT A GLANCE:

This structure shows the laid down for disciplinary procedures. Tribunal hearing is the Highest DC structure for decision making and binding by law.



6. DISCIPLINARY SANCTIONS

Parent	Learner
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6.1 Disciplinary Interventions

The following list of interventions and corrective measures used by the school are aimed at correcting behaviour before suspension and expulsion **FOR MISDEMEANOUR I AND 2:**

- ❖ A verbal warning/reprimand to express disapproval.
- ❖ Written warning.
- ❖ Second written warning.
- ❖ Final written warning.
- ❖ Removal from classes.
- ❖ Written punishment.
- ❖ Assertive discipline report.
- ❖ Memorandum of agreement.
- ❖ Community service to improve the physical environment within and around the school property.
- ❖ Homework detention.
- ❖ Demerit detention.
- ❖ Referral for counselling.
- ❖ Attendance of a relevant life skills programme.
- ❖ Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or the accumulated fine.
- ❖ Temporary suspension of school-related privileges (e.g. matric uniform/ farewell/testimonial).
- ❖ Exclusion from school activities and functions, e.g. academic award ceremony.
- ❖ Withdrawal of recognition, e.g. award/colours.
- ❖ Temporary suspension from class or school, pending disciplinary hearing.
- ❖ Disciplinary hearing.
- ❖ Tribunal hearing.

Failure to comply with interventions and corrective measures will lead to further interventions and may lead to the offence being categorised at a higher grade. Expulsion may be recommended for Grade 3 offence.

6.2 Suspension of a learner by the Principal or Deputy Principal or DC Chair as a precautionary measure

- 6.2.1. The Governing Body authorises the Principal or Deputy Principals or appointed person (DC chairperson) to institute suspension, as a precautionary measure, with regard to a learner who is charged with a serious offence as contemplated in section 8 of the South Africans Schools Act.
- 6.2.2. A learner may be given a temporary suspension when school code of conduct is breached and the parents are invited for internal disciplinary hearing to determine if the learner is officially suspended.
- 6.2.3. Before a learner is suspended, the learner and his/her parents must be given an opportunity to indicate why the suspension should not be considered.
- 6.2.4. The Disciplinary Committee Hearing will consist of the following members:
 - ❖ DC chairperson ;
 - ❖ the Principal to oversee this function;
 - ❖ the Grade controllers
 - ❖ SMT representative
 - ❖ School safety and security officer
 - ❖ PS staff
- 6.2.5. Disciplinary measures that a Disciplinary Hearing Committee may impose include:
 - ❖ Demerits.
 - ❖ Suspension from school for a minimum of two days up to a maximum of five (5) days, ratified by the SGB, to be effective immediately.

- 6.2.6. A learner has the right to request a review of the disciplinary action taken against him/her if sufficient grounds exist. Disregard of punishment from the Disciplinary Committee will lead to temporary suspension pending a tribunal hearing.
- 6.2.7. The hearing must be attended by the learner and any other learner he/she may need for his/her defence.
- 6.2.8. This will be put in writing and a copy will be kept on record.
- 6.2.9. This suspension will be applicable until a finding of not guilty is made or, in the case of a finding of guilty, until the appropriate sanction is announced.

6.3 Disciplinary and Tribunal Hearings

- 6.3.1. Written notice of a disciplinary or tribunal hearing will be given at least five (5) school days before the hearing, which could imply temporary suspension from classes, including formal scheduled tests and examinations which count towards the year mark.
- 6.3.2. When a notice is issued to a learner, the learner must acknowledge receipt of notice by signing for it. This is not an admission of guilt.
- 6.3.3. If a learner and parents does not appear at a hearing without a 2 days notice prior to hearing, the hearing may be conducted in his/her absence.
- 6.3.4. A written verdict of the hearing will be issued to the offender. The offender must acknowledge the content by signing the document.
- 6.3.5. Recommendation with regard to counselling/attendance of a life skills programme.
- 6.3.6. Progress monitoring process initiated for a minimum of two (2) weeks, followed up with a progress report.
- 6.3.7. A written conduct and behaviour warning issued. A signed copy of acknowledgement will be kept on record.
- 6.3.8. Payment to cover the cost of repair or replacement of the damaged, lost or stolen item.
- 6.3.9. The Tribunal Hearing Committee will consist of the following members:
 - ❖ the SGB Chairperson;
 - ❖ two (2) parents, representatives from the SGB;
 - ❖ the Principal or DC delegated to oversee this function
 - ❖ the HOD (where applicable).
 - ❖ RCL member
- 6.3.10. The Principal/Disciplinary committee chairperson will keep record of copies of all documentation relating to the offence, the conclusion and findings of the hearing, and the disciplinary measures imposed. These will be filed on the learner's profile.

6.4 Procedure during Hearings

- 6.4.1. The chairperson of the committee must lead the proceedings and:
 - ❖ Introduce those present and state their functions.
 - ❖ Ensure that witnesses are present only while giving their evidence.
- 6.4.2. The chairperson must inform the learner of his/her rights:
 - ❖ The right to a formal hearing.
 - ❖ The right to be present at the hearing.
 - ❖ The right to be given time to prepare for the hearing case.
 - ❖ The right to be given advance notice of the charges.
 - ❖ The right to be represented at the hearing by **one (1) internal** representative.
 - ❖ The right to be accompanied at the hearing by a parents/guardian if the learner is a minor.
 - ❖ The right to ask questions on any evidence produced, or on statements of witnesses.
 - ❖ The right to call witnesses to testify on his/her behalf.
 - ❖ The right to an interpreter, to be requested 24 hours prior to the hearing.
 - ❖ If the learner does not attend, the hearing may be conducted in his/her absence.
- 6.4.3. The chairperson is to explain the nature of the alleged breach or misconduct to those present at the hearing.
- 6.4.4. The procedure of enquiry is to be explained by the chairperson. The evidence of the complainant and his/her witnesses will be heard first. The learner and panel may ask questions about the

evidence. The learner and his/her witnesses may then give evidence and the complainant and committee may ask them questions.

- 6.4.5. When all the evidence has been heard, the chairperson must close the enquiry, dismiss the complainant, the accused, their representatives, the parent/guardian and all the witnesses.
- 6.4.6. The Disciplinary Committee must discuss and weigh the evidence and come to a decision.
- 6.4.7. The chairperson must reconvene all interested parties.
- 6.4.8. The chairperson is to communicate the decision of the committee.
- 6.4.9. The chairperson must explain the decision of the committee and the reasons for the penalty (if any) that has been imposed.
- 6.4.10. The learner must be advised of his/her right to appeal.
- 6.4.11. The complainant and learner must sign the disciplinary form and a copy must be handed to the learner. (If the learner refuses to sign, a witness must sign in the presence of the learner).
- 6.4.12. The signing of the document by the learner does not imply an acknowledgement of guilt.

6.5 APPEAL

A learner or the parent of the learner may appeal decision in 5 days if:

- There is grounds for unfair treatment
- New evidence that may influence decision other wise

MERIT AND DEMERIT CATEGORIES

The following table contains an overall summary of the demerit and merit points system used for any violation for the code of conduct as well as for commendable behaviour.

DEMERITS: Category 1 – Minor Offences (Educator)			DEMERITS: Category 2 – Major Offences (Call disciplinary officer)					
(70)	Appearance	-75	(22)	Alcohol	-1000	(116)	Paid demerit fine	+150
(49)	Behaviour during detention	-100	(39)	Fighting back	-100	(18)	Service 8 hours +	+200
(95)	Behaviour journal	-150	(42)	Forgery	-200	(19)	Work squad Fridays	
(28)	Behaviour outside class	-50	(119)	Provocation	-100			
(96)	Book(s) not at school	-50	(41)	Threatens and Intimidate	-500			
(25)	Misconduct assembly	-100	(112)	In presence of gamblers	-500			
(26)	Crude language	-30	(124)	Sexual misconduct	-1000			
(37)	Does not attend Friday work squads	-150	(38)	Drugs in possession	-1000			
(29)	Discriminating behaviour	-60	(81)	Leave school without permission	-500			
(30)	Dishonest	-50	(43)	Gambling	-1000			
(32)	Disrespectful after being spoken to	-30	(66)	Test positive for drugs	-500			
(33)	Disrespect towards educator	-100	(60)	Pornography	-1000			
(34)	Disrupts class not serious	-50	(67)	Theft	-150			
(36)	Does not attend detention	-100	(69)	Transgression of exam rules	-100			
(71)	Cell phone in class	-50	(85)	Cheats in exam	-500			
(47)	Indecent behaviour	-150	(73)	Weapons in possession	-1000			
(65)	Doesn't attend match (without excuse)	-50	(24)	School image damage	-100			
(36)	Doesn't attend practice	-50	(44)	Harmful language	-500			
(100)	Homework incomplete	-30	(68)	Trading in exam material	-1000			
(45)	Homework not done	-50	(40)	Fighting	-200			
(48)	Immoral behaviour	-150	(117)	Selling on school grounds	-500			
(72)	Vandalism	-150	(123)	Bullying	-500			
(64)	In presence of smokers	-50	MERITS					
(92)	Reply slip not handed in	-50	(115)	AGM meeting	+200			
(50)	LATE for class	-30	(111)	Attended practice sessions	+90			
(51)	Late for detention	-75	(14)	Helps teacher to restore order	+20			
(52)	Late for school	-75	(98)	Attending Sports match (playing)	+150			
(82)	Leaves class without permission	-30	(104)	SGB Election attendance	+300			
(55)	LITTER	-50	(12)	Assisting educator	+20			
(84)	RCL neglects duties	-150	(106)	Charity donation	+100			
(56)	No conduct control paper	-100	(107)	Homework done meticulously	+30			
(62)	Runs away when called	-100	(127)	Promoted school in positive way	+150			
(48)	No Student card	-150	(99)	Sport: Winning a match	+200			
(79)	No Timetable	-50	(10)	Attended athletics	+150			
(46)	Ignores instructions	-50	(97)	Excellent behavior (detention)	+30			
(53)	Out of class without card	-30	(15)	Honesty	+200			
(101)	Portfolio not handed in	-80	(16)	Service 4 hours +	+100			
(83)	Refuses to hand over	-150	(110)	Supporter sport	+150			
(58)	Not attending class	-50	(13)	Attended detention	+150			
(63)	Smoking (Caught with sig.)	-100	(103)	Excellent behavior	+100			
(87)	Not correct SUBS	-150	(125)	One of few attending school	+200			
(54)	Leaves detention early	-75	(17)	Service 6 hours +	+150			
(102)	Portfolio not done	-80	(108)	Term test above 70%	+150			
(61)	Prohibited area	-50	(86)	Attended disciplinary hearing	+1000			
(57)	Verbal aggression	-100	(118)	Fundraising	+150			

Code of Conduct of Wordsworth High School is accepted by the School Governing Body on 12 November 2024 with amendments, as deemed necessary.

Amendments will be communicated to the relevant stakeholders.

PRINCIPAL

SGB CHAIR

Parent	Learner

POLICIES

LEARNER ATTENDANCE POLICY

Revised: October 2024

1. LEGISLATIVE FRAMEWORK

National Education Policy Act, 1996; Section 3

Department of Basic Education 2010. Policy on learner attendance Circular 3 of 2014.

2. RATIONALE FOR THE POLICY

Importance of regular school attendance:

Enrolment of learners and their regular and punctual attendance at school are prerequisites for an educated nation. Moreover, enrolment and punctual, regular attendance at school are important because -

- (a) Each school has a duty to protect every learner's fundamental right to education.
- (b) Enrolment at a school places a learner under an obligation to attend school punctually and regularly unless there is a valid reason for absence.
- (c) A school that successfully curbs absence without valid reason will most likely improve learner performance; and
- (d) Regular attendance at school is a powerful brake on teenage pregnancies and HIV infection.

Importance of attendance records:

A daily record of learner attendance will enable the school and the Department of Education to monitor learners' absence and take appropriate follow up action with both parents and learners. Quarterly returns of learner absence will enable district offices to track attendance trends at schools and to respond appropriately.

Records of learner attendance may be required for legal purposes. It is therefore essential that a school maintains such records accurately. The principal and staff of a school act *in loco parentis* (in place of a parent) for a learner at a school. They therefore have a duty of care towards each learner who is recorded as present. If legal action were instituted against the school as a result of a mishap to a learner, the accuracy of the learner attendance record could be an important issue before the court.

3. LEARNER ABSENCE

Definition of 'absent'

A learner is deemed to be absent from school when the learner is not present in class or not participating in a school activity at the time that the register is marked.

Valid reasons for absence

While punctual and regular attendance is necessary, from time to time it may not be possible or desirable for a learner to attend school. Any of the following is regarded by the staff and SGB as a valid reason for absence of a learner from school:

- (a) Study leave taken by a Grade 12 learner 5 days prior to the NSC exams.
- (b) Physical or psychological illness, for which communication from the parent that the learner is unable to attend school, is required or written confirmation by a registered medical practitioner if the illness lasts longer than three days;
- (c) Religious or cultural observances approved by the School Governing Body (SGB) in terms of the National School Calendar Policy;
- (d) Death of a biological parent / legal guardian, biological grandparents or sibling.
- (e) Appointment at court, social services or other official agency, for which a documentary proof must be provided.
- (f) Suspension by the school Disciplinary committee and School Governing Body.
- (g) Written communication and permission from a parent that effective and supervised studying will take place at the residence during such times that the learner is not actively engaged in an examination session;
- (h) Acts of nature (that is, events that are outside of human control); COVID-19.
- (i) Exceptional circumstances for which, in the view of the principal, a temporary absence from school
 - (a) is in the best interest of the learner; or
 - (b) was unavoidable.

Parent	Learner

4. RESPONSIBILITIES

Wordsworth's responsibility

- a. Wordsworth High School has a culture of **zero tolerance** where learner absenteeism and late coming are concerned. Rules dealing with absenteeism and punctuality are part of the school's code of conduct received by every learner and parent / guardian.
- b. Assisted by the following partners in education, a culture of punctual and regular learner attendance will be maintained: principal, teachers, School Governing Body, parents, social agencies, district offices and provincial and national education.
- c. The class register will be marked once a day and period register will be marked each time. Absence without a valid reason is unacceptable and will be investigated promptly.
- d. Electronic attendance records are kept and forwarded to the appropriate departments.
- e. A learner's attendance is indicated on his / her report four times per year.
- f. A learner who was absent with a valid excuse will be assisted to catch up the work and assessments missed but the onus to make such arrangements rests with them. A learner who was absent without a valid reason and / or without any communication from the parents must catch up all the work without assistance from the teachers and will also receive zero for any formal assessments that were missed.
- g. Learners absent for tests and school exams without a valid reason will receive zero, if absent
- h. with a valid reason, it is under the educator's discretion to arrange the following:
 - i. A recalculation of the term marks due to the absence; **or**
 - j. Opportunity to complete the missed assessment/s will be given to the learner if it is to the learner's academic advantage to complete such an assessment, arrangements for completion will be made timorously but if the opportunity is missed by the learner the marks will be forfeited.
- k. Grade Tutors are responsible for the monitoring and maintenance of regular school attendance.
- l. In the case of repeated absence and when an absence is suspect in nature, the Grade Tutor will contact the parent / guardian to determine the cause of the repeated absenteeism.

Learners' responsibilities

A learner has a responsibility to attend school punctually and regularly. Learners have the responsibility attend all classes according to their timetable. The government depends on parents, School Governing Body (SGB), School Management Team (SMT), Teachers and Provincial Education Department (PED) to play their part in ensuring that learners accept and act on this responsibility. The example set by parents, School Management Team and teachers is of decisive importance in building the culture of punctual and regular attendance.

Parent / Guardian's responsibilities

A parent is expected to –

- (a) Ensure that the learner attends school daily, on time and for the whole school day unless there is a valid reason for absence.
- (b) Ensure that the learner is not taken out of school without valid reason (family holidays are not a valid reason).
- (c) Inform the school secretary if the learner is absent or expected to be absent or to be late for school with valid reason.
- (d) Cooperate with the school in resolving the problem if the learner is absent from school without valid reason; and
- (e) Encourage and if possible, assist the learner to make up for time lost for absence from school.

5. FOLLOWING UP LEARNER ABSENCE

If a learner is absent for three consecutive school days without explanation, the class teacher concerned must report the absence to the Grade Tutor. The Grade Tutor must, as soon as possible, make a reasonable effort to contact the parent.

If the learner is absent without valid reason for three consecutive school days, the Grade Tutor will -

- (a) Inform the parent of the importance of regular attendance.
- (b) Emphasize the learner's duty to attend punctually and regularly in terms of the school's code of conduct for learners.
- (c) If the learner is of compulsory school-going age, inform the parent of the legal implications of section 3 of SASA.
- (d) Inform the parent of the risk of the learner's record in the class register being

Parent	Learner

cancelled for continuous absence.

- (e) Request the learner's return to school.
- (f) Where necessary, elicit the support of the district office; and
- (g) Where necessary, elicit intervention from government or non-government social development agencies.

If despite the intervention of the school, a learner persists in being absent without valid reason -

- (a) The learner will be charged with breach of the school's code of conduct for learners; or
- (b) The learner's record in the class register will be cancelled if the learner is absent for 10 consecutive school days.

A record of all communication with a parent will be kept in the learner's profile.

6. CANCELLATIONS OF A LEARNER'S RECORD IN A CLASS REGISTER

A learner's record in a class register may be cancelled because of continuous absence. If a learner is absent from school for 10 consecutive school days, the principal will make reasonable attempts to ascertain from the learner's parent whether the learner has been withdrawn from the school. If the learner has been withdrawn, or if no valid reason for absence is given, or if the principal is unable to make contact with the parent or the learner, the principal must cancel the learner's record in the class register on grounds of 'continuous absence'.

When a learner's record is cancelled, the principal will, in writing –

- (a) Inform the parent and class teacher of the date of and reason for the cancellation; and
- (b) If the learner is of compulsory school-going age, inform the district office of the date of and reason for the cancellation.

CELL PHONE AND ELECTRONIC EQUIPMENT POLICY
(Revised 2024)

1. INTRODUCTION

This policy contains the procedures and rules regarding the use of cell phones and other electronic equipment on the school premises.

The school is receptive to the use of cell phones under the following conditions:

- Cell phones are regarded as a useful form of communication to confirm times for collection of learners at the end of extra mural activities.
- Electronic equipment, such as but not limited to iPads or tablets are a useful source of educational information, at appropriate and sanctioned times.
- While the school acknowledges that cell phones have become an important and useful means of communication, it is also aware of the fact that their use and abuse, particularly by children, pose social, ethical and safety consequences. The school strongly discourages parents from allowing learners to have cell phones in their possession while they are at school.

2. USE OF CELL PHONES OR ELECTRONIC EQUIPMENT

- 2.1. Cellphones are NOT allowed in class during teaching and learning, if the learner is caught with a cell phone, the cell phone will be confiscated and returned to the learner at the end of the term.
- 2.2. Electronic equipment: iPads or tablets brought to school to access e-textbooks or similar learning apps may only be switched on in the class to which the e-textbook or app is relevant. The relevant Educator must inform the Head of Department if such electronic devices will be used in class so that written permission is granted.
- 2.3. The School Management Team and the LTSM committee must be informed if a learner/class is making use of such for the purposes of accessing e-Textbooks.

3. RULES

- 3.1 No learner may contact his/her parents directly in the case of an emergency, for example the case of an illness. In case of an emergency the school will contact the parents.
- 3.2 NO CELL PHONES ARE ALLOWED IN AN EXAM/TEST SESSION. (***Refer to Exam Policy***).
- 3.3 No music may be played on any electronic device during contact time or breaks. No ear buds, headphones etc. may be visible or used in any way.
- 3.4 Absolutely no illegal or inflammatory content is allowed on any electronic device, this includes but is not limited to the following: Music with parental advisories, Images of a pornographic nature, Images that have been manipulated to create derogatory Memes or other social commentaries etc.
- 3.5 The school will not, in principle, under any circumstances engage parents in discussions resulting from complaints parents have received from their children by cell phone during the school day.
- 3.6 No learner is allowed to Film, record, or take and share pictures and photos of other learners or staff without their consent. Filming, for example a fight, will be regarded as a Schedule Two offence on the school's Disciplinary Code of Conduct and will be dealt with accordingly.
- 3.7 Being in possession of unacceptable content such as pornography or gratuitous violence, will also be regarded as a Schedule Two offence on the school's Disciplinary Code of Conduct and dealt with accordingly.
- 3.8 If an Educator creates a Whatsapp group for learning purposes, that Educator must be the Administrator of that group and will be responsible for managing it.
- 3.9 Educators are NOT allowed to send friend requests to learners on any Social Media Platform, and should learners receive such requests they MUST report to the Principal.

4. CONSEQUENCES OF THE TRANSGRESSION OF ANY OF THE ABOVE RULES

- 4.1. Learners found transgressing on the cell phone use, will have their cell phone confiscated and returned at the end of the term and no discussion will be entered into with either the

Parent	Learner

parent or the learner.

- 4.2. For cell phones involved in test or examination malpractice or found on learner during test or examination, cell phone will only be returned after hearing or returned at end of the examination period.

5. **EMERGENCIES**

All emergencies must be reported to the Grade Tutor of the particular grade who will then at their discretion contact the relevant parent / guardian.

6. **SAFE-KEEPING OF CELL PHONES**

- 6.1 The owner of a cell phone or other electronic device is responsible for the safe keeping of his / her device on the school premises. **The school will not be held responsible for any damage to or loss of a cell phone or electronic device on the premises.**
- 6.2 The school will not entertain or acknowledge any claim or complaint regarding the loss or theft of a cell phone or other electronic device. It is the responsibility of the owner to have the tracking of such an item engaged.
- 6.3 The risk of having a cell phone or other electronic device in his/her possession on the school premises is that of the owner and no claims as a result of the possession of a cell phone or other electronic device will ever be considered by the school.
- 6.4 No learner cell phone or other electronic device will be covered by the school's insurance.
- 6.5 Confiscated cell phones or other Electronic Equipment will be kept in the school safe until such time as stipulated in 2.1. or 4.1 above is met. Such cell phones will not be covered by the school's insurance in the case of a burglary or theft.
- 6.6 If the cell phone or electronic device is confiscated during contact time, neither the educator nor the school will take responsibility in the case of it being stolen before being brought to the school safe.
- 6.7 The educator will take this/these cell phone/s or electronic device/s to the safe at the first available opportunity and the learner's details will be appended to the phone.

9

TEST AND EXAM POLICY

Revised: October 2024

1. LEGISLATIVE FRAMEWORK:

- a) Circular 73 of 2008: *Guidelines for the Formation and Management of School Assessment Irregularity Committees (SAICS)*.
- b) School Assessment Irregularity Committee Policy amended 23 May 2024
- c) Standard Procedures for the Conduct and Administration of the Senior Certificate, National Senior Certificate and AET Level 4 Examinations (version 3: August 2024) (SOPSE).
- d) Government Gazette 31337 in Annexure I of the Regulations Pertaining to the Conduct, Administration and Management of the National Senior Certificate
- e) *Worcester High School Code of Conduct and Exam Procedure*

2. TIME FRAMES:

2.1. Class Tests / Standardized Tests:

- > Tests will proceed five minutes into the period and will conclude five minutes before the end of the period.
- > Tests must be no longer than 60 minutes, unless specifically scheduled over a double period in the case of FET classes, then the maximum time allocated is 110 minutes. Tests may not exceed the time limit to avoid learners being late for the following period.

2.2. Mini Exams:

- > Mini exams will be written at the end of the first and third terms.
- > Mini exams will be conducted over approx. 10 school days (as allowed by timetabling, public holidays, religious holidays etc.).

2.3. Full Exams:

- > Exams will be written at the end of the fourth term.
- > Exams will be conducted over approx. 15 to 20 school days or as the calendar allows.

- According to the curriculum requirements of each subject.
- When the time for the exam paper has elapsed, the answer sheets will be collected, and **learners will be released to go home to study for the next exam.**

2.4. Late Coming:

Learners who are late for tests and exams will forfeit some of the time for the said exam, which will be detrimental to their results. No extra or extended time will be given, the school starts writing exams as a unit, no adjustment of times for individual learners will be allowed.

2.5. Absenteeism:

- 2.5.1. Learners who are absent for a test or exam must bring a **valid doctor's note.** If such is received the learner's results will be recalculated. The evaluation of what constitutes a valid doctor's note rests with the SMT of the school in conjunction with the District Assessment Officials.
- 2.5.2. If a learner is **absent without a valid doctor's note**, (a letter from a parent is NOT acceptable) he/she **will receive (0) zero** for all tests/exams that were missed.
- 2.5.3. Learners may not be absent from the exams due to funerals unless it is the funeral of a biological father and/or mother. In the case of such, result recalculation will be considered only upon receipt of the copy of the death certificate.
- 2.5.4. Learners may not be absent from an exam because of holiday arrangements made by the parents. It is the onus of the parents to ensure attendance at all relevant exam sessions.

2.6. Equipment and Stationery:

- 2.6.1. No borrowing of stationery and/or equipment will be allowed. Learners did receive a stationery list at the end of the previous year and must have all stationery and equipment at all times.
- 2.6.2. No pencil cases or bags may be on the desks at any time during the test or exam.
- 2.6.3. Bags must be underneath the learner's chair during a test and in front of the class during an exam.
- 2.6.3. Stationery must be in a clear plastic packet or container on the desk.
- 2.6.4. If stationery is left in the school bag the learner will not be allowed to retrieve it once the exam has commenced.

2.7. Leaving of Exam Venue:

- 2.7.1. No learner may leave the exam venue during a test or exam. The SMT must be informed of any medical conditions in writing, then an arrangement for a change of venue will be contemplated so as to preserve the emotional and physical well-being of the learner.
- 2.7.2. No learner may leave the exam venue during a study session to go to the toilet. Learners with a bladder problem must have a doctor's note which must be handed in to the relevant tutor, who will manage these bathroom breaks.
- 2.7.3. If a learner leaves an exam venue without (2.7.1) or (2.7.2) above being relevant, this constitutes an irregularity (**see Exam policy**).
- 2.7.4. A learner with a documented case of Diabetes, and an approved concession due to such a medical condition may be allowed to leave the venue under strict condition, which will be made known in the concession application process.

2.8. Study Sessions:

Learners must have the next exam's books with them to study during the study session. Transgressing this will lead to a negative consequence.

2.9. Handing in of Textbooks:

- 1. At the end of the year textbooks received from the school must be handed in on specific days given by the LTSM committee.
- 2. Learners who have lost textbooks must pay a set amount per textbook to replace it. (see LTSM policy).

2.10 IRREGULARITIES AND CONSEQUENCES SUMMARY(SEE EXAM POLICY):

The following are test and exam irregularities and the non-negotiable consequences thereof.

IRREGULARITY	CONSEQUENCE
Possession of crib notes	Answer sheet is removed and a 'zero' is awarded. If crib note unrelated, new exam answer sheets will be given for the remaining session of exam

Possession of a cell phone, used as crib note.	Answer sheet is removed and a 'zero' is awarded. Cell phone confiscated, locked and fee charged
Learner copying or attempting to copy or tries to get help from another learner.	Answer sheet is removed and a 'zero' is awarded. A new exam answer sheet will be given for the remaining session of exam.
Learner who disregards exam instructions i.e., starting time, finishing time, leaving exam venue	Charged for exam irregularity. Referred to DC
Learner helps another learner directly	Both Answer sheet is removed and a 'zero' is awarded. New Answer sheets will be given for the remaining session of exam.
Learners who are disruptive, disorderly.	Charged for exam irregularity. Referred to DC
Different handwriting in one learner's portfolio / assessment task	Candidate to receive 'zero' upon investigation
Absenteeism from a formal assessment task without a doctor's note	Learner will receive a 'zero' for the particular task.

EXAM PROCEDURES

Revised: October 2024



INSTRUCTIONS TO CANDIDATES

The following are the exam instructions that should be read to candidates: They should not be altered.

- (i) You must always arrive on time for all your exams sessions, late comers will be locked after 8h30/13h30 and will be allowed into the venue at 9h00/14h00 and must sign the lock out register.
- (ii) You will be scanned with a metal detector from top to bottom to eliminate irregularities caused by candidates entering with electronic devices into the exam venue. (Applicable to gr 12)
- (iii) Wrist watches are not allowed into the exam room.
- (iv) If you want to wear a mask, you can still do so but that will be thoroughly checked.
- (v) You must produce your admission letter, as well as proof of identity (**ORIGINAL – NOT A COPY**). (Applicable gr 12 – June exam; Prelim and Final)
- (vi) You must be seated at least an hour before the commencement of the examination session.
- (vii) You must always sign the attendance register once seated and not outside the exam venue.
- (viii) You must ensure you have received the correct question paper you are registered for.
- (ix) You must always read all the question paper instructions carefully, to ascertain whether you should answer all the questions or only a certain number of questions.
- (x) If you have additional time, you are reminded to use it profitably. (Applicable to gr 12)
- (xi) If you have accommodations, you will also sign an accommodation register. (Exam Form 20 E) (Applicable to gr 12)
- (xii) Only in exceptional circumstances you may be admitted to the examination room after the commencement of an examination, but not after an hour has passed.
- (xiii) You will not be allowed to leave the examination room within the first hour of the session. In an emergency, you will be allowed to leave the examination room under supervision.
- (xiv) Do not ask the invigilator any questions that need explanation of examination questions.
- (xv) Under no circumstances may your name or the name of the institution where you are enrolled, appear anywhere on your answer book. (Applicable gr 12 Final Exam **ONLY**)
- (xvi) Under no circumstances you may be allowed to remove either a used or an unused examination answer script from the examination room.

- (xvii) No recognition will be given to examination answer scripts or any other answer sheets that you omit to hand in immediately upon conclusion of the examination session.
- (xviii) You must not assist another candidate or try to assist another candidate or communicating with anybody. Any questions should be directed to the invigilator.
- (xix) You may not create a disturbance in the examination room or behave in an improper or unseemly manner,
- (xx) You may not socialise or sleep on your desk once inside the exam centre.
- (xxi) You may not have a book, memorandum, notes, maps, photos or other documents or papers (including unused paper), or any other material, which may be of help to you in the examination, other than that which was provided to you by the invigilator, and your letter of admission or permit in your possession, while you are in the examination room.
- (xxii) Only calculators, as approved and prescribed, may be used in the examination, except in subjects where these are indicated on the examination question paper as being prohibited.
- (xxiii) All aids and answer books, as well as answer sheets issued to you, must be handed in before you leave the examination room.
- (xxiv) Any errata on a specific examination question paper will be read to you.
- (xxv) You are allowed ten minutes reading time of the examination question paper before the official commencement of the examination, during which time no writing of any kind may take place.
- (xxvi) You may not have electronic devices such cell phones, iPods, earphones, smart watches, google glasses etc.
- (xxvii) You may not disregard the instructions of the invigilator.
- (xxviii) If you do not obey these instructions, you render yourself liable to suspension from current and future examinations, and the school or department may, in such an event, refuse to give you credit for other examination question papers written.
- (xxix) If you commit an act of dishonesty: (found in possession of / using a cell phone, crib notes/incriminating material, group copying, imposter), your results will be declared null and void AND you will also be barred from writing for three exam sittings

DRUG POLICY

1. INTRODUCTION

This school has a zero tolerance policy towards the possession, use or supply of any illegal and ther unauthorised drugs on the school premises.

2. AIM

The aim of this policy is to encourage all learners to abstain from using any drugs (other than those which are medically prescribed), including alcohol and tobacco, e-cigarettes, hub-sticks, anabolic steroids and other performance enhancing substances, hubbly bubbly, inhalants and any masking agents.

This document sets out the school's policy on drugs, alcohol and tobacco use.

The possession, use and distribution of illegal and unauthorized drugs, and the inappropriate use, possession and distribution of legal substances such as alcohol and tobacco, are not permitted in this school or by any learner enrolled in the school or on any academic or extra-curricular tours. It is the aim of the school to conduct an effective and appropriate drug prevention programme consistent with and complementary to related national policies and legislation.

The purpose of the programme is to detect and help those learners who misuse drugs; to deter and prevent the misuse of drugs; to protect the safety and rights of all learners and members of the school community who do not misuse drugs but may be affected by the drug misuse of others; and to promote and maintain a safe and drug-free learning environment for all members of the school community and everyone who uses the school.

3. INTERPRETATION

In all instances this policy will be interpreted in a way that will ensure a safe and supportive environment for all members of the school community.

Parent	Learner

4. DEFINITIONS

➤ Drug

- Any substance taken to change the way a person feels, thinks or behaves. The term “drug” “drug prevention” “drug testing” “drug education”, unless otherwise stated, is used throughout this document to refer to all illegal and unauthorised drugs. · All illegal drugs (as defined and controlled by the Medicines Control Council and the Medicines Act and including illegal sports performance enhancing drugs)
- All legal drugs including alcohol, tobacco, volatile substances giving off a gas of vapour which can be inhaled, ketamine, khat and alkyl nitrates.
- All over the counter and prescription medicines unless justifiably required for therapeutic purposes and specifically prescribed by means of a written prescription by a qualified practicing medical practitioner.
 - **Dealing** : Selling, exchanging, swapping, supplying, trafficking.
 - **Illegal Substances: Categories** of substances of which the production, sale, possession and use is illegal.
 - **Inhalants: Substances** that are inhaled for their effect e.g. glue, thinners, petrol, aerosol sprays, paint, solvents.
 - **Image and performance enhancing drugs** :A range of illegal substances used to improve body image or sporting performance.
 - **Pharmaceuticals** :Prescription and over the counter drugs available from a pharmacy used for purposes other than restorative or curative.
 - **Random drug testing** :The random, suspicion less and impartial selection of learners on an ad hoc basis for the purpose of being tested for drugs.
 - **School community** :Learners, educators and other staff, governing bodies, parents/guardians.
 - **Structured intervention** :A controlled crisis situation where the user is confronted with the realistic facts pertaining to his/her substance misuse and is offered access to professional counselling or rehabilitation services.
 - **Targeted drug testing** :The selection of learners for drug testing in instances where there is a reasonable suspicion of, or report about, the learner misusing illegal drugs.

5. PROCEDURE

If any learner is suspected of or caught dealing in drugs, the school will investigate and if necessary will refer the matter to the SA Police Service.

Anybody found in possession of, or using, selling or pushing any of the abovementioned substances either on school property, or when in school uniform, or when under the supervision of the school, or attending school-related functions, including sports outings, academic events and social events, will be subject to the following procedure:

- 5.1. The school will use a fair and transparent system of random selection. Any learner who is randomly selected for a drug test but who is not in school on the day of testing will be tested at the next available testing time, or at any time designated by the Principal or his appointed delegates.
- 5.2. If there is reasonable suspicion of a learner using illegal or unauthorized drugs or if relevant and reliable evidence is received about the use of illegal or unauthorized drugs by a learner, that learner may at any time be selected for a drug test. Reasonable suspicion will be based on specific physical, behavioural or performance indicators of probable illegal or unauthorized drug use.
- 5.3. Details of the drug testing programme and the selection process shall be kept strictly confidential, and shall be limited to a minimum number of prescribed members of staff to ensure that learners have no means of estimating or knowing when or on whom testing will be conducted.
- 5.4. The learner will first be interviewed by a senior member of staff to determine the nature and extent of the student’s involvement with drugs (casual experimentation, habitual use, drug dependence, dealing, etc.) and to determine the appropriate response.
- 5.5. The learner’s parents will be informed of the student’s involvement, and they will be required to attend a meeting at school to discuss the matter.
- 5.6. Disciplinary action against the learner may follow if, in the opinion of the school, this is warranted by the nature of the learner’s involvement with drugs. No learner will be penalised academically for testing positive for illegal or unauthorized drugs.
- 5.7. The results of such disciplinary action may include the provision of support, including professional drug counselling, to a range of punishments which may include expulsion. In the case of illegal substances, the matter will be reported to the South African Police Service.

Parent	Learner

5.8. Dealing in drugs or involving others in their use will normally result in a recommendation that the learner be expelled from the school.

6. PROCEDURES

The following punitive and rehabilitative measures will be taken when a learner tests positive for any banned or illegal substance. Where deemed necessary the SAPS will be immediately notified.

Punitive Measures

6.1. The learner's parents will be notified telephonically and called in for a meeting with the Head of Grade and or deputy in charge of the grade, Disciplinary Committee Head and Principal.

6.2. A School Internal Disciplinary Committee Hearing will be held.

6.3. The learner will be suspended in accordance with the Disciplinary Policy.

6.4. Learners who are in school leadership positions will have their leadership position revoked.

6.5. learners who have been awarded colours will have their colours taken away from them for a period of 6 months.

6.6. A learner will NOT be allowed to participate in or represent the school in any sporting or cultural activity for a period of 10 SCHOOL DAYS. The learner will then be re-tested and will only be allowed to resume participation once his/ her test is negative.

Rehabilitative Measures that must be taken by the school and parents.

6.7. The School Councillor will be immediately notified.

6.8. Should the School Councillor deem it necessary to refer the learner to an outside drug rehabilitation programme, he/she will make that recommendation directly to the parents.

6.9. In an event where a learner tests positive or contravenes the drug policy for the second time, The matter will be taken to a School Governing Body Hearing where the school will recommended an expulsion from school.

7. Addiction, treatment and help. The school understands that addiction is a medical problem, and that certain drug use may need support and treatment rather than punishment. Any learner who asks for, or is identified as needing, assistance in coping with drug use, will not be punished, but will be required to attend appropriate counselling.

8. Confidentiality. All approaches by any learner to any of the school's staff will be treated with the utmost confidentiality.

9. Possession. Any learner caught in possession, selling or dealing any of the abovementioned substances, the school will immediately contact the South African Police Services.

10. Illegal and Unauthorised Drugs and Substances. For the purpose of this Policy, the following drugs, drug classes, substances and/or their metabolites that can be tested for are considered illegal or banned for learners at this school. The list is subject to review and change without advance notice. The list includes but is not limited to the following:

- Alcohol
- Amphetamines
- Anabolic androgenic steroids
- Barbiturates
- Benzodiazepines
- Cocaine
- Methamphetamine (tik, crystal meth)
- Methadone
- MDMA (ecstasy)
- Opiates (heroin, morphine, opium)
- THC (dagga, marijuana, cannabis)

Note: Any additional illegal or unauthorised drug may be included on this list at any time, and any learner who is selected for a drug test is subject to being tested for all or any combination of drugs on the screening profile without advance notice

STATEMENT OF COMMITMENT TO THE CODE OF CONDUCT

Irecognize that Wordsworth High School is not just buildings, but an entity made up of all the people involved in the school including myself. I realize that my behaviour, actions and attitude reflect not only on me as an individual, but also on the school and, by extension, the other people in the school. I know that my chief priority at school is to learn and to succeed academically, as well as to take part in sporting, cultural and social activities that enable me to grow holistically as a person.

As a part and representative of the school I undertake to:

- Use every opportunity to learn.
- Allow every other student the right and opportunity to learn.
- Promote a positive learning experience.
- Promote a drug, alcohol and weapon - free environment.
- Not use alcohol or drugs or bringing these things into the school environment.
- Attend school regularly and punctually.
- Do homework and assignments punctually, neatly and to the best of my ability.
- Do my best each day and strive to improve by learning from my mistakes.
- Respect school facilities and the rules that govern the use of these facilities.
- Display loyalty in my uniform, behaviour, attitude and speech.
- Respect the property of others.
- Show respect for all people around me in the way I speak and behave towards them.
- Uphold the rules and regulations of the school.
- Be supportive and encourage other learners.
- Uphold the qualities respect, responsibility, truth, motivation, discipline and hard work.
- Strive to develop emotionally, socially, spiritually and academically in terms of honour.
- Adhere to all discipline structures which have been set in place.

Signed at.....on this day.....of 202..

Parent/Guardian name & surname.....

Parent/Guardian signature:.....Date:.....

Parent	Learner

CAPS PROMOTION REQUIREMENTS

<u>Gr. 8 & 9</u>	<u>Gr. 10, 11 & 12</u>
<ul style="list-style-type: none"> • Level 4 (50 – 59%) for Home Language. • Level 3 (40 – 49%) for First Additional Language. • Level 3 (40 – 49%) for Mathematics. • Level 3 (40 – 49%) for ANY three other subjects. • Level 2 (30 – 39%) for ANY two other 	<ul style="list-style-type: none"> • Level 3 (40 – 49%) for Home Language • Level 3 (40 – 49%) for ANY two other subjects • Level 2 (30 – 39%) for ANY three subjects. • <u>Proviso</u>: every component of School Based Assessment must be completed.

TERTIARY EDUCATION ENTRY REQUIREMENTS

<u>Type of qualification</u>	<u>Requirements</u>
Higher Certificate / Vocational Study	A National Senior Certificate (NSC) thus a matriculation certificate.
Diploma	NSC with average level rating of 3 (40 – 49%) or better in FOUR recognized subjects. Additional requirements may apply depending on the Diploma as well as the tertiary institution.
Bachelor's Degree	NSC with average level rating of 4 (50 – 59%) or better in FOUR designated subjects. Additional requirements may apply depending on the Degree, Course contemplated as well as the Tertiary institution. <u>Designated subjects presented by Wordsworth are:</u> <ol style="list-style-type: none"> 1. Accounting 2. Afrikaans & Isizulu FAL 3. Business Studies 4. Consumer Studies 5. CAT 6. Dramatic Arts 7. Economics 8. English HL 9. Geography 10. History 11. Life Sciences 12. Mathematics 13. Mathematical Literacy 14. Physical Sciences 15. Tourism 16. Visual Art

13. REPORT CARDS

- ✓ Report cards are issued after the completion of each term (1 – 3) or at the end of the year for promotion requirements.
- ✓ Dates upon which report cards are issued are ALWAYS entered onto the term planner, which is ALWAYS handed out at the beginning of each new term.
- ✓ Parents are also notified of report cards being issued through our SMS communication system, thus updated contact numbers are very important.
- ✓ Reporting for each term is completed according to the CAPS policies for each subject. The following will provide a guideline as to the information contained in your report card:

<u>GET Subject</u>	<u>Term 1</u>	<u>Term 2</u>	<u>Term 3</u>	<u>Term 4</u>
English HL	Term 1 SBA only	Term 2 SBA only	Term 3 SBA only	Term 1 + 2 + 3 marks converted to 40%. Final exam convert to 60% which consists of 39.2% Paper 2 & 3, 20.8% Oral marks (P1).
Afrikaans FAL/ IsiZulu FAL	Term 1 SBA only	Term 2 SBA only	Term 3 SBA only	Term 1 + 2 + 3 marks converted to 40%. Final exam convert to 60% which consists of 39.2% Paper 2 & 3, 20.8% Oral marks (P1).
Mathematics	Term 1 SBA only	Term 2 SBA only	Term 3 SBA only	Term 1 + 2 + 3 marks converted to 40%. Final exam converted to 60%.
Creative Arts	Term 1 SBA only	Term 2 SBA only	Term 3 SBA only	Term 1 + 2 + 3 marks converted to 40%. Final exam converted to 60% (final exam is practical and written).
EMS	Term 1 SBA only	Term 2 SBA only	Term 3 SBA only	Term 1 + 2 + 3 marks converted to 40%. Final exam converted to 60%.
LO	Term 1 SBA only	Term 2 SBA only	Term 3 SBA only	Term 1 + 2 + 3 + 4 converted to 100%.
NS	Term 1 SBA only	Term 2 SBA only	Term 3 SBA only	Term 1 + 2 + 3 + 4 = SBA converted to 40%. June exam (30%) + Final Exam (30%) to make up 60%.
SS	Term 1 SBA only	Term 2 SBA only	Term 3 SBA only	Term 1 + 2 + 3 = SBA converted to 40%, final exam converted to 60%.
Technology	Term 1 SBA only. PAT = 70%, Tests =30%.	Term 2 SBA only. PAT = 70%, tests =30%.	Term 3 SBA only. PAT = 70%, tests =30%.	Term 1 + 2 + 3 = convert to 40%. PAT convert to 20%, Exam convert to 40%.

FET Subjects	Term 1	Term 2	Term 3	Term 4
English HL	Term 1 SBA only	Term 2 SBA only	Term 3 SBA Only	Term 1 + 2 + 3 marks converted to 100. Convert to 25%, final exam convert to 75% which consists of 62.5% Paper 1, 2 & 3, 12.5% Oral marks.
Afrikaans FAL	Term 1 SBA only	Term 2 SBA only	Term 3 SBA Only	Term 1 + 2 + 3 marks converted to 100. Convert to 25%, final exam convert to 75% which consists of 62.5% Paper 1, 2 & 3, 12.5% Oral marks.
Mathematics	Term 1 SBA only	Term 2 SBA only	Term 3 SBAonly	Term 4 SBA. All SBA converted to 25%. Final Exam is 75%.
Mathematical Literacy	Term 1 SBA only	Term 2 SBA only	Term 3 SBAonly	Term 4 SBA. All SBA converted to 25%. Final Exam is 75%.
LO	Term 1 SBA only	Term 2 SBA only	Term 3 SBA Only	Term 4 mark. Term 1, 2, 3 & 4 have equal weighting = 400 converted to final 100%.
Accounting	Term 1 SBA only	Term 2 SBA only	Term 3 SBA Only	Term 1 + 2 + 3 marks converted to 100. Convert to 25%, final exam convert to 75%.
Business Studies	Term 1 SBA only	Term 2 SBA only	Term 3 SBAonly	Term 1 + 2 + 3 marks converted to 100. Convert to 25%, final exam convert to 75%.
CAT	Term 1 SBA only	Term 2 SBA only	Term 3 SBA Only	Term 1 + 2 + 3 marks converted to 25%. Final mark converted to 75% consisting of 25% PAT, 25% practical exam, 25% final exam.
Consumer Studies	Term 1 SBA only	Term 2 SBA only	Term 3 SBA Only	Term 1+2+3 = 300÷3 =100. PAT 1 (practical Exam June) + 2 (practical Exam Oct.) = 50+50 =100. Examination paper =200, converted to %.
Dramatic Arts	Term 1 SBA only	Term 2 SBA only	Term 3 SBA Only	Term 1 + 2 + 3 marks converted to 25%. Final mark converted to 75% consisting of 25% practical exam, 50% final exam.
Economics	Term 1 SBA only	Term 2 SBA only	Term 3 SBAonly	Term 1 + 2 + 3 marks converted to 100. Convert to 25%, final exam convert to 75%.
History	Term 1 SBA only	Term 2 SBA only	Term 3 SBAonly	Term 1 + 2 + 3 marks converted to 100. Convert to 25%, final exam convert to 75%.
Life Sciences	Term 1 SBA only	Term 2 SBA only	Term 3 SBA Only	Term 4 SBA. All SBA converted to 25%. Final Exam is 75%, consisting of 80% written exam and 20% practical exam.
Physical Science	Term 1 SBA only	Term 2 SBA only	Term 3 SBA Only	Term 4 SBA. All SBA converted to 25%. Final Exam is 75%.

Visual Arts	Term 1 SBA only	Term 2 SBA only	Term 3 SBAonly	Term 1 + 2 + 3 marks converted to 25%. Final mark converted to 75% consisting of 25% PAT, 25% practical exam, 25% final exam.
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13. SCHOOL FEES

Dear Parents/Guardians

You are hereby notified of the following important matters regarding the payment of school fees for your child.

1. The school fees for the school will be determined on an annual basis at the Annual General Meeting where parents are expected to attend. The figure excludes textbook, stationary, excursions, extra murals, tours etc. Textbooks supplied by the school to learners remain the property of Wordsworth High School and must be returned to the school at the end of fiscal year in a good condition. The parents and/or learners are liable for any lost or damaged books and must reimburse the school for the replacement value of the textbook/s.
Please note that the school looks at both biological parents for the payment of school fees, irrespective whether they are single, divorced, separated, remarried, married under customary law etc. Parents with learners in Grade 12 are requested to settle the school fee account before 31 October of that year.
2. Wordsworth High School is a "Fee Paying" school in terms of the South African Schools Act. All parents are obliged to pay the obliged prescribed school fees in terms of Section 40 of the South African Schools Act, 1996 (See paragraph 6 below)
3. New learners have a **registration fee** that has to be paid before the learner starts school at Wordsworth High. The application form should be accompanied with the proof of Payment. This money will offset January's school fees. Should this payment not be done, the child will not be allowed to go to class.
4. School Fees must be paid by using one of the following options:
 - **OPTION A:** (20%) discount if paid on or before the 31 December
 - **OPTION B:** (10%) discount if paid on or before the 31 January

**** Any accounts settled AFTER the above discount dates WILL NOT qualify for a discount**

****Options A & B may be selected if paid by ELECTRONIC PAYMENT or DIRECT DEPOSIT into FNB Bank.**

STRICTLY NO CREDIT-CARD, CHEQUE OR CASH PAYMENTS WILL ACCEPTED FOR OPTIONS A&B.

- **OPTION C:** Will be the full school fee amount comprising of 10 equal amounts commencing on or before 07 January with the final instalment on or before 31 October.

Payment for Option C can be made by way of Direct or Electronic Payments.

Please note: Wordsworth High School is closed during the December school holidays. Parents paying school fees during the school holidays are requested to pay directly in to the school's bank account, at any FNB branch. Proof of Payment to be sent to the school: Email: accounts@wordsworthhighschool.co.za.

Banking Details:

Account Holder: Wordsworth High School

Bank: FNB

Account No: 62060255950

Branch Code: 251-742

Branch Name: Civic Lake Benoni

Reference: The number is found on your school account statement

Please do not put WWHS or the school's bank account number as a reference. The school will be unable to allocate the payment to the correct school fees account and the money will be placed in our suspense account until parents can produce a proof of payment. Parents of learners joining Wordsworth High School in 2025 who have not yet received an account number can quote the learner's name and surname. Parents are requested to check their statements to ensure that all payments are reflected. The onus rests on the parents to contact the accounts department if there are any missing payments and produce proof of payment to the school.

Proof of payment **must be sent to the school** – Email: accounts@wordsworthhighschool.co.za

Please quote your school ~~for~~ account reference number on all transactions.

Please note that in some instances if parent pays from FNB to FNB account, the account holder's bank account number on our direct printout instead of the reference number. The onus rests on parents to email the proof of payment.

PLEASE NOTE: NO CASH PAYMENTS WILL BE ACCEPTED FOR THE PAYMENT OF SCHOOL FEES AT THE SCHOOL OFFICE.

5. An additional discount will be granted to parents who have more than TWO learners in Wordsworth High School at the same time and that amount will be determined by the Finance Committee.
This family discount will only be granted where all siblings have the same biological parents and or legally adopted children and does not apply to step children/half brother and sisters/nieces or nephews or any family related members. To qualify for this discount a copy of all learners unabridged birth certificates must be produced and/or adoption papers.
6. **PAYMENTS MADE BY TRUST FUND:** Parents/Guardians are requested to immediately forward this letter to the Trust Fund concerned, to enable the Trust to settle the account on or before the 30 December 2025 and qualify for the discount. Please inform the Trust to insert the correct reference number on the deposit transaction.

Parent	Learner

7. In terms of Section 40 and section 41 of the South African Schools Act, 1996, the school may enforce the payment of compulsory school fees, unless or to the extent they have been exempt from payment (see 8 below)

8. Exemptions

A parent who wishes to apply for exemption from payment of school fees, in full or in part must complete the prescribed "application for assistance" form which can be collected from the school finance office. Exemption forms must be returned to the finance office within 30 days from date of collection, failing which the school will deem that the parent/s no longer wish to apply for exemption and will be liable for the full fees due and owing for that academic year. Incomplete forms will not be considered. The cut – off date for exemptions will be 28 March for mainstream applications.

9. Voluntary tours - Learners will not be allowed to attend any voluntary extra mural tours/excursions if school fees are in arrears.
10. All payments/monies received into the school will firstly be allocated to arrear school fees before anything else, i.e. excursions, tours etc.
11. Parents need to keep the school informed of any changes of address, telephone, cell phone numbers, marital status etc. During the course of the year forms will be sent to parents requesting that all the above details be updated. **These forms are compulsory and must be completed in full and signed by both biological parents / and or legal guardian/ sponsor, irrespective of whether the parents married, remarried, single, divorced, separated, married customary law etc.**
12. The school may communicate with parents in person, by learner, fax, telephone, cell phone, email, SMS and via the school's web page.
13. The school may conduct a credit enquiry and/or credit information search about parents with a credit information bureau, persons acting as their agents and/or credit grantors and may give details of how the parent/s have performed in meeting their obligations in terms of their school fee obligations and share such information with the other credit grantors for the purpose of making and credit risk management related decisions. A parent defaulting with school fee payments may be noted as a default listing at accredit bureau which will become available to other credit grantors and used in making credit risk management related decisions. Parents defaulting with school fee payment may also be handed over to Attorneys.

Yours sincerely

Mrs TA Sematle
Principal

Parent	Learner

15. ACKNOWLEDGEMENT OF RECIEPT

Please sign and return this page to the school.

Since I have chosen Wordsworth High School as the institution at which to continue my school career, I undertake to obey the Code of Conduct and all relevant School Policies stipulated in the attached documents and any other rules imposed by the school, and as is available for scrutiny through the School’s Admin Offices.

I, _____parent/guardian of
_____Grade_____ confirm that I have studied the Learner Handbook with my child and am aware of it and we understand the contents and the procedures thereof.

Signature:_____Date: _____

Learner’s Signature:_____Date: _____

I/we hereby declare that I/we have read and understand the Code of Conduct and the School Rules and Regulations which must be adhered to.

PRINT NAME: _____

Father/Legal Guardian

SIGNATURE: _____ Date: _____

Father/Legal Guardian

PRINT NAME: _____

Mother/Legal Guardian

SIGNATURE: _____ Date: _____

Mother/Legal Guardian

Checked by the Homeroom Teacher.

Signature: _____ Date: _____

Parent	Learner