

Thabazimbi Christian School

Tel: 014-7771779
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 EMIS NUMBER: 991104301

PO Box 579
 Thabazimbi, 0380

APPLICATION FOR ADMISSION TO GRADE RR - 7

PLEASE NOTE: This form must be completed in full. All changes to be initialed or signed by the parent/guardian. Completing the form does not necessarily mean that the learner has been accepted in the school.

Grade applied for:		Highest grade passed:		Year when grade was passed:	
Accession No:		Lurits no:		Account no:	

THIS APPLICATION WILL NOT BE CONSIDERED UNLESS THE FOLLOWING DOCUMENTATION IS ATTACHED:

1. COPY OF THE STUDENT'S BIRTH CERTIFICATE	2. TRANSFER CARD/LETTER FROM PREVIOUS SCHOOL
3. COPY OF BOTH PARENTS' ID DOCUMENTs	4. COPY OF MOST RECENT REPORT
5. 1x ID PHOTO OF THE STUDENT	6. ROAD TO HEALTH CLINIC CARD
7. BOTH PARENTS PAYS LIP	8. 3 MONTH BANK STATEMENT BOTH PARENTS
9. STUDY PERMIT (non-citizens)	10. TEMPORARY/ PERMANENT RESIDENCE PERMIT (non-citizens)
10. ASSESSMENT TEST (DONE AT SCHOOL)	

STUDENT INFORMATION:

SURNAME:														
FULL NAMES														
Nick Name														
BIRTH DATE:			MM		DD		GENDER			MALE		FEMALE		
YYYY														
ID NUMBER														
COUNTRY OF BIRTH						Citizenship								
RACE			ASIAN			AFRICAN			COLOURED			WHITE		
STUDENT CELL						EMERGENCY								
PHYSICAL ADDRESS						POSTAL ADDRESS								
CODE:						RELIGION								
HOME LANGUAGE						PREFERRED LANGUAGE OF INSTRUCTION								
DECEASED PARENT		MOTHER		FATHER		BOTH		MODE OF TRANSPORT						

PREVIOUS SCHOOL INFORMATION:

NAME OF PREVIOUS SCHOOL:													
PREVIOUS SCHOOL ADDRESS:													
CODE:			PROVINCE:			COUNTRY:							
PHONE NUMBER				EMAIL ADDRESS									
Has the student ever been expelled, dismissed, suspended, or refused permission at another school?										YES		NO	

LEARNER MEDICAL INFORMATION:

MEDICAL AID NUMBER:		MEDICAL AID NAME:	
MEDICAL AID MAIN MEMBER:		DOCTOR NAME:	
DOCTOR'S ADDRESS:		DOCTOR PHONE NUMBER:	
MEDICAL CONDITION:			
SPECIAL PROBLEMS REQUIRING COUNSELING:			

DEXTERITY OF LEARNER:				Reg. Social Grant	Yes	No
RIGHT-HANDED		LEFT-HANDED	AMBIDEXTROUS	Rec Social Grant	Yes	No

FAMILY INFORMATION:

	FATHER/GUARDIAN *(delete where not applicable) If guardian, state relationship with learner.	MOTHER/GUARDIAN *(delete where not applicable) If guardian, state relationship with learner.
IDENTITY NUMBER		
SURNAME		
FIRST NAMES		
HOME LANGUAGE		
E-MAIL ADDRESS		
RESIDENTIAL STREET ADDRESS		
CELLPHONE		
MARITAL STATUS		
OCCUPATION		
EMPLOYER		
WORK PHONE		
POSITION OF PUPIL IN FAMILY:	APPLICANT IS NR.	CHILD OF CHILDREN
NAMES, AGES AND GENDER OF SIBLINGS:		
NAME	DATE OF BIRTH	GENDER

Student is living with: (Circle that which is applicable)

BOTH PARENTS	FATHER	MOTHER	GUARDIAN	GRANDPARENT	AUNT	UNCLE
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IN AN EMERGENCY IF NEITHER PARENT CAN BE CONTACTED, PLEASE CONTACT THE FOLLOWING:						
NAME						
RELATIONSHIP						
CELL						

MOBILE PHONE.

I agree that we as parents must honour the Instruction that no student will be in POSSESSION OF A MOBILE 'PHONE in the class or on the playground during school hours, and that the school will not be held responsible for any loss of a mobile 'phone from the premises. These instruments are only to be used for educational activities under the guidance of an educator.

FATHER NAME & SURNAME: _____

SIGNATURE: _____ DATE: _____

MOTHER NAME & SURNAME: _____

SIGNATURE: _____ DATE: _____



FINANCIAL STRUCTURE AGREEMENT

Dear Parents

The purpose of this letter is to clarify the school's financial policy as approved by the Board concerning the payment of school fees. These policies are strictly adhered to throughout the year.

The basic elements are as follows:

1. School fees are payable for 11 months of the year from **January to November**.
2. Registration fee is **non-refundable** and payable on receipt of the application. This is also applicable for re-registration (existing learners).
3. Notice Period – Parents may terminate the enrolment at any time, giving one month's notice. School fees are due and payable for the notice period, whether or not the child attends the school. Notice in October is not valid, i.e., an academic year is completed, then the full year's fees are payable.
4. It is the responsibility of the parents to ensure that their account remains up to date.
5. Statements are issued by the 10th of each month and reflect payments up to and including that date (or the last school day closest to it).
6. Payment is due by the 3rd of the following month. Should payment not be received by this date, an administrative fee of R50 per family will be charged. We have had to introduce this charge due to the cost of administering late payments, which the school has had to carry. Please note that our accounting staff does not impose this levy indiscriminately. If you pay your school fees after the due date without any prior notice given to our accounts staff, then please accept the responsibility that you will be required to pay a R50 admin fee. INITIAL _____.
7. If your account has not been paid by the 3rd, our credit controller will telephone the parent who is responsible for paying the account to arrange settlement of the arrears.

8. If payment has not been received by the 3rd of the month, or if a mutually agreeable arrangement for the clearing of the account has not been reached, a letter will be written to parents warning of temporary suspension of the child(ren) effective until the account has been settled. The school may terminate the enrolment at any time, giving 1 term's notice (3 months), except when a student is on probation, or is refusing to abide by the school's code of conduct and discipline. In this case, termination may be immediate, and the school fees must be paid by the end of the month.
9. Should the account remain unpaid by the 25th (or the last school day closest to it), the child(ren) will be temporarily suspended with immediate effect.
 - **Please note:** *at NO TIME are children humiliated or informed by the school of the situation regarding unpaid fees.*
10. If the account remains unpaid beyond 30 days, it will be handed over for collection by the school's legal representatives. This includes all legal charges on the Attorney and Client Scale, collection, commission, and tracing charges.
11. Parents need to understand that the failure to pay one pupil's school fees will be detrimental to the child as well as to all the other students, and if it were on a large scale, it could even result in the closure of the school. We are therefore advised and obligated to implement this very strict financial policy to give every child the best education available at the lowest cost.
12. Costs associated with stationery, learning material, and textbooks are not included in the cost of School fees. No stationery, learning material, or textbooks will be issued to the learner.
13. The cost of School outings and educational shows is not covered by School fees. Parents will be notified of field trips/excursions/outings during the year. An indemnity form, together with the cost of trip, will be sent to parents. Participation in these activities is compulsory. No refunds will be granted where a learner is unable to partake in an activity due to illness or for any other reason.
14. Branded school uniforms are compulsory for Grades R to 7 and can be purchased from the School office.
15. THABAZIMBI CHRISTIAN SCHOOL requires that each learner is or re-registers on an annual basis. The School reserves the right in its sole and unfettered discretion not to re-register a learner.

16. Before the end of Term 3, parents will be requested to indicate in writing whether their child will be returning the following year. Re-registration forms and updated financial information must be signed after the budget and School fees for the next year have been approved.

17. ALL queries regarding accounts should initially be addressed - in writing - to the Financial Officer/Accounts Department and not to any other person.

So much for the technicalities! The heart behind the above is as follows:

We are responsible to you, the parents, and to God for the sound financial management of the school. The above procedures are in place to ensure effective financial management, and we appreciate the many commendations we have received from parents for tightening our financial policy.

There is some misconception in certain quarters that Christian schools are biblically required to turn a blind eye to irresponsibility by parents in the payment of their fees, or that they should be able to put up indefinitely with late or non-payment of the fees. This is, of course, simply not the case. In fact, the Bible has very pointed things to say about the management of our finances, such as Rom. 13:8: *“Let no debt remain outstanding, except the continuing debt to love one another.”* We, therefore, as Thabazimbi Christian School, make no apologies for our expectation of a high level of integrity from our parents regarding their financial obligations. We are, in fact, doing parents a disservice by allowing them to become entangled in debt to the school in violation of clear biblical commands to the contrary.

We appreciate timely communication from parents regarding late payment of accounts due to financial difficulties they may be experiencing.

Please do:

1. Take the initiative to contact our Accounts Department regarding problems with paying your account, rather than waiting for them to contact you. This could save you the cost of paying the R50 penalty for late payment.
2. Co-operate with their attempts to assist you in making a payment plan and then keeping to it.
3. Request the application forms for assistance, complete them fully, and return them to the Accounts Department quickly if you foresee the need for ongoing assistance.
4. Talk honestly with us - we have an open-door policy.
5. Give us grace for the mistakes we make, just as we extend grace to you.

Please do not:

1. Wait until your account is far overdue before taking action to rectify the situation.
2. Be rude to or angry with the accounts staff and the credit controller when they telephone you if your account has not been paid - they are only doing their job.
3. Assume that we will know your situation and make allowances for it if you have not followed the proper channels of communication as defined above.
4. Complain to other parents if the school staff has followed the procedures and you have not.

We continue to be grateful to the many parents who support the school by keeping their accounts up to date. It is a privilege to serve God together in the task of Christian education that He has given us!

In His Service,

On behalf of the School Board

Chairperson of the Board

Financial Officer

Principal

Parent Signature (Father)

Date

Parent Signature (Mother)

Date

Fee Structure – 2025/2026

PLEASE NOTE: PAYMENTS must be made before enrolment takes place:

DESCRIPTION	Grade RR	Grade R	Grade 1-3	Grade 4-7
Registration: Once annually	R640.00	R770.00	R1210.00	R1210.00
PAYMENTS must be made before the 3rd of each month:				
Tuition fee (x11) monthly	R1200.00	R1700.00	R2200.00	R2400.00
EXPENSES which are not included in Tuition Fees:				
School Uniform	Determined by market prices. (Tracksuit, Golf shirt, and Tie at the school office) Grey pants or grey skirt and grey jersey, white shirt			
Sport Fees	Determined by sports regional offices.			
Field Trips	Notification.			
DISCOUNT:	Families are given a discount from the 2 nd student onward. Discounts are discontinued when payments are defaulted.			
TERMINATION:	Parents may terminate enrolment by giving a minimum of one month's notice or 1 month's payment.			

1. Registration Fee

The Registration Fee is **non-refundable** and payable on receipt of the application.

2. Monthly Tuition Fees

Fees are payable in advance over 11 months (January to November)

3. Payment Methods

- a) Electronic Fund Transfers.
- b) Direct deposits into the school's account.

4. Discount on Tuition fees & School fees

REGISTRATION:

- Eldest child charged at standard rate
- Second and third child each 5% less on registration

SCHOOL FEES:

- Eldest child charged at standard rate.
- Sibling discount: second child 5%
- Third child and subsequent children 5%
- Payment of school fees for a full year: a 10% discount on school fees if these are paid in full before the 31st of January.

ADDRESS TO BE USED AS DOMICILIA CITANDI ET EXECUTANDI:

We, as parents/guardians of the above child, understand and accept the Financial Structure of TCS and commit to adhering thereto. We understand that if our account goes into arrears, our child must stay at home without any books.

FATHER NAME & SURNAME: _____

SIGNATURE: _____

DATE: _____

MOTHER NAME & SURNAME: _____

SIGNATURE: _____

DATE: _____

Thabazimbi Christian School banking details:

First National Bank

Account No. 62245117363

Branch code: 260346

REFERENCE: Surname & initials of CHILD and Grade or Account number that reflects on the School-fee statement.

Legal obligation with enrolment

IID Parent /Guardian
ofID..... give consent to

Thabazimbi Christian School, if needed, will request from other schools the financial contract status of the parent/guardian.

This consent includes that Thabazimbi Christian School may share your child’s scholastic information with other educational institutions, in line with laws and regulations. Thabazimbi Christian School may share information as/when instructed by law.

I further give consent that the school may use photos of my child for reasonable use to promote the school, including school web pages and social media pages.

I..... agree to be included in the school WhatsApp group. I also hereby give consent that my child be included in the WhatsApp group for school-related issues and work.

Signature Date.....

Thabazimbi Christian School

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PO Box 579
Thabazimbi, 0380

FINANCIAL CLEARANCE CERTIFICATE

(Please ensure that this form is completed by the last school your child attended)

Name of Student: _____ ID Number: _____

Name of school where pupil is currently enrolled: _____
Telephone number of school: _____
Annual fees for (Year) R _____
Fees Paid to Date R _____
Fees outstanding until December: _____

Comment:

This is to certify that the above person has paid the school fees as indicated.

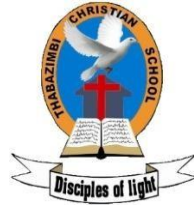
The School Finance/Admin Office must email this certificate back to Thabazimbi Christian School
thabazimbi.cs@telkomsa.net



Signature of Administrator/Principal

SCHOOL STAMP

Application/Financial Contract



AGREEMENT OF TUITION

THABAZIMBI CHRISTIAN SCHOOL
(AN ASSOCIATION INCORPORATED UNDER SECTION 10 OF ACT NO 71 OF 2008)
(Hereinafter referred to as "the School")
and

(BOTH PARENTS)
(Full names and surname), (jointly referred to as "the Parent")
for the tuition and education of

(ONE PER CHILD)
(Full names and surname), (hereinafter referred to as "the Learner")

WHEREAS:

- 1. the Parent is desirous of having the Learner admitted to the School;
2. the Learner has been admitted to the School with effect from;
and
3. the parties are desirous of recording the terms and conditions on which the Learner will be educated and trained by the School;

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. SCHOOL FEES

- 1.1 The monthly school fees, payable in advance, together with such other costs as may be invoiced will be payable by the Parent to the School monthly, on or before the 3rd day of each and every month;
1.2 The Board of Directors of the School shall have the right to amend the school fees referred to in paragraph 1.1. above, as well as the method of payment thereof from time to time;
1.3 In the event of the Parent failing to pay school fees and legal action becoming necessary, the Parent shall become liable for payment of the School's legal costs on the scale as between attorney and own client.
1.4 There shall be no entitlement to any rebate of fees if the Learner is absent for any portion of a term owing to illness or any other cause.

Initials of Parents: _____

2. DURATION OF AGREEMENT

- 2.1 This agreement shall commence on the date of signature hereof;
- 2.2 The Parent shall be entitled to cancel this agreement with at least one FULL CALANDER MONTH prior written notice to the School.
- 2.3 In the event of the Parent failing to give the required notice of cancellation mentioned in paragraph 2.2 above, the Parent should remain liable for the prescribed school fees for the cancellation period.

3. TUITION OF LEARNER

- 3.1 The school shall provide tuition to the Learner in accordance with the curriculum and syllabus described by the School from time to time.
- 3.2 The Principal may require the Parent to withdraw the Learner with immediate effect in cases of serious or repeated misconduct, or where, in his or her opinion, it is in the interest of the School or Learner or both.

4. UNDERTAKINGS BY PARENT

The Parent undertakes:

- 4.1 to ensure that the Learner is at school on time each day;
- 4.2 to ensure that the Learner complies with the school uniform requirements and grooming requirements, and that his/her appearance is neat and in compliance with the guidelines set down;
- 4.3 to abide by the School's policies, its discipline and the Student's Code of Conduct which we have read and understood;
- 4.4 to keep open lines of communication with the School and staff;
- 4.5 generally, to do all the Parent can to ensure that the Parent's association with the School is a healthy and happy one.

5. DISCIPLINARY MATTERS

- 5.1 All disciplinary matters pertaining to the education and training of the Learner in all its facets shall vest in the Principal of the School or in a person authorized thereto by the Principal;
- 5.2 Control, expulsion, suspension and discipline of the Learner shall be in accordance with the constitution of the School and/or rules and regulations set by the Board of the School as well as in the legislation set by National and Provincial Government.

6. INDEMNIFICATION

- 6.1 The Parent indemnifies the School, its employees and officials against any injury, harm or other loss caused to any person, as a result of the conduct of the Learner;
- 6.2 The Parent exempts the School, its employees and officials from liabilities incurred on account of any injuries to or illness of the Learner and agrees and consents that the School or any of its teachers may consent to any operation or medical treatment of the Learner should such consent be required for medical reasons on an urgent basis and should it not be possible, for the Parent to be approached immediately.

7. BREACH

- 7.1 The Parent shall be deemed to be in breach of this agreement in the event of failure by the Parent to comply with the terms stated in this agreement and after the Parent has failed to remedy such breach, within 7 (seven) days after a written notice of breach has been dispatched by the School to the Parent at the Parent's chosen *domicilium citandi et executandi* recorded herein;
- 7.2 A certificate signed by the Principal of the School as to any amount owing by the Parent to the School or as to any other fact arising out of this agreement shall be *prima facie* proof of all facts stated in the certificate and it will not be necessary to prove the appointment or authority of the Principal who signs such certificate. Such certificate shall be a liquid document for the purposes of provisional sentence or summary judgement proceedings against the Parent.

Initials of Parents: _____

8. GENERAL

- 8.1 No alteration, cancellation, variation or addition hereto shall be of any force or effect unless reduced to writing and signed by the parties to this agreement or their duly authorised representatives;
- 8.2 The Parent hereby chooses *domicilium citandi et executandi* for all purposes whatsoever at the address set forth below, and the Parent shall be entitled by written notice to the School to change his chosen *domicilium*, provided that the change shall only become effective 7 (seven) days after service on the School of the said notice.
- 8.3 The signatories to this agreement will be jointly and severally in solidum liable to the School for the due performance of all the Parent's obligations in terms hereof.

Parents' residential address:

.....
.....
.....

Postal address:

.....
.....
.....

THUS DONE AND SIGNED BY THE PARENT AT:

ON THE:

IN THE PRESENCE OF THE UNDERSIGNED WITNESS:

..... PARENT I.D. NUMBER AS WITNESS PARENT I.D. NUMBER
---	---

THUS DONE AND SIGNED BY THE SCHOOL AT:

ON THE

IN THE PRESENCE OF THE UNDERSIGNED WITNESS:

.....
PRINCIPAL OF THE SCHOOL (DULY AUTHORISED THERETO)
.....
AS WITNESS



CODE OF CONDUCT

1. Introduction

1.1 Vision Statement

To Instill Holistic Godliness into all who are in contact with us, as well as into those who enter our premises.

1.2 Aims of the code

This Code of Conduct is a living document. The Code will be revised regularly to assess its effectiveness. This Code of Conduct is the product of input from learners and staff and has been supported by parents. The behavior of our learners directly influences the smooth running of daily routine and this has necessitated the learners' Code of Conduct. Parents are urged to ensure that their children adhere to all rules when the children are at school, in school uniform or while they represent the school in any way.

1.3 The Rights of Learners

Every Learner has the right:

- 1.3.1 to human dignity
- 1.3.2 to be treated fairly and respectfully
- 1.3.3 to be taught in a safe and disciplined school environment
- 1.3.4 to feel safe and free from harm
- 1.3.5 to express opinions politely
- 1.3.6 to be protected against abuse
- 1.3.7 to the safety of him/herself and that of his/her possessions
- 1.3.8 to work in a clean healthy environment
- 1.3.9 to good tuition, regular feedback and promptly marked assignments

1.4 The Responsibilities of Learners

All Learners have the responsibility:

- 1.4.1 to commit themselves fully to their school work
- 1.4.2 to obey the directions & instructions of teachers, staff members & coaches
- 1.4.3 to be honest, reliable, and trustworthy at all times
- 1.4.4 to show courtesy and respect towards visitors, parents, teachers, staff, and fellow learners at all times, in and outside of the school property
- 1.4.5 to be neat and presentable at all times
- 1.4.6 to use appropriate language, which is not offensive
- 1.4.7 to refrain from the use of intoxicating or habit-forming substances
- 1.4.8 to care for and look after their possessions in a responsible manner
- 1.4.9 to respect others' safety and property
- 1.4.10 to ensure that the school is kept clean and is not damaged or defaced in any way

- 1.4.11 to complete and submit assignments, homework, and projects well and on time
 - 1.4.12 to attend lessons on time
 - 1.4.13 to manage their time effectively and prepare adequately for academic & extracurricular activities
2. Part A: School Rules
- 2.2 School and class attendance
- 2.2.1 School attendance is governed by section 3(1) of the South African Schools Act, 1996; and is compulsory inclusive of the last day of each term. The legal onus is on the parents/guardians to ensure that their child attends school. Legitimate absence from school is limited to illness or urgent private affairs.
 - 2.2.2 In the case of absence from school, the register educator must receive written notification of the reason, from the parents, on the day of the learner's return to school. The letter/ medical certificate must be submitted on the morning of the learner's return to school.
 - 2.2.3 Permission to leave school before the end of a school day must be requested from the Headmaster by way of a letter submitted the day before.
 - 2.2.4 Learners will have to produce a doctor's note or a letter from a parent if they are absent for any test or examination.
- 2.3 Dress code and general appearance
- 2.3.1 LEARNERS ARE EXPECTED TO BE NEAT AND IN FULL UNIFORM AT ALL TIMES AND THEREFORE TAKE PRIDE IN THEIR PERSONAL APPEARANCE.
 - 2.3.2 Unauthorized dress combinations will not be accepted.
 - 2.3.3 All clothing must be worn correctly.
 - 2.3.4 Only plain white T-shirts are allowed under the school shirt.
 - 2.3.5 Clothes must be clean and neat at all times.
 - 2.3.6 Shoes must be polished regularly.
- 2.4 Personal appearance
- 2.4.1 **Boys:**
 - 2.4.1.1 Hair is to be neat, short and clean, and combed or brushed if necessary. 'Steps' and cult, design hairstyles are not permitted. Hair may not be dyed, highlighted or colored in any way.
 - 2.4.2 **Girls:**
 - 2.4.2.1 Hair is to be neat and clean. 'Steps' and cult, design hairstyles are not permitted. Hair may not be dyed, highlighted or colored in any way.
 - 2.4.2.2 No drastic hair color or hairstyle (no "large", "big" hairstyles, braiding should be with natural hair if braids are used should not be longer than shoulder length).
 - 2.4.3 General
 - 2.4.3.1 No jewelry of any kind is to be worn with the school or sports uniform. Girls with pierced ears are allowed to wear only sleepers or plain studs, one earring per ear and that in the first hole from the earlobe. No other visible body piercing is permitted. No diamante earrings or attachments allowed.
 - 2.4.3.2 No studs, sleepers or any body piercings are permitted for the boys.
 - 2.4.3.3 No make-up is permitted. No base, lipstick, eyeliner, mascara is allowed.

2.4.3.4 Nails must be kept neat and short. Girls may wear transparent nail polish only. No white or gel-look nails permitted.

2.4.3.5 The length of a girl's

the skirt must be at most 10cm from the floor when the learner is kneeling.

2.5 School Uniform

SUMMER UNIFORM	
GIRLS	BOYS
White school shirt (Short Sleeve)	White school shirt (Short Sleeve)
Grey school skirt	Grey school shorts
Grey socks	Grey socks
Black School Shoes	Black School Shoes
Blue and red tie (office)	Blue and red tie (office)
Navy Blue Blazer, Grey Pullover Grey Jersey on colder days	
WINTER UNIFORM	
White School Shirt (Long Sleeve)	White school Shirt (Long Sleeve)
Long Grey School Pants	Long Grey School Pants
Grey socks	Grey socks
Blue and Red tie (office)	Blue and red tie (office)
Black School Shoes	Black School Shoes
Navy Blue Blazer, Grey Pullover, Grey Jersey	

SPORTS:

GIRLS	BOYS
TCS Golf Shirt (Office)	TCS Golf Shirt (Office)
Navy blue rugby shorts	Navy blue rugby shorts
Grey Socks	Grey Socks
Takkies for running	Takkies for running
School track suit (office)	School track suit (office)

PLEASE ENSURE THAT A MARKED, SPARE SET OF CLOTHING, IS IN THE NURSERY SCHOOL BAGS AT ALL TIMES.

2.6 Line up, assembly, and chapel

- 2.6.1 For all assemblies, the learners must line up promptly in their register classes. There is to be total silence during assemblies.
- 2.6.2 Assemblies and line-ups are to be respected as dignified and formal occasions with no outbursts from the floor.
- 2.6.3 Assembly is concluded once learners have left in an orderly manner.
- 2.6.4 No disruptive behavior is allowed.
- 2.6.5 The chapel is a place of worship and must be respected as such.
- 2.6.6 Sleeping or inattentiveness will be considered a disruption.

2.7 Class Procedure

- 2.7.1 Learners will attend all classes
- 2.7.2 Educators may instruct a learner to separate him/herself from other learners if he/she is causing a disturbance in the functioning of normal class procedure.
- 2.7.3 Educators have the right to teach, and their authority in the classroom is to be respected.
- 2.7.4 Learners have the right to learn and to be taught, and other learners may not interfere with this right.
- 2.7.5 The school day begins at 7:15 and ends at 13:30
- 2.7.6 Learners arriving after 7:20 are to report immediately to the office to change their attendance status from absent to late.
- 2.7.7 No eating or drinking is allowed in any classroom, chapel, or at line-up.
- 2.7.8 Serious disruptions of class activities will be dealt with as misconduct.

2.8 Inter-class movement

- 2.8.1 Learners should move to their next class promptly.
- 2.8.2 While moving between classes, learners must show consideration towards others in the corridors.
- 2.9 Homework
 - 2.9.1 Homework must be completed by the deadline given by the educator.
 - 2.9.2 If books are left at home, homework is considered not done.
 - 2.9.3 Homework may not be copied.
- 2.10 Extra Murals
 - 2.10.1 Learners participating in extra-mural activities should remember to show good sportsmanship at all times.
 - 2.10.2 Correct kit must be worn during extra mural events.
 - 2.10.3 Learners unable to attend practice should excuse themselves from practice in person to their coaches prior to that practice.
- 2.11 General
 - 2.11.1 Bathrooms and toilets are to be used in a hygienic manner.
 - 2.11.2 Learners should act responsibly on school grounds and playing fields, not endangering the safety of those around them.
 - 2.11.3 Gum may not be chewed.
 - 2.11.4 No kissing and excessive holding is allowed at any time on the school grounds or in any official school uniform.
- 2.12 Travelling outside school in uniform
 - 2.12.1 Learners must behave in such a way as to bring merit to the school while travelling on buses and taxis to and from the school.
 - 2.12.2 Learners travelling to and from school must be appropriately dressed at all times.
- 2.13 Persons in authority
 - 2.13.1 All persons in position of authority should be respected, including any member of staff, prefects, and student council representatives.
- 2.14 Smoking

- 2.14.1 Our school is a declared non-smoking zone; thus, a learner may not smoke on school grounds at any time.
- 2.14.2 A learner must not have in their possession any form of tobacco or accessories associated with cigarettes.
- 2.15 Foul or inappropriate language
 - 2.15.1 No foul or inappropriate language will be tolerated. Any language used to belittle, make fun of, or hurt another person is considered inappropriate.
 - 2.15.2 Language considered to be abusive, racist, or of a sexually offensive nature will be considered an instance of misconduct.
- 2.16 Littering
 - 2.16.1 Littering includes the thoughtless dropping of papers or other materials during the normal course of the school, at extracurriculars and/or sports practices and events.
 - 2.16.2 Intentional littering and defacing of the school property will be regarded as vandalism and considered an instance of misconduct.
- 2.17 Spitting or throwing objects from balconies
 - 2.17.1 Any spitting is seen as misconduct.
 - 2.17.2 Throwing objects that may in any way (potentially) endanger the safety of any person will be regarded as an instance of misconduct.
- 2.18 Technology/ Electronic communication
 - 2.18.1 Cell phones/tablets/iPods may be brought to school; for the purposes of studying, photos, gaming, and watching videos are allowed.
 - 2.18.2 The use of technology as a form of bullying or defaming another person could result in the offence being considered an instance of misconduct.

3. DISCIPLINARY POLICY AND PROCEDURES

INFORMAL DISCIPLINARY ACTION

1. Disciplinary action is needed in cases of less serious offenses that do not necessitate a formal disciplinary hearing and should be taken fairly and summarily by the teacher concerned.
2. Such disciplinary action includes one or more of the following:
 - 2.1. Verbal warning
 - 2.2. Additional homework
 - 2.3. Expulsion from the class
 - 2.4. Detention during breaks or after school
 - 2.5. The above will be in conjunction with or referring to the learner's class teacher, grade head/disciplinary head/the principal.
 - 2.6. Learners will be awarded negative points.

3.1 Policy

3.1.1 Loss of points and privileges. Points are a method of recording misbehavior. The consequences of accumulating a certain number of points are a punishment or consequence as defined in the list of punishments and consequences.

3.1.2 Accomplices

Being an accomplice to a misdeed is seen in itself as a misdemeanor. Depending on the circumstances as discussed at a hearing, accomplices may receive a lesser or equal punishment to the prime offender.

3.2 Procedure

3.2.1 When a learner misbehaves or is shown to have misbehaved the educator will issue a disciplinary slip.

3.2.2 The learner has to sign the slip.

3.2.3 The educator will pass the disciplinary slip to the Head of Discipline for further processing.

3.2.4 The Head of Discipline will pass the slip onto the database facilitator who will capture the data onto the computerized database and file the hard copy.

3.2.5 An internal disciplinary investigation will determine whether it is necessary to refer the case to a formal disciplinary hearing by the Board of Governors or whether further punishment or involvement of the parents will suffice to deal with the problem.

3.3 Punishment and consequences of loss of points

Points lost	Punishment	Consequences
50	detention	Parents notified
100	2x detentions	Parents notified
150	3x detentions	Meeting with Parents, Behaviour contract
200	Possible suspension or expulsion	Formal Disciplinary Hearing (Board of Governors)

4. DISCIPLINARY GUIDELINE FOR POINTS SYSTEM

4.1 Note: (Level 1)

4.1.1 The list of offences cited herein should not be regarded as exhaustive.

4.1.2 Each case will be judged on its own merit after considering all mitigating and aggravating circumstances.

5. General Misconduct (Level 2 Offences)

5.1 General Principles

The following offences will be deemed to be general misconduct (Level 2 Offences). All cases of misconduct will initially be administered by the Headmaster through a disciplinary investigation procedure. Punishment for any of these offences can range from the awarding of negative points to expulsion.

In the event that it becomes apparent during any stage of the investigation that the misconduct may need to be heard in a formal disciplinary hearing, the Headmaster must advise the learner and refer the matter to a formal disciplinary hearing of the Board of Governors.

5.2 Acts of General Misconduct (Level 2 Offences)

6. General Misconduct (Level 2 Offences)

6.1 General Principles

6.2 Repeated violation could lead to formal disciplinary hearing

The following offences will be deemed to be general misconduct (Level 2 Offences). All cases of misconduct will initially be administered by the Headmaster through a disciplinary investigation procedure. Punishment for any of these offences can range from the awarding of negative points to expulsion.

In the event that it becomes apparent during any stage of the investigation that the misconduct may need to be heard in a formal disciplinary hearing, the Headmaster must advise the learner and refer the matter to a formal disciplinary hearing of the Board of Governors.

6.3 Acts of General Misconduct (Level 2 Offences)

- 6.3.1 Fighting or bullying, either physical or verbal or non-verbal, as well as initiation practices, assault, harassment and humiliation of other learners.
- 6.3.2 Seriously threatening, disrupting or frustrating teaching or learning in a class.
- 6.3.3 Engaging in any conspiracy to disrupt the proper functioning of the school through collective trespass.
- 6.3.4 Insulting the dignity of or defaming any learner or any other person. This includes racist remarks.
- 6.3.5 Any act of omission amounting to dishonesty to persons in authority is considered to be misconduct.
- 6.3.6 Cheating in a test or an examination or any other form of assessment such as an assignment.
- 6.3.7 Engaging in any act of public indecency.
- 6.3.8 Sexually harassing another person.
- 6.3.9 Being in possession of pornographic material.
- 6.3.10 Being under the influence of or in possession of alcohol or any other intoxicating substance.
- 6.3.11 Forging any document or signature to the potential or actual prejudice of the school.
- 6.3.12 Distributing, or being in the possession of any test or examination material that may enable a person to gain an unfair advantage in a test or examination.
- 6.3.13 Being in unauthorized possession of, without proper authority removing or attempting to remove any property belonging to a fellow learner, staff or visitor to the school.
- 6.3.14 Being in the possession of, consuming or dealing in any illegal or other harmful substance.
- 6.3.15 Being in the possession of, using or transmitting narcotic or unauthorized drugs or showing evidence of such possession, use or transmission.
- 6.3.16 Being in possession of any dangerous weapon.

- 6.3.17 Assaulting or attempting to assault another person.
- 6.3.18 Endangering the safety of any person.
- 6.3.19 Engaging in any sexual activity which amounts to an offence of the law.

- 6.3.20 Malicious damage to property. Vandalism is seen to include any intentional damage whether it is of a temporary or permanent nature to the assets or property of the school.
- 6.3.21 Any other acts of serious misconduct.

7. DISCIPLINARY HEARING (Level 2 Offences)

7.1 Disciplinary hearing procedure

- 7.1.1 Written notice of a disciplinary hearing.
 - 7.1.1.1 Written notice of a disciplinary hearing will be given which could imply temporary suspension from classes, for a period of 5 days.
 - 7.1.1.2 This notification must provide sufficient information to ensure that the learner and parents are properly informed of the alleged complaint and the seriousness of the allegations.
 - 7.1.1.3 The learner and parent must also be advised of the possibility of formal and severe disciplinary action taken should the learner be found guilty of the allegations made against him/her.
 - 7.1.1.4 The notification will inform the learner and parents of the time and place of the enquiry or hearing. The learner and his/her parents (or legal guardian) are advised to attend the hearing as their non-attendance may prejudice their case, resulting in the hearing being held in their absence, and a decision being made without their involvement.
- 7.1.2 The Headmaster shall appoint:
 - 7.1.2.1 A disciplinary Committee consisting of 3 members. The Chairman of such a committee will be a member of the Board of Governors

The Chairman shall act as presiding officer and as such control the proceedings.

7.2 Admissible Sanctions

- 7.2.1 The Headmaster may, if appropriate and where the wellbeing of other learners is concerned suspend a learner for a period not exceeding five days.
- 7.2.2 A Disciplinary Committee hearing may lead to any of the above and also to suspension or to expulsion. Any sanction short of expulsion, imposed on a learner in respect of a serious offence shall be placed on record and may be used as an aggravating factor in

subsequent disciplinary hearings regarding a repeat of the same or similar misconduct, for a period of 24 months after the original sanction was handed down.

8. EXPECTATIONS OF THE ROLE OF PARENT(S)/GUARDIAN(S)

- 8.1 The final responsibility for the conduct of learners rests with their parents/guardians. The parent(s)/guardian(s) are responsible for the actions/conduct/damage of their minor child.
- 8.2 **It is also expected of the parent(s)/guardian(s) to sign the school's application for admission and to undertake to ensure that their child complies with all school rules and regulations of the school. Parent(s)/Guardian(s) accept the responsibility of any misconduct on their child's side and they take a keen interest in showing their child's schoolwork/progress. Parent(s)/Guardian(s) undertake to allow the child to complete homework and to ensure that homework/assignments/tasks that the child has been assigned are completed on time for presentation or submission in class.**

	OFFENCE	POINTS
1.1	Infringing the right of learners by bullying, fighting, or any other form.	15-50
1.2	Late for class, assembly, Chapel	5
1.3	Late for school without a letter.	10
1.4	Uniform not worn with pride.	20
1.5	Any uniform transgression.	25
1.6	Uniform vandalized.	25
1.7	Personal Appearance transgressions/hair/nails, etc.	25
1.8	Assembly, Chapel, or line-up disruption or non-participation.	25
1.9	Bunking class, line-up, or assembly.	25
1.10	Disruptive behavior in class.	25/50
1.11	Interclass movement – loitering between classes/toilets	5
1.12	Homework not done.	25
1.13	Copying homework.	50
1.14	Truancy from school or a school activity at which attendance is compulsory.	50
1.15	Any disruptive behavior or blatant disobedience.	25/50
1.16	Playing or disregard for bathrooms.	20
1.17	Dishonesty and lying.	25
1.18	Holding each other in an intimate way in uniform	50
1.19	Disrespect is shown to the person in authority.	50/100
1.20	Smoking or possession of tobacco on school grounds or anywhere in uniform.	50
1.21	Being in the presence of smokers/or smoking	50/100
1.22	Foul or inappropriate language towards another learner.	25
1.23	Foul or inappropriate language in general.	25
1.24	Littering	25
1.25	Chewing gum or eating in class.	25
1.26	Throwing objects off balconies/spitting	25
1.27	Vandalism of any sort, including graffiti in bathrooms/around the school	50
1.28	Prohibited use of cell phones/MP3 Players/ tablets/iPods	25
	Other (specify) – taking videos/pictures in class	

Educator:	Learner
Guilty	Date:
Not Guilty	Grade:
THABAZIMBI CHRISTIAN SCHOOL	CODE OF CONDUCT AGREEMENT

AGREEMENT ENTERED INTO BETWEEN THE SCHOOL AND PARENTS / LEARNERS

I _____ (print name please) Parent / Guardian of

_____ in Grade _____ hereby confirm that I have read
the contents of this code of conduct and attached policy and accept the conditions therein.

Signature

Date

I also confirm that I have read this document with my child

_____ and that he / she signs to acknowledge understanding
and acceptance of the conditions herein.

Name of learner with signature

Date

Please complete the following document on the next page (Sign and send back to the class teacher)



Thabazimbi Christian School

Please complete and send back to your child's class teacher.

DECLARATION AND UNDERTAKING

I, Mr and Mrs _____parents / guardians of

_____ Gr _____ Gr _____

_____ Gr _____ Gr _____

Studied the school's code of conduct and discussed it with our child / children. We understand the school's code of conduct and our child / children will comply to it.

SIGNATURE: PARENT / GUARDIAN

SIGNATURE: PARENT / GUARDIAN

LEARNER _____

LEARNER _____

LEARNER _____

LEARNER _____

DATE