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## APPLICATION FOR ADMISSION FORM

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### **ADMISSION CONTRACT**

Made and entered by and between

KLOOF JUNIOR PRIMARY SCHOOL GOVERNING BODY (hereinafter referred to as "The Governing Body")

**AND**

..... (hereinafter referred to as "The father/legal guardian/mother")  
(FULL NAME)

1. **GOVERNING BODY**

The father/mother/legal guardian acknowledges that Kloof Junior Primary School is a government aided fee paying school and that the Governing Body is empowered with the authority to make decisions affecting the management and operation of the school and that such decisions are binding upon him/her and the child.

2. **SCHOOL RULES AND REGULATIONS**

Any child enrolled at Kloof Junior Primary School shall be obliged to adhere to the school rules and regulations. If any pupil contravenes any school rule or regulation laid down by the responsible authorities, disciplinary action may be taken against such a pupil.

3. **SCHOOL FEES AND MONEY COLLECTION**

The annual school fees shall be determined from time to time by the Governing Body and the father/mother/legal guardian shall be notified of the annual school fee prior to the commencement of the academic school year. The mother/father/legal guardian shall be jointly and severally liable, the one paying the other to be absolved for the payment of all school fees and costs of extra mural activities.

3.1 Payment of School fees shall be **COMPULSORY**.

3.2 The school fees shall be paid in full by 31<sup>st</sup> January or as set out in the detailed payment structure.

3.3 The Governing Body shall be entitled to increase the school fees during the year upon one school term notice.

3.4 In the event of the father/mother/legal guardian failing to pay school fees in accordance with this contract, then in such an event the Governing Body shall be entitled to give notice of the default in terms of paragraph 5 hereof. Should the father/mother/legal guardian remain in default, notwithstanding receipt of such notice, the Governing Body shall be entitled to institute legal proceedings for the recovery of the outstanding amount without further notice.

3.5 A compulsory Stationery fee as decided by the Governing Body is due on acceptance at the school.

3.6 The School may hold and process by computer or otherwise any information obtained about the Parent/s/Legal Guardian as a result of their liability for school fees. The School may conduct a credit enquiry and/or a credit information search about the Parent/s/Legal Guardian with a credit information bureau, persons acting as their agents and/or other credit grantors. The School may transmit details of how the Parent/s/Legal Guardian have performed in meeting their obligations in terms of their school fee obligations and share such information with other credit grantors for the purposes of making any credit risk management related decisions.

3.6.1 If the Parent/s/Legal Guardian fail to meet their school fee obligations the School may record the Parent/s/Legal Guardian non-performance with a credit information bureau. Any information conveyed to a credit information bureau will be available to other credit grantors and used in making credit risk management related decisions.

3.6.2 The School may monitor the Parent/s/Legal Guardian payment behavior by researching the Parent/s/Legal Guardian record at one or more credit information bureau.

3.6.3 The School may record and transmit details of how the Parent/s/Legal Guardian have performed in terms of their school fee obligations reflecting how they have conducted themselves in meeting these obligations.

3.6.4 The Parent/s/Legal Guardian acknowledge and agree that any information regarding their credit worthiness, defaults in payment to the school, and details of how they have paid their school fee obligations with the School may be disclosed to any other creditor, school and/or one or more credit information bureaus.

3.7 The mother/father/guardian acknowledges our right in terms of the South African Schools Act No. 84 of 1996 to apply for exemption for the payment of school fees. In the event that I wish to apply for exemption I acknowledge that such application must be in writing on the prescribed form, and I undertake to immediately collect the application for exemption form from the Bursar and to return it (together with all supporting documentation) to the Bursar. The onus to apply for partial/total exemption is on the applicant/myself. I also acknowledge that the failure to properly complete the application for exemption and to submit all supporting documentation, will result in the application being rejected outright.

4. **NOTICES**

4.1 Any notice required to be given in terms of this agreement shall be in writing and delivered or dispatched by pre-paid registered mail and in the latter event, such notice will be deemed to have been received by the father/mother/legal guardian on the seventh (7) day after the date of posting thereof.

4.2 Notwithstanding the provisions of Clause (6) below, delivery of any notice or document to the child shall be deemed to be in compliance with the provisions hereof.

5 DOMICILIA.....

5 DOMICILIA

The father/mother/legal guardian hereby chooses as his/her *domicilium citundi et executandi* for all purposes arising under this agreement and for the service of any document for whatever purpose at the following address. (Post Box not accepted – Physical address required).

.....Code .....

6 DOCUMENTS

The father/mother/legal guardian shall be obliged to furnish to the Governing Body or Principal any documents or information required by the school within fourteen (14) days of being requested to do so.

7 CONSENT

The father/mother/legal guardian consents to the child taking part in the Extra – Mural activities of the school, including games, athletics, tours and any other excursions arranged by the school.

The father/mother/legal guardian fully understands and accepts that all such activities shall be undertaken at the child’s father/mother/legal guardian’s own risk, and the father/mother/legal guardian undertakes, on behalf of themselves, the child, or their dependants, and their executors to indemnify, hold harmless and release Kloof Junior Primary School, the Principal, her staff, the Governing Body, and/or any person authorised by them, and/or invitees, from any or all claims whatsoever which may arise in connection with any loss, damage or injury, of whatsoever nature and howsoever caused, and whether or not caused by negligence (gross or otherwise), to the person or property of the child, arising out of or incidental to or connected in any way with such activities.

8 PARENTAL OBLIGATIONS

The father/mother/legal guardian shall be obliged to:

- Inform the school of any change of address or telephone number in writing.
- Inform the school of any case of infectious illness in the child’s household.
- Ensure that the child attends school regularly.
- Ensure that the Code of Conduct of the school are complied with.
- Respect the tradition, character and ethos of the school and encourage the child to do the same.
- To give one term’s notice of intention to remove the child from the school.

9 DAMAGES TO SCHOOL PROPERTY

The father/mother/ legal guardian shall be liable for any loss of or damages of whatever cause or nature or howsoever arising which may be caused to school property or equipment as a result of any act or omission on the part of the child.

10 INDULGENCES

No indulgence or extension granted by the Governing Body to the father/mother/legal guardian shall in any way be construed as a waiver of the Governing Body’s rights or as creating a precedent.

11 COSTS

Should it be necessary for the Governing Body to institute any legal proceedings against the father/mother/legal guardian in order to enforce any of the terms and conditions of this agreement, then the father/mother/legal guardian hereby agrees that in addition to any amounts for which he may be found to be liable also to be liable for all the costs incurred by the Governing Body inclusive of legal costs on the attorney and client scale, collection charges, tracing costs and interest at the current legal rate as determined by the Minister of Justice.

12 AMENDMENTS

12.1 The Governing Body shall be entitled to amend the terms and conditions of this agreement upon written notice to the father/mother/legal guardian.

12.2 The said amendment shall be deemed to have been accepted by the father/mother/legal guardian unless he/she notifies the Governing Body of his/her objection to such an amendment within 14 days of receipt of such notice of amendment.

I ..... in my capacity as father/ mother/legal guardian do hereby acknowledge that I have read and understood the terms and conditions set out herein and warrant that all information supplied herein and on the application form is true and correct and that my child’s enrolment at Kloof Junior Primary School is subject to my acceptance thereof.

I hereby acknowledge that I have read and accept the terms and conditions as set out in the Code of Conduct.

I hereby acknowledge that I have been advised of my right to apply for exemption and should I not do so I will be liable for full payment of school fees.

Signed and dated at .....this .....day of..... 20.....

Mother signature .....

Father signature .....

Legal Guardian .....

Guarantor.....

Signed and dated by

Principal ..... Date .....



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## APPLICATION FOR ADMISSION FORM

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**YEAR:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_ **MAINSTREAM** **REMEDIAL**

**Note:** This form must be completed in full and delivered to the school in person. All changes to be initialed or signed by parent/guardian. Completing the form does not necessarily mean that the learner has been accepted into the school.

### LEARNER INFORMATION

Surname:				Initials:		Known as:		
First Name:				Other Names:				
Date of Birth		YYYY	MM	DD	Gender:		Male:	Female:
Race:				Citizenship:				
Physical Address:				ID or Passport no:				
_____				_____				
_____				_____				
_____				Home language:				
_____				Preferred Language of instruction:				
City/Suburb:		Code						
Are any parents deceased?		Mother		Father		Both		
Emergency Contact Details (other than parents)		Name:				Cell no:		
		Relationship to learner:						

<b>Current School Information</b>					
Name of Current School					Gr
Previous School Address: _____					
Tel No: _____					
Province:		Country		Code:	

<b>Learner Medical Information</b>					
Doctor's Name:				Tel no:	
Medical Conditions:					
<b>Siblings (Brothers and Sisters)</b>					
Number of other children at this school			Sports House of sibling		
Name:		School:		Grade:	
Name:		School:		Grade:	
Name:		School:		Grade:	

Primary Parent/Guardian Information											
Surname:				Initials:				Title:			
First Names:											
Race:				Home Language:							
Identification/Passport no:								Account Payer: Y/N			
Residential Street Address						Correspondence Address					
_____						_____					
_____						_____					
City /Suburb				Code		City/Suburb				Code	
Telephone Home						Cell No					
Occupation (Other than self-employed)						Telephone Work					
Employer:						Email Address:					
						_____					
Marital status of parent:						Relationship to Learner:					
Does the learner reside with this Parent/Guardian Y/N											

Secondary Parent/Guardian Information											
Surname:				Initials:				Title:			
First Names:											
Race:				Home Language:							
Identification/Passport no:								Account Payer: Y/N			
Residential Street Address						Correspondence Address					
_____						_____					
_____						_____					
City/Suburb				Code		City/Suburb				Code	
Telephone Home						Cell No					
Occupation (Other than self-employed)						Telephone Work					
Employer						Email Address:					
						_____					
Marital status of parent:						Relationship to Learner:					
Does the learner reside with this Parent/Guardian Y/N											

Please take special note that should any of the information given by the applicant/s, on either the Application Form or on the Admissions Contract, be shown to be either inaccurate, incorrect or misleading, then the school specifically reserves the right to refuse entry to the learner, and/or that I may be requested to remove my child from the school.  
I hereby declare and warrant that to the best of my knowledge, the above information as supplied, is accurate and correct.

Name of Parent/Guardian **(Please Print)** \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

- | The following forms must be submitted to the school with this Application Form                     |
|--|
| 1. Copy of Learner's <b>UNABRIDGED</b> Birth Certificate   |
| 2. Copy of both parents/guardians I.D.s  |
| 3. Copy of Immunisation records  |
| 4. Copy of latest school report  |
| 5. Municipal Utility bill (both pages) or a current lease agreement with the Owners municipal bill |
| 6. School Fee Clearance Certificate  |
| 7. A color photograph of the child (ID or Passport size)   |
| 8. The signed Admission Contract. (Both parents' signatures are required).                         |
| 9. Protection of Personal Information Form   |
| 10. Psychological Assessment if you are applying for Remedial                                      |
| <b>PLEASE NOTE THAT THE CLOSURE DATE FOR APPLICATIONS IS 12<sup>th</sup> JULY 2024</b>             |

Official Use:	Date Received:
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APPLICATION FOR ADMISSION FORM

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## PROTECTION OF PERSONAL INFORMATION ACT

I/ We the undersigned

\_\_\_\_\_ and \_\_\_\_\_  
(Please print your names clearly)

Being the parents / legal guardians of

\_\_\_\_\_  
(Please print your child / children's names clearly)

- 1.1 Unless you at any time instruct the School expressly and in writing to the contrary, your consent is given for the School to:
  - 1.1.1. collect and process credit information about you and any Third Party or divorced or separated Parent responsible for payment of any or all amounts owing in school fees;
  - 1.1.2 collect, store and process names, contact details and information relating to yourself and your Child, and to such information being made available to other parents/guardians, staff or responsible persons engaged or authorised by the School for school related purposes to the extent required for the purpose of managing relationships between the school, parents/guardians, and current learners as well as providing references and communicating with the body of formal learners;
  - 1.1.3 include photographs, with or without name, of your Child in School publications, or in press releases to celebrate the School's or your child's activities, achievements or successes;
  - 1.1.4 supply information and a reference in respect of your child to any educational institution which you propose your child may attend. We will take care to ensure that all information that is supplied relating to your child is accurate and any opinion given on his/her ability, aptitude and character is fair. However, the school cannot be liable for any loss you or your child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us; and
- 1.2 The School may not distribute or otherwise publish any of your personal information in its possession, unless you give your consent, in writing, to the School that it may do so. Should this be the case, the School may only distribute or otherwise publish the information specified in your consent to the people and for the purpose stated in your written consent

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Father

\_\_\_\_\_  
Mother





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APPLICATION FOR ADMISSION FORM

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**FINANCIAL CLEARANCE**

NAME AND SURNAME OF PUPIL: \_\_\_\_\_ GRADE: \_\_\_\_\_

NAME AND SURNAME OF PARENT: \_\_\_\_\_

NAME OF SCHOOL WHERE PUPIL IS CURRENTLY ENROLLED: - - - - -

\_\_\_\_\_

NUMBER OF YEARS AT THIS SCHOOL: \_\_\_\_\_

SCHOOL FEES:

ANNUAL SCHOOL FEES: \_\_\_\_\_

FEES PAID TO DATE: \_\_\_\_\_

FEES IN ARREARS: \_\_\_\_\_

ARE FEES PAID REGULARLY? \_\_\_\_\_

FINANCIAL ASSISTANCE YES/NO

ANY OTHER COMMENTS: \_\_\_\_\_

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I HEREBY CONFIRM THAT THE ABOVE INFORMATION IS CORRECT.

\_\_\_\_\_

PRINCIPAL'S SIGNATURE

\_\_\_\_\_

DATE

SCHOOL STAMP









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## APPLICATION FOR ADMISSION FORM

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Thank you for your request to have your child/children admitted to our school.

1. The closing date for any admissions shall be **12<sup>th</sup> July 2024**.
2. All enquiries shall be directed to: The Principal, Attention Admissions Secretary, 30 Abelia Rd Kloof 3610.
3. The following documentation shall accompany your application and must be received by the Admissions secretary.
  - a. A completed Application for Admission Form. (Please take special note that incomplete application forms shall not be processed and shall be deemed as invalid)
  - b. A completed and signed Admission Contract (both parents' signatures are required)
  - c. A valid municipal rates account (both pages) or transfer deeds.
  - d. A current lease agreement, signed by both parties, together with the owners municipal rates account
  - e. A certified copy of the child's **unabridged** birth certificate
  - f. A copy of the most recent report card or official transfer card
  - g. A colour photograph of the child (ID or passport size)
  - h. Certified copies of both parents' ID books or proof of Guardianship
  - i. Immunization Card
  - j. Signed stamped KJP Confidential Financial Clearance Certificate form the present school of attendance
  - k. If the learner is NOT a South African Citizen the following shall be presented on registration
    - i. Visa
    - ii. Temporary or permanent study permit from the Department of Home Affairs
    - iii. Evidence that application has been made for the child to reside in South Africa
  - l. Signed Protection of Personal Information form
4. Please note that an interview may be conducted by the Principal/ School Governing Body with any new applicant and/or their parent or guardian.
5. Please take special note that should any of the information given by the applicant/s, on either the Application Form or on the Admissions Contract, be shown to be either inaccurate, incorrect or misleading, then the school specifically reserves the right to refuse entry to the learner.
6. Upon acceptance, a Stationery Deposit is required by the Governing Body.
7. Forms must be delivered to the school in person. **NO APPLICATIONS VIA EMAIL WILL BE ACCEPTED**



# KLOOF JUNIOR PRIMARY SCHOOL

## ADMISSION POLICY 2024

Adopted by the Governing Body  
in terms of Section 5(5) of the South African Schools' Act No. 84 of 1996

### 1 PREAMBLE

- 1.1 In terms of section 5 (5) of the South African Schools Act of 1996, the Governing Body of a public school shall exercise its right to declare Kloof Junior Primary a fee paying school, prepare a budget and determine the admission policy of that school.
- 1.2 The Governing Body of **KLOOF JUNIOR PRIMARY SCHOOL** has accordingly constituted the following as the admissions policy of the school, in the belief that its provisions are consistent with:
  - 1.2.1 The Constitution of the Republic of South Africa (Act 108/ 1996.)
  - 1.2.2 The National Education Policy Act (Act 27/1996) and any applicable policies determined in terms of this Act, including the Regulations for Admissions to Schools.
  - 1.2.3 The South African Schools' Act (Act 84/1996) and subsequent amendments.
  - 1.2.4 The KwaZulu Natal Provincial School Education Act (Act 12/1997.)
  - 1.2.5 The Promotion of Administrative Justice Act (Act 3/2000.)
  - 1.2.6 The Health and Safety Act.
  - 1.2.7 Judgments of the Constitutional Court on the rights, powers and obligations of school governing bodies.
- 1.3 Whereas Kloof Junior Primary School is a public school, the governing body:
  - 1.3.1 acknowledges that it has been entrusted with a public resource which must be managed not only in the interests of those who are learners and parents at the time, but also in the interests of the broader community in which the school is located, and in the light of the values of our Constitution;
  - 1.3.2 defers to the relevant legal provisions and enactments to the extent that they are valid and binding upon them and take precedence over the right of the governing body to determine the admissions policy of the School;
  - 1.3.3 commits to working in partnership with the Head of Department to find workable solutions to matters of disagreement, and to engage meaningfully and in good faith on any disputes, including disputes over this policy and any decision taken on the basis thereof; and
  - 1.3.4 agrees thereto that any such engagement will be directed towards furthering the interests of learners, taking account of the best interests of the child insofar as this does not impinge upon the rights or best interests of other children.
- 1.4 At the same time it requires of the Principal, the Head of Department, KZN and their delegates that they will at all times during any admissions process take the provisions of this policy into account, and apply it demonstrably fairly and in accordance with the law.

## 2 POLICY

- 2.1 It is the aim of the school to:
  - 2.1.1 Provide an environment where the race, culture, religion and economic standing of the individual are in no instances an impediment to his/her access to, or progress in, any aspect of school life.
  - 2.1.2 Make provision during the enrolment process for applicants from a variety of backgrounds, including disadvantaged backgrounds.
  - 2.1.3 Eradicate such policies or practices, which are unfairly discriminatory.
- 2.2 It is the policy of the school that:
  - 2.2.1 No pupil will be refused admission on grounds of race, gender, culture, language, religious belief or financial circumstance. This aspect of the admissions policy will be applied with due cognizance of the following:
    - 2.2.1.1 Whereas it is determined that the medium of instruction is English, learners applying to be admitted to the school in preference to a school where the LOLT matches the home language of the learner, need to be sufficiently proficient in English so as not to prejudice their ability to progress academically.
  - 2.2.2 It is also the policy of the school that applicants will not benefit from an 'inherited advantage' during the admissions process. This aspect of the policy will, however, be applied with due cognizance of the following:
    - 2.2.2.1 It is regarded as unreasonable to disrupt family relationships by arbitrarily splitting the schooling of siblings. In the absence of telling and objective reasons related to the applicant why this should not happen, an applicant who, at the time of making application, has a sibling enrolled in the school will receive preferential consideration when it comes to placement.
    - 2.2.2.2 It is regarded as similarly unreasonable that a learner should arbitrarily be forced by the school's admission policy to travel to an institution which is not the closest suitable school to where he/she lives with his/her parents. Consequently, in the absence of telling and objective reasons why this should not be so, primary preference will be given to those applicants who live with their parent(s) in closer proximity to this school than any other suitable school. At the same time, this preference will be tempered by a conscious attempt to make provision during the enrolment process for applicants from a variety of backgrounds, including disadvantaged backgrounds.
    - 2.2.2.3 Similarly, in the absence of reasons why this should not be so, secondary preference will be given to those applicants whose parent(s') or legal guardian's places of employment are closer to this school than any other suitable school.
  - 2.2.3 Any pupil admitted to the school is admitted to the total school programme, and will not be suspended from classes, denied access to cultural, sporting or social activities of the formal school programme on the grounds of an **inability** by a parent to pay the laid down school fees.
  - 2.2.4 The admission of pupils will be so managed that the school's intake aims to include representation of the major demographic segments (i.e. cultural, religious, ethnic and economic) broadly reflective of the composition of the community it serves, without prescribing or accepting any predetermined quotas, numbers or proportions in respect of such representivity.
  - 2.2.5 It is specifically noted that enrolment at the Kloof Pre-Primary School (or any other feeder school) does not provide automatic progression to this school (although we do consider their applications favourably).
  - 2.2.6 Similarly, enrolment of a sibling at and/or family connections to designated schools in a 'family' of schools (e.g. brother and sister schools) does not provide automatic enrolment at this school.

### **3 ADMINISTRATION OF THE ADMISSIONS POLICY**

In order to achieve the foregoing, but also to ensure a just and equitable selection process ***should the school be oversubscribed***, the measures listed below will be implemented in managing the admissions process.

- 3.1 In February each year the closing date for applications will be set and advertised.
- 3.2 Applications received by the closing date will be given preference over late applications.
- 3.3 It is specifically noted that the parent/legal guardian of a minor learner has the exclusive right to take an initial decision concerning which school they wish to apply to for their child/ward to be enrolled. Consequently, no application will be accepted or regarded as being valid unless it is made by the parent, legal guardian, person entrusted with the care of the minor learner by order of a competent court, or by a person authorised thereto, in writing, by one of the foregoing.
- 3.4 Where the number of applicants exceeds the number of available places in the **school, grade or class** for which application is made, applicants will be placed on the following basis, bearing in mind the school's policy on non-discrimination:
  - 3.4.1 Whether placement in the School is considered by the school to be in the best interests of the learner concerned.
  - 3.4.2 **NB** The ability of the school to provide adequately for the educational needs of the applicant (including but not limited to the language needs and other special needs) will be regarded as part of the best interests of the child, and will be considered before offering a place to a learner.
  - 3.4.3 In accordance with the criteria listed in 4 below.  
While no admissions test will be administered to applicants, all applicants and their parents will be expected to attend an interview with the Principal and/or his/her representative where the child may be asked to perform activities for the purpose of establishing understanding of English and his/her level of reading and Mathematics (where appropriate). [For a list of designated feeder schools, see the attached Appendix]
  - 3.4.4 Applications received by the cut-off date will be processed before those received after the cut-off date.
  - 3.4.5 Incomplete forms shall not be processed irrespective of when they were received. It is the onus of the parent to ensure that all documents are submitted with the application.
  - 3.4.6 Although the admission age for Grade R is 4 turning 5 by 30 June and for Grade 1 is 5 turning 6 by 30 June preference will be given to children who are turning 6 in grade R and turning 7 in grade 1 as these are the compulsory ages for admission to school.
  - 3.4.7 Only after all applications received by closing date have been dealt with, will the school consider late applications, and then only if there are still places available in the school. (For capacity, see Appendix).
  - 3.4.8 A written response to every application received will be forwarded to parents by end of August.

### **4. ADMISSION DECISIONS**

#### **4.1 General expectations**

In considering applications, a potential learner will, in the first instance, be expected to:

- 4.1.1 Be able to cope academically in a mainstream class or consider being placed in a remedial/academic support class should the parents have documents to support this.
- 4.1.2 Be supportive of the ethos of the School to the extent that it is evident that there is a clear desire to be educated in a school environment such as the one provided by the school.

- 4.1.3 Be willing to contribute in the four critical areas of school life: i.e. **academically** as well as **sport, culture and service**, and to participate in activities offered by the school.
- 4.1.4 Be amenable to school discipline as applied in this school, and display levels of behaviour and self-discipline, such that s/he is likely help create, maintain and enhance rather than to disrupt an orderly and disciplined school environment, the teaching process of the school, or the learning of the other learners.

#### **4.2 Factors and circumstances to be borne in mind during the admissions decision processes**

The precise application of the admissions criteria and the weighting afforded to each of the criteria shall remain within the discretion of the School Governing Body. The criteria are as follows:

The transformational aims and imperatives relevant to the school.

- 4.2.1 Balancing of genders in the intake: i.e. one gender will not outnumber the other by more than 3%.

#### **4.3 General criteria binding on all applicants**

4.3.1 The successful completion of or promotion out of the grade immediately below the grade to which admission is sought, except that this requirement is not applicable to applicants for Grade R or 1.

4.3.2 The age of the applicant (i.e. learner to be admitted.) Please note that an applicant whose age varies by two years or more relative to the statistical age norm of the grade cohort will not **normally** be accepted into the school. (Statistical age norm = grade to which admission is sought + 6: e.g. statistical age norm for grade 1 = 1 + 6 = 7: an applicant aged 9 may therefore not be admitted to Grade 1 without justification and permission from the Circuit Manager.)

#### **4.4 Further criteria for the admission of those for whom this is not the closest school**

4.4.1 Other than upon first entry to schooling, a sound record by the applicant in fields such as behaviour/discipline, leadership, academics, sport, arts, culture and community service. This will be balanced by also enrolling learners who, according to the professional judgement of the principal, demonstrate the **potential to benefit** from the educational opportunities on offer and/or to **contribute meaningfully** to the school in any aspect, including in extra-curricular participation.

4.4.2 The applicant's understanding of and ability to converse in the medium of instruction at the school at such level that language will not be an unreasonable impediment to his/her academic progress, with the proviso that, in the case of a learner excluded on these grounds, a school offering a more appropriate medium of instruction is available in reasonable proximity to the learner's normal abode, or his/her parents place of work.

4.4.3 The applicant's unique ability and/or potential to benefit from and contribute to the school in all forms of school life and in extra-curricular participation.

4.4.4 Unique personal circumstances, interests or capabilities pertaining to the applicant which suggest that his/her admission would be in the particular interests of the child or the school.

### **5. DOCUMENTS REQUIRED**

#### **5.1 Documents Required for the Admission of a Learner**

The Parent/s must fully complete and sign an application form for the admission of a Learner in the form prescribed by the School from time to time. The application form together with the additional documents described in sub-paragraph 2.2 below shall be hand delivered to the school prior to the closing date. Preference shall be

given to applicants whose applications are complete and have been submitted timeously. Late and/or incomplete applications may be disregarded.

- 5.2** When a Parent applies for the admission of a Learner, the Parent must present:
- 5.2.1 an official unabridged birth certificate of the Learner;
  - 5.2.2 proof that the Learner has been immunised against the following communicable diseases, namely, polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B;
  - 5.2.3 a copy of the last report card issued by the previous school of the Learner or other equivalent documentation from the previous school;
  - 5.2.4 fee clearance certificate completed and signed by the current school;
  - 5.2.5 the School's application form and admission contract duly completed and signed by both parents;
  - 5.2.6 a Parent shall be entitled to submit, together with the application, such additional documentation that may demonstrate compliance with the admission criteria described herein below;
  - 5.2.7 proof of residence (a municipality utility bill, reflecting parent's name and physical address and/or a current and valid lease or transfer deeds where applicable);
  - 5.2.8 a colour photograph of the child (ID or passport size);
  - 5.2.9 copies of both parents' ID books or proof of Guardianship;
  - 5.2.10 signed Protection of Personal Information form;
  - 5.2.11 such additional documents as may be prescribed by the School from time to time.

## **6. READMISSION AFTER REMOVAL FROM THE ROLL**

It may happen that a learner's record has been cancelled in the class register (i.e. the learner has been removed from the roll) on the grounds of "continued absence" (see paragraph 55(e) of the national department's policy on learner attendance). This may occur following poor attendance and must be carried out in accordance with the procedures enumerated in the national or provincial attendance policies.

Should such a learner then apply for re-admission to the school, the application should be considered and the admissions policy and its various criteria applied, but only after:

- i.** It has been ascertained that there is a vacant place in the school;
- ii.** A serious discussion has been held with both learner and parent(s) in which the problems which led to the absence are clarified and addressed, and in which the expectations on all parties, should the learner be readmitted, are clarified; (paragraph 18, especially (d) of the national Learner Attendance policy);
- iii.** The learner and his/her parents have convinced the school that his/her re-enrolment will be in the best interests of the learner;
- iv.** The learner and parents have provided the school with a genuine and credible undertaking that the learner's future attendance is likely to accord with expectations;
- v.** The parents have accepted that they and the learner have a responsibility in assisting with and ensuring that all work missed during the period of absence is made up; (See paragraph 18(e) of the policy.)
- vi.** The school has spelt out clearly what role it will play in the behavioural and academic rehabilitation of the learner. (See paragraph 25(e) of the policy.)
- vii.** If the learner is re-admitted, the admission is treated as a new one, and the class teacher must make a new entry for the learner in the class register. (See paragraph 59 of the policy.)

**7. FINAL TOTAL NUMBER OF ADMISSIONS**

The final number of learners accepted into the school at any one time may vary from the above on the basis of specific enrolments and the subject choices of individual learners in a particular year, or upon the intervention of the Head of Department, KZN with the understanding that any *decision to overturn an admission decision of the principal, or depart from this admissions policy, must be exercised reasonably and in a procedurally fair manner. The class, grade and school enrolment* shall in any event not exceed the calculated capacity by more than 5% in any one grade or 2 learners in any one class, without the ratification by the School Governing Body of a motivated explanation from the School Management Team or Head of Education for moving to such significant extent beyond the limits laid down in this policy.

**8. APPEALS**

Decisions taken in terms of this policy are taken by the Principal acting on behalf of the Head of Department in this province. Anyone aggrieved by such decision has the right to appeal to the MEC (Minister of Education) in the province against the decision.

**9. ACCEPTANCE AND REVIEW**

This policy is accepted by the Governing Body of Kloof Junior Primary School and is inclusive of the attached appendix – see below. It was most recently reviewed and amended into this format and ratified by the Governing Body in April 2021.

**10. AMENDMENTS TO POLICY MADE AS DATED AND APPROVED BELOW:**

\_\_\_\_\_  
**CHAIRPERSON ON BEHALF OF SGB**

\_\_\_\_\_  
**PRINCIPAL**

\_\_\_\_\_  
**DATE SIGNED**

\_\_\_\_\_  
**DATE SIGNED**



## **DEFINING DESIGNATED SCHOOLS AND CAPACITY**

### **1. CAPACITY**

The capacity of the school is **414** learners, distributed **60 (grade R), 124 (grade 1), 120 (grade 2) 120 (grade 3)** learners per grade and **24/27/27/27 (grade R, 1, 2 and 3 respectively)** learners per class and 14 learners in each Academic Support/Remedial class.

The capacity of the school is based on:

- 1.1 The number (17) and size (approximately 50 m<sup>2</sup>) of classrooms in the school
- 1.2 The numbers in the Academic Support Unit/ Remedial classes being full.
- 1.3 Admissions are oversubscribed to allow for those who have applied to more than one school and then withdraw their applications. The results of this is that final numbers in a particular grade can be oversubscribed.
- 1.4 The need to provide space for class teaching which is not less favourable than that laid down in the norms and standards legally enacted in respect of public schools.
- 1.5 The need to provide an educational milieu which includes a broad curriculum and subject choice which is based on educationally valid principles.
- 1.6 The creation and maintenance of a stimulating and sustainable educational environment. This is in part dependent on having designated, exclusive and appropriately-developed space for the following broad educational facilities, at least to the levels envisaged in the state's norms and standards for school infrastructure:
  - 1.6.1 A Knowledge Hub (Media Centre)
  - 1.6.2 A Tech Hub (Computer Centre)
  - 1.6.3 A Music Room/area (for individual music instruction as well as large-group music productions/practices)
  - 1.6.4 A School Hall
  - 1.6.5 Venues and/or facilities conducive to the provision of an educationally valid extra-curricular programme open to all learners
  - 1.6.6 The need to support the educational process administratively by providing designated, appropriately furnished, relevantly equipped and exclusive space for:
    - 1.6.6.1 A Staff common room and staff workroom
    - 1.6.6.2 Offices and working spaces for management, administrative and support staff
    - 1.6.6.3 A Counselling Centre

### **2 PROXIMITY**

The area identified below is regarded as being in such close proximity to the school that the exclusion of a learner living within its bounds would be so unreasonable as to be indefensible, save in the instance of specific disqualifying factors, including but not limited to: not meeting the age norm or academic requirements for entry, late submission of an application or identified behavioural disruptiveness. The area concerned will include all dwellings and work places which are closer to this school than to any other, following the shortest practicable and reasonable route from that place to an entry point to the school, and in approximate terms is bounded as follows:

- 2.1 In the east by Everton Road, Kloof;
- 2.2 In the north by East View Road, Forest Hills
- 2.3 In the west by upper part of Wyebank Road, Kloof; and
- 2.4 In the south by upper part of Stockville Road, Gillitts.

### **3. APPROVED FEEDER SCHOOLS (as listed but not limited to)**

- 3.1 KLOOF PRE PRIMARY SCHOOL
- 3.2 LADYBIRD PRE PRIMARY SCHOOL
- 3.4 HAPPY DAYS
- 3.5 HAPPY VALLEY
- 3.6 LITTLE FOOTSTEPS
- 3.7 BRIGHT BUTTONS
- 3.8 LITTLE SUNBEAMS

# **KLOOF JUNIOR PRIMARY SCHOOL**



## **PARENT INFORMATION GUIDE**

**30 Abelia Road  
Kloof 3610**

**Tel: 031 7643157**

**Fax: 031 7646282**

**Email: [kadmin@kloofjp.co.za](mailto:kadmin@kloofjp.co.za)  
Webpage: [www.kloofjp.org.za](http://www.kloofjp.org.za)**

## **PROSPECTUS: HISTORY OF THE SCHOOL**

Kloof Junior Primary School was originally part of the Kloof Government School which was built in 1926. It split from Kloof Senior Primary School in 1965 and began its existence at the current Kloof Pre-Primary School premises. A new school building for Kloof Junior was built in Abelia Road to accommodate grade 1 to grade 3 children at that time. The children moved from the old school buildings to the present school buildings in 1969. The first principal of the then Kloof Infants' School was Miss Lawrence. She was well known for the amazing children's plays which she wrote and in which the children took part. She was the principal until 1974 when Miss Dacomb took over. Miss Dacomb was responsible for introducing the first computer centre at the school in 1985 when 15 Commodore computers were bought. It was during this time that the school became known as the Kloof Junior Primary School.

Mrs Rosalie Burke took over in 1986 and was responsible for many new developments at the school. Among these were a swimming pool, a new hall, a new administration wing and a new computer centre. Mrs Burke retired in 2005. Mrs Lyn Dobson was appointed as Principal in 2007 after being the acting principal for a year. In 2015, just before she retired, tiered seating and paving was added to the pool area and the Astro field and surrounds was begun.

Our current principal, Mrs Karen Leppan was appointed in 2016.

A new mission, vision and set of virtues was created during the 2016 Strategic Review based upon input from all stakeholders. It was officially launched in 2017 and embraces what we believe is important in our educational journey.

### **MISSION**

**TO HOLISTICALLY DEVELOP ACTIVE AND CREATIVE CHILDREN WITH A SENSE OF COMPASSION AND COURAGE.**

### **VISION**

**TO INSPIRE CONFIDENT AND ENQUIRING CHILDREN IN A NURTURING ENVIRONMENT**

### **VIRTUES**

- **HOPE**
- **COURAGE**
- **RESPECT**
- **TRUTH**
- **HONOUR**

### **MOTTO**

**DO YOUR BEST.**

During 2019 and 2020 the whole school was rebuilt into a modern, permanent, brick structure with a striking blue Marmoran external finish that would see the school well into the future. A total of 16 new classrooms, a new admin block, staffroom and foyer were also included in the new build together with new toilets, 2 new kitchens and a viewing deck with

a set of change rooms underneath. In August 2020 all grade 1-3 children, educators & admin staff moved in to their brand new rooms.

During the course of 2021 KJP engaged with service providers to obtain quotes to build an exciting new Aquatics Centre containing a 25 m pool with undercover stands to complement the change rooms and upper level pool deck that have already been built.

In 2021 an application was again made to the Albert Wessels' Trust to apply for the bottom level of Academic Support classroom in the phase 3 to be built. This provided a Play Therapy Room, an Occupational Therapy Room and Wiggle (Gross Motor) Room plus a set of girls' and Boys' toilets. The funding was granted and Phase 3A build began.

In 2022 another application was made to the Albert Wessels' Trust to build the top level (Phase 3B) of the build. We were very blessed to receive a further donation which enabled us to complete phase 3B of the Academic Support Unit (ASU) build. This provided KJP with the top level consisting of the Creation Station, ASU Admin Office and the Reading Room.

During 2023 another application was made to the same trust with a cheeky request to provide funding for part of Phase 1 of our new pool. We were granted this. In August 2023 an official opening of the Academic Support Unit was held as all the rooms were fully functional. The Granddaughter of the Trust was invited to the opening along with other colleagues and interested partners. The board from the same trust was sitting again in August of that year, so I applied for further funding for our new pool Phase 1 and we were very blessed to be granted it again. The new pool Phase 1 is scheduled to be finished in the first quarter of 2023 after which we will be undertaking an upgrade of the bottom field to modernise it and move the cricket nets to a new area. This upgrade should be finished in 2023.

Our next building project will be to replace the Knowledge Hub, the only remaining prefabricated building.

## **OFFICE STAFF**

When you arrive at the school you will be greeted by Mrs. Abbott who is the admission secretary. Miss O' Neill is the office assistant. Mrs. Baldock is the bursar who deals with financial matters.

## **GRADE R**

We have two Grade R classes. They each have a permanently employed Teacher Assistant to ensure the smooth running of the grade and to be of assistance to both teachers and learners.

## **GRADE 1**

There are 5 grade one teachers. Four are mainstream classes and one is an Academic Support (Remedial) class. We also have teacher interns who are teachers-in-training in each Grade One class. They are placed in Grade 1 for the first 6 months providing support for both the teachers and the children. During the second half of the year the interns swap around to a different class or grade and new interns are placed into this grade.

## **GRADE 2**

There are 5 grade two teachers. Four are mainstream classes and one is an Academic Support (Remedial) class. There are also 3 Teacher Interns who are in training and who support both the teachers and the children in all the classes.

## **GRADE 3**

There are 5 grade three classes. Four are mainstream classes and one is an Academic Support (Remedial) class. There are also 3 Teacher Interns who are in training and who support both the teachers and the children in all the classes.

## **TECH HUB**

At Kloof Junior we believe it is imperative to keep moving forward with the IT in our school. We have a fully kitted out IT centre with a flat screen monitor per child and we have Wi-Fi throughout the school. We have installed interactive white boards and data projectors in all rooms in our school. Each teacher is also provided with a laptop. In this way we provide an exciting medium of instruction for these 'digital natives' in our school.

## **KNOWLEDGE HUB**

This is the Hub of reading in our school. It is often open before school and during break time to encourage the reading of books. Every week we have a 'reading bug' time to encourage our children to 'catch the reading bug'.

## **SPECIALIST TEACHERS**

We have a specialist Music teacher, a Sports' Co-ordinator, Sports Coaches, a Zulu educator, and an Afrikaans specialist. By having specialist teachers, we increase the standard of coaching and teaching in our school and develop the passion that underlies specialist teaching.

## **GENERAL ASSISTANTS**

A weekly meeting is held with these assistants to ensure that our campus is kept looking clean and organised. We currently have 5 General Assistants in our employ.

## **SECURITY GUARD**

We have employed a security guard, to assist us in keeping our school safe & secure for your children. He is stationed at Hall Gate.

## **ACADEMICS**

### **LANGUAGES**

Kloof Junior Primary School is an English Medium School, offering English as the language of instruction for children from Grade R to Grade 3. The additional languages are Afrikaans and isiZulu.

### **CURRICULUM**

The school has established a fine reputation for its academic standards, and the staff is dedicated to providing a high standard of foundation phase education based on the Curriculum and Assessment Policy document (CAPS). Our learning programmes are innovative, well structured, cover the required learning areas and are child centred. We encourage co-operative learning in order to develop the child holistically. We have an assertive discipline approach which is based on positive reinforcement. Once a week a child from every class is awarded the "I did my best" badge for any particular effort they may have made. These are handed out in assembly and worn for the week. Once a term one child from every class is invited to have tea with the principal as a way of reinforcing appropriate behaviour and work ethic. We aim to 'catch them doing it right'.

### **ASSESSMENT**

Continuous assessment is used to emphasize the importance of maintaining steady effort in each child's work throughout the year. Formal assessments are also undertaken during the course of the term. Both these types of assessment are used to compile the termly reports.

## **HOMEWORK GRADES ONE TO THREE**

We focus on oral homework with the additional of some written homework at this age. All learners are given a small amount of homework from Monday to Thursday. Practice reading is set as homework to consolidate the work done in the class. Your interest and co-operation is of inestimable value and we ask you to encourage your child to proudly read their books aloud to you followed by any further homework that has been set. Homework is designed to consolidate the reading, spelling, bonds and tables done at school and is not designed to take up a large part of the afternoon.

## **EXPLORER SESSIONS AND DISCOVERY SESSIONS**

We have a well-structured outing programme for grades R, 1, 2 and 3 where children are given an opportunity to discover, reinforce and develop the knowledge gained from their theme-based learning programmes. These Discovery Sessions are educational shows that are regularly provided on our campus to enrich children's understanding of the theme they are learning.

All learners participate in offsite day Explorer Sessions and Grade 3 learners participate in an overnight Explorer Session.

## **SCHOOL HOURS**

### **Monday-Thursday**

Assembly: Mondays	07:30 – 08:00
First session	08:00 – 10.00
Play time	10:10 – 10:30
Second session	10:30 - 12:30(12:15 Gr R)
Lunch	12:30 – 12:50
Last session (Grade 3 only)	12:50 - 13:50
Extra-murals Grade 1 and 2	12:50 - 13:50
Extra-murals Grade 1 and 3	13:50 - 14:50

**Grades 1-3 leave at 12:30 on a Friday.**

**Grade R leaves at 12:15 every day.**

## **SCHOOL FEES**

Kloof Junior Primary is a fee-paying school. The Governing Body levies a school fee to pay for extra teachers, insurance, purchase of teaching aids and sports equipment as well as maintenance of buildings, grounds, swimming pool and all other facilities. To supplement our fees we have regular fundraising functions.

## **MONEY**

In order to minimize the amount of cash on the premises, we ask parents to make payments via the Karri App for all fundraising activities.

School fees are to be paid via EFT only please.

In terms of the law, parents who genuinely cannot afford school fees can apply for an exemption.

## **SPORTS HOUSES**

We have 3 houses that are named after indigenous buck (in 3 different languages) found in the Kloof area.

- ORIBI - GREEN HOUSE,
- DUIKER - RED HOUSE
- IPHITHI - BLUE HOUSE.



## **ABSENTEEISM**

Please inform the school if your child is unable to attend school. An absentee note is required when the child returns to school. Please do not use WhatsApp groups for this. If your child is absent with an INFECTIOUS DISEASE, would you please inform the school office as we have to notify the Provincial Health authorities. In case of children being ill or injured at school, parents will be contacted. The continued updating of personal particulars is vitally important to enable us to contact you when your child is ill or injured.

## **INTERVIEWS**

Parents are afforded every opportunity to meet the Principal and teachers in various functions held throughout the year. During the second and fourth terms Parents are invited, along with their child, to join us for the traditional Book Evenings to view books. In the first and third term you will be invited in to an individual interview. You are, however, always welcome to make an appointment any time with your child's teacher to discuss your child's progress.

## **COMMITTEES**

Parents are encouraged to assist us by offering to help out on the various committees at school. In this way you can become a fully integrated member of Kloof Junior Primary School. Some of the committees which you can join are fundraising, catering, caring committee, safety and security, recycling, prayer and book covering.

## **HEALTH AND SAFETY**

The Health and Safety Committee meets regularly and its aim is to ensure the safety of children, staff and property at all times. The children and staff practice Emergency Drill procedures once a term. All parents are requested to uphold all safety rules and traffic regulations in the vicinity of the school and are welcome to inform us of any concerns they may have.

**Please note ALL the school and grounds is a smoke and vape free zone!**

## **COMMUNICATION**

You will receive regular communication from the school on the D6+ Connect App. with reminders of up-and-coming events and general information. The teachers often place reminders in the children's homework notebook and you are required to sign acknowledgment thereof. Newsletters are also posted up on the D6 once a month to keep you abreast of all the school happenings. Each class has a WhatsApp group that you are encouraged to join. Teacher emails are shared with you for your convenience.

## **MESSAGES**

Parents are to please make all necessary arrangements with their children prior to arrival at school. Only in emergency situations will the secretaries convey messages. Lunch, sports kits etc. brought to school by parents must be handed in at the office. Please do NOT go to the classrooms during teaching time and interrupt lessons.

## **LOST PROPERTY**

This can be found in the sickroom. Please take time to mark your child's belongings as we can then just return them directly to your child. We do not take responsibility for unmarked items of clothing.



## **RECYCLING**

We encourage new parents to get involved in the recycle, reuse, reduce drive at KJP. In this way we make money out of your rubbish! We came in the top 3 schools in 2023 for our glass recycling!

We recycle as follows:

Tuesdays: Glass (brought in by an adult or dropped at Recycling Centre) and Paper

Wednesdays: Plastic no's 1, 2 & 5 and E-waste.

Thursdays: Cardboard, Cans & E-waste

Any day: bread tags and bottle tops.

## **PRIVATE EXTRA-MURALS**

As a service to parents we have many private extra-murals that are offered at your own cost on the school premises after school. These are: Judo, Swimming, Modern Dancing, Ballet, Music (recorder, guitar and piano), Fun Science Club, Soccer Academy & Karate.

## **AFTER CARE**

An aftercare centre operates at the school. If parents are unable to collect their children timeously after school, we ask that you book them in to our Aftercare so that they can be supervised. For further details, please contact the school. Applications forms can be downloaded from the D6 connect app.

## **REMINDER!**

**Please download both the Karri App and the D6+ Connect app so that you are fully prepared for the 2024 year!**



**KLOOF JUNIOR PRIMARY SCHOOL**  
**LEARNER CODE OF CONDUCT**

## **MISSION**

**To holistically develop active and creative Learners  
with a sense of compassion and courage.**

## **VISION**

**To inspire confident and enquiring Learners in a  
nurturing environment.**

## **VIRTUES**

**Hope**

**Courage**

**Respect**

**Truth**

**Honour**

## **MOTTO**

**Do your best.**

# INTRODUCTION

## 1. WHAT IS A CODE OF CONDUCT?

A code of conduct is a set of guidelines agreed upon by a group of people, to govern how they should behave in their close relationship one with the other. In the school environment a code of conduct sets out the rights and responsibilities of educators, learners and parents and states how they should treat each other. In order for a code of conduct to be effective, those who are expected to follow it, must be party to its terms and support the code.

## 2. THE CULTURE AND ETHOS OF THE SCHOOL

The culture and ethos of a school is determined by the community that it serves. Should the nature and composition of the community change, so would the culture and ethos of the school. The culture and ethos of Kloof Junior Primary School can be regarded as a Christian based, family orientated one, upholding those values and beliefs. Every effort has been made to reflect these values in the school ethos.

## 3. SCHOOL RULES AND DISCIPLINARY PROCEDURES

The school rules are a practical implementation of these values and are designed to ensure that our purpose to educate, learn and develop to the fullest extent can be most effectively satisfied. They consider the rights and responsibilities of all and ensure that all who are involved in the educative process are fairly and justly treated in a secure and caring environment. To achieve this, they need to be upheld by learners, educators and parents in a spirit of co-operation and shared responsibility.

In order to ensure the greatest benefit for all, it is necessary to provide for the enforcement of these rules, and the procedure for doing so.

# CULTURE AND ETHOS OF THE SCHOOL

## 4. COMMITMENT

We, the parents, educators and learners acknowledge that sound equitable relations are essential for the promotion of goodwill, the educational well being of the learners and the long-term viability of the school.

To this end, we declare our common commitment, to the following objectives and acknowledge one another's rights and responsibilities as set out below.

## 5. OBJECTIVES

- a. To provide balanced, quality education that focuses on the personal development of each learner and allows opportunity for intellectual, physical, cultural, moral and religious development, in terms of the culture and ethos of the community served by this school.
- b. To preserve the traditional values, standards and individual character of the school, whilst adapting constructively to changes that occur.
- c. To maintain a work environment both in the classroom and outside, that offers stimulation, harmony and stability.
- d. To foster the partnership on which good education is based, between school and home; through commitment, accountability, co-operation and mutual respect for each other.
- e. To recognize the individual rights of learner, parent and educator staff, together with the corresponding responsibilities as follows:

## **6. LEARNERS HAVE THE RIGHT**

- a. To the best education available
- b. To work without disruption
- c. To a positive, caring school environment
- d. To express an opinion and to be heard
- e. To be considered when planning the school environment
- f. To participate in the setting of school rules

## **7. LEARNERS HAVE THE RESPONSIBILITY**

- a. To uphold the rules and discipline of the school
- b. To exercise self discipline in the best interests of all
- c. To listen to others
- d. To use facilities as provided in accordance with laid down rules
- e. To show respect for differences in people be these physical, cultural or religious

## **8. TEACHERS HAVE THE RIGHT**

- a. To respect for their status as educators and professionals
- b. To support from parents in their dealings with their Learners
- c. To consult with parents to address the educational, physical and emotional needs of the Learners placed in their care
- d. To support from the school management and the governing body
- e. To organize for collective bargaining
- f. To the provision of appropriate teaching resources and facilities
- g. To teach without disruption
- h. To a safe and occupationally healthy work environment
- i. To be remunerated fairly and in accordance with their responsibilities
- j. To privacy after hours
- k. To be consulted on, and to contribute towards decisions made on behalf of and affecting the Learners placed in their care
- l. To exercise discipline in terms of the school rules
- m. To have access to interpretation for any communication not in their own language
- n. To dress in a comfortable yet appropriate manner

## **9. TEACHERS HAVE THE RESPONSIBILITY**

- a. To carry out their duties and responsibilities to the best of their ability and in accordance with their training
- b. To behave in a principled and appropriate manner when dealing with learners, parents, and colleagues
- c. Of being in loco parentis and ensuring the safety of learners during school hours, afternoon activities and excursions
- d. To not endanger Learners through exercising of labour rights
- e. To ensure that the exercising of such labour rights does not have a detrimental effect on the learners' rights
- f. To provide reasonable explanations for disciplinary action
- g. To allow as far as possible for the individuality of the child
- h. To be dressed and conduct themselves in a manner which befits a professional person

## **10. PARENTS HAVE THE RIGHT**

- a. To be constructively involved in the governance of the school
- b. To be informed on school matters
- c. To expect quality education
- d. To have appropriate care taken over their Learners while at school
- e. To reasonable access to school management and educators

## **11. PARENTS HAVE THE RESPONSIBILITY**

- a. To release their Learners into the care, rules and discipline of the school
- b. To respect the educators as trained professionals
- c. To pay school fees for the quality education they receive
- d. To take an active interest in the educative process

## **12. TEACHER GUIDELINES**

- a. The educators aim to provide a loving, caring environment that enables learners to develop into self confident, well adjusted people.
- b. Classrooms are to be locked at break and when the class is entirely vacated during the day.
- c. Classes are to be dismissed on time and in an orderly manner.
- d. If an educator is delayed a neighbouring educator must take control and instruct the learners to lead off /to enter their classroom quietly or to read quietly.
- e. Educators on duty are responsible for learners on school days from 07h00 until 15h30. Learners at school outside of these hours are **not** the responsibility of members of staff.
- f. Educators are responsible for learners at the official attendance of extra curricular activities until the stated dismissal times of such activities thereafter members of staff are not responsible for learners.

## **BEHAVIOUR GUIDELINES**

### **13. CLASSROOM CONDUCT**

- a. All learners must take responsibility for their conduct and accept the consequences of not doing so.
- b. Learners must look after their books and files. Text books are the property of the School and learners are responsible for any damage or loss incurred.
- c. A high standard of neatness is expected. Learners must take pride in the appearance of their work.
- d. Learners must meet deadlines and hand assignments in on time. Homework is an integral part of the education process and must be completed. Notebooks to be signed daily by parent/guardian. It is the responsibility of learners to ensure that their homework bag, reading books, P.E. kit and swimming costume are at school when necessary.
- e. If learners are absent from school, it is their responsibility to catch up any work that has been missed.
- f. Learners must obey educator's instructions and not interrupt the lesson, or inhibit the opportunity of others to learn.
- g. The following will be regarded in a very serious light and will not be tolerated:
  - i. copying another learner's work
  - ii. cheating during evaluation exercises
  - iii. leaving the classroom without permission
  - iv. disrupting the lesson
  - v. any form of vandalism such as writing on desks or walls or defacing books.
  - vi. any behaviour which is hurtful or disrespectful to others is strictly forbidden:
  - vii. the use of obscene or abusive language or spitting.

- viii. the making of any remarks likely to lead to religious or racial discord
- ix. bullying and intimidation of any sort, whether physical or psychological, biting, pinching or tearing of clothing
- x. interference in any way with the person or personal belongings of another
- xi. talking in the hall or assembly area
- xii. entering a classroom, hall or storeroom if no educator is present.
- xiii. fighting in line while moving around the school.
- xiv. there must be no undue noise and no running in the corridors.
- xv. littering
- xvi. running around or silly behaviour in the Swimming Pool area

#### **14. COURTESY AND RESPECT FOR OTHERS**

- a. Learners should have respect for others and greet and assist visitors to the School.
- b. Learners must keep left on the corridors. Movement around the school must be quick and quiet.
- c. Learners must stand aside for staff or visitors when not in a classroom or when staff or visitors pass by in the corridors or on the fields.
- d. All learners must ensure that rooms, corridors, stairways and grounds are kept tidy and free of litter.
- e. The use or possession of the following items at school or any school function is strictly forbidden:
  - i. Fireworks, matches or other flammable substances;
  - ii. weapons of any description;
  - iii. any pornographic materials;
  - iv. alcohol or any form of drug or toxic substance (any medication should be handed to the educator at the beginning of the day for safekeeping).
- f. If a learner is chosen to represent the school at a sporting event they are expected to:
  - i. be punctual
  - ii. be in their appropriate sports kit
  - iii. show good behaviour and sportsmanship towards their team mates and opponents.
  - iv. be collected on time.

#### **15. ABSENCE FROM SCHOOL AND ILLNESS AT SCHOOL**

- a. All learners are required by the Department of Education to attend school every day.
- b. Any learner, who has been absent from school, must bring a written note explaining the absence, signed by the parent or guardian, on the first day of their return to school. If a learner is away for more than 3 days a doctor's certificate must be handed into the educator on the first day of their return to school.
- c. If a learner is ill at school, the class educator must be informed. The educator will ensure that the learner is escorted to the secretary's office where appropriate action will be taken.
- d. Should parents wish to take Learners out of school during school hours, a register must be signed at the office. The secretary will then call the learner to the office. This will ensure that we know where and with whom each and every child is at all times. Parents are to liaise with the office and not go to the classrooms directly.
- e. Parents/guardians are requested to inform the class educator of serious allergies or medical conditions which may require specialised attention.
- f. The school should be informed of any contagious or notifiable diseases with which the child might have come in to contact.
- g. Nobody is allowed off the school grounds without the permission of the principal, or departmental head.

## **16. DRESS AND APPEARANCE**

- a. Prescribed school uniform, as approved by the Governing Body, must be worn at school and at approved school functions.
- b. When in school uniform learners must be neatly dressed at all times whether they are in the school grounds or not.
- c. Clothing such as coloured jerseys, windbreakers and non-regulation shoes may not be worn with the school uniform.
- d. All articles of clothing worn at school must be clean, in good condition and clearly marked with the learner's name.
- e. Sports clothing must be worn for physical education lessons and games.
- f. After extra-mural activities, learners may go home in their full kit or full school uniform. After swimming learners must change into full school uniform.
- g. On cold days, the full school tracksuit may be worn to school.
- h. School tracksuits may not be worn with school uniform but only as a unit with the match shirt underneath.
- i. Hats must be worn during outdoor activities and during break. No hat no play.
- j. Children are not to wear overly large, colourful or smart watches.

### **16.1 GIRLS GR 1-3**

- a. Clean black school shoes – to be worn to school, on formal occasions and outings.
- b. In summer the regulation sandal may be worn.
- c. Navy socks should be folded once to just above the ankle.
- d. No jewellery is to be worn. Girls may wear 1 set of small, round gold stud earrings, pierced in each ear. Approved Medic Alert tags round neck or wrist may be worn.
- e. No hair colouring, nail varnish or make-up.
- f. Finger nails should be clean and level with fingertips.
- g. Hair, if long should be tied back. If short, should be kept away from the face.
- h. Any hair accessories should be navy, tartan or white.

### **16.2 BOYS GR 1-3**

- a. Clean black school shoes- to be worn to school, on formal occasions and outings.
- b. In summer the regulation sandal may be worn.
- c. Socks must be pulled up and folded over once with yellow stripes showing.
- d. No jewellery may be worn with exception of approved medic alert tags.
- e. Hair must be trimmed to expose the ears and be clear of the collar and eye brows. Hair may not be bleached or coloured or of varying lengths.

### **16.3 GRADE R**

- a. School navy blue golf shirt with logo,
- b. School navy jersey,
- c. School navy blue shorts,
- d. Black school shoes, black sandals or black trainers
- e. Navy socks

### **16.4 GENERAL**

- a. The school cannot be held responsible for damage or loss of watches, uniform, sports kit or other valuables.
- b. Approved badges only to be worn by learners who have earned them.



## 17. PROPERTY AND MATERIALS

- a. It is the responsibility of all learners to take care of school property.
- b. Learners who wilfully or negligently cause damage to School property will be required to make good the damage incurred by paying for the repair or replacement thereof.
- c. Any breakage of, or damage to, school property must be reported immediately to a staff member.
- d. Learners may not bring toys to school unless specifically requested to do so by the educator.
- e. Any sums of money and /or valuables must be handed to a staff member for safe-keeping at the beginning of the day and not left in desks or bags. Cell phones, ipads etc must not be brought to school without prior permission from a staff member, and only then for educational purposes. The school accepts no responsibility for learner's private property, including the loss by theft or for damages howsoever incurred.
- f. Any unclaimed items found must be promptly handed to a staff member.
- g. Riding of bicycles in the school grounds is strictly forbidden unless prior written permission is obtained to use the school infrastructure by the Principal.
- h. No P.E equipment or climbing apparatus may be used unless under an educator's supervision.

## 18. SCHOOL TIMES & PUNCTUALITY

- a. Learners should be at school before 07h30  
School closing times:

Monday to Thursday	Grade R	12h15
	Grades 1 & 2	12h30
	Grade 3	13h50
Friday	Grade R	12h45 (after sport)
	Grades 1, 2 & 3	12h30
- b. Requests from parents to remove learners from the school during school hours, must be furnished in writing and addressed to the Principal. Every effort must be made to ensure that dental, medical and similar appointments are made outside of school hours.
- c. Learners are required to be at school on every school day and parents may not exercise prerogative in this regard, except for medical reasons.
- d. Learners are required to be at school on time for lessons and extra-curricular activities.
- e. Afternoon Extra-Mural activities for learners are voluntary and take place on Monday, Tuesday, Wednesday and Thursday afternoons. All Learners are to be collected promptly after Extra Mural activities.
- f. Learners must be fetched timeously after school.

## 19. BOUNDS

- a. The following places are out of bounds to learners (unless instructed or accompanied by a staff member)
  - The staff room
  - All staff toilets
  - The entrance to the staff car park and the car park itself
  - The general service assistants' quarters
  - The main entrance to the school
  - The swimming area
- b. Learners may only enter the classrooms before school if the educator is present. During breaks and after school, learners may not remain in classrooms unless under supervision.
- c. No loitering is allowed on the corridors during breaks.
- d. Should it be raining during break time learners will be supervised in their classrooms or on the verandas.
- e. Learners may not be dropped off or collected in the staff car park.
- f. School grounds and buildings may not be used by learners on weekends or during holidays unless accompanied by a staff member.

## 21. USE OF SCHOOL FACILITIES

- g. The school facilities may only be used by outside persons for purposes other than education, provided application for such use is made to the Governing Body in writing, at least one (1) month prior to the date on which the school's facilities are required and authorised by the Governing Body.
- h. The school's facilities may only be used by persons who offer their services to the community. The Governing Body will reserve the right to grant such permission in their sole and absolute discretion, and on terms acceptable to the Governing Body, including but not limited to signature of an indemnity by the user.
- i. Payment for the use of the facilities will be determined by the Governing Body.
- j. Conditions of such use shall be stipulated by the Governing Body recorded in writing and if deemed necessary an Insurance Policy acceptable to the Governing Body, and for the period of hire will be taken out by the applicant, and ceded to the Governing Body.

## 22. CELL PHONES & SMART WATCHES

- Learners require an uninterrupted environment conducive to an atmosphere of learning and therefore the use of cell phones and smart watches by learners is banned in the classrooms and they may not bring them to school either.
- There is always someone on duty who will be able to use the school phones or contact parents should an emergency of any sort arise.

## 23. PLAYGROUND ARRANGEMENTS

- The duty educator must be present before the Learners are allowed to go onto the playground
- No balls or rough play is allowed on the playground. The educator on duty will blow her whistle a few minutes before the bell.
- The Learners are then required to sit down.
- Each class will be called to line up quietly, in assembly order.
- Educators are to collect their classes promptly from the playground.

## 24. DISCIPLINARY PROCEDURES

Following the introduction of a Bill of Rights, the inclusion of Chapter 3 on Fundamental Rights in the Acts of the Republic of South Africa (Act 200 of 1993) and consequent changes affecting various forms of punishment in schools (e.g. corporal punishment), it has become necessary to implement a "Disciplinary Procedure". These procedures will serve as guidelines to learners, parents and educators, but the implementation of these steps will depend on the nature and severity of each transgression.

The procedures listed below should be viewed in the context of the School's

- Code of Conduct and
- Relevant school policies

Using the Assertive Discipline Approach

According to the theory, well-behaved students have the **right to learn** in a classroom without any distraction. Whereas, a teacher must discipline students who behave poorly. Students shall also be assigned to a teacher who is knowledgeable and polite, who has their student's best interest at heart. Similarly, teachers have the **right to teach** in a peaceful environment like other professionals. They also deserve support and care from the administration and the parents as well. **Clear boundaries must be set** between teachers and students, a teacher must also develop a clear discipline plan that differentiates between appropriate and inappropriate behaviour. **Positive reinforcement** shall be practised by noticing students who are behaving well and providing rewards and praise to them for their positive behaviour. Adding to positive reinforcement, **positive repetition** involves publicly acknowledging behaviours that are positive. Restating rules is also a healthy approach to

encourage positive behaviour and practice assertive discipline. Rules must be backed by **firm consequences** written in advance on the discipline plan so that students learn the importance and seriousness of having rules. It is always better to have **proactive discipline** where poor behaviour is anticipated backed by a plan to avoid it. Instead of **reactive discipline** where you wait until a student misbehaves and then you apply a disciplinary response to the behaviour. It is important to build relationships with students. Assertive discipline theory places a strong emphasis on 'trust'. It is easier to achieve discipline when students trust and respect their teacher.

**Rules at Kloof Junior are:**

1. Keep your hands, feet, objects and unkind words to yourself.
2. Look after your classroom and all belongings with care.
3. Listen quietly when someone else is speaking.
4. Raise your hand and wait your turn.
5. Follow the teacher's instructions.

**Consequences for following the rules:**

- Positive verbal recognition
- Motivational charts in classrooms
- Extra playtime
- I did my best badge
- Principal's tea

**Consequences for breaking the rules:**

**Step 1** - Verbal warning.

**Step 2** - Remove them from the situation.

**Step 3** - Red Slip sent home to inform parents of misdemeanour.

**Step 4** - Once 3 slips have been sent home, meeting setup with parents.

**Step 5** - Intervention by principal (which may include counselling, disciplinary action/intervention and suspension from the school)

**\* In the case of a serious offence, the teacher/principal may jump to a higher-order consequence immediately. \***

All cases of suspension and possible expulsion will be dealt with by the Governing Body Disciplinary Committee (Principal, Chairman of Governing Body, Educator, and the Head Department of Education). The parents may appeal to the Disciplinary Committee (Board of Appeal) who may reconsider the case. The Disciplinary Committee's decision in this regard will be forwarded to the regional Head of Department of Education for a final decision.

It must be clearly understood that within this process every effort will be made to establish the reason for the transgression/deviant behaviour. These steps may include consultation with Child Welfare organisations and School Psychologists and Play Therapists.