

RANDBURG

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- randburg@oceansprivateschool.co.za
- 7 June Avenue, Bordeaux, Randburg

THOHOYANDOU

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- thohoyandou@oceansprivateschool.co.za
- Cnr Vuwani & Punda Maria Rd, Zwavhavhili

MIDRAND

- 010 023 4256 | 079 757 0580
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- 748 Richards Drive, Elite Business Park, Midrand

- A R1,500.00 (non-refundable) administration/registration fee is payable when submitting this contract for all new learners.
- A new parent learner contract should be completed before the end of the year for existing learners that will be continuing studying at Oceans for their next academic year, R500.00 administration should be paid upon handling this parent/learner contract.

REQUIRED DOCUMENTS

- The learner's birth certificate or ID documents or Passport
- School Report
- 2 Passport Photos of the learner
- ID/Passport and Asylum documents of parents/ Guardian or a person responsible for payment of the fees
- Transfer letter from the learner's previous school

Parent / Learner Contract

A. Student Information

Surname: _____

First Names: _____

Date of Birth: _____

Gender: _____

Age: _____

Language: _____

Nationality: _____

Religion: _____

Population Group: _____

Address: _____

Current Grade: _____

Grade Entering into: _____

Current School: _____

Contact Number: _____

Fax Number: _____

Medical Aid: _____

Name of the Doctor: _____

Doctor's Contact No.: _____

B. Father / Guardian Information

Surname: _____

First Names: _____

ID / Passport No: _____

Nationality: _____

Marital status: _____

Employer Name: _____

Work Address: _____

Telephone Number: _____

E-mail address: _____

Contact Number: _____

Home Address: _____

Postal Address: _____

Do you stay with the applicant?

☐ Yes ☐ No

Next of Kin: _____

Relationship to applicant: _____

Contact No.: _____

Initial here: _____

C. Mother/ Guardian Information

Surname: _____

Home Address: _____

First Names: _____

ID / Passport No: _____

Postal Address: _____

Nationality: _____

Marital status: _____

Do you stay with the applicant?

☐ Yes ☐ No

Employer Name: _____

Work Address: _____

Next of Kin: _____

Telephone Number: _____

Relationship to applicant: _____

E-mail address: _____

Contact No.: _____

Contact Number: _____

D. General Information

- Do you have any family or friends currently in the school?
- If yes, state the grade and name of such student/s: _____
- How did you hear about us? Example: Friend, advert, church, current student, past student, etc.: _____
- Approximately how far do you live from school (required by GDE for statistical reasons)
☐ 5kms or less ☐ 10kms ☐ 15kms ☐ 20kms ☐ 25kms or more

E. Legal Guardian or Person/s Responsible For Payment Of Fees

Surname: _____

Name: _____

I.D. Number: _____

Marital Status: _____

Are you a South African Citizen ? ☐ Yes ☐ No

If not, details of citizenship and South African status: _____

Occupation: _____

Company employed by: _____ Tel No: _____

E-mail address: _____

In the event of the parents being divorced, is it required that a copy of the student's report be sent to the non-custodian parent and / or fee payer as well?

☐ Yes ☐ No

If yes, provide the postal address to which a copy of the student's report is to be sent.

_____ Postal Code _____

In the event of the parents being divorced, the onus rests entirely on the person completing this form to ensure that the parent and/ or guardian and/or other entity stipulated as the fee payer is in term of the agreement of settlement and/or court order handed down in respect of divorced, that the fee payer is correctly stipulated as in terms of such court order. In the event of the person responsible for the payment of fees fails to effect payment of fees when due, the person signing this application form shall be responsible for payment of any fees due to Oceans Private School.

F. Entity (e.g Trust) Responsible For Payment Of Fees

Name of Entity: _____

Is the said entity a close corporation, company or trust? _____

Responsible person: _____

Registration Number of the trust/company: _____

Street address: _____

Street address: _____

Contact No: _____ E-mail address: : _____

If the entity or Trust fails to pay the fees for any reason whatsoever, the person signing this application form shall be responsible for payment of any fees due to Oceans Private School.

G. Conditions Of The Contract

- This contract is between me and Oceans Private School (Pty) Ltd.
- I will make payments before the 2nd of every month.
- If I fail to pay my fees before the 2nd of every month, penalty of R800.00 will be charged on my account for late payment, and it should be paid immediately with the outstanding fees before a learner is accepted in class.

[Signed : _____ (Parent) Date: ____ / ____ /20__]

- If I withdraw my child from this institution without proper reasons, the school will have a right to claim the outstanding money from me.
- Oceans Private School will charge a 25% fee on any refunds processed through its bank account or offices, whether due to intentional or unintentional circumstances, to cover administration and/or bank costs.

- My child should attend all lessons without fail. If my child does not attend classes for more than a week either for owing fees or without any valid reason , he/she will be de-registered.
- My child should remain disciplined, punctual for lessons and dedicated to his / her studies throughout the study period.
- If a parent/guardian has complaints, queries or any related issues regarding the school, teachers, administration or anything relating to his/her child such matters should be brought to the attention of the school principal in a professional manner, yelling and/or shouting, insults, threats of whatsoever nature in the school premises, will result in the suspension/expulsion of the learner from the school.
- No transfer or reference letters will be issued by the school until all the yearly school fees is paid in full regardless of the reason for the transfer.
- No report(school results) will be issued to a learner if he/she is owing the school.
- No stationery brought to school by a learner/parent/guardian will be refunded in the event that the parent/guardian decided to withdraw the child or the child is expelled from school. Similarly, uniform is not returnable for refund when a learner has been expelled or withdrawn from school for whatsoever reason(s).
- Parents need to give three months notice to the school prior the transfer of their children.
- Stationery, textbooks and uniforms are compulsory.
- Reports (school results) will only be issued to the learners who have brought all their stationery to school.
- All children should be accompanied to and from school gate by the parent/ legal guardian/responsible adult. No child will be allowed to leave the school premises without adult supervision or written notice to Oceans Private School Admin.
- I the parent / legal guardian promise to pay Oceans Private School and all its affiliates' the costs for the loss or damages of school property caused by my child. I understand that all reasonable care will be taken to prevent such loss as mentioned before.
- As part of the school curriculum, all learners are required to participate in sporting activities. If your child is not allowed to participate in any sporting activities due to medical conditions the parent or legal guardian must notify the School in writing.
- By signing this form, the Parent/legal guardian acknowledges Oceans Private School's Security Policy and confirms that their child will abide by the terms of the Security Policy.
- I hereby grant permission to Oceans Private School to use photographs and/or videos of my child taken during the period of his/her enrolment at Oceans Private School in publications, news releases, online, and in other communications related to the mission of Oceans Private School even if my child has left Oceans and unless I have notified the school in a written notice for a period of a year to stop using such material.
- If a learner is expelled from the school for whatsoever reason(s), no fees or any amount of money paid to the school will be refunded, whether the learner has attended classes or not.
- Should you, the parent / legal guardian decide to withdraw your child from Oceans Private School, a full term's written notice of termination of the agreement is required, for which time period you will remain liable for the School Fees.
- Take note that School hours are from 07:30am to 3:00pm for primary school and 07:30 am to 4:00pm for high school, Monday to Friday.

I. Learner Code Of Conduct

Every learner at Oceans Private School is subject to the School's Code of Conduct and signing of this application form is agreeing to the Oceans Private School Code of Conduct.

A breach of Oceans Private School Code of Conduct will result in disciplinary actions. The aim of the School Code of Conduct is to promote academic performance and positive social conduct.

1. Learners shall not steal, insult, fight, have sex, kiss, smoke anywhere around the school premises.
2. Learners shall not use controlled substances or alcohol at the school premises.
3. Learners shall not cause damage to Oceans Private School property through wilful acts or negligence.
4. Learners shall communicate individually or with their parents to the school management on matters affecting them.
5. Learners shall not engage in any acts of violence or carry weapons to school.
6. Learners shall at all times act with due diligence while at the school premises and shall dress appropriately.
7. No party-political activities shall be conducted at Oceans Private School premises.
8. Learners shall accept the results of their examinations and supplementary examinations both internally and externally as final subject to the standard remark procedures.
9. Learners shall not bring friends or visitors into the classrooms without the permission of the school management.
10. Learners shall comply with the rules and regulations published by Oceans Private School from time to time.
11. Oceans Private School has a booklet with Rules and Regulations which can be availed to anyone on request.

OCEANS PRIVATE SCHOOL GENERAL SCHOOL POLICY

The policy has been drafted in accordance with the applicable provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Schools Act, Act 84 of 1996 ("SASA Schools [Government Gazette 22754/2001: Notice 1040 School Health Policy ("National Department of H and Nutrition Sub-Directorate: Child Health National School Health Policy and Implementation Guidelines June 2002") and other applicable legislation

In accordance with the Regulations for Safety Measures at Schools, Oceans Private School is a violence and drug free school. This policy aims to give practical effect to this statement and to protect the well-being of the school's staff, learners, parents and other stakeholders in order to create a healthy school environment necessary for excellent education

1. Definitions

'Hazardous' object means:

- (a) any explosive substance or device;
- (b) any firearm or gas weapon;
- (c) any item, object or instrument that may be used to cause physical harm to a person or damage to property, or temporary paralysis or loss of consciousness; or any object that the Minister has declared a hazardous object for the purposes of SASA by way of notice in the Government Gazette, unless such object is used for educational purposes.

'Illegal drug' means any illegal substance with an intoxicating effect.

'School grounds' include any building, structure, hall, room, office, recreational area, land or demarcated area under the school's control, of access or to which he/she is usually/ may be allowed entry.

'School activity' means any official educational, cultural, recreational or social activity of the school, either at or away from the school premises.

'School principal' means the principal of the school, who acts by the authority of the governing body.

'Supervision' means the management and control of learners at the school and during school activities. Other terms used in this policy shall be interpreted in accordance with the meaning attached to them in SASA.

2. Violence and Drug-Free School

2.1 No person may:

- (a) Allow the use of any hazardous object on the school grounds; (b) have any hazardous object on the school grounds;
- (c) Store any hazardous object on the school grounds, unless in officially designated places determined by the school principal;
- (d) Have any illegal drugs on the school grounds;
- (e) Enter the school grounds while under the influence of any illegal drug or alcohol; (f) cause any form of violence or disorder that may have a negative effect on any school activity;
- (g) Knowingly condone, close his/her eyes or, hide, encourage or instigate the possessions of any hazardous object, or refuse, fail or neglect to report the sighting or presence of any hazardous object on the school grounds to the departmental authorities or the police as soon as possible; and the school grounds to the departmental authorities or the police as soon as possible; and
- (h) Cause any direct or indirect harm to anyone who attempts to expose another who tries to frustrate the prevention of hazardous objects and activities.

2.2 A police officer or, in his/her absence, the school principal or his/her nominee may, without a warrant:

- (a) Search the school if he/she reasonably suspects that a hazardous object or illegal drug is present on the school grounds;
- (b) Search any person on the school ground's; and
- (c) Confiscate any hazardous object or illegal drug that is found on the school grounds or a person in contravention of the provisions of this policy.

2.3 During a school activity, no educator, parent, learner or any other person may be in possession of or use any:

- (a) alcohol;
- (b) illegal drugs;
- (c) illegal substances;
- (d) hazardous objects
- (e) or any other prohibited object or substance

2.4 Fighting - Violent Behaviour;

Violent Behaviour:

1. Students who fight, assault or verbally abuse other people will be suspended. The length of suspension will depend on the severity of the incident and the degree of involvement of the individual student. The police may be involved.
2. Where the abuse is deemed to constitute an attack by two or more students on another, whether provoked or unprovoked, the police may be involved and the length of suspension will be ten (10) school days or expulsion depending on the severity.
3. Students, who, in the absence of mitigating circumstances, assault another person to the extent that serious bodily injury requiring medical intervention ensues, shall be recommended for expulsion and the police will be involved, the student and /or the parents will be responsible for the medical costs of the injured student.
4. Where the offence involves any form of sexual harassment, the procedures outlined in the section of this Policy relating to harassment will be applied. The police may be involved and sanctions will be applied according to this policy. (School Board Safe and Caring Schools Policy.)

Following the incident, the principal will ensure that a written report is placed in a confidential school file and a confidential copy is sent to the appropriate director.

2.5 Insubordination

Insubordination is a wilful disregard of directives issued by a staff member (administrator, teacher, aide, secretary, bus driver, caretaker, support staff etc. It is a blatant disrespect towards authority.

At the discretion of the principal or vice-principal or teacher or nominee, students may face the following consequences:

- detention(s)
- community work, with a written apology by the student and signed by the parents.
- disciplinary hearing, if necessary, including parents.
- Suspension
- Expulsion

Further offenses: meeting with the student and principal or vice-principal, parents, resulting in possible suspension, community work, or recommendation for school expulsion.

3. Standard of Honesty, Respect for Property

In recent years, we have made a strong statement relative to the school's attitude towards honesty and cheating. The following activities are unacceptable:

- (a) Lying/falsely accusing someone and / being a false witness
- (b) The lending and copying of homework or assignments
- (c) Plagiarism

- (d) Cheating (cribbing) on tests or examinations
- (e) Stealing of tests, examination, or personal property
- (f) Breaking or damaging school property
- (g) Acts of dishonesty, such as breaking into an individual's locker desk, or school bag.

These offenses range in their degree of severity and thus punishments will be imposed accordingly. The principal and his staff will be the ultimate authority in determining the action taken against offending students.

(We realize we are fighting a trend in which, in some areas, is now considered less serious than in the past.

Nevertheless, we are determined to do everything possible to instill a strong and real sense of honour in the hearts and minds of Oceans Private School students.)

4. Cellphones, Beepers, Radios And Any Other Electronic Devices

The use of cell phones, beepers and i-pods, radios, or any other electronic device, during the school day is a disruptive influence of the daily routine of the school, its students, teachers and the school community.

Students are using cell phones and other electronic devices not only to communicate, but to take pictures, record videos etc, which can be considered as an illegal activity. For this reason, students are not permitted to have cell phones/beepers, MP3 player, iPods, or any other electronic devices in the classroom, or use them in the building during the school day.

A student who possesses cell phones and/or beepers, MP3 Players, iPods, or any other electronic device must switch them off and not use them during class time or in classrooms and/around the school premises or grounds during the school day for transmission or reception.

For emergency situations to call their parents, students may request to use a telephone at the main office. Teachers may permit, by exception, i-pods or radios in their classroom if it may be used for educational purposes.

Students who do not adhere to this stipulated regulation will have their Cellphones, Beepers, MP3 Players, iPods, Radios or any other electronic device confiscated for a period of two weeks and thereafter the concerned learner must pay a penalty fee of R500.00 (Five hundred rands) in order for them to get their items immediately or if they cannot afford to pay the penalty, the confiscated item will be kept by the school until the end of the school calendar. Should a learner wish to bail the confiscated item immediately, a fine of R1000.00. (One thousand rands) will be demanded to release the item.

Please note that the school nor its employees will not be held responsible for the loss of any item confiscated from a learner. It is the responsibility of a parent and a learner to make sure that they do not bring any of the electronic devices or any prohibited items to the school.

If the same learner is found to be bringing the cellphone or any other prohibited electronic devices or items for the second time within the same academic year, the item will be confiscated and learner will be suspended with immediate effect for 2 weeks and a penalty will be required as in the paragraph above. A learner will be expelled from school if they are found to have violated the above policy more than twice. If a learner/parent is fighting in a forceful way to retrieve a confiscated item. The item will be handed over with a transfer letter.

5. Dress Code

The school has always set high expectations for its students. We pride ourselves on maintaining personal standard of conduct and dress.

Once again Oceans Private School is reaffirming its commitment to the highest possible standards of student conduct and dress. We will be expecting our student leaders at all grade levels to set a positive example. School policy requires that students be neatly attired at all times. Clothing should be clean, and in good repair and should be worn in traditional ways.

All Oceans Private School parents are asked to support the school's code of dress by seeing that their child is properly attired when leaving home in the morning. Any students not adhering to the dress code will be sent home and will be expected to return to the school properly attired as soon as possible and/or will be taken out of the classroom and be put in a waiting area until a parent or guardian brings the right uniform for the learner.

Students inappropriately dressed may face the following consequences:

- detentions,
- suspensions or
- possible recommendations for expulsions for insubordination

Second offenses will lead to suspension, or recommendation for expulsion for insubordination.

Students should wear clothing that reflects a positive learning environment free from distractions. It is expected

that students wear appropriate, neat and clean clothing at all times and in this case Oceans Private School approved uniforms.

The rules above also apply when learners have been allowed to wear casual as and when the school has approved.

Examples of unacceptable clothing include and not limited to:

- Clothing/jewelry which depict drugs, alcohol, beer, violence, profanity or inappropriate language/message, ripped or torn clothing.

Muscle shirts, spaghetti straps, tube tops, see-through clothing and tops showing visible cleavage.

- micro skirts and very short and revealing shorts.
- midriffs and backs must be covered
- pants must be worn at the waist so as not to show undergarments.
- footwear must be always worn
- running shoes in the gymnasium, and suitable footwear elsewhere.
- sleepwear is not acceptable attire for school:
- Hats/tuques/bandannas/visors /except for religious headgear or Oceans Private School permitted attire) are not to be worn in the school.

Hats worn in school, or any other inappropriate clothing will be confiscated and deposited at the main office and can only be retrieved at the discretion of the principal and/or vice-principal and upon paying a penalty fee of R100.00 (one hundred rand) per item confiscated. Consequences for inappropriate dress, at the discretion of the principal or vice-principal, or any other nominee of Oceans Private School, may include:

- a student being sent home.
- parent being called to deliver appropriate clothing.
- detention (first offense):
- suspension/recommendation for expulsion (consequent offenses for insubordination):

Hats (other than Oceans Private School hats) and any other non- school uniform worn in school will be confiscated.

Learners are not allowed to wear any other non-uniform item on top of Oceans Private School uniform whether in the school grounds or outside the school yard or on their way back to their homes. If found doing so the consequences listed above will apply.

Learners are not allowed to carry in their school bags, non-uniform school items to school. Such items if found will be confiscated and be kept at the main office until the end of the academic year or pay a penalty fee of R100,00(One Hundred rand) per item.

A student may be given a T-shirt to wear to hide inappropriate clothing and the parent will be responsible for the cost of that T- shirt.

6. Cyber Misconduct and Cyber Bullying

Cyber misconduct involves the use of information and communication technologies such as e-mail, any form of social media, cell phone, and pager text messages, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

Such acts are considered harassment and criminal acts and will be dealt with accordingly. Oceans Private School takes cyber misconduct seriously and student taking part in cyber-bullying will be dealt with severely.

A learner found guilty of such acts may face the following consequences.

- detentions,
- suspensions or
- possible recommendations for expulsions for insubordination

7. Harassment - Physical, Verbal, and/or Cyber Bullying

7.1 **Harassment**, which in some cases may be described as bullying, can be psychological or physical.

Specific examples include but not limited to.

- a. unwelcome leering or staring.
- b. unwelcome racial slurs, epithets, threats, verbal abuse, derogatory comments, or degrading descriptions.
- c. unwelcome communication including that about an individual's body, attire, racial origin, or overly personal comments.
- d. unwelcome invasion of an individual's privacy.
- e. unwelcome jokes, stories, drawings, pictures, or gestures.
- f. the spreading of malicious rumors
- g. suggestions or demands for payment accompanied by implied or explicit threats (taxing).
- h. cornering or blocking normal movements.
- i. misuse of power or position.
- j. stalking

The Oceans Private School Board believes that everyone in our community is entitled to a safe, secure, and respectful environment free from all forms of harassment and violent behavior.

Generally, harassment consists of repeated acts, however, a single action may also be considered to be harassment.

7.2 **Harassment** includes:

- a. any action, intentional or not, including action of a sexual nature, directed at an individual or group by another individual or group who knows or ought to know that this action is unwanted: (NOTE; ignorance of the law is not an excuse)
- b. any implied or explicit bribe, and/or threat of reprisal.
- c. any behavior, verbal or physical, which creates an intimidating or hostile atmosphere:
- d. any action, intentional or not, that demeans an individual or group:
- e. any perceived threat to or abuse of personal property.

At the discretion of the principal or vice-principal or teacher students will face the following consequences: a meeting of the student and his or her parents with the principal or vice-principal, and school counselor. One or more after school detentions will be assigned. The offender will be given an assignment/punishment, suspension from school and/or expulsion.

Further Offenses: A meeting of the student and his or her parents with the principal or vice-principal and the school counselor; resulting in possible suspension, and/or community work, or recommendation for school expulsion; may include police involvement.

At the discretion of the principal or vice-principal students may face the following consequences: detention(s) and parent notification.

Further offenses: Meeting with the principal or vice-principal resulting in possible suspension and/or community work, or recommendation for expulsion

8. Leaving School Without Permission

A parent/guardian requesting that their child be excused at a time earlier than regular dismissal time must submit a parental note to the Main Office prior to first period. This note must contain the reason for early dismissal as well as the time the child will be leaving. The child must sign out at the Main Office before he or she leaves the building. Since the hours spent in class are most important to the student's educational success, it is urged that early dismissals be confined to matters of urgency and necessity that cannot be handled outside of school hours.

Should a student fall ill during school hours, the student is requested to report to the main office.
 Authorization from administration is required before a student may leave the building. The student again must sign out before leaving. At the discretion of the principal or vice-principal students who fail to follow this protocol will face the following consequences: one or more after school detentions and parent notification or suspension.

Further offenses: Meeting with the principal or vice-principal resulting in possible suspension and/or community work, or recommendation for expulsion for insubordination.

9. Gambling And Stealing

No form of gambling is permitted in the school premises. Students found in position of coins/money, cards, dice or any gambling item(s) of any kind will face one or more detentions and/or suspension and/or community services. The item will be confiscated for appropriate disposal by the administrator. The student will be counseled to enter a counselling program; the student may be suspended from school for a period of up to ten days, which may include community work. Parents/legal guardians will be informed of the infraction.

Stealing is a serious offence which is considered a criminal acts and will be dealt with accordingly.

Note that the above policy applies even if the learner is outside the school boundaries and while wearing an Oceans Private School uniform.

A learner found guilty of such acts may face the following consequences:

- detentions,
- suspensions or
- possible recommendations for expulsions for insubordination

10. Drugs, Alcohol And Tobacco Policy

The school's policy on drugs and alcohol is that possession, use, or selling of drugs or drug paraphernalia, and alcohol in the school (on school property or school sanctioned activities) is prohibited. The consequences of any such behavior by students will be severe.

At the discretion of the principal or vice-principal students may face the following consequences:

First offense: the substance, related paraphernalia, or alcohol, etc. will be confiscated. (For appropriate disposal by the principal or vice-principal.) The police may be contacted for assistance. The student may be required to complete a special assignment related to the infraction; and the student may be prohibited from participation in, or attendance at, specific co-curricular activities for a period of time to be determined by the administrator; the student may be suspended from school for a period of up to ten days, which may include community service.

Parents/legal guardians will be informed of the infraction. The student may be referred to a drug counselor for assessment needs.

Second offense: the substance, related paraphernalia, or alcohol, etc. will be confiscated. The police may be contacted for assistance. The student will be referred to a counsellor or a social worker for a preliminary interview. If further assistance is indicated, the student will be required to attend follow-up sessions, which may include referral to outside agencies. The student may be required to complete a special assignment related to the infraction; the student may be prohibited from participation in, or attendance at, specific co-curricular activities for a period of time to be determined by the principal or vice-principal; the student may be suspended from school for a period of up to ten days, which may include community service. Parents/legal guardians will be informed of the infraction. The student and parents will be referred to family and drug counseling.

Third offense: the substance, related paraphernalia, and alcohol, etc. will be confiscated. The police may be contacted for assistance, The student may be recommended for expulsion.

Parents/legal guardians will be informed.

The school reserves the right to search any student or his or her locker, if that student is suspected of having tobacco, drugs, or illegal substances or stolen items.

Note that the above policy applies even if the learner is outside the school boundaries and while wearing an Oceans Private School uniform.

NOTE: Drug Trafficking - For any infraction where the use or possession of alcohol or an illicit drug is for the purpose of trafficking/supplying: a) the police shall be called to investigate; b) the student(s) may be expelled.

11. Taping Recording During Class

Audio or videotaping of class activities is strictly forbidden unless specific permission to do so is given beforehand by the teacher concerned. Permission notwithstanding, students should note that taping of any copyrighted material (audio, video, or printed) is illegal. This includes using a cell phone or any other recording device.

Students violating this guideline, at the discretion of the principal or vice-principal may receive a warning with one or more after school detentions and parent notification. Students who continue to violate this guideline, at the discretion of the principal or vice-principal may receive possible suspension and/or expulsion for insubordination and meeting with parents.

12. Weapons

Students are not permitted to bring onto school property any form of weapon or potentially dangerous object whatsoever. Guns, BB-guns, knives, daggers, firecrackers, matches, lighters, tools (screwdrivers, hammers) or any other objects which can be used as weapons always forbidden.

Students who fail to comply with this regulation may expect to receive severe punishment. The principal will determine the discipline for such an occurrence.

Students found in possession of a fire armor explosive, including a pellet gun, will be recommended for expulsion and the police will be involved. Possession of a replica of a firearm may, at the discretion of the school principal, be subject to the same sanctions.

Students who use any weapon, prohibited or non-prohibited, or a replica thereof in an assault, or use any weapon or replica of a weapon in a threatening manner towards another person will be recommended for expulsion and the police will be involved.

Students found in possession of a prohibited weapon, other than a firearm or explosive, on the first occasion, will be suspended for 15 school days and the police shall be involved. Expulsion may be recommended.

Students who threaten the use of any weapon, prohibited or non-prohibited, against other persons or with the intent of disrupting school activities will be suspended for 15 school days and the police shall be involved.

Students found in possession of any weapon or who threaten the use of any weapon, on the second occasion, will be recommended for expulsion. If the weapon is prohibited the police will be involved.

13. Vandalism/Damage/Graffiti School Property

A student who damages/vandalizes/defaces school property such as toilet papering, spray-painting, kicking and damaging the way, writing on desks, walls, spraying of fire extinguishers, playing with water etc; will be held responsible for those actions.

The student or parent/guardian will pay for the full cost of repairing or re-installation of the damage property and may be subject to disciplinary consequences including possibility of restitution, suspension, expulsion, and exclusion from school activities.

Any damage to school property/graffiti may result in legal consequences. In addition, these actions may result in police involvement.

At the discretion of the principal or vice-principal, students will face the following consequences: one or more after school detentions and parents informed. Parents/guardians will be responsible for reimbursement and/or replacement of stolen/damaged items, depending on the severity, a meeting with the vice-principal and the student's parents.

Students who repeat such offenses will be required to meet with the school counselor for counseling. In addition, a conference with the vice-principal and the student's parents as well as possible suspension with community work, or recommendation for expulsion.

14. Holding and Touching Gesture

Students are expected to conduct themselves with complete propriety concerning public displays of affection.

A friendly gesture between members of the same or opposite sex is acceptable if it might commonly be tolerated by a parent at home or by a teacher at the start or finish of a class. (e.g., a handshake, or handhold, a brief hug, a quick hello)

Any gesture, which displays or clearly hints at close physical intimacy, is not acceptable at any time within the school bounds or while engaged in any school-sponsored activity or outside the school premises while the learner is still wearing an Oceans Private School uniform. (e.g.: a substantial embrace, kissing, using any part of the body to deliberately restrict or prevent someone else freedom of movement.)

At the principal or vice-principal's discretion students will receive a warning and parents' may be notified.

Subsequent display of such behavior may result at the principal's or vice-principal's discretion with parent notification and possible suspension or expulsion 'for insubordination, and meeting with parents

15. Disciplinary Probation

Disciplinary Probation is the school's clearest warning that a student's behavior is unacceptable. A student will be placed on disciplinary probation by the principal or vice-principal. While on Disciplinary Probation, a student who accumulates minor infractions or who violates a major school rule will most likely be suspended from school or recommended for expulsion.

Students placed on disciplinary probation are students who have accumulated several school infractions and are in danger of being suspended or students who are returning from a suspension and require guidance and support to maintain good standing.

16. Suspension And Detention Policy

The primary consequence of suspension is the removal of a student from the curricular and co-curricular services of the school for the period of the suspension

There may be several reasons why suspension of a student may be considered. These include and are not limited to:

1. A gross violation of the Oceans Private School Student Policies, Rules, and Regulations and/or flagrant disregard for the Student Code of Conduct and its core values.
2. A chronic pattern of misbehavior judged to have detrimental effect on student life.

Detention: Any learner who does not comply with the detention will be suspended/expelled.

The school is not liable to make/provide transport for learners who are on detention. It is the responsibility of the parent to arrange means of transport for the learner. While under suspension, the student:

- May not visit the school, school premises, or surrounding area and may not be seen within 3 km of the school premises or may face an additional period of suspension of up to 10 school days and/or expulsion from school

17. Selling Food Or Any Other Goods In The School

The unauthorized selling of food or drinks or other goods by students in the school is prohibited at all times and will face consequences accordingly.

First offense: warning with an after-school detention and all items will be confiscated and a penalty of R300.00 will be charged to take back the goods.

Subsequent offense: confiscation of the items, disciplinary report sent to parents, with possible suspension for insubordination, and meeting with parents

18. Emergency Procedures

During fire drills and other evacuation emergencies, everyone in the school must leave the building as quickly as possible without resorting to running, responding as quickly as possible to instructions given by the teacher, and observing the "no talking" rule in force during the evacuation of the building. Students are to remain with their class and teacher at all times.

Tampering with fire extinguishers will result in a fine being levied and severe disciplinary sanctions.

During lockdown procedures, everyone in the school must follow the teacher or first responders' instructions, close and lock the classroom/office door and wait for further instructions.

Code RED: Lockdown: Close and lock doors and windows, don't leave the room and gather everyone on the floor-out of sight line of intruder(s).

Code YELLOW: Be prepared for an evacuation. Wait for more information. Code GREEN: Everyone report to designated area

Code BLUE: Open the windows and wait for more Information

For the safety and security of all students and personnel of Oceans Private School, students must keep their outerwear and schoolbags. Students are not permitted to wander the halls and classrooms with overcoats and bags. Students who refuse to respect the safety and security of our community will be considered insubordinate and will be sanctioned consequences.

19. Community Work

At Oceans Private School we believe that community service is one of the cornerstones of learning. We can learn a lot about human relations and about ourselves. For this reason, community work may be linked with suspensions. Students who need time to reflect and gain a better understanding of their responsibilities at school and within the community they live in will benefit from this experience.

The expected time commitments are intentionally low and students who feel that they wish to volunteer more time are encouraged to do so.

The number of community work will help reduce the number of suspension days. This is at the discretion of the principal and/or vice-principal.

Initial here: _____

20. Student Interrogation

The Youth Criminal Justice Act only requires that students be informed of their rights in light of possible disciplinary action which could lead to criminal charges. Thus, school officials are free to question students in the course of investigating an incident of misconduct and for the purpose of imposing internal sanctions.

21. Student Personal Search and Search Of Belongings

School authorities and teachers may proceed with the search of a student. Thus, they may search a student and seize prohibited items, drugs, or any instrument which may be used as a weapon.

In an educational institution, students cannot expect a complete protection of their right to privacy. Teachers and school authorities have the obligation to provide a safe environment and to maintain order and discipline. This may necessitate the search of students and their personal belongings

22. Access To School Grounds

22.1 Subject to the Constitution, applicable legislation and national and provincial policy, the school principal may:
(a) institute such measures as he/she deems necessary in order to secure the school grounds as well as protect the persons on the school grounds; and
b) order that the school grounds may be entered only in accordance with provision

22.2 With regard to any order issued in terms of provision 22.1 (b), no person shall enter the school grounds without the principal's permission. the school principal may request the person concerned to:
(a) furnish his/her name, address and any other relevant particulars that may be required;
(b) prove his/her identity;
(c) disclose whether he/she has any hazardous object or illegal drugs in his/her possession or under his/her control.
(d) disclose and uncover the contents of his /her vehicle, case, handbag, envelope, file or any other type of container in his/her possession or under his/her control.
(e) subject him/herself or any object in his/her possession or under his/her control to a search by a person of the same sex, an electronic device, sniffer dogs or other devices in order to determine the presence of any hazardous objects or illegal drugs; and
(f) hand to the school principal anything in his/her possession or under his/her control for searching or safekeeping until he/she leaves the premises.

22.3 Subject to the provisions of the Trespass Act (Act 6 of 1959), the school principal may at any stage remove any person from the school grounds if:

1. the person enters the school grounds without the permission contemplated in provision 25.2.
2. the person refuses or fails to adhere to any step contemplated in provision 23.1 (a); or (g) the school principal deems it necessary in order to secure the school grounds or protect the persons on the school grounds.

22.4 Should it be impractical to search or keep any item or object on the school grounds that may be searched or kept in terms of provision 25.2, it may be moved to an appropriate location.

23. Exemption Of Certain Persons

The provisions of clause 25 do not apply to any member of a police service constituted in terms of any legislation, a member of the South African defense force, the Minister of Education, the Member of the Executive Council tasked with education in the province, or an official of the national or provincial education department who, in terms of discharging his/her duties, is expected to enter the school grounds and who delivers sufficient proof of identity to the school principal.

24. School Visits By Public Officials and Political Office Bearers

24.1 subject to paragraph 7 below, members of the public, political office bearers, public representatives and the media are entitled to visit the school in the interest of public accountability. This right shall apply, provided that no such visit shall disrupt the school and that no politicking shall be permitted. It is furthermore subject to reasonable control to ensure that education functions properly.

24.2 If such a visit is required, the prospective visitor shall request permission from the school principal in writing. The request must be submitted at least thirty (30) days prior to the envisaged visit unless a shorter notice period is justifiable. The request must clearly stipulate the date and time of the visit, the reason for the visit, the names of the persons who will participate in the visit, as well as the aspects that will be examined. The school principal will not refuse reasonable entry to a person who submits such written request.

24.3 Should the Head of Department grant written permission; the Head of Department must first consult the school principal to establish whether such visit is feasible and will not have any major impact on the school programme.

25. Visits By Parents Or Other Persons

25.1 Parents or any other stakeholders in the school community are entitled to visit the school, but such visits may not disrupt any school activity.

25.2 Apart from parents or other persons who are deemed bonafide visitors to sports, cultural or social activities of the school, visitors must schedule an appointment with the school principal prior to the planned visit and stipulate the reasons for, and participants in, the visit.

25.3 Visitors are subject to the provisions of clause 25.

25.4 All visitors must report to the administrative secretary in the administration block of the school and must complete the guest book.

25.5 No unauthorized individual may enter the school grounds, and trespassers will be prosecuted.

25.6 The drivers of vehicles that are allowed entry to the school grounds must complete the security register at the gates and may be requested to subject their vehicles to a security search.

25.7 Right of entry to the school is reserved, and any person who is regarded a disruption or threat shall be immediately removed from the school grounds and may be charged with trespassing.

26. School Activities

26.1 The school shall institute the following set school activity:

- (a) Where practically possible, ensuring that learners are supervised by an educator at all times
- (b) A request to parents or other adults to assist with learner supervision. Ensuring that the supervisor-learner ratio is at least one educator, parent or other adult for every 20 learners in primary schools, and one educator, parent or other adult for every 30 learners in high schools, and that gender is taken into account in establishing the supervisor-learner ratio.

26.2 (a) The following information must be provided in writing to parents or learners who participate in school activities:

1. The objective of the school activity
2. The nature of the proceedings that will take place during the school activity

26.3 Parents must give written consent for learners to participate in a cultural, recreational or social activity. No learner may participate in such activity without parental consent.

26.4 (a) No learner may be permitted to participate in physical activities, including sports, games or gymnastics, if:

1. the school principal has reason to believe that such activity may put the learner's health at risk
2. the parent has reason to believe that such activity may put the learner's health at risk.

26.3 Parents must give written consent for learners to participate in a cultural, recreational or social activity. No learner may participate in such activity without parental consent.

26.4 (a) No learner may be permitted to participate in physical activities, including sports, games or gymnastics, if:

1. the school principal has reason to believe that such activity may put the learner's health at risk
2. the parent has reason to believe that such activity may put the learner's health at risk.

(b) The school principal must ensure that learners are informed of the hazards and safety measures with regard to water.

(c) The safety measures with regard to water in terms of 26.4(b) apply to any swimming or water sports activity at:

- (i) swimming pool;
- (ii) river;
- (iii) dam; or
- (iv) an ocean.

26.5 During any swimming activity that forms part of visits to the ocean, rivers, dams or swimming pools, as well as when learners participate in water sports or water activities, the school principal must ensure proper supervision.

26.6 Swimming pool rules

(a) The swimming pool must be properly fenced and closed at all times when not in use.

(b) Learners may enter the swimming pool area only under strict supervision. (c) Swimming pool activities may be undertaken only if trained lifeguards are present during these activities.

(d) The school principal must ensure that notice boards with safety measures are displayed around and in the vicinity of the swimming pool.

27. Restricted Areas

27.1 (a) The following areas are off-limits for learners:

- Classrooms during breaks (ii) Staff room
- Staff accommodation
- Admin offices, unless with the necessary authorization
- Laboratories, unless an educator is also present
- Sports fields during school time (except breaks), unless for educational purposes with an educator present
- Gardens and flowerbeds
- The swimming pool and the immediate vicinity of the swimming pool
- any other places as maybe advised by the teachers, school principal and school representative

27.2 No learner may enter any of the above mentioned areas without the permission of the school principal or any other staff member of the school. Trespassers will be prosecuted in terms of the code of conduct.

28.3 The school accepts no liability for any damage or loss that learners and/or their parents may incur as a result of the trespassing of this clause.

28. Transport

28.1 If a school activity entails learner transport, the school must complete and submit the application form in schedule 1 to the Regulations according to the prescripts (annexure)

28.2 If the school uses its own vehicles to transport learners: (a) such vehicles must be insured and have certificates of road worthiness and the drivers of the vehicles must have valid permits

(b) If the school uses a company or private person the company or private owner of the vehicles must provide the following:

(a) Proof of insurance and certificates of road worthiness for each vehicle (b) Passenger liability insurance

(c) A valid driver's license and public drivers permit for the driver

28.3 The transport company or the owner of the vehicle must provide a substitute driver, a transport support system as well as an alternative route.

28.4 The transport company or the owner of the vehicle must provide a substitute driver, a transport support system as well as an alternative route.

28.5 Each vehicle that is used for learner transport must be equipped with a fire extinguisher.

28.6 The school principal, supervising educator or member of the governing body must intervene if there is any doubt about the road worthiness of the vehicle or the competence of the driver.

28.7 With regard to the reporting of any accident to the police, the school principal, supervising educator or member of the governing body must liaise with the vehicle driver or owner, and must report the accident him/herself within 48 hours if the vehicle driver or owner fails to do so.

28.8 No learner may be transported to and/or from a school activity without his/her parents having signed the required consent form.

29. Emergency And Fire Procedures

29.1 The school principal's checklist

29.1.1 Assess and manage risks and hazards on the school grounds (annexure B)

29.1.2 Appoint a nominee in case the school principal is absent

29.1.3 Establish relations with the local police and fire brigade

29.1.4 Annually review the emergency plan in consultation with the police and fire brigade

29.1.5 Annually review the emergency plan in consultation with staff, including the particular responsibilities of staff

29.2 Emergency information sheets

Each learner's homework book must contain relevant information for emergency services.

Enlarged copies of this sheet must be displayed prominently on the school grounds (annexure c).

This sheet must include the contact details of the following services: the South African Police Service, the fire brigade, the ambulance services, the nearest hospital or clinic, water and sanitation services, electricity services, ministers of religion, the school counsellor, etc.)

29.3 Emergency evacuation

29.3.1 The Safety Committee must ensure that the school has an up-to-date evacuation plan. Such evacuation plan must stipulate the evacuation procedure, evacuation routes and a drawing of the school plan, which also indicates the location of fire extinguishers. This evacuation plan must be displayed prominently on the school grounds, including in each office and classroom (annexure D). Evacuation must be practiced at least once every school term.

29.3.2 If possible, the local fire chief must assess the fire evacuation procedure every year.

29.3.3 The Safety Committee must ensure that the school is equipped with fire extinguishers, which must be regularly serviced. Fire alarms must be audible across the school grounds.

The school principal must ensure that staff and, where applicable, learners in Grade 8 or older are trained in the use of fire extinguishers.

29.3.4 The medical/health officer must ensure that the school has a full first-aid kit.

The kit must be regularly checked and replenished.

Medication may be administered only according to clause 15 (annexure E).

29.3.5 The governing body must issue an annual circular on the school's Term. The circular must contain instructions on what parents should and should not do. Parents should be requested to undergo voluntary first-aid training and to encourage their children to follow suit.

29.3.6 The following are some basic guidelines should learners, staff or visitors be required to evacuate:

- Evacuate by briskly walking or slowly driving away from the school grounds.
- Use the primary evacuation routes indicated on the emergency plan.
- Keep emergency vehicle routes unobstructed.
- Stay calm, and also calm down those around you.
- Check that everyone is present and report any missing persons to the school principal.

(a) In case of crimes committed on the school grounds

- Immediately inform the police.
- Take care of victims as far as practically possible.
- Identify the parties involved.
- Identify eyewitnesses, if any.
- Restrict access to the crime scene until the police officers arrive.
- Should an individual be armed, do not try to take possession of the firearm yourself.

(b) In case of fire (manual alarm over the intercom system)

- The school principal or his/her nominee must inform the fire brigade.
- Swiftly evacuate.
- Learners must close all windows.
- Evacuate the school via the primary evacuation routes on the emergency plan.
- Confirm that all learners, staff and visitors have evacuated the building.
- Staff must control learners by keeping them at a safe distance from the scene of the fire and from fire-fighting equipment.
- Check that everyone is present and report any missing persons to the school principal or fire brigade.
- No-one should enter the building until the fire brigade declares it safe to do so.

(c) In case of threatening individual response if a violent or armed person threatens the safety of learners, educators or visitors (no alarm)

- No evacuation takes place. The person in charge must instruct all persons involved to lie down flat; do not start running.
- Lock the doors and close windows and curtains to eliminate outside activities.
- The school principal or his/her nominee must contact the police..
- Do not try to gain possession of any weapon.

(d) The person in charge must remain with the learners until the situation has been defused.

In case of bomb scares (short, fast alarm)

Should the school receive a bomb threat, the school principal must inform the police.

The suspicious-looking object or anything relating to the bomb scare must be left untouched.

If the alarm goes, swift evacuation is required.

Learners must open all windows, gather their belongings, and move to the school hall via the prescribed route indicated on the emergency plan.

- No-one should take along any item that does not belong to him/her.

(e) In case of medical emergencies (no alarm)

- These emergencies may occur on the sports field or in the school building.
- Senior learners must assist in informing the office if no staff member is around and must also help with crowd control.
- The injured person may not be moved until permission has been obtained.

29.3.7 The medical/health officer must keep proper record of all medical emergencies (annexure F)

30. Permission To Leave The School Before The End Of The School Day

30.1 If a learner needs to leave school early, the parent/guardian of the learner must send a letter in which permission to do so is requested. This letter stipulate the reasons for, and date of, such early departure. The learner must show the letter to his/her guardian educator, who will then submit the request to the class teacher and principal for approval.

30.2 The admin office keeps a record of all learners who leave the school grounds early. This record contains the following information:

- (a) The name of the learner
- (b) The grade of the learner
- (c) The name of the person who came to fetch the learner
- (d) The time, date and reason for the early departure

30.3 If someone other than the learner's parent can submit evidence that he/she was authorized by the parent to do so. The school must ensure that the authorized person is known to the learner, and must contact the parent if there is any doubt about the person's identity.

30.4 The school shall inform parents well in advance if the school plans to close earlier on any given school day.

31. Safety And Learner's Property

The safekeeping of learners' property is learners knowing not to leave their book bags and other valuable items unattended.

32. Laboratories, Workshops and Technology Rooms

32.1 Educators in Natural Sciences, Physical Sciences, Life Sciences and/or. Technology must ensure that all apparatuses and/or substances used for educational purposes and that may pose a danger to learners if used without supervision are safely stored when not in use.

32.2 Learners may not enter a laboratory, workshop or classroom used for Technology without a staff member's supervision

32.3 The head of department of the respective subject areas must ensure that all apparatuses and equipment are regularly serviced and replaced or repaired if needed.

33. Medication

34.1 Parents are requested to inform the school in writing of any medical condition that a learner may have (annexure G),

34.2 If a learner needs to carry medication a parent (s)/doctors must provide prescriptions to both the learner and the supervising educator with certified copies of the prescription.

33.3 If a learner takes medicine and will need it in the course of a school activity, the parents must see to it that the learner has sufficient quantities of the medication with him/her for the duration of the school activity.

33.4 If parents require the school to administer certain medicine to their child, they must sign the appropriate consent form (annexure H).

33.5 Parents will be informed in detail of any trip to or through a high-risk disease area for the purpose of a school activity.

33.6 If learners sustain injuries or fall ill during a school activity and need medical treatment, the supervising educator must:

- take all necessary steps to liaise with the parents concerned in order to obtain permission for such medical treatment:
- establish whether permission is needed for such medical treatment if the parents cannot be contacted.

33.7 All staff must make certain of the standard preventative measures in dealing with blood or body fluids (annexure i).

- Ear test
- Eye test
- Speech test
- Physical examination for serious problems with motor skills Oral health test
- Anthropometric test
- Additional tests that may be requested
- Identification of, and response to, intentional injuries and child abuse
- Mental health test

The following procedures serve as guidelines in coordinating applicable responses to manage reported cases of confirmed (according to laboratory tests) and/or suspected cases of communicable (transmittable) diseases, such as meningitis, influenza A Hi Ni (swine flu), measles, tuberculosis, cholera and food poisoning among staff, educators and learners:

(a) Information and educational and communication material on the causes, symptoms and preventative measures with regard to communicable diseases must be distributed among staff, learners and parents. This may occur in the form of pamphlets, posters, presentations and seminars.

(b) Ongoing counseling on basic hygiene must be in front of your mouth when coughing/sneezing, regularly washing your hands, avoiding close contact with the infected persons, etc.

(c) All learners and staff are requested to stay home until they have recovered.

Should they develop any worrying symptoms, such as breathing difficulties, serious dizziness or paleness, they must consult a doctor immediately.

(d) Health officers must be invited to address learners, parents and staff in the case of serious disease or epidemic outbreaks. This must be done to allay the community's and misconceptions, fears and to offer advice on preventative measures.

34. Reporting Confirmed Or Suspected Cases

34.1 Parents must inform the school principal of any chronic medical condition of which their children may suffer and that may increase the children's risk should communicable disease.

34.2 Parents must report to the school principal any communicable disease with which their child is diagnosed.

34.3 Should any learner complains of feeling sick, this must be regarded as serious.

34.4 Learners who fall ill or start showing symptoms of a communicable disease at school must be confined to a sick bay (in isolation, if needed) until their parents come to fetch them from school.

34.5 Parents are requested to keep ill children at home until they have recovered.

34.6 The school principal must report any confirmed or suspected cases of communicable diseases to the district office.

34.7 Information on the learner, the condition, date of diagnosis, health institution and other relevant data must be noted and stored away safely.

34.8 Confidential medical information will always be treated as such, and no learner shall be stigmatized.

34.9 The school principal must monitor abnormal school absenteeism or any sign of escalated symptoms of communicable diseases among staff and learners.

34.10 After having consulted the relevant provincial and/or district officials, the school principal may issue a notice to inform parents of the outbreak of a disease at the school, as well as the steps already taken to prevent its further spread.

34.11 In certain cases, the administration of preventative medicine to persons who had been in close contact with infected individuals may be ordered. In such cases, parents may be requested to grant permission/indemnification for the administration of the medication by a qualified health practitioner. If the parents cannot be reached, the school principal shall act in locus parentis.

34.12 A copy of the Recommendations document for the "Control of Common Communicable Diseases in Educational Settings" by the National Institute may be obtained from the school's medical officer to familiarize themselves with the contents thereof.

34.13 HIV /Aids: See the school's HIV/Aids policy

34.14 Smoking: See the school's Smoking policy.

35. Health Education

35.1 Health education is an important part of the opportunity to influence learners' immediate-term health behavior and Long Health education and the promotion of health activities shall be integrated with the school curriculum as far as possible.

35.2 Issues covered by the promotion of health and education include the following:

- Life skills.
- Child abuse
- High-risk behavior, including drug abuse and violence
- Road safety and general safety in households and communities
- Environmental health, including water and sanitation.
- Self-sufficiency for learners with chronic non-communicable diseases

☐ I have read and understood the above rules & regulations and I agree to obey them.

LEARNER NAME [IN BLOCK LETTERS]	PARENT'S/GUARDIAN'S SIGNATURE	DATE

I have read, understood and I agree to the contents of this application

Name of Parent / Guardian: _____

Signature of Parent/Guardian Responsible for Fees Payment _____

Date: ____ / ____ / 20____

Name of Oceans Representative: _____

Signature: _____