

2017 / 2018

Pupil & Parent Hand book

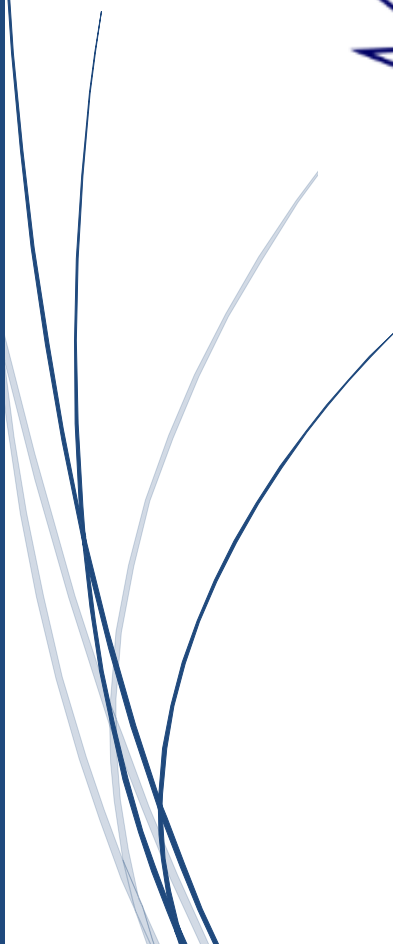




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Parents and Learners are to familiarise themselves with the content of this handbook. Ignorance will not be considered a valid reason for not adhering to School Policy!

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WELCOME

Welcome to The Training Academy and thank you for allowing me to introduce The Training Academy (TTA) to you. We will endeavour to meet all your expectations and make your child's stay at the school a happy one.

HISTORY OF THE SCHOOL

TTA is an independent primary and high school in Edenvale registered with the Gauteng Department of Education. We identified a need for a school with small classes to cater for the varying needs in our community. The school was started for the sole purpose of giving one-on-one tuition to pupils who want an excellent academic qualification, and who find it difficult to study and achieve in large classes. All our pupils are treated as individuals with their own distinct personalities. In 2003 we started with less than 35 pupils. The school grew steadily each year until in 2005 TTA opened the doors to its new school in Eastleigh, Edenvale. Our first full time grade 12 class on the NCS curriculum wrote their grade 12 examinations at the end of 2007. In 2014 TTA opened its doors with a record enrolment of approximately 120 with a full complement of pupils from grade 1 – grade 12. In its current form as an independent school TTA has gone from strength to strength. Based on the growth of the school since it opened, we anticipate continued growth in years to come.

Although TTA is an independent school we follow the curriculum as set out by the Gauteng Department of Education and follows a 4 term year in line with the government school holidays. Our pupils are given an opportunity to develop and grow under the guidance and supervision of trained teachers as well as receiving support from the Gauteng Department of Education (GDE). Over the last few years the GDE has implemented the new Curriculum and Assessment Policy Statements (CAPS). In an effort to adhere to policy, develop our teachers and improve our service to the pupils and parents all TTA staff participate in regular mandatory training on CAPS.

Our pupils are our top priority and we make every effort to ensure that they receive a well balanced education to equip them for the future. We aim to send well rounded young people into the working world or University.

VISION AND MISSION STATEMENT

The Training Academy is an independent school for boys and girls providing accessible, high quality education from grade R to Grade 12. A team of dedicated teachers foster self-discipline, respect and responsibility within the children.

Our Mission is to:

- nurture a sense of self-worth in each child,
- develop a sensitivity to and understanding of different cultures and religions.
- create an environment where the full potential of each pupil can be reached.
- provide the necessary skills to cope with the various challenges of life.
- foster the importance of family and community.

Thus, we all make a meaningful contribution to the wider South African community

CONCLUSION

On registration, the following needs to be handed in on your child's first day:

1. Completed Registration form
2. Signed Parent's Charter
3. Learner Declaration
4. Emergency contact details form
5. Medical information form
6. Aftercare application form – if applicable.

ADMISSION POLICY

The Training Academy is an independent school established in terms of Section 45 of the South African School Act 84 of 1996 read together with Section 29 (3) of the Constitution.

The Training Academy is a school for boys and girls. The School welcomes all pupils - regardless of race, colour, national or ethnic origin - to all rights, privileges, programmes and activities generally accorded pupils at The School subject to the various criteria set out herein.

Criteria for Admission

1. Admission is based on availability. Pupils already attending our Primary School will be placed first, provided that they meet the minimum criteria.
2. Thereafter, the applicants that meet the minimum criteria will be placed on a first-come, first-served basis. Applications received first will be processed first. Applications that cannot be accepted due only to lack of availability will be placed on a waiting list in order of date of application.
3. Admission is conditional on ability to pay the prescribed school fees and levies. Those parents who apply for admission of their children will be subject to a fees check. The applicant's school fees due at previous school must be paid in full before any application for admission will be considered.
4. While the School does not have a policy of retaining only pupils with high academic potential, only those applicants who meet minimum academic criteria will be considered for admission. As per the application procedure listed below, applicants may be subjected to an entrance examination or, in the case of Primary school candidates, a school readiness exam. The purpose of such exams is not to rank candidates academically but to ensure that The School is in a position to educate pupils to matriculation level. Whilst the School will endeavour to accommodate pupils with physical disabilities, it does not have the capacity to educate pupils with mental disabilities.
5. Successful applicants must also agree to uphold the School's Code of Conduct.
6. Only those applicants (other than for Grade 0) who are six years and older at the time of application or who will be six years old by 30 June of the year of admission, will normally be considered. However, applicants who do not meet this criterion may be considered under special circumstances. (This is in accordance with Section 45A of the South African Schools Act of 1996 as amended).

Admission Procedure

Applicants for admission must comply with the following procedure:

1. A parent/guardian must complete the Application for Admission form, which will be made available with the Admission policy, a schedule of fees and levies and the Code of Conduct.
2. When a parent applies for admission of a pupil to a school, the parent must present an official birth certificate of the pupil to the principal. If the parent is unable to submit the birth certificate, the pupil may be admitted conditionally until a copy of the birth certificate is obtained from the regional office of the Department of Home Affairs. The school will advise parents that it is an offence to make a false statement about the age of a child. (See Births and Deaths Registration Act, 1992 No. 51 of 1992.) The parent must ensure that the admission of the pupil is finalised within three months of conditional admission.

3. On application for admission to a primary school, a parent must show proof that the pupil has been immunised against the following communicable diseases: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B. If a parent is unable to show proof of immunisation, the school must advise the parent on having the pupil immunised as part of the free primary health care programme.
4. When a pupil transfers from one school to another, the principal must complete a transfer card and hand it to the parent, or forward it to the principal of the receiving school. The pupil's transfer card must be attached to the application form for admission to the receiving school. If the transfer card is not available, the principal of the receiving school may admit and place the pupil in a grade on the basis of the following documentation:
 - the last report card issued by the previous school;
 - other equivalent documentation from the previous school; or
 - a written affidavit from the parent stating the reason for not having the transfer card and the grade the pupil attended at the previous school.

The applicant may be requested to attend an interview and submit a character reference from her current principal.

High school applicants may be subjected to an entrance examination and primary school applicants to a school readiness exam.

Applicants who are not South African citizens must also provide a relevant study permit or proof of permanent residence.

Withdrawal of Admission

A successful application for admission may be suspended or withdrawn by The School at any time after the applicant has been placed, under the following conditions:

1. Where the pupil is in breach of The School's Code of Conduct and a suspension or expulsion is warranted.
2. Where the person(s) responsible for the payment of school fees and levies is/are in breach of the fees agreement.
3. Where a continued relationship between The School and the parent(s) / guardian(s) is not possible.
4. The school reserves the right to accept or to refuse any re-enrolment after a learner has left the school for any reason.

Important:

You may apply for your child's admission either by e-mail (mail the application form as an attachment) or through a printed application form which you may e-mail, fax, or deliver to the school. Please note that this application form is not legally binding on either you or the school, and you owe no money at this stage.

PUPIL'S CODE OF CONDUCT

This School is committed to providing an environment for the delivery of quality teaching and learning by:

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

The Code of Conduct outlines the rules regarding learner behaviour at the School and describes the disciplinary system to be implemented by the School concerning transgressions by learners. The Code of Conduct applies to all learners while they are on the School premises or when they are away from the School representing it or attending a School function

Section 8(4) of the SA Schools Act provides that all learners attending a School are bound by the Code of Conduct of that School. All learners attending the School are expected to sign a statement of commitment to the Code of Conduct (Annexure A). The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the School.

School Discipline is important in the running and maintaining of an effective school. Pupils learn best in a safe and orderly environment. They need assistance in many areas of growth, mainly in problem solving, setting parameters, personal strength, self-worth, self-image, self-discipline and self-pride. One of the most important aspects of being well-adjusted, is self-control, which is a definite benefit throughout one's life and is a skill that is learned and implemented at an early age in a child's life.

The Code of Conduct sets boundaries on which behaviour is acceptable and what is not. This also gives our pupils a feeling of security and belonging.

SCHOOL RULES

The School rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the School. Nothing shall exempt a learner from complying with the School rules. Ignorance of School rules is, therefore, not an acceptable excuse.

GENERAL PRINCIPALS

1. Learners are expected at all times to behave in a courteous and considerate manner towards each other, all members of staff and visitors to the School.
2. Learners are expected to abide by the School rules with regard to appearance and behaviour when representing the School both during School hours and after School hours, at School and away from School. Learners may not say or do anything that will discredit themselves or the School.
3. No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners, or will cause another learner physical or emotional harm.

4. The School will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.

SCHOOL AND CLASS ATTENDANCE

Parents/guardians, learners, teachers and School Governing Body (SGB) members are jointly responsible for ensuring that all learners attend School.

1. If a learner does not attend School regularly, the relevant register teacher will report the absence of the learner to the parent and the Principal in writing. The register teacher must keep an accurate register of learner attendance and must keep copies of all communication to parents when absence from the classroom is reported.
2. All learners are to arrive at School before the official starting time. Learners who are late for School will be marked absent as registers are completed at the beginning of each School day.
3. Absence from a class, without the permission of the relevant register or subject teacher, is prohibited.
4. Any absence from School must be covered by an absentee note from a parent/guardian.
5. Should a learner be absent from School for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor.
6. Any absence from a formal examination, test or task must be supported by a letter from a medical doctor.
7. No learner may leave the School during School hours without a letter from a parent/guardian requesting the release of their child *and* the permission of the Principal/Deputy Principal/Grade Head from whom an exit note must be obtained.
8. Truancy (Bunking) from School is prohibited.

SCHOOL UNIFORM AND GENERAL APPEARANCE

Learners are expected to wear the official School uniform and appear neat and tidy at all times.

1. No additions to the uniform that are not in accordance with the regulations will be allowed (e.g. beanies).
2. Only a single stud/sleeper in each ear may be worn, No jewellery, accessories or visible tattoos are allowed.
3. No colouring of hair or wearing of exotic hairstyles is allowed.
4. Fingernails must be kept trimmed short and clean at all times.

5. During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beachwear, tight-fitting clothes, clothes that are see through and/or too revealing are not allowed. Hair, shoes and accessories should be neat at all times.
6. Only learners that have applied, submitted relevant supporting documents and received the necessary permission from the School, may deviate from official School uniform for religious and cultural reasons as contemplated in Part 1 paragraph I of this Code of Conduct.

VALUABLES AND PERSONAL BELONGINGS

The School will not be held responsible for theft of or damage to personal belongings on School premises (e.g. cell phones, bags, books and clothing).

1. Learners should avoid bringing cell phones, large sums of money and valuables to School. Cell phones may not be switched on during a normal School day. If the learner brings a cell phone to School, the learner must carry a written request from the parent, which must provide for an indemnification against loss of or damage to the cell phone.
2. If a parent requests a learner to pay School fees on his/her behalf, such School fees should be paid before the start of the School day.
3. Arrangements should be made with the teacher in charge for safekeeping of valuables, etc. during sports practices.
4. Learners may not bring computer games, iPods or similar electronic devices to School.

GENERAL RULES

2. Loitering and/or playing in and around the corridors, stairwells and toilets is forbidden.
3. All litter must be placed in refuse bins or wastepaper baskets.
4. Wilful damaging, vandalising or neglect of School property and the property of others, either by writing or by a physical act, is prohibited. Theft of School and private property is also prohibited
5. Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. Furthermore, copying of and/or borrowing another learner's work is forbidden.
6. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
7. The timeous handing in of work is the responsibility of each learner.
8. Learners who fail to produce a medical certificate on absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "0" (zero) for the particular examination/test/assessment task.
9. The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.

10. Language that is seen as derogatory, discriminatory or racist is prohibited.
11. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
12. All learners have the right to an education free of interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners. Fighting or threatening of other learners is forbidden.
13. The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. S/he will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
14. The carrying, copying and/or reading of offensive material is prohibited.
15. Learners must keep clear of areas that are indicated as out of bounds. These include:
 - 15.1 The teacher's motor vehicles.
 - 15.2 Parking lots, except while accessing their own vehicles.

PRIVATE VEHICLES, MOTOR CYCLES, BICYCLES

Learners wishing to park motor cycles/motor vehicles on the School grounds must first obtain permission from the School to do so and make use of the areas specifically demarcated for this purpose.

1. All learners park their vehicles and bikes (pedal or motorised) on the School premises at their own risk.
2. Specific areas are provided for the safekeeping of bikes, etc. and must be used by learners.
3. Learners may ride or drive a vehicle on the School grounds provided the learner has a license to drive such vehicle and provided extreme caution is exercised.
Reckless behaviour is forbidden.
4. The Code of Conduct is applicable when making use of public transport to and from school.
5. Learner may not hitchhike while in school uniform.

STANDARDS OF COURTESY

Learners are expected to:

- Obey instructions issued by a member of staff, monitor, leader or class captain.
- Greet the educator at the beginning of a lesson and wait to be dismissed at the end of a lesson.
- Make way for an educator on crowded stairs or corridors.

- Greet visitors in the corridors and offer assistance when necessary.
- Greet educators in the corridors and on the grounds.

Failure to adhere to the Code of Conduct as laid out above may result in disciplinary action.

RIGHTS OF THE PUPIL

At TTA we believe in preserving the rights of all our pupils. At TTA pupils have the right

- To be treated fairly and responsibly
- To be educated in a safe disciplined environment.
- To basic learning materials.
- To learn in a clean healthy environment.
- To proper tuition
- To punctual and constant lessons
- To the security of one's possessions.
- To express opinions politely.
- To be treated with respect notwithstanding race, religion, personal or other beliefs.

SCHOOLS DRUG AND ALCOHOL POLICY

Drug and alcohol abuse has become prevalent in society especially in our young people. It hampers their development with the result that the pupil is robbed of the full benefit of a quality education by the school.

Pupils are encouraged to disassociate themselves from pupils who do not share the same ethos as that of the school. The school will not tolerate any transgression of the policy by any pupil. All pupils and parents / guardians are expected to fully quantify themselves with the drug and alcohol policy and warrant that they understand the consequences of its transgression.

Random drug testing will be conducted where a fair and reasonable suspicion is established that the pupil is under the influence of any illegal drugs. The Principal or assigned delegate may search any group of pupils or their respective properties.

Basis of a fair and reasonable suspicion may include, but is not limited to:

- Whistle-blowers informing the Principal or Educators.
- Scent of “dagga” on the school premises.
- Report from parent / guardian.
- Traces of drugs on the school property.
- Evidence that the pupil is disorientated in any manner.
- Association with a group of pupils in question.
- Threats of use of dangerous objects against other pupils.
- Injury as a result of the use of such objects.

The school is not obliged to conduct group testing, but is encouraged to, bearing in mind that a learner should not feel singled out without basis. The school is essentially responsible for safeguarding the interests of the pupils.

When conducting drug tests the following will be taken into account as set out by the South African Schools Act, 1996:

- The best interests of the pupil in question or of any other pupil in the school.
- The safety and health of all pupils in the school.
- Reasonable evidence of illegal activity
- All evidence received by the school.

Procedure to be followed:

- The assigned delegate will open the sealed test in the presence of the pupil in question.
- Pupil will be accompanied to the bathroom by 2 teachers of the same gender.
- The teacher will probe the bathroom for anything that may compromise the test.
- Once the pupil is finished he / she will hand the specimen to the teacher.

The teacher will record, in the presence of the pupil:

- Name of the learner.
- Time and date of the test.
- Name of the educator that conducted the test as well as the teacher witness.

Should the pupil test positive for drugs or be found under the influence of alcohol, his / her parents / guardian will be contacted immediately with the results. The following will apply:

- To remain in the school after the first offence the pupil will be required to attend drug / alcohol counselling with a registered specialist or enter into a voluntary drug rehabilitation program.
- After the second offence the pupil will be asked to leave the school with immediate effect. This at the sole discretion of the Principal.

All drug test results will remain confidential and the learner's privacy will be respected at all times.

Search and Seizure

Where a search of a pupil and his / her property is required, such a search may only:

- Be conducted by the principal or appointed delegate of the same gender as the learner.
- Be done in private and not in view of other pupils.
- Be conducted with an adult witness of the same gender as the pupil in question.

Any dangerous objects or illegal drugs or alcohol that has been seized must be:

- Clearly and correctly labelled with:
 - The pupils name
 - Date and time of seizure
 - Name of delegate who conducted the search and the witness.
 - Any other relevant details.
- Recorded at the school in the learner profile
- Handed over to the police immediately.

Should a pupil refuse to undergo the test and / or search the school will contact the parents / guardian immediately with the view to instruct the pupil to co-operate. Refusing to undergo the testing and / or the search will constitute misconduct.

Where the parent / guardian does not assist or condones the actions of the pupil, this may result in the pupil being asked to leave the school.

The above procedure is for the benefit of all the pupils at the Training Academy. Those pupils who act in contravention of the Drug and Alcohol Policy jeopardise the learning environment for everyone at the school. All the pupils at the school are entitled to an environment which is conducive to receiving quality education.

REVISED CELL PHONE POLICY

TTA recognises the need for learners attending this school to be in possession of a cell phone. However, the school is deeply concerned at the use of cell phones to damage the self-value of learners and to damage the reputation or discredit the school, the principal and other members of staff. The easy availability of soft and hardcore pornography for cell phones, access to the internet, use of the camera function to take inappropriate images and the use of the cell phones for MSN make it a dangerous instrument in the hands of children.

The policy of the school is to advise that cell phones are NOT be brought to school. We recognise the need for learners and parents to be able to contact each other. Cellular phones provide an efficient, convenient means of communication between pupils and their families, especially in the case of unforeseen circumstances. There is a need, however, to set clear guidelines and limit their use during the school day, in particular, to avoid unnecessary interference with teaching and learning.

In order to deal with the current trend, the following policy has been approved.

Legislation

- The Constitution of the Republic of South Africa, Act 108 of 1996
- The South African School Act, Act 84 of 1996

Protocol for learners

- Learners are encouraged to hand cell phones in to the respective class teachers at the beginning of the day and may be collected at the end of the day. Pupils who do not wish to hand their cell phones in are requested to leave them at home. Cell phones handed in must be clearly labelled with the learner's name.
- The camera/video/audio recording function on some cell phones is strictly prohibited and may **NOT** be used on school property. The unauthorised use of these facilities is an infringement on the privacy of others. Regardless of the reason, any learner recording/photographing any portion of a lesson, the teacher or class without written consent will be subject to strict disciplinary action and may result in the learner being asked to leave the school.
- Students may not use cell phones to "bully" or to post derogatory statements about learner, or staff via text message or Social Media. Learners will be held accountable for any negative postings, pictures or videos. Any learner sharing or posting "screen shots" from any site or social media page that does not belong to them without the express permission of the owner, will be held accountable
- Chatting on any social network, BBM, WhatsApp or SMS in class is strictly prohibited.
- During tests and examinations, cell phones must be left at home as the learner may NOT keep them on her person. Cell phones which ring during an examination or test may result in 0 for

the test/examination and will result in disciplinary procedures. If this occurs during a matric examination, the learner will be disqualified by the Department of Education from writing her examinations/ receiving a result for 2 years.

- Having a cell phone in their possession, using a cell phone or not handing in their cell phone for safe keeping, represents a contravention of the Cell Phone Policy.
- Learners may **NOT** use their cell phones during contact time unless given permission from a teacher to do so.
- Approved cell phones **MUST** be on silent at all times. Headphones may be used during “free” lessons with the teacher’s permission.
- Learners who need to leave early of appointments or illness **MUST** check out through the school office. Learners may **NOT** just message/call and leave without notifying the office first.

Contravention of Cell Phone Policy: This policy runs for a 36 month period

- a) **First offense** -The learner will have their cell phone removed until the end of the school day.
- b) **Second offense**- the phone must be picked up by a parent or guardian
- c) **Third offense**- either the student is suspended for one day or the phone is taken away for five school days (parent’s choice).
- d) Repeat offenders who contravene the Cell Phone Policy and experience the removal of their cell phone for a 5-day period, may apply in writing to the Principal giving a detailed explanation as to why the phone was used in the school environment. Depending on the learner’s disciplinary record, the Principal may review the length of time that the phone will be removed.

Special Concessions

- a) Learners going through trauma and who need to keep their cell phones with them to be contactable may apply in writing to the school for consent to have the cell phone with them.
- b) **EMERGENCY CALLS:** Students who need to make an emergency call about plans for after school collection or sport arrangements may request for the phone to be released for 10-minutes. Learners will then use this time to make the call and immediately return it to the storage box.

Liability

- The school will bear **NO** responsibility for the loss/theft or damage of/to cell phones on the school property.

DISCIPLINARY POLICY

Introduction and Objectives

The school fully supports the principles of Fair Discipline, and the consistent application of appropriate and corrective disciplinary measures where necessary.

This procedure for learners indicates the broad **standards of behaviour** that are expected of all learners at the school, and encourages a responsible and self-disciplined approach, rather than a punitive one based on fear. Should expected norms of conduct not be met by any learner, corrective action will be initiated by the school's management. Corrective action may or may not include the application of formal disciplinary measures; any formal steps only being applied to prevent further occurrences of unacceptable behaviour or to restore the educator/learner relationship.

Further, the Procedure and Code are documented and issued to ensure that corrective action and discipline are administered consistently, promptly and fairly. This procedure and code are considered to be an important element of TTA's Code of Conduct and are applicable to all learners. It should also be noted that this document may also have a bearing on the behaviour of the learner outside of normal school hours, should the learner's conduct impact negatively on the educator/learner relationship or image of the school.

The maintenance of discipline and ensuring orderly classroom behaviour are an integral part of every educator's job. **The onus therefore lies with the school's educators and management** to apply this procedure in an effective and equitable manner, in the interests of the well-being of the school and all its stakeholders.

This document will be made readily available to every educator at the school, and any learner or parent wishing to view the procedure.

Please note that this procedure is not intended as an exhaustive guideline to cope with any disciplinary-related issue. Rather it is intended to indicate fundamental values and principles according to which corrective action and discipline are to be effectively implemented by the school.

The school has a number of specific rules which define the kinds of behaviour expected of its learners. Learners will be advised of these rules and expected to conduct themselves within the rules provided.

It is impossible for this procedure to list every possible rule infringement and this guideline, therefore sets out the principles of fair discipline at the school. The educator and Principal are entitled to apply action that they believe is appropriate in the circumstances, within the guidelines provided by this procedure.

Disciplinary Measures

The school reserves the right to exercise both informal and formal disciplinary measures as it deems appropriate. The decision as to which procedure to follow will depend on the seriousness of the alleged infringement and any mitigating or aggravating circumstances.

Disciplinary measures that may be applied by the school include the following:

Counselling by a staff member or Verbal reprimand, Written punishment, teacher/class Apology, Break detention, Formal detention, Saturday detention, Community service, Parent

contact or interview, Withdrawal of privileges or awards, Disciplinary Inquiry, Disciplinary Hearing, Suspension, Expulsion.

Discipline should be appropriate to the offence and applied progressively.

Repeated committing of similar or related offences will result in progressively more severe action being taken, particularly where a clear pattern or trend is indicated by the learner's continued misconduct.

A serious first incident may, however, justify a severe penalty, including expulsion, and mitigate against the imposition of a lesser form of action.

A serious offence will be recorded in a pupil's file for an appropriate period.

Disciplinary process

Ours is a relatively simple system of discipline, based on the notion of "respect" which is heavily emphasised in our Code of Conduct. This section outlines the procedures that will be followed by the school when taking disciplinary action:

Minor infringements (LEVEL 1)

Infringements that are not considered serious, or do not require formal disciplinary action in the opinion of the relevant teacher, will be dealt with directly by the educator. These are not generally recorded on the learner's record but may still require communication with the learner's parents. These informal disciplinary measures may be implemented by educators without reference to the Principal. Repeat offences must, however, be referred to the Principal who will decide on the appropriate punishment.

LEVEL 1 offences are dealt with by the teacher in the class room as they occur. Repeat offenders will be placed on a Formal Detention (Friday) by the Principal. Not attending a Formal Detention will result in the Detention time being extended. Repeated Detentions could result in more serious action being taken against the learner.

LEVEL 1 infringements include behaviour that impedes on teaching such as:

- Being late for class.
- Leaving books at home.
- Being disruptive in class.
- Not using the homework diary.
- Homework/test not being signed.
- Minor insolence/cheek.
- Eating or drinking in class.

Academic diligence infringements include:

- Incomplete homework, SBA Tasks, projects etc not being handed in on time.
- Homework etc left at home.
- Work copied/minor plagiarism.
- No doctor's note for missed tests/exam.

- Poor work ethic.

Code of Conduct offences include:

- Being absent without an excuse note/doctor's note.
- Showing respect and manners towards adults.
- Uniform infringements.
- Behaviour outside the classroom.
- Minor vandalism.
- Foul language.
- Inappropriate public display of affection.

Recommended action: Verbal reprimand, Written punishment, teacher/class Apology, Break detention, Parent contact, compulsory Extra lesson attendance.

Serious infringements (LEVELS 2, 3, 4)

When a more serious infringement occurs or is alleged, the educator concerned and the Principal should investigate the complaint in order to determine the appropriate disciplinary procedure to be followed. At this stage, before the validity and details of the complaint have been established, the school will not necessarily advise the parents of a pupil that a complaint is being investigated. The parents will be informed if the matter is to proceed further.

The school reserves the rights to discipline its pupils according to the principle of natural justice prior to expulsion.

If the circumstances warrant it, the infringement will be noted on the pupil's record and/or the pupil's parents or guardian advised of the misconduct.

Parents will not be informed of all infringements of school rules. They will be informed, preferably in writing, in the circumstances listed below. As much detail as necessary will be communicated to the parents:

- Where there has been a continued infringement of minor school rules.
- Where there has been an act of serious misconduct.
- Where a learner is to be suspended for the investigation of an act of Serious Misconduct.
- Where a learner is to be suspended pending the outcome of a Disciplinary Hearing.

When a learner is suspended, either as a form of punishment or pending an investigation into an alleged incident or pending the convening of a Disciplinary Hearing, a letter from the Principal will be sent home with the learner. It will:

- Be addressed to both parents, explaining to the parents the status of the learner.

- Request an interview with the parents as soon as possible. The interview, however, can be postponed to enable the school to complete any investigations that may be required into the act of alleged serious misconduct.

Any public statements by a school official will only state that an incident is alleged to have taken place, and that it is under investigation, and that as soon as the matter is concluded it will be communicated to the school community.

The authorities may be contacted when criminal offences have taken place.

LEVEL 2 offences are referred to the Principal who will investigate the incident and decide on the appropriate punishment and parent contact. The Principal will keep a record of all LEVEL 2 offences and action taken.

LEVEL 2 infringements include:

- Repeated LEVEL 1 offences.
- Portfolio work not completed after 1st warning and deadline.
- Major insolence/cheek.
- Plagiarism.
- Vandalism/Damage to pupil property.
- Truancy from school or any lesson or College activity at which attendance is compulsory.
- Disregard for teacher punishment.
- Major academic diligence issues.

Recommended LEVEL 2 action: Detention (Friday) to complete portfolio items, Detention and parent contact if required, Teacher/class apology, Compulsory extra lesson attendance, Detention and Daily report, Letter of final warning, Detention and Daily subject report, Saturday detention, Community service, Parent contact or interview.

Formal detentions not completed (more than three) may be referred to the Disciplinary Committee for a Disciplinary Inquiry.

LEVEL 3 and 4 offences are referred to the Principal who will do the necessary investigation of the incident and then refer the matter to the Disciplinary Committee for a Disciplinary Inquiry.

LEVEL 3 infringements include:

- Repeated LEVEL 2 offences.
- Insubordination.
- Bullying or any form of initiation.
- Victimisation.
- Infringement of exam rules and cheating.
- Smoking 1st offence.

- Fighting.
- Racism.
- Conduct which brings the school into disrepute.
- Repeated formal or Saturday detentions.
- Knowingly and wilfully supplying false information or falsifying documentation to gain an unfair advantage.
- Seriously threatening, disrupting or frustrating teaching or learning in a class.
- Engaging in a conspiracy to disrupt the proper functioning of the school through collective action.
- Insulting the dignity of or defaming a staff member or pupil.
- Distributing any test or examination material that may enable another person to gain an unfair advantage.
- Fraud, including the forging of any other person's signature.

Recommended LEVEL 3 action after a Disciplinary Inquiry has been held: Formal detentions, Saturday detention(s), Community service, Parent contact or interview, Withholding or withdrawal of privileges or awards, Referral to a Disciplinary Hearing with the possibility of Suspension and Expulsion.

LEVEL 4 infringements include:

- Repeated LEVEL 3 offences.
- Criminal offences.
- Possessing, consuming and/or distributing any substances prohibited by law, e.g. Drugs.
- Possessing, consuming and/or distributing any Alcoholic products.
- Possessing and/or using any weapons, dangerous toys or other dangerous items.
- Smoking 2nd offence.
- Major LEVEL 3 offence.

Recommended LEVEL 4 action after a Disciplinary Inquiry or Hearing has been held: Formal detentions, Saturday detention(s), Community service, Parent contact or interview, Withholding or withdrawal of privileges or awards, the possibility of Suspension and Expulsion.

The Principal must be notified, who may involve the Committee members, for all recommendations for suspension or expulsion.

Disciplinary Committee (DC)

The DC is constituted as follows:

1. A senior member of staff, or a suitably qualified or experienced person appointed by the school as Chairperson.
2. A relevant member of staff.
3. A friend, family member or other teacher, chosen by the accused learner to be present in a supportive capacity (if appropriate).
4. Any other person, at the discretion of the Chairperson.
5. No legal representative is allowed, unless both the school and the parents agree that it is appropriate for BOTH parties to be professionally represented.

The Chairperson will conduct the inquiry or hearing, indicate to the school representative beforehand what investigation, written statements and parent communication will be required before and during the inquiry or hearing, and appoint a staff member to take minutes.

Disciplinary Inquiries (DI) or Hearings (DH)

- For all LEVEL 3 (DI) and LEVEL 4 (DI or DH) offences.
- A suitably appointed person will investigate any incident that has been brought to his attention, and follow up by:
 - Interviewing and attaining written statements (signed and dated) of the incident from the staff member and/or all other witnesses who were involved in the incident.
 - Interviewing and attaining written statements (signed and dated) of the incident from the accused learner(s).
 - Notifying the parents/guardian of the accused and victims of the details of incident, and that the incident is being investigated. (no later than 24 hours after the incident).
 - Notifying the Principal and Discipline Committee of the incident.
 - After the investigation and confirmation of the disciplinary action to be taken, notifying the parents/guardian and the accused learner of the inquiry or hearing detail. In the case of a hearing, notification must be in writing. Parents will receive an original and a copy to be signed by the parents and accused learner and returned to the school.
 - Prepare and present the required documentation at the inquiry or hearing.
 - Prepare and present the school's case at the hearing.
 - Follow up on decisions made at inquiry/hearing.
 - Interview the parents of accused and any victims after action has been taken (possibly with the assistance of the School Counsellor).

- **Where necessary, a written notification of a Disciplinary Inquiry or Hearing will be given to the pupil and parents/guardian (at least two working days' notice). The notification must:**
 - State when and where the inquiry/hearing is to be held.
 - State the name of the person chairing the Inquiry.
 - State the substance of the complaint or complaints against the pupil.
 - Advise the pupil and his/her parents or guardian that they are expected to attend the hearing as their non-attendance may prejudice their case and result in the Hearing being held in their absence.
 - The principles of natural justice will apply to both parties at the Hearing, ensuring that both parties can lead evidence, cross-examine and call witnesses.
 - The conducting of the formal Disciplinary Hearing is of great importance and must be chaired by an objective senior school official or a suitably qualified or experienced third party. The Hearing chairperson will be responsible for leading and managing the Hearing process, and making the critical decision as to:
 - the guilt or innocence of the learner relative to the allegations made; and
 - the appropriate penalty/action to be taken, ONLY after due consideration of mitigating and aggravating factors.

To ensure that this crucial procedure is properly and fairly conducted, all Disciplinary Hearings should be conducted in such a way as to ensure that the rules of natural justice are complied with, i.e. the learner and parent:

- Must properly understand the allegations being made before commencing with the hearing.
- Should be presented with all the relevant facts and information relating to the allegations.
- Must be given the opportunity to question information provided and evidence led.
- Are entitled to present their own perspective and explain/defend the learner's actions, and if appropriate, lead evidence in support of the learner's defence.
- Must be treated with dignity and respect throughout the Hearing.
 - Are to be assured of the greatest confidentiality possible.
 - Must be advised of the outcome [verdict] of the Hearing, the decision made regarding penalty and the reasons for such decisions.
 - Must be offered the right to appeal against any decisions made by the chairperson.
 - Legal representation is not permitted at an internal Disciplinary Inquiry or Hearing (to limit legal costs and to maintain privacy).

- Decisions taken shall be guided by the Disciplinary Code, but shall reflect the individual merits of each unique case.
- The chairperson will have a broad discretion to determine the manner in which evidence is led and in which the proceedings are to be conducted.
- The school reserves the right to suspend the learner pending the Hearing.

Factors to consider in the convening and outcome of a Disciplinary Hearing:

The learner's best interest must be considered at all times. This must be tempered by the responsibility of the chairperson of the Hearing to the rest of the school community.

The strictest confidentiality must be adhered to as most Hearings will be dealing with minors. In this regard the school undertakes to inform only those school employees and officials as is necessary for the continued smooth functioning of the school. The amount of information to be given to other members of the school community is left to the Principal's discretion.

The chairperson of the Hearing must be impartial. He/she cannot have been involved in any way in the investigation of the alleged offence, and if he/she is materially affected in any way, he/she may not chair the Hearing.

The Hearing will be conducted in the language of instruction of the College, English. If any translation or interpretation is required by the learner(s) or his/her/their parents they may provide it at their own expense.

Separate Hearings may be convened to hear the case of different learners involved in the same alleged act of misconduct.

The investigator will inform the learner(s) and his/her/their parents in writing of the charge against the learner(s). Details of the time and venue of the Hearing will also be provided.

The Hearing will be convened within seven working days of the alleged offence having been reported to the Principal, unless there are circumstances that make this impossible.

The learner(s) has/have a right to have his/her/their parents present at the Hearing. If this is impossible, the parents(s) may request in writing that another adult be present in their place. Their absence, unless with good cause, will not be allowed to delay the Hearing unnecessarily.

The chairperson's findings should be based only on evidence presented at the Inquiry.

At the conclusion of the evidence on the merits, the chairperson must determine whether the pupil is guilty of the misconduct alleged in the notification of the Disciplinary Hearing. No finding of misconduct should be made in respect of infringements for which prior notice was not given or where there was not a proper opportunity to challenge the allegations. In the case of such a secondary complaint(s) a second Inquiry, conducted in the same informal manner and subject to the same principles as the first, should be held to determine the appropriate sanction for that complaint.

After the completion of the Disciplinary Hearing, any findings made should be communicated in writing to the pupil's parents or guardian by the chairperson. If the pupil is found guilty of any misconduct, the chairperson must briefly state the reasons for the finding and the sanction imposed. In the event that the sanction is expulsion, this notification must include a reminder that the pupil has the right to appeal to the Principal in writing within five days of the

hearing's outcome being communicated. An appeal will be conducted by a person or persons appointed by the Board.

The chairperson must ensure that a record or summary of the evidence led at the Inquiry is kept. The school must keep copies of the record and all documentation used at the Inquiry for at least three months after the conclusion of the Inquiry.

If the pupil has been suspended pending the completion of the Hearing process, the submission of an appeal will not affect the suspension which will remain in place until the appeal has also been concluded.

The appeal should be conducted within five school days of receipt of the appeal motivation.

When a decision has been made by the appeal tribunal, after giving due consideration to the matters raised in the appeal, the written finding must be provided to the parents or guardian of the pupil within five days of the finding having been made.

Decisions taken shall be guided by the Disciplinary Code, but shall reflect the individual merits of each unique case.

A decision shall be reached within five working days of the Hearing, and presented, in writing, to the parties concerned. Students shall have five working days to respond to the decision of the Disciplinary Committee, such time commencing on the date of receipt of the letter. The student shall sign for such letter.

Parents shall receive an original and a copy of the original letter. The copy is to be signed by the parent and returned to a member of the Disciplinary Committee the next school day.

All correspondence is to be filed in the student's file, and copies of such correspondence shall be given to the relevant House Directors and all concerned parties.

Collective Disciplinary Action

- The above disciplinary procedure is principally designed to deal with instances of misconduct by individual pupils. Allegations of misconduct by a group or groups of pupils, or involving several alleged infringements of a similar nature, constitute collective misconduct.
- Collective misconduct may be dealt with more effectively on a collective basis. A single investigation and Disciplinary Hearing may then be held, subject to the principles set out above, adapted where necessary.
- In a collective Disciplinary Hearing, individual pupils still should be given the opportunity to demonstrate that his or her circumstances differ from the rest of the group.
- The school reserves the right to adopt either individual or collective procedures as it deems appropriate.

Appeal Review Process

- The Principal or Head of College will in all results act and chair the "Appeal Court".
- The learner's parents have the **right to appeal** against any formal disciplinary action imposed by the school.

Lodging an appeal against a decision to suspend or expel the learner, after a Disciplinary Hearing has been conducted, only entitles the learner to an appeal review. Typical grounds for such an appeal review may include:

- The disciplinary procedure was not properly followed.
- The decision on guilt was not considered correct or fair.
- The decision regarding action to be taken was considered inappropriate.
- Mitigating factors were not properly considered.
- The Enquiry chairperson was considered to be biased, did not apply his/her mind, or supposedly made a subjective decision.
- The learner was not in a position to present his or her case properly.
- New and relevant evidence can be presented which may affect the decisions made.

The parent[s] wishing to appeal must motivate their appeal in writing, detailing in full their grounds for appeal. The request for appeal must be submitted to the school within five days of the Hearing chairperson's decision having been communicated to the parents so as not to delay proceedings.

If the learner has been suspended pending the completion of the Hearing process, the submission of an appeal will not affect the suspension which will remain in effect until the appeal process has also been concluded. In the case of any other formal disciplinary action being imposed by the Hearing chairperson, the imposition of such action will be held in abeyance pending the appeal process.

1. The learner's basic right to an appeal against disciplinary action does not ordinarily mean that all the matters raised at the Disciplinary Hearing will be "re-heard". The appeal procedure is generally limited only to reviewing the decisions made, and is based on the grounds and motivations lodged in the appeal motivation. A full appeal re-hearing is ONLY necessary when the Disciplinary Hearing process is considered to have been materially defective by the person responsible for the appeal review, or if the decisions reached at the Hearing are considered to be potentially suspect.

Should it become obvious that a full re-hearing for a fair appeal, usually due to a defective Disciplinary Hearing process or substantial new evidence having come to light after the Hearing, a full Appeal Re-Hearing should be conducted in accordance with the principles highlighted above, chaired by a **new chairperson**.

2. The school will elect an appropriate person or panel to conduct the appeal review, or re-hearing if considered necessary. The review, or re-hearing, should wherever possible be conducted within five (school) days of receipt of the appeal motivation. When a decision has been made by the Review or Hearing chairperson/panel, after consideration of the matters raised in the appeal, a written finding must be provided to the parents within a further five days, and a copy of the finding placed on the learner's file for safekeeping. The findings should indicate the review's response to the specific matters raised in the appeal motivation. The conclusion of the school's appeal procedure is the final step in the school disciplinary process and marks the exhaustion of internal disciplinary measures.

Principal's request to withdraw the learner from the school

- If the punishment contemplated is expulsion from the school, the Principal may request an interview with the parents/guardian. The purpose of the discussion is to determine whether or

not The Training Academy is the best environment for the learner given the incident of Serious Misconduct and considering the rest of his record at the school.

- The Principal may ask the parents/guardian to remove the learner from the school. If the parent/guardian agrees they will then inform the school in writing that they intend to remove the learner from school. The Head will confirm this request in writing to the parent. In this situation, the school will take all reasonable steps to aid the learner and parents to find a place for the learner at another school.
- If the parent refuses to remove the child as requested above, the school may continue with convening a Disciplinary Hearing dealing with the matter.
- In any interview discussion with parents, the school should have a witness present, e.g the Principal's Personal Assistant/School Secretary can play this function.

The amount of information to be given to other members of the school community is left to the Principal's discretion. The Principal will announce the findings and sanctions of all Disciplinary Inquiries and Hearings during an assembly to the pupil body, as well as through the school newsletter to the parent body.

SCHOOL UNIFORM

The Training Academy has tried to create a uniform which is functional and comfortable. It identifies the pupils as part of the school community. Hence each pupil is expected to uphold the values for which the school stands and promote a positive impression of the school. Please assist us in ensuring that your child wears the correct uniform and is neat and well-groomed at all times.

GRADE 1 – 6 SUMMER		GRADE 1 – 6 WINTER	
GIRLS	BOYS	GIRLS	BOYS
<ul style="list-style-type: none"> • White shirt and bow tie. • Red plaid skirt • White socks • Black school shoes 	<ul style="list-style-type: none"> • Red Golf Shirt • Smart black shorts • White socks • Black school shoes 	<p style="text-align: center;">Option 1</p> <ul style="list-style-type: none"> • White long sleeve shirt with: • Red plaid skirt with black knitted stockings. • Black school shoes. • Red Jersey or Red fleecy top. <p style="text-align: center;">Option 2</p> <ul style="list-style-type: none"> • Red School Tracksuit (Grade 1, 2, 3 Only) • Plain white tekkies • Short white socks. <p style="text-align: center;">(OPTIONAL)</p> <ul style="list-style-type: none"> • Red School beany + Red scarf 	<p style="text-align: center;">Option 1</p> <ul style="list-style-type: none"> • White long sleeve shirt • School tie • Smart black pants • Black school shoes • Black socks • Red Jersey or fleecy top <p style="text-align: center;">Option 2</p> <ul style="list-style-type: none"> • Red School Tracksuit (Grade 1, 2, 3 Only) • Plain white tekkies • Short white socks. <p style="text-align: center;">(OPTIONAL)</p> <ul style="list-style-type: none"> • Red School beany + Red scarf

In winter pupil's may wear a long sleeve vest or long sleeve white "T" shirt under their school shirt. No other colours may be worn!

GRADE 7 – 12 SUMMER		GRADE 7 – 12 WINTER	
GIRLS	BOYS	GIRLS	BOY
<ul style="list-style-type: none"> • White shirt • Blue school tie • Blue plaid skirt • White socks • Black school shoes • blazer 	<ul style="list-style-type: none"> • white shirt • blue school tie • smart black pants (NO jeans or chinos) • Black socks • Black school shoes • Blazer 	<ul style="list-style-type: none"> • Long sleeve white shirt • Blue school tie • Blue school jersey • Blue plaid skirt • Black knitted stockings • Black school shoes • Blazer <p>(OPTIONAL)</p> <ul style="list-style-type: none"> • Blue school scarf. • Blue school beany. 	<ul style="list-style-type: none"> • Long sleeve white shirt • blue school tie • blue school jersey • smart black pants (NO jeans or chinos) • Black socks • Black school shoes • Blazer <p>(OPTIONAL)</p> <ul style="list-style-type: none"> • Blue school scarf. • Blue school beany.

In winter pupil’s may were a long sleeve vest or long sleeve white “T” shirt under their school shirt. No other colours may be worn!

- Hair must be neat and tidy at all times. Girls must have their hair tied up if it is long.
- No Make-up allowed
- No visible piercings (Face piercings, including lip and nose rings)
- Nails must be clean and short
- **No jewellery** is allowed other than medic alert, and plain wrist watch
- Chewing gum in school uniform and on school premises is strictly prohibited
- Smoking in uniform in or out of school is strictly prohibited.

Learners are expected to be neat, clean and have their hair well groomed. No nail polish, hair colouring or highlights are permitted. Children may wear gel in their hair provided that their hair is neat, no fashion statements are permitted. School uniform is to be worn at all times. No jewellery is permitted, other than what has been specified under the jewellery section in this document. School uniform must be clean and neat at all times and free from any form of stains. Children will not be permitted to wear soiled or damaged uniform.

PARENT/SCHOOL INTERACTION

Teachers may only be telephoned during break times or after school. Any appointments with teachers are to be made for after school hours and not during contact time. Doctor's appointments, as far as possible, are to be made for after school hours. Quarterly parent/teacher meetings are held at the school and all parents are encouraged to attend these meetings. TTA has subscribed to **D6 School Communicator**. Any communication, Notices, homework will be uploaded to **D6 School Communicator**. Parents are requested to load the App onto a **PC, Tablet or smart phone**. This will help parents stay informed. No hard copies of news letters will be sent out to parents. All necessary information will be uploaded onto D6 School Communicator.

ASSESSMENT BY PROFESSIONALS

There are numerous highly qualified, professional therapists who can assist children experiencing difficulties.

Parents will be notified of problems without delay and a recommendation will be made as to the type of intervention required. The school is committed to helping parents find a suitable professional once a problem has been identified. Problems are only brought to parent's attention after careful observation over a reasonable period of time.

Parents are expected to respond by taking the recommended action within two weeks. The school is to be kept informed on which initial steps have been taken to address the perceived problem. Once assessments have taken place, the school is to be provided with copies of the assessments. Thereafter, progress reports need to be submitted to the school. Regular therapy should be brought to the school's attention without delay. All reports submitted will be deemed confidential and will be kept on the child's file.

All referrals are done with only the child's best interest in mind. Early intervention and consistent, intensive work on the problem area are the keys to success.

OUTINGS

Outings are organized on a regular basis through the course of the year. The cost of these outings is **not** included in the school fees. Parents are requested to budget R200 per year per child for this. A packed lunch in a disposable wrapper is usually required for these outings. All learners must please wear full school uniform unless otherwise stipulated. Children incorrectly dressed will not be permitted to go on an outing. For safety reasons the children are transported by rented busses on outings. Should parents know of interesting events, festivals or places which would interest the children, please inform the office.



THE TRAINING ACADEMY PARENT CONTRACT

Learner Name:		Grade:	
Parent/Guardian Name:			
ID Number:			
Physical Address:			

PARENT / GUARDIAN DECLARATION AND CONTRACT OF ENROLMENT

The person/s whose details are supplied on the registration form, declares that he/she/they are the parent/s or legal guardian/s of the Child/Children, whose details appear on the registration form. The rights and obligations contained in this Contract are binding on every person who signs this Contract and must be carried out in order for the Child to be successfully enrolled and retained at the School.

IMPORTANT NOTICE:

By signing or initialling or otherwise entering into this Contract you agree to the terms and conditions contained in this document as well as any terms and conditions contained in the Policies of the School, which form part of this Contract. If there is any provision in this Contract that you do not fully understand, please ask for an explanation before signing.

This Contract contains clauses which appear in similar text style to this notice and which:

1. may limit the risk or liability of the School or a third party; and/or
2. may create risk or liability for you; and/or
3. may require you to indemnify the School or a third party; and/or
4. serve as an acknowledgement, by you, of a fact.

Your attention is drawn to these clauses because they are important and should be carefully noted. The rights you have in this contract are in addition to and do not affect the statutory rights and remedies you have under consumer protection law. In the event of conflict between this contract and consumer protection law, your statutory consumer protection rights will prevail. Nothing in this document is intended to or must be understood to unlawfully restrict, limit or avoid any rights or obligations created for you or the School in terms of the Consumer Protection Act.

1. IN THIS CONTRACT -

1.1. "Additional Fees" means those prices for the Additional Goods/Services and additional costs and levies required from time to time and notified to you in advance, to provide adequately for the education and related activities and services provided to your Child, including the costs of extra-curricular activities and tours;

1.2. "Additional Goods/Services" means those goods or services that may from time to time be provided to or for the benefit of the Child, as determined by the School from time to time;

1.3. "Child" means the child or children (of any age) admitted by the School to be educated at The Training Academy.

1.4. "Contract" means this document, as well as any Policies;

1.5. "Consumer Protection Act" means the Consumer Protection Act, No 68 of 2008;

1.6. "Registration Fee" means an amount of money paid by the Parent/s to secure enrolment at the School which is refundable upon termination of this Contract, less any amounts that the School is legally entitled to recover as a result of such termination or other damage related to a breach of this Contract;

1.7. "Fee" means any amounts owing to the School for a Child's enrolment, education and related activities at the School. Such Fees shall be clearly communicated to you in advance and may include, but are not limited to, the –

1.8. "Principal" means the person to be responsible for the day-to-day management of the School.

1.9. "Parent" or "you" means each person who has signed this Contract as the parent or legal guardian of a Child enrolled at The Training Academy.

1.10. "Parties" means the Parent/s and the School;

1.11. "Policies" means the rules and principles adopted by the School, as published by the School from time to time, which are used to regulate the day-to-day running of the School. These Policies include (but are not limited to) the School Rules; Schedule of Fees; Debtors' Policy; Terms and Conditions of the School, as well as the Code of Conduct and the School's Cautionary and Grievance Procedures for Parents and are available on request free of charge, or on the School's website;

1.12. "School" or "we" means The Training Academy Independent School;

1.13. "School Fees" means the money payable by the Parent/s to the School in connection with a Child's education, excluding any Enrolment Fee, Deposit or Additional Fees;

1.14. "School Rules" means the rules of the School, a copy of which is provided to each Child on entry, as those rules may be amended from time to time for legal, safety or other reasons or in order to assist the proper administration of the School;

1.15. "Magistrate's Court Act" means the Magistrates' Courts Act No 32 of 1944;

1.16. "Term" means a division of the academic year and is the time during which the School holds classes, as notified to Parents from time to time.

1.17. "Third Party" means the person or entity, other than the Parent or guardian, nominated by the Parent or guardian to be responsible for the payment of any one or more or all of the Fees, provided that nomination will not absolve the Parent or guardian from liability for those said fees.

2. GENERAL OBLIGATIONS OF THE SCHOOL

2.1. The admission and enrolment of learners to the School is at the discretion of the Principal who may refuse a learner's admission to the School without giving reasons therefore and may grant temporary or provisional enrolment to the School subject to such further terms and conditions which the Principal may impose. The Principal may, at his/her sole discretion, cancel enrolment in accordance with the Rules.

2.2. For the sake of clarity, this Agreement regulates the enrolment and admission of your Child to the School and also regulates the relationship between the School, your Child, yourself and/or a Third Party once your Child is admitted and enrolled with the School. Subject to clause 2.1, nothing in this Agreement should be interpreted as a representation or warranty made by the School that your Child will be admitted to and enrolled with the School.

2.3. While your Child remains a pupil of the School, we undertake to exercise reasonable skill and care in respect of his education and welfare. This obligation will apply during school hours and at other times when your Child is permitted to be on School premises or is participating in activities organised by the School.

2.4. We shall monitor your Child's progress at the School and produce regular written reports. We will advise you if we have any concern about your Child's progress, but we do not undertake to diagnose any learning disability or other condition: a formal assessment can be arranged either by you or by the School at your expense.

2.5. The parties take cognisance of the limitations of the School's physical environment, facilities and resources which limit its ability to provide high quality education to children with special educational needs (whether due to neurological barriers, hearing impairments, visual barriers, physical barriers, behavioural or emotional barriers or any other medically assessed special need). To the extent that, in the reasonable opinion of the Principal, the School cannot, or can no longer, provide adequately for your Child's special educational needs, the School may not offer enrolment with the School or may cancel this contract in terms of clause 9.3.

3. DISCLAIMERS

3.1. You acknowledge that the School does **NOT** take any responsibility for any theft or loss of, or damage or destruction to any property of whatever nature (including School clothing, sporting equipment, books, or any other personal possessions) brought on to the School premises by your Child, unless the School or its staff are in physical possession of that property and damage occurs to that property either because –

3.1.1. the School or its staff treated the property as their own; or

3.1.2. the School or its staff did not exercise the degree of care, diligence and skill that can reasonably be expected of a person responsible for managing property belonging to another person, when handling, safeguarding or using the property

3.2. You consent to your Child participating, under proper supervision, both in and outside the School, activities (including contact sports) which may entail some risk of physical injury, as well to your Child travelling to and participating in School activities and programmes outside the School. Subject to the School taking reasonable care to avoid harm and save for any gross negligence on the part of the School, its employees or agents, the School is not responsible for loss or damage resulting from such activities or programmes and you indemnify the School against any claims in that regard.

4. PARENT'S GENERAL OBLIGATIONS

4.1. You will inform the School in writing and present supporting documentation (psychology reports and Concession letter from GDE), prior to admission and enrolment, of any special educational needs (Special concessions) of your Child known to you, of the kind referred to in clause 2.5. **NO** concessions will be given without the relevant documentation from the Gauteng Department of Education.

4.2. In order to fulfil our obligations, we need your co-operation. Without detracting from any specific obligations contained in this contract, you are required to: fulfil your own obligations under these terms and conditions; encourage your Child in his or her studies, and give appropriate support at home; keep the School informed of matters which affect your Child; maintain a courteous and constructive relationship with School staff; and attend meetings and otherwise keep in touch with the School where your Child's interests require you to do so.

4.3. The Principal may in his or her discretion require you to remove or may suspend or expel your Child if your behaviour is in the reasonable opinion of the Principal so unreasonable as to affect or likely affect the progress of your Child or another child (or other children) at the School or the well-being of the School staff or to bring the School into disrepute.

4.4. The Principal may, at his/her discretion, require you to remove or may suspend or expel your Child from the School, if he/she considers that your Child's attendance, progress or behaviour (including behaviour outside school) is seriously unsatisfactory and in the reasonable opinion of the Principal the Child's removal is in the School's best interests or those of your Child, other children or

the wider School community. In this case, you will be asked to remove your Child either immediately and without notice, or at a specified date that is shorter than full term, with or without notice in any form, as is reasonable under the circumstances. The School will not be required to give you a full term's written notice under these circumstances. Should the Principal exercise this right, your deposit will be forfeited. However, any prepaid fees will be refunded to you.

4.5. The School rules set out examples of offences likely to be punishable by suspension or expulsion. These examples are not a closed list and a child may be expelled or suspended for offences which are not included in these examples. In particular, the Principal may decide that suspension or expulsion for a lesser offence is justified where there has been previous misbehaviour by the child or the circumstances of the case otherwise justify such action.

5. POLICIES OF THE SCHOOL

5.1. You declare that you have read and understood the policies of the School as adopted and published by the School from time to time and agree to abide by these policies. The School undertakes to make copies of all policies available on request and free of charge, or on the School's D6 Communicator.

5.2. You undertake to comply with all the rules and regulations of the School and acknowledge that it is your responsibility to make yourself familiar with the policies.

5.3. You acknowledge that you are responsible for your Child, whether on the property of the School or not, after the notified finishing times of any school activity/event/function and that you will ensure that your Child obeys all school rules and policies where they apply to the Child.

6. ACCEPTANCE AND DEPOSIT

6.1. An offer of a place for a Child at the School is accepted by you signing this contract and paying the Registration fee.

6.2. If, subsequent to entering into this contract, your Child does not take up a place at the School (save for by reason of death or long term hospitalisation) you will not be refunded the deposit or enrolment fee. The deposit and enrolment fee will be kept by the School as a reasonable cancellation fee for your Child's withdrawal, unless and the School, acting reasonably, is able fill the vacancy created by your Child's withdrawal on or before the first day of the first full term for which your Child was to have been enrolled in which case you will be refunded the deposit and enrolment fee, less the School's costs in administering, processing and handling your Child's enrolment (or a reasonable estimate of these costs).

6.3 If your Child does take up a place with the School, the Registration fee will form part of the general funds of the School. The Registration fee will **NOT** be refunded to you on your Child leaving or, at the School's discretion, credited to you, without interest, for the final payment of the fees or other sums lawfully due by you to the School, on your Child leaving.

7. PAYMENT OF FEES

7.1. You have absolute responsibility for the payment of any Fees applicable to your Child attending the School. You also acknowledge that School Fees are payable in advance and that facilities exist for monthly payments. If you are unclear about any of your financial obligations, the School will on request provide a written explanation.

Applicable fees	Amount	Parent/Guardian Signature
Registration Fee:		
Monthly School Fees		
Annual Levy:		

7.2. You and/or the Third Party accept the Additional Goods/Services. The School will, as far as reasonably possible, give you notice prior to providing such Additional Goods/Services. You and/or the Third Party expressly agree to the delivery or performance of the Additional Goods/Services and accept liability for payment thereof, in accordance with clause 7.1. You and/or the Third Party acknowledges that the Additional Goods/Services are not unsolicited, within the meaning of the Consumer Protection Act or otherwise and that you have expressly accepted such Additional Goods/Services.

7.3. You and/or the Third Party accept that you/it will be liable for the payment of the Additional Goods/Services which are required by the School to provide your Child adequately with the educational services in terms of this Agreement.

7.4. You confirm that a statement showing the amount owing by you or the Third Party to the School shall be rebuttable proof that the said amount is due, owing and payable. Where the quantum of the School’s claim is thereafter disputed by you or the Third Party, you or the Third Party shall bear the onus of proving that such amount is not owing and/or due and/or payable.

7.5. In the event of the Third Party taking responsibility for the payment of the Fees, you by your signature hereto, hereby bind yourself jointly and severally in your personal capacity as surety and co-principal debtor with the Third Party for payment to the School of any amounts which are owing and may at any time become owing to the School by the Third Party.

7.6. You also acknowledge that if any instalment on account of a fee which is payable is not paid on the due date, the whole balance of the fee outstanding will immediately become due and payable by you. No indulgence or grant of time by the School will constitute a waiver of its rights under this contract or otherwise.

7.7. You are entitled to elect (at enrolment and prior to the beginning of each school year) whether to pay school fees annually or monthly, the total costs of which will be set out in a fee schedule and communicated to you on enrolment and in advance of any increase in school fees.

7.8. You agree that fees paid in advance will be deposited by the School and held in accordance with the Consumer Protection Act, but that the School will be entitled to treat the interest generated from such funds as income.

7.9. The School fees will be reviewed annually and may be increased by an amount which the School considers reasonable. We will endeavour to give you at least two calendar months' notice of any increase in the fees due for a particular term. You have a right to cancel this contract without penalty should the school fees increase to an amount which you no longer wish to pay, provided that you give the School written notice of that intention within 7 (seven) days of the School's notification of an increase, failing which the cancellation provisions of clause 9.2 will apply, and you will be required to provide a full term's notice or pay a term's fees in lieu of notice.

8. PROTECTION OF PERSONAL INFORMATION

8.1. By entering into this contract, and unless you at any time instruct the School expressly and in writing to the contrary, your consent is given for the School to:

8.1.1. collect, store and process credit information about you and any Third Party or divorced or separated Parent responsible for payment of any or all amounts comprised in the Fees;

8.1.2. collect, store and process names, contact details and information relating to yourself and your Child, and to such information being made available to staff or responsible persons engaged or authorised by the School for School related purposes to the extent required for the purpose of managing relationships between the School, parents/guardians, and current learners as well as providing references and communicating with the body of former learners;

8.1.3. include photographs, with or without name, of your Child in School publications, on the school's website or in press releases to celebrate the School's or your Child's activities, achievements or successes;

8.1.4. supply information and a reference in respect of your Child to any educational institution which you propose your Child may attend. We will take care to ensure that all information that is supplied relating to your Child is accurate and any opinion given on his/her ability, aptitude and character is fair. However, the School cannot be liable for any loss you or your Child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us; and

8.1.5. inform any other school or educational institution to which you propose to send your Child of any outstanding fees.

8.2. The School may not distribute or otherwise publish any of your personal information in its possession, unless you give your consent, in writing, to the School that it may do so. Should this be the case, the School may only distribute or otherwise publish the information specified in your consent to the people and for the purpose stated in your written consent.

9. TERMINATION AND NOTICE REQUIREMENTS

9.1. This Agreement will be of force and effect for one academic (i.e. calendar) year at a time.

9.2. You have the right to cancel this contract at any time, for any reason, provided that you give the School a **full term's notice**, in writing, of this intention **before** the withdrawal of the Child from the School. Alternatively, a full term's fees (including additional fees pro-rated for the term) is payable to the School in lieu of notice. Should you have elected to pay annual school fees or should any additional fees have been paid in advance, those fees will be credited in proportion to the terms remaining, less any amount payable in lieu of appropriate notice.

9.3. The School also has the right to cancel this contract at any time, for any reason, provided that it gives you a full term's notice, in writing, of its decision to terminate this contract. At the end of the term in question, you will be required to withdraw the Child from the School.

9.4. This is without prejudice to the School's other remedies: the School may cancel this contract immediately and has no obligation to return any Registration fees or pre-paid fees to you if you are in material breach of any of your obligations and have not (in the case of a breach which is capable of remedy) remedied the material breach within twenty (20) business days of a notice from the School requiring you to remedy the breach, and in addition it may claim payment of all moneys then owing and damages equal to one term's fees (as calculated at the time of cancellation).

9.5. For purposes of this contract, a material breach is considered to exist where you or your Child (as the case may be) –

9.5.1. fail to uphold the Policies and/or Code of Conduct of the School;

9.5.2. fail to pay any Fees when due;

9.5.3. fail to fulfil all legal requirements necessary for your Child to attend school in South Africa, if any of these legal requirements apply to your Child, for example, failure to obtain a valid study permit for your Child if he/she is a foreign citizen; or

9.5.4. act in such a way that you or the Child become seriously and unreasonably uncooperative with the School and in the opinion of the Principal, your or your Child's behaviour negatively affects your Child's or other children's progress at the School, the well-being of School staff, or brings the School into disrepute.

10. ALTERNATIVE DISPUTE RESOLUTION

10.1. Any dispute concerning or arising out of this Contract must be resolved in terms of this clause. Any party concerned must first seek an amicable resolution by written notice (indicating also that party's designated representative) to the other or others, whereupon each will within five days of the notice refer the dispute to a designated representative to negotiate and resolve with the other or others within fifteen days.

10.2. If negotiation fails, any party may then within ten days of such failure refer the dispute for resolution by mediation under the rules of the Arbitration Foundation of Southern Africa (“AFSA”) or its successor or body nominated in writing by it in its stead.

10.3. If mediation fails, any party may then within ten days of such failure refer the dispute for resolution by arbitration (including any appeal against the arbitrator's decision) by one arbitrator (appointed by agreement by the parties, or, failing agreement within ten days of the referral, by AFSA) as an expedited arbitration in Johannesburg under the then current rules for expedited arbitration of AFSA.

10.4. This clause will not preclude any party from access to an appropriate court of law for interim relief in respect of urgent matters by way of an interdict or mandamus pending finalisation of this dispute resolution process.

10.5. This clause is a separate, divisible agreement from the rest of this Contract and will remain in effect even if the Contract terminates, is nullified, or cancelled for any reason.

11. GENERAL

11.1. You choose the residential address supplied to the school as your chosen legal address for the service of all notices and legal processes and the postal and email addresses for all other communications by the School to you.

11.2. You confirm that all the particulars that you may furnish or that you have furnished to the School on this contract or otherwise from time to time are or will be, to the best of your knowledge and belief, full, true and accurate.

11.3. You undertake to advise the School in writing of any changes to the details included in this contract.

12. JURISDICTION AND GOVERNING LAW

The contract between you and the School is governed by South African law. You agree that the School, at its option but without being so obliged, will be entitled to institute any legal proceedings for the recovery of any monies owing by you as a liquidated debt or debts to the School in any magistrate's court having jurisdiction, in terms of sections 45 and 28 of the Magistrates' Courts Act, notwithstanding and as an exception to the agreement regarding the submission of disputes to alternative dispute resolution in clause 10.

13. VARIATIONS

We reserve the right to change or add to these terms and conditions from time to time for legal, safety or other substantive reasons or in order to assist the proper delivery of education at the School. The School will give you at least a term's notice of any such modifications.

14. PARTIAL INVALIDITY

Each term and condition contained in this agreement is separate from the other terms and conditions in the sense that if anyone is determined to be illegal and unenforceable, it will simply be disregarded and of no force and effect, but the agreement will otherwise remain valid.

It is a condition of attendance at the School that you sign in the space provided. The Principal may at its discretion consider this declaration and Contract to be null and void if this document is altered in any way.

DECLARATION:

I/we, the undersigned, do hereby declare that I/we have read and understood this Contract, including the Policies of the School.

SIGNED at _____ on 20 _____

Name and Surname of Parent/Guardian _____

Signature of Parent/Guardian _____



LEARNER DECLARATION

As a pupil at THE TRAINING ACADEMY (TTA), I accept and acknowledge my responsibilities with regard to the educational and spiritual objectives of the school. I undertake to support the principal and my teachers in their efforts to teach me and assist me in achieving my full academic potential.

I declare that I will:

1. adhere to the Learner Code of Conduct.
2. adhere to all the policies contained in the Learner Code of Conduct. These include, but are not limited to the:
 - Drug and alcohol policy
 - Cell phone policy
3. complete my class work and tasks on time and to the best of my abilities.
4. refrain from any behaviour which will bring the school into disrepute.
5. treat staff members and my peers with dignity and respect, without prejudice or discrimination.
6. preserve the rights of other learners to the best of my ability.
7. wear the correct uniform as prescribed in this hand book at all times while at school.

I, _____ declare that I have read and understand the content of this declaration. I further declare that I will uphold the Code of Conduct of the school to the best of my ability. I understand the content and pledge my full co-operation.

I understand that any behaviour outside the prescribed Code of Conduct may result in disciplinary action.

Name of Pupil _____

Signature of Pupil _____ Date _____

PLEASE PRINT THIS PAGE AND RETURN IT TO THE SCHOOL WITH THE APPLICATION FORM!

SCHOOL FEES & LEVIES

GRADE	ANNUAL LEVY	PER MONTH	PER YEAR
Grade 1	R2000.00	R3500.00	R44000.00
Grade 2	R2000.00	R3600.00	R45200.00
Grade 3	R2000.00	R3700.00	R46400.00
Grade 4	R2000.00	R4000.00	R50000.00
Grade 5	R2000.00	R4000.00	R50000.00
Grade 6	R2000.00	R4200.00	R50400.00
Grade 7	R2000.00	R4400.00	R54800.00
Grade 8	R2000.00	R4500.00	R56000.00
Grade 9	R2000.00	R4600.00	R57200.00
Grade 10	R2000.00	R4800.00	R59600.00
Grade 11	R2000.00	R4800.00	R59600.00
Grade 12	R2500.00	R5000.00	R62500.00

School fees

- A R5000 registration fee is required on any new registration for the year. It is not an annual fee. This amount is payable over 3 months. This registration fee is on registration and is over and above the normal fee.
- Fees are paid in advance over 12 months – January to December (inclusive) on or before the 1st of each month.
- 15.5% interest will be charged on fees not settled by the 7th of the month.
- Fees can be paid via EFT, Credit card or Cash. (No cheques are accepted)
- 1 school term notice period is required should a pupil leave the school for any reason.

Annual Levy

- This fee is to cover costs incurred for photo copying, files for SBAs etc.
- Text books are not included.

Discounts for early payment

- 5% if fees are paid in **FULL** for the year by the end of January. No discounts will be offered after 31 January. **NO** quarterly discount allowed.

Sibling discount

- 10% discount will be given on siblings joining the school.

Discounts apply to fees only and not to any levies. Should a pupil be expelled or suspended for any reason any and all fees will be forfeited. No refunds will be given. This is a fee guide only and does not replace the terms as laid out in the learner agreement.

YOUR FINANCIAL COMMITMENT

It is our God-given right to choose where and how our children will be educated. Along with that right, we must also assume the responsibility of being a vital part in that process. Our program can only reach its full potential in your child's life if we have your agreement and full support on these fundamental issues. Due to TTA being a fully private school and since our funding is completely dependent upon school fees, we would ask that you consider a monthly stop order to cover your child's fees. This will go a long way to ensuring the effective day-to-day running of the school. Because we are a small school you can appreciate that funding is tight.

LATE PAYMENTS

Please note that all late payments of school fees will carry a **15.5%** interest penalty per child per month. Late payments are only permitted once an arrangement has been made with the school.

Written arrangements must be made with Liz Hewson in the event of legitimate reasons for late payments.

The school may terminate the enrolment or suspension of pupils in the event of non-payment or late payment. Late payment will be deemed payments made after the 7th of every month where no special arrangement has been made with above mentioned persons. Offenders of late payment of school fees will receive written warnings. In the event of three written warnings parents will be notified to seek an alternative institution for education for their children.

NOTICE OF DEPARTURE

In terms of the Enrolment Contract signed by parents, **ONE TERMS WRITTEN NOTICE** must be given; failing which one term's fees must be paid in lieu of notice. If notice is given in the last term, it is to be given by the 1st September. December is not a notice month.

Where prior agreement between the Management of the School and the parents that it will be in the interest of the child's educational welfare that he/she is moved at short notice the notice period will fall away.

AFTERCARE FACILITIES AT THE TRAINING ACADEMY

The aftercare facility is a necessary service offered by TTA for children who need to remain at school in the afternoons.

The aftercare is managed by Mr Sean Hewson and Miss Dominique Devoldere every afternoon between 14:00 and 17:00. Children are cared for and homework is supervised.

- Aftercare operates after school until 17:00
- We ask that children are collected no later than 17:30.
- Grades 1 to 12 – R900.00 over 12 months.
R450.00 deposit.
Fees are payable in advance by the 1st of every month.

Included in the fees:

- Exercise books for extra homework
- 2 x pens, 2 x pencils, a sharpener and eraser.
- Lunch
- Homework supervision and study assistance

Menu for aftercare

Aftercare will provide lunch for pupils attending at no extra cost. Meals are run on a 7 day cycle. The menu for the week will be as follows:

This is subject to change

Day 1	Hamburgers
Day 2	Russian and chips
Day 3	Hotdogs
Day 4	Pies
Day 5	Toasted sandwiches and chips

The above menu is a guide. The menu of the day is subject to change. Should you have any questions or concerns please contact Mr Hewson or Miss Devoldere at the school.

ACADEMICS

TTA uses the curriculum and examinations as laid out by the Gauteng Department of Education. All pupils are required to complete an SBA (Portfolio) compiled of all the assessment tasks the pupils have done throughout the year.

1. Foundation Phase Grade 1 – 3

The foundation phase is the key to building a successful future for your child. In the foundation phase skills like reading, writing and numeracy are developed.

Literacy	English Afrikaans
Numeracy	Mathematics
Life Skills	Arts and Culture Environmental Education Physical Education Technology

2. Intermediate Phase Grade 4 – 6

The Intermediate Phase introduces the 6 learning areas of the National Curriculum Statement for the pupils.

Languages	English Home Language Afrikaans First Additional Language
Numeracy	Mathematics
Learning Areas	Arts and Culture / Life Orientation Natural Science / Technology Social Science

3. Senior Phase Grade 7 – 9

The Senior Phase introduces the 9 learning areas of the National Curriculum Statement for the pupils.

Languages	English Home Language Afrikaans First Additional Language
Numeracy	Mathematics
Learning Areas	Arts and Culture Life Orientation Natural Science Technology Social Science EMS

4. Further Education and Training Phase Grade 10 – 12

With the guidance of the teachers pupils choose their own subjects. Subject choices are important as this will also dictate the field of study after school.

Languages	English Home Language Afrikaans First Additional Language Life Orientation
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Numeracy	Mathematics Mathematical Literacy
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Subjects	History Geography Business Studies Physical Science Life Science Tourism (New)
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SCHOOL CALENDAR 2018

TERM 1	Open: (15)	17 January
	Close:	28 March
TERM 2	Open:	10 April
	Close:	22 June
TERM 3	Open:	17 July
	Close:	28 September
TERM 4	Open:	09 October
	Close: (14)	12 December

Dates subject to change, but parents will be notified in advance if any changes are to occur.

CONTACT DETAILS

School Office: Tel: (011) 452 3366 / (011) 609 6140
 Fax: (011) 452 3366
 e-mail: info@tta-ercep.co.za

Principal: Cell: 082 775 2121
 e-mail: lizhewson@mweb.co.za

Website: www.tta-ercep.co.za

Banking Details: Nedbank Edenvale,
 Account No: 1288 084 811
 Branch Code: 128-842

INCASE OF EMERGENCY PLEASE CONTACT

Mother's Name:		Cell No:	
Father's Name:		Cell No:	
Home Telephone			
Alternative contact:		Tel No:	
Medical Aid Name:			
Medical Aid Number:			
Family Doctor Name:			
Family Doctor No:			

IMPORTANT

Please complete this form and return it to the school on registration.

FAX: (011) 452 3366
E-MAIL: info@tta-ercep.co.za

CONFIDENTIAL
MEDICAL FORM

DATE: _____ PUPIL'S NAME _____ GRADE _____

HEALTH STATUS

Please read the file bellow and if your child suffers from any of these problems, please tick the correct box.

Allergic to Bee stings		Dyslexia	
Allergic to penicillin		Problem with ears	
Allergic to Sulphur Drugs		Problem with eyes	
Asthmatic		Hearing Aid	
Bone problems		Heart condition	
Migraines		Epilepsy	
Spinal problems		Sinusitis	
Diabetic		Ulcers	
ADD		ADHD	

Is your child on any medication? (please specify) _____

Are there any other problems we need to be aware of? (please specify) _____

Please complete this form and return it to the school on registration!



AFTERCARE APPLICATION 2015 / 16

Learner name:	
Grade:	
Parent / guardian:	
Contact Details:	

Please tick the appropriate block

Will be attending		Will not be attending	
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1. Attached please find our menu and pricing details
2. Fees are payable in advance on the 1st of every month, failing to adhere to this, your child will not be allowed to return to the centre.
3. Please return this form no later than 15 November 2016 to secure a place.
4. We close on 06 December 2017, and are not open during school holidays.
5. Fees: R500.00 Registration Fee. R950.00 Monthly fee

PARENT'S SIGNATURE:

DATE:

MANAGERS:

SEAN HEWSON: _____

DOMINIQUE DEVOLDERE: _____