

# Hoërskool Voortrekkerhoogte High School

EMIS - 210237

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Thaba Tshwane  
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Thaba Tshwane  
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## 2023

### Grade 9 / 10 / 11 Application

Hoërskool Voortrekkerhoogte High School is a fee paying English medium public school. Please download application form - complete in full, attached certified documents and submit at Hoërskool Voortrekkerhoogte High School security.

Closing date: 30 November 2022

LEARNER'S NAME AND SURNAME : \_\_\_\_\_

PREVIOUS SCHOOL : \_\_\_\_\_

LEARNER'S AGE: :  DATE SUBMITTED \_\_\_\_\_ / \_\_\_\_\_ /20

#### FOR OFFICE USE ONLY

DOES THE LEARNER MEET THE FOLLOWING REQUIREMENTS?

Area:  Home  Work Subjects:  Yes  No Age:  Yes  No Language:  Yes  No Sibling:  Yes  No

Reason for ADMISSION: \_\_\_\_\_

SUCCESSFUL	UNSUCCESSFUL	ADMISSION NUMBER:							
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PRINCIPAL SIGNATURE & COMMENT:

NOTIFICATION TO PARENTS: Date: E-mail SMS Telephone

DATA CAPTURE:	YES	NO	SIGNATURE
SASPAC			
TIME TABLE			
PASTEL			
EDLAUB			

The following certified copied documents must be submitted for VERIFICATION:

**Documents must be certified not older than 3 months**

- Learner's latest report for 2022, or Final Report with transfer letter for 2022.
- Unabridged birth certificate of prospective learner.
- Non South African Citizens: Unabridged birth certificate/valid study permit/passport/refugee status of prospective learner.
- Identity document of biological father/legal guardian/stepfather of the learner.
- Identity document of biological mother/legal guardian/stepmother of the learner.
- In case of deceased parent(s) a death certificate is required.
- Legal documents confirming guardianship/adoption.
- Proof of residence of parent/guardian - municipal account (not older than three months) or lease agreement or a letter from your bank FICA document.
- Letter of employment if work address is used.
- Medical aid membership card (if applicable).
- Transferred documents (signal/new appointment) - proof of transfer of the work/parent

**SANDF parents:**

If you are staying in state quarters - a printout from JSB Garrison as proof that you are staying in state quarters

- Letter from your Officer Commanding - on Letter head, if work address is used.
- Medical aid membership printout from your HR to show that the learner is on your medical aid - Remember your force number is your membership number.
- If the above is not available, then an original affidavit made in front of a justice of the peace is needed. But parents/guardians must note that within 6 weeks of the school starting they must inform the school of what they have done to obtain the outstanding documents.

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**VISION/MISSION:**

**OUR GOAL:**

- To be in partnership with all parents, the community and other stakeholders to provide a dynamic educational program.
- Together we strive for excellence, to prepare and support learners to become responsible adults in our society.
- We serve the community and will inform them regarding the education system, opportunities and challenges.

**WE STRIVE TO:**

- Uphold principles that are moral and true, based on religion and national principles, while each individual's democratic rights and freedom of religion is respected;
- Provide optimal teaching in subjects suitable for our learners;
- Serve our community;
- Develop each person as a whole;
- Promote the encouragement of entrepreneurship through the education system;
- Provide opportunities for all learners to reach their full potential;
- Use formal teaching leadership and personal development through an experiential educational system.

**MORAL VALUES:**

<b>M</b>	-	<b>Morals</b>
<b>E</b>	-	<b>Excellence and Effective Communication</b>
<b>R</b>	-	<b>Respect and Responsibility</b>
<b>I</b>	-	<b>Integrity</b>
<b>T</b>	-	<b>Trust</b>

## TERMS AND CONDITIONS FOR ADMISSION

1. This form must be co-signed by both parents/guardians, confirming acceptance of the Terms and Conditions for admission to Hoërskool Voortrekkerhoogte.
2.
  - a. Learners place of residence is closest to the school within the feeder zone.
  - b. Learner has a sibling attending the school.
  - c. Place of employment of at least one of the learner's parents is within the feeder zone of the school.

All certified documents required, must be attached to fully completed application form and must be handed in at the school.

**NB: The ranking of the applications for admission shall be in the order of the categories referred to the above in paragraph 2 (a) to (c) and in the order in which the applications were received.**

All candidates will be notified by SMS of the outcome of their application.

3. Learners, who are more than two years older than the average age of their grade, will be considered on merit.
4. A confirmation fee (first month's school fees) is payable upon written notification of admission to the school. This amount shall be indicated in the letter of acceptance
  - Compulsory, once off text book development fund are payable when learner is accepted:  
Grade 9 - R400, Grade 10 - R300 and Grade 11 - R200

**Grade 10 and 11 - Practical subject fees must be paid in full with acceptance letter.**
5. Parents/guardians must agree to maintain the payment of fees for the full period that the learner is enrolled in the school. When a learner leaves the school, the school fees must be paid in full.
6. Admission requirements are strictly according to regulations set by the Gauteng Department of Education (GDE) and for Grade 8's according to the allocation of the GDE's online admission system.
7. **Signing of this document implies that parents/guardians are aware:**
  - a. That Hoërskool Voortrekkerhoogte High School (VTH) is an **English** medium school and that all subjects (except Afrikaans) will be taught in **English** which is the language of learning and teaching at VTH.
  - b. That the Code of Conduct for learners (page 9 to 12) as well as the Conduct for Parents (page 9 and 12) are signed.
  - c. That it is strongly recommended that all learners participate in at least one summer and one winter sport offered at the school subject to the COVID-19 regulations and the Standard Operating procedures of the Department of Basic Education.
  - d. That by enrolling their child, parents/guardians commit themselves to accept the decisions of the Principal or her representative regarding school organisation and discipline.
  - e. That all complaints regarding rules, regulations, aims, policies, procedures or application thereof must be directed to the Principal in writing.
  - f. That learners are expected to attend all official school days including special days and evenings which the school deems compulsory.
  - g. Of the content of the learner and parent code of conduct in the school diary.

Signed at \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_\_

Father/Guardian: \_\_\_\_\_ Mother/Guardian: \_\_\_\_\_

## SECTION A - FAMILY STATUS

(mark the appropriate option with an X)

Both parents	Foster care	Foster home	Recomposed family	Single parent (divorced)	Single parent (never married)	Single parent (Widow/Widower)
Other: (please specify)						

## SECTION B - PARTICULARS OF LEARNER

(Please complete in neat, legible PRINT)

Surname	:															
Full Birth Names	:															
Gender	:	Male:							Female:							
Date of birth	:	y	y	y	y	/	m	m	/	d	d					
ID Number	:															
Passport Number:	:															
Citizen ship:	:	RSA				Other:										
Permit Number	:															
Date permit expire	:	y	y	v	y	/	m	m	/	d	d					
Learner's Cell number	:															
<b>Home Language (mark with "x")</b>																
A- Afrikaans	E-English	NS- NSotho	N-Ndebele	P-Sepedi	Sh-Shona	S-Sotho	SS-SSotho	Sw- Swahili								
T-Tsonga	W- Tswana	V-Venda	X-Xhosa	Z-Zulu	T-Swazi	Other	Explain -									
<b>Ethnic Group (mark with "x")</b>																
Black	Coloured	Asian	Indian	White	Specify											

Current Language of Tuition	:	ENGLISH	AFRIKAANS	OTHER	
Name of Previous School	:				
		Ordinary public school	Independent school	Province	
Address of Current School	:				
		Tel:		Fax:	
Period in School	:	From:			To:

### School Record information:

1. Did your child repeat any grade?

Year \_\_\_\_\_ Grade: \_\_\_\_\_

Year \_\_\_\_\_ Grade: \_\_\_\_\_

Year \_\_\_\_\_ Grade: \_\_\_\_\_

Year \_\_\_\_\_ Grade: \_\_\_\_\_

Remarks: \_\_\_\_\_

### SECTION C - NEXT OF KIN INFORMATION (ICE)

Name and Surname	
Contact Number	
Alternative Number	
Relation	

### SECTION D - HEALTH INFORMATION

Chronic Diseases	
Allergies	
Medication	

### SECTION E - MEDICAL AID INFORMATION

Name of medical aid	
Telephone number	
Member number	
Principle member	
Family doctor	
Telephone number	

### SECTION F - CORRESPONDENCE

Please indicate who receives the school correspondence	FATHER	MOTHER	GUARDIAN
Please indicate who receives the fees statement	FATHER	MOTHER	GUARDIAN

### SECTION G - PARTICULARS OF PARENTS/GUARDIANS

BIOLOGICAL FATHER/ LEGAL GUARDIAN										
Title:		Surname:								
Full Names										
Marital Status: (mark with 'x')	MARRIED	Divorced	Single parent	Re-married	Widow/er					
If re-married, complete stepparent's details on page										
Nationality										
ID no. (copy to be supplied)										
Ethnic Group (mark with 'x')	Black	Coloured	Indian	White	Other (specify)					
Residential Address								Postal Code		
Postal Address (H)								Postal Code		
Cell no.										
Occupation Status (mark with 'x')	Contract worker	Full-time employed	Housewife	Part-time employed	Pensioner					
	Self-employed	Student	SANDF/SAPD/CORRECT IONAL SERVICE	Temporary employed	Unemployed					
Occupation										
Name of Employer										
Employer's Physical Work Address										
Employer's telephone number:										
Personal E-Mail Address.								@		

**BIOLOGICAL MOTHER / LEGAL GUARDIAN**

Title:	Surname:						
Full Names							
Marital Status: (mark with 'x')	MARRIED	Divorced	Single parent	Re-married	Widow/er		
If re-married, complete stepparent's details on page							
Nationality							
ID no. (copy to be supplied)							
Ethnic Group (mark with 'x')	Black	Coloured	Indian	White	Other (specify)		
Residential Address						Postal Code	
Cell no.							
Occupation Status (mark with 'x')	Contract worker	Full-time employed	Housewife	Part-time employed	Pensioner		
	Self-employed	Student	SANDF/SAPD/CORRECTIO NAL SERVICE	Temporary employed	Unemployed		
Occupation							
Name of Employer							
Employer's <u>Physical</u> Work Address							
Employer's telephone number:							
Personal E-Mail Address.						@	

**STEPFATHER**

**STEPMOTHER**

Title:	Surname:						
Full Names							
Marital Status: (mark with 'x')	MARRIED	Divorced	Single parent	Re-married	Widow/er		
How married (mark with 'x')	Ante-nuptial contract	Community of property	Customary	Hindu/Muslim	Other (specify)		
Nationality							
ID no. (copy to be supplied)							
Ethnic Group (mark with 'x')	Black	Coloured	Indian	White	Other (specify)		
Residential Address						Postal Code	
Cell no.							
Occupation Status (mark with 'x')	Contract worker	Full-time employed	Housewife	Part-time employed	Pensioner		
	Self-employed	Student	SANDF/SAPD/CORRECTIO NAL SERVICE	Temporary employed	Unemployed		
Occupation							
Name of Employer							
Employer's <u>Physical</u> Work Address							
Employer's telephone number:							
Personal E-Mail Address.						@	

**SECTION H - PARTICULARS OF BIOLOGICAL BROTHER(S) / SISTER(S) IN VOORTREKKERHOOGTE H/S**

Surname	Birth Name	
Admin No	Grade (Current)	

**SCHOOL FEES: TERMS AND CONDITIONS**  
To be completed by parent responsible for fees

**IMPORTANT**

- \* **THIS SECTION MUST BE COMPLETED,**
- \* **IF FEES ARE PAID BY A THIRD PARTY, A LETTER FROM THE RELEVANT COMPANY/EMBASSY/ ORGANISATION OR INDIVIDUAL ACKNOWLEDGING SUCH RESPONSIBILITY, MUST ACCOMPANY THIS APPLICATION.**

- I/We hereby apply for admission at Hoërskool Voortrekkerhoogte High School (hereinafter referred to as "the school") for the learner as indicated. I/We agree to be bound by the terms and conditions set out below, which I/we acknowledge having read and understood.
- I/We hereby certify that I/we are the biological/adoptive parents(s) and I/we have legal custody and/or legal guardianship in respect of the learner indicated in the application.
- The school fees are decided annually at a formal Budget Meeting by the School Governing Body and confirmed at a parent's budget meeting.
- In terms of the Schools Act, 1996 parents are jointly and severally liable for the payment of the school fees irrespective of their marital status.
- In the event of an account in arrears for 60+ days, the school will institute legal action against both parents irrespective of maintenance and court orders which may exist between the parties.
- In terms of Section 39 of the South African Schools Act, parents are liable to pay compulsory school fees. This is a statutory obligation.
- In terms of Section 40 and 41 of the South African Schools Act, the school may enforce the payment of these compulsory fees.
- I/We have been informed that if we are unable to pay school fees we may apply for exemption of these fees by application to the school Governing Body.
- I understand that if I fail to meet my school fee obligations the school may record the parents(s) non-performance with a bureau.
- I/We undertake to give the Governing Body notice of not less than one (1) month before removing the above learner from the school irrespective of the reasons for such removal. If such notice is given, I/we shall be entitled to a *pro rata* refund of school fees paid by us in respect of the above learner, excluding the notice term. If I/we fail to give such notice, payment in lieu of notice amounting to one month's contribution will become payable. I/We furthermore undertake to return any books and/or equipment to the school which our child may have or compensate the school for any books and/or equipment not returned or if its returned in a state that it is not reusable.
- Should I/we fail to pay the school fees as described above, or any part thereof, or any other monies for which I/we may become liable to the school, I/we shall be liable to the school, I/we accept that I/we shall be liable for the cost of collecting such fees and any monies on a scale between attorney and client, which shall include tracing fees and collection commission, together with interest on the amount outstanding at 18% per annum calculating from due date to date of payment.
- I/we hereby choose as my *domicilium citandi et executandi* for purpose under this agreement the address given below.
- I agree to the prompt payment of school fees as follows:

Monthly from January to October for 10 months.

Once-off before 28 February.

I/we are going to apply for exemption from school fees. (Please note: this is not an application for exemption.

Exemption applications will be available at the financial office in January and must be returned before end of February.)

- Unless you instruct the school expressly and in writing to the contrary, your consent is given for the school to:
  - i. Collect, store and process information about you and any third party or divorced or separated parent responsible for payment of any or all amount owing in school fees;
  - ii. 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 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 former learners;
  - iii. 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, achievement or successes;
  - iv. 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 statement of fact contained, in any reference or report given by us; andThe 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.
- The signatory hereto hereby chooses *domicillium citandi et executandi* as indicated below. In the event of a change of address, parents are to notify the school in writing as soon as possible.

• **Consent in Terms of the Protection of Personal Information Act**

As parent/guardian and learner we accept and confirm that the information provided was given voluntarily and that the school may:

1. Store the data in its files and electronic systems;
2. Generate academic, attendance, behavioural and other school-related records and documents;
3. Use both the provided and generated data for purposes of providing services relevant to the enrolment and progress of the learner at the school (including, but not limited to contacting parents; placing the applicant in class; entering him/her in exams, competitions, leagues, etc.; updating the registers; and research and reporting on school demographics or performances);
4. Pass on when required to do so, school reports, testimonials and confidential reports and for statistical or research purposes or when legally required to do so.
5. Should the learner be admitted to the school, I hereby give\*/do not give\* permission for photographs to be taken for marketing purposes. If you do not give permission,

Please state reason:

.....

6. We hereby give the School and its chosen designate permission to process, check and confirm any of the details listed in this information

The parents as the competent persons, on behalf of their child (as data subject), by signing this document, hereby consents to the use of his/her personal information contained herein and confirms that:

1. The information is supplied voluntarily, without undue influence from any party and not under any duress;
2. The information which is supplied herewith is mandatory for the purposes of this application/agreement and that without such information, the school will not be able to process lawful information regarding the learner that is required in terms of the Schools Act and other related legislation and Departmental policies and requirements.
3. Failure to provide the information will result in the academic programme remaining incomplete which will result in the school's inability to award a qualification/process register an application for the matric exam or allow the learner to participate in any extra mural activity at the school.
4. The parent of the child acknowledges that he/she is aware thereof that he/she has the following rights with regard to such person information which is hereby collected. The right to:
  - 4.1 access the information at any reasonable time for purposes of rectification thereof;
  - 4.2 object to the processing of the information in which case this agreement/application will terminate in accordance with the provision contained herein;
  - 4.3 lodge a complaint to the Information Regulator.

**PARENT / LEGAL GUARDIAN**

I (full names and surname of person responsible for fees) \_\_\_\_\_

Address: \_\_\_\_\_

(physical address as *domicillium citandi et executandi*)

Work number:	
Cell number	
Email:	
Occupation:	
Employer:	

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

The above is valid from the day which it is signed by the parent/guardian to the day on which the learner officially leaves the school. It is a parent's/guardian's duty to inform the school as soon as any information supplied in this form changes.

**SOUTH AFRICAN SCHOOLS ACT, NO 84 OF 1996**  
 Regulations for the exemption of parents from payment of school fees  
**CHECKLIST**

NB: Mark the applicable box with an "X"	YES	NO
Has the principal/her representative informed you about the amount of annual school fees to be paid?		
Has the principal/her representative informed you that you are liable for the payment of school fees unless you are totally exempted from paying school fees?		
Has the principal/her representative informed you about your right to apply for exemption from paying school fees?		
Do you wish to apply for such exemption?		
Do you wish to be assisted in making such an application?		

**PLEASE NOTE:** This is merely an indication to the school and **NOT** an application for exemption. - Application forms will be available from the financial office in January and **must be returned** before the end of February.

\_\_\_\_\_  
 SIGNATURE OF PERSON RESPONSIBLE FOR SCHOOL FEES

DATE: \_\_\_\_/\_\_\_\_/20\_\_\_\_



### DECLARATION BY PARENT/GUARDIAN

I, \_\_\_\_\_ hereby declare that the information that I have recorded on this form is true and correct and hereby give the Chairperson of the School Governing Body or his/her designate, permission to check and confirm any details listed by me. I understand that should any of the information supplied by me is found to be false, action may be taken against me.

I further declare that I have ascertained myself of the school's Vision and Mission and undertake to respect the school's ethos, general rules and Learner Code of Discipline and the Parents Code of Behaviour and any related policy.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**SIGNATURE OF PARENT/GUARDIAN:** \_\_\_\_\_

### DECLARATION BY LEARNER

I, \_\_\_\_\_ hereby declare that the information that I have recorded on this form is true and correct and give the Chairperson of the School Governing Body or his/her designate, permission to check and confirm any details listed by me. I understand that should any of the information supplied by me is found to be false, action may be taken against me.

I further declare that I have ascertained myself of the school's Vision and Mission and undertake to respect the school's ethos, general rules and the Learner Disciplinary Code and any related policy.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**SIGNATURE OF LEARNER:** \_\_\_\_\_

### SHORTENED CODE OF CONDUCT FOR LEARNERS

The code of conduct is based on the published Schools Act of South Africa. The aim of the Code of Conduct is to:

<b>I have a right</b>	<b>AND It is my responsibility</b>
To be educated in a controlled and structured academic environment.	<ul style="list-style-type: none"> <li>- To create the opportunity for others to work without hindrance and to pay full attention. attend school regularly, to learn, and to work hard.</li> <li>- To cooperate respectfully with teachers and fellow learners.</li> <li>- To adhere to the rules and the Code of Conduct of the school.</li> </ul>
To be respected by other members of the school community, regardless of personal, religious or cultural differences.	<ul style="list-style-type: none"> <li>- To respect the individuality, convictions and beliefs of others, by allowing others to choose and practice the religion of their choice, and to hold their own beliefs and opinions, without fear or prejudice.</li> <li>- To respect the beliefs and opinions of others, and their right to express these, even when I strongly disagree with these beliefs and opinions.</li> </ul>
To freedom of speech and to voice opinion in a mature, tactful and appropriate manner.	<ul style="list-style-type: none"> <li>- To listen to and respect the opinions of others.</li> <li>- Not to express views which advocate hatred, or are based on prejudices with regard to race, ethnicity, gender or religion.</li> <li>- To take responsibility to ensure this right is not abused by myself or others, to not tell or spread lies or insult people.</li> </ul>
To the security of my person and my property.	<ul style="list-style-type: none"> <li>- To not hurt, bully, or intimidate others or to allowing others to do so.</li> <li>- To solve conflict in a peaceful manner.</li> <li>- To respect the property of others.</li> <li>- To take pride in and protect both private and public property and not to take what belongs to others without their permission.</li> </ul>
To make use of available school facilities and property when the time is appropriate to do so.	<ul style="list-style-type: none"> <li>- To respect and maintain the school's facilities and property.</li> <li>- To clean up the school environment even when not being asked to do so.</li> <li>- To maintain a clean and litter free environment.</li> </ul>
<b>I have a right</b>	<b>AND It is my responsibility</b>
To the support of the school in my participation in cultural, sporting or academic activities.	<ul style="list-style-type: none"> <li>- To engender and to uphold school spirit by participating in and supporting cultural, sporting and academic activities.</li> <li>- To work hard and do my best in everything I do.</li> <li>- To recognise that living a good and successful life involves hard work, and that anything worthwhile only comes with effort.</li> </ul>
Where possible and where appropriate to be involved in and informed about decisions taken in the school through appropriate channels	<ul style="list-style-type: none"> <li>- To use the correct channels to make informed decisions, provide input or give suggestions</li> <li>- To respect the decisions made and react to them in a mature and sensitive manner, even if the decisions are not what I wanted.</li> </ul>
To be allocated textbooks and appropriate learning material which are in a serviceable and usable condition.	<ul style="list-style-type: none"> <li>- To care for my books and return them as I received them.</li> <li>- To ensure that all my textbooks and additional centre fees are fully paid up on time.</li> </ul>

#### **E EIGHT (8) BASIC SCHOOL RULES:**

1. Follow the instructions the first time they are given.
2. Be punctual and well-organised.
3. Keep hands, feet, objects and words to yourself.
4. Listen while somebody else is speaking.
5. Look after all property.
6. Behave appropriately at all times.
7. Accept responsibility and authority diligently.
8. Accept accountability

#### **GENERAL RULES.**

- Learners must adhere to the school uniform requirements at all times - the school retains the right to send learners home who are not correctly dressed during normal school hours as well as during exam/test periods.
- Any indecency or any other act that the Principal deems to be unacceptable which is not covered by the scope of the Code of Conduct, will be dealt with accordingly.
- The school has the right to contact SAPS in cases where it's deemed necessary to do so.
- Learners and parents must ensure that all contact and medical information is correctly and comprehensively completed in the diary to ensure a safe environment for all, as this information is critical in the event of an emergency.
- Learners must note all homework given in their issued diary.
- The study guide (diary) must at all times be in the possession of the learner as a form of identification. The study guide (diary) school property and learners are responsible for its care and safekeeping.
- If a learner lost his/her study guide (diary), a replacement fee must be paid at the finance office before a new one will be issued.
- In cases of Schedule 1 or 2 offences, or events involving a learner, the school will try and contact parents immediately. The school has the right to contact the SAPS where and when deemed necessary.
- Under no circumstances will learners be allowed to sell anything at school, or advertise anything unless it relates to school fundraising or a project for which the Principal has sought the necessary permission.
- Disrespect towards the national symbols (national flag, anthem, etc.) of the Republic of South Africa as well as the school flag or anthem will not be tolerated.
- No ill-disciplined, inappropriate, uncontrolled and/or disruptive behaviour in classrooms, on school premises, during school trips/excursions or at any school function will be tolerated. This constitutes either Schedule 1 or Schedule 2 offences and will be dealt with accordingly.
- No action or incident that might bring the school into disrepute will be tolerated.
- No learner/staff member may engage the media in terms of internal school matters or bring the school into disrepute on any public platform, including social media. Such actions fall under Schedule 1 offences and will be dealt with accordingly.
- All litter must be thrown into the bins provided and not thrown around the classes or school.
- Learners may not disregard, undermine or jeopardise the authority of the Principal or staff of the school.
- Disruption of classes or school by learners is unacceptable. These actions may either be Schedule 1 or Schedule 2 offences and be dealt with accordingly.
- Learners are not allowed to enter restricted areas (refer to map of school).
- Learners must have a bookcase that provides adequate protection for textbooks/scripts. Plastic suitcases or bags are NOT allowed.
- Learners only enter the school through Gate 6.
- The school's core business is quality teaching and learning. Therefore kissing, fondling, sexual remarks or sexual acts are prohibited on the school terrain.
- NO initiation of a new learner will be allowed.
- Educational guidance, support and counselling are available to learners. Learners will receive a letter/note in their diaries when he or she has visited the Educational Support Counselling and Guidance Teachers, for re-admittance to class.
- All counselling matters must be referred to the social worker at school.

#### **ABSENTEEISM:**

- Learners may only leave the school grounds after a written request from the parent(s) has been received.
- Medical appointments should be arranged for after school hours unless an emergency arises.
- Appointments for learner's licence will only be granted to Grade 11 and Grade 12 learners once a year (not during exam)
- Parents should inform the school in writing, of a learner's absence on the first day the learner attends school again. Learners may only be absent from school due to illness or a valid reason from their parents. In case of the absence of a learner, the parent should phone the school early in the morning to inform the grade head. Parents should explain the reason for absenteeism in writing on the day of return.
- Absenteeism during tests or examinations should be confirmed with a medical certificate.
- It is always the responsibility of the learner to make an arrangement to write the test when he/she returns to school. This should be done during the first lesson otherwise the marks will be forfeited.
- School hours and lessons should be strictly adhered to. Learners have four minutes to change class. Learners must be on time for and attend assembly/register class in the mornings. School starts daily at 07:40 and closes 14:00.
- A learner who is late for school, first has to report to the administrative office with his/her diary. Learners who are

repetitively late for school will have to attend detention after school

#### **CELL PHONES & OTHER ELECTRONIC MOBILE EQUIPMENT**

- Learners are not allowed to bring computer games, cd players, radios, cell phones, iPods, tablets, Bluetooth speakers etc. to school - unless permission to do so has been obtained from the Principal.
- Cell phones and smart watches may not be used during school time, only before school, during break and after school. Cell phones and smart watches must be switched off at all times during official school times.
- Smart watches are watches that have the ability to connect to any electronic device, such as a cell phone or tablet, and as such are not allowed at school.
- Learners may not listen to music or view any videos, WhatsApp messages, on their earphones/earbuds or Bluetooth speaker through their phones in any way during school hours or any school activity or contact session.
- Cell phones and electronic equipment used contrary to this rule will be **confiscated** immediately and will be retained in accordance with the Cell phone Policy and procedures of the school as follows: For the release of a cell phone the PARENT/LEGAL GUARDIAN must pay a R200.00 storage fee at the office upon producing the receipt issued by the office and having produced official proof of identity to the school.
- Confiscated cell phones/electronic equipment will only be returned to the parent/legal guardian accountable upon payment of the above charges. No other family member (eg. brother, uncle etc.) or friend may collect the items.
- Cell phones are brought to school mainly and solely at own risk and NO investigations regarding losses or thefts will be undertaken by the school.
- No learner may record any audio or visual material (including photos and videos) on his/her phone during school times. This is to protect the integrity of the school and the rights of all stakeholders.

#### **SCHOOL GROUNDS**

- Any person who enters the school (including learners, parents and visitors) may be subjected to be searched and do so at his/her own risk.
- All visitors must show a valid form of identification before entry to the school will be allowed.
- All parents who want to visit the school must first phone and make an appointment.
- All visitors will be screened in terms of the COVID-19 safety measures and enter their details in the register.
- All visitors will adhere to mask wearing, sanitizing and keeping the safe distances.
- NO visitors are allowed for learners.
- NO deliveries for learners (such as take-away food etc.) may be delivered to the school during school hours.
- NO educator or staff member is allowed to order and receive any food on behalf of a learner.
- A visitor's card will be issued at the entrance gate.
- All visitors must report to the front office and may not enter the school grounds.
- Damaging plants and trees are forbidden.
- NO gatherings and meetings in the toilets.
- Dangerous games and stone throwing are prohibited. Any educator has the right to stop any game/activity he/she considers dangerous or inappropriate.
- NO learner is allowed near staff or other vehicles.
- Any learner who brings any bottle in, may be subjected to be searched and the bottle being opened and the content thereof being inspected. Any suspicious containers or bottles will be confiscated to safeguard the entire school community.
- The school is a drug free, smoke free, violence free and weapon free zone.
- No fence jumping by any person is allowed.

#### **CARE OF SCHOOL PROPERTY**

- Every learner is expected to protect and use all school equipment and facilities with care.
- Graffiti is seen as vandalism and will be dealt with as a Schedule 2 offence.
- Vandalism will not be tolerated and is seen as a Schedule 2 offence.
- No fire extinguishers of any kind may be used or tampered with unless there is a fire. Tampering with such equipment is a Schedule 2 offence and will be dealt with accordingly.
- Any learner who intentionally abuse, damage or deface any school property will be charged with a Schedule 2 offense and be dealt with accordingly. The learner's parents will also be billed for the replacement/repair costs involved.

#### **PROPERTY OF LEARNERS**

- Learners are encouraged to look after their personal belongings and are responsible for their property.
- Learners are encouraged not to bring valuable items to school.
- The school is NOT liable for any loss or damage to personal property.
- Stealing/theft/robbery is a Schedule 2 offense and will be dealt with accordingly.

#### **DRUG, ALCOHOL AND WEAPON FREE ZONE**

- The school is a place of safety where laws pertaining to public spaces are applicable.
- No dangerous object or illegal drugs as defined in the SA Schools Act or the Safety Regulations will be brought onto and/or used on the school property unless authorized by the Principal for educational purposes. Dangerous objects include knives, firearms or any other item that could harm a person. Learners may be subject to random searches.

- The carrying and/or smoking of cigarettes, e-cigarettes, hookah pipes, cigars, any tobacco related product and/or paraphernalia including, but limited to matches, firelighters and any smoking product by learners is strictly prohibited.
- Alcohol is not permitted on school premises or during any school activity.
- The carrying of and/or consumption of illegal substances and drugs is prohibited. Learners may be tested for drugs in accordance with SASA. Learners found in possession of illegal substances will be dealt with through the disciplinary channels and the SAPS.
- The existing education law and policy is not altered by the Constitutional Court Judgment colloquially referred to as "The Cannabis Case". Cannabis (*dagga*) is an illegal drug and the Regulations for Safety Measures at Public Schools specifically state in regulation 4 that all schools are declared "drug-free". In regulation 4(2) "No person may— ... (b) possess illegal drugs on public school premises" and "(e) enter public school premises while under the influence of an illegal drug or alcohol". Regulation 3 provides for searching any person on the premises on reasonable suspicion that illegal drugs may be on the person or on the premises. The use or cultivation of cannabis on school premises is still unlawful because there is no expectation of privacy. If the personal use in private results in the person being on the school premises under the influence of the effects of it, it is unlawful.  
The school premises, including offices and school grounds, are public space. The provisions in the school's drug policy and Code of Conduct are applicable to all persons on the property, including members of the general public.

#### **VIOLENCE, BULLYING, CYBERBULLYING AND FIGHTING**

- No form of violence, fighting, bullying, cyberbullying or threatening of any kind will be tolerated.
- Cyberbullying is defined as: The process of using the Internet, cell phones, social media platforms or other electronic devices to send or post texts, messages or images intended to hurt, harass, harm or embarrass another person.
- Foul language/swearing will not be tolerated.
- The misconducts under this section constitute either a Schedule 1 or Schedule 2 offence, depending on the nature of the misconduct and will be dealt with accordingly.

#### **CODE OF CONDUCT FOR PARENTS:**

As a parent of Hoërskool Voortrekkerhoogte High School I/we undertake to the following code of conduct:

- to conduct ourselves in a way that does not harm the school's reputation or embarrass staff members or learners.
- to not exhibit disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including team matches.
- that the use of loud/or offensive language, swearing, cursing, using profane language or displaying temper is prohibited.
- to not threaten to do actual bodily harm to a member of school staff, governor, visitor, fellow parent/carer or learner regardless of whether or not the behaviour constitutes a criminal offence.
- to not make use of abusive or threatening e-mails or text/voicemail/phone messages or either written communication.
- to not make use of defamatory, offensive or derogatory comments regarding the school or any of the learners/parent/staff, at school, on Facebook, Twitter or other social media sites. Any concerns that I/we have must be made through the appropriate channels by speaking to the grade head or Principal, so that they can be dealt with fairly, appropriate and effectively for all concerned.
- that the use of physical aggression towards another adult or child is prohibited. This includes physical punishment against my/our own child on school premises.
- that I/we may not approach someone else's child in order to discuss or chastise them because of the actions of this child towards my/our own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences.)
- to apply self-constraint and show respect, courtesy and tolerance towards each other, educators, learners, fellow spectators, coaches, referees, judges and opponents.
- to not intimidate educators, participants, coaches, referees or judges.
- to conduct ourselves in accordance with the code of ethics required by a particular cultural activity or sporting code.
- that physical violence, defamatory and offensive language or indecent signs during sport matches or other activities is strictly prohibited.
- to refrain from making negative remarks or using improper language when interacting with referees, other officials, judges, players or their opponents' supporters.
- when attending any activity of the school we shall comply with the requests and arrangements of the school concerned and/or the organisers.
- that the use of alcohol and illegal drugs during any school activity is strictly prohibited.
- that no weapons or dangerous objects may be brought onto the school ground, unless intended for official work purposes, such as in case of SAPS officers.
- that parents may only smoke in the designated smoking areas, and only if this does not interfere with the learners' education or activities. Consult the school's smoking policy, which stipulates the designated smoking areas.
- that parents are requested to keep school grounds neat and tidy, and that littering is prohibited.