

MOUNT EDGECOMBE PRIVATE SCHOOL

RESPONSIBILITIES

PROTOCOL

APPEARANCE

CONDUCT

POLICIES INSPIRE

RULES

RIGHTS

MEPS

SECURITY

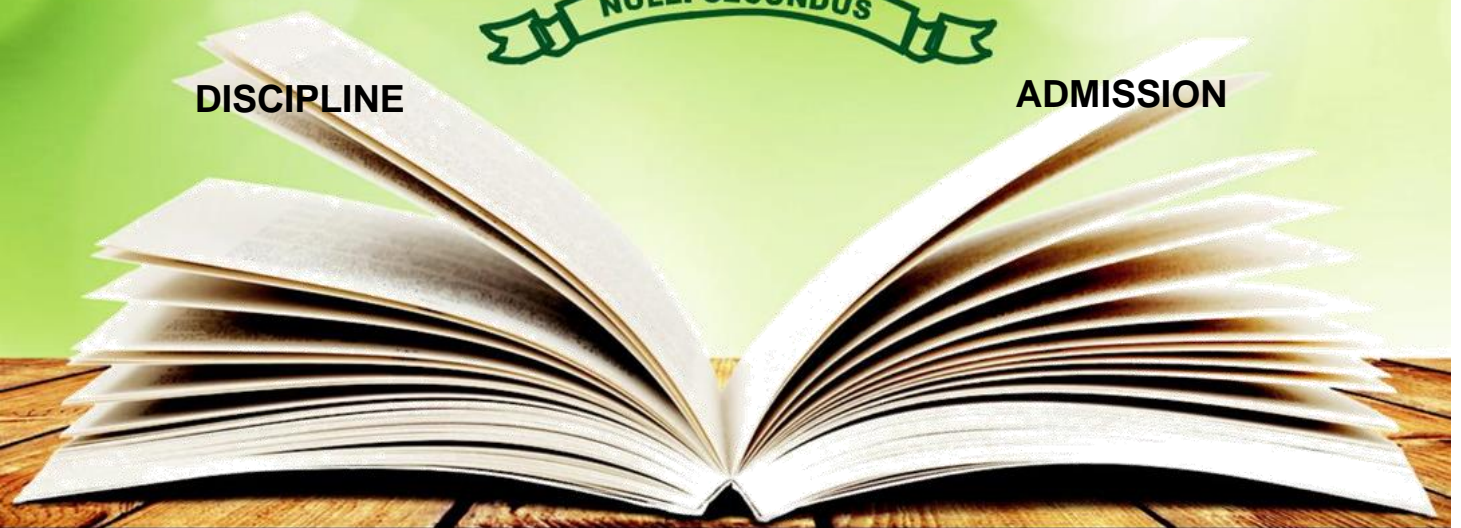
CREATE

RESPECT

ACHIEVEMENTS

DISCIPLINE

ADMISSION



BANKING DETAILS

Mount Edgecombe Private School (Pty) Ltd

Bank : Standard Bank
Account No : 053029534
Branch Code : 057829
Branch : Umhlanga Ridge

NEW PARENTS:

The Deposit Slip Must Contain The Following Details:

Name of Learner: _____

Grade / Year for which admission is sought: _____

Debit / Credit Card facilities also available at school

1. OUR SCHOOL

Mount Edgecombe Private School (MEPS), a private school of excellence, is located on the borders of the tranquil and picturesque Mount Edgecombe Country Club Estate. Prior to it being used as a private school, MEPS served as a public school in Mount Edgecombe. During the school's long history as a public school it had produced outstanding academics, professionals, sports persons and community leaders. Many of the school's attendees have achieved great success in their chosen fields.

For more than 25 years MEPS has operated as a private school, and has continued its tradition of providing high quality, holistic education designed to achieve academic excellence, to prepare learners as fully as practically possible for their future, and to meet the challenges of everyday life. We are a friendly, family – orientated school with interaction between staff, parents and learners. We are committed to ensuring that the principles of equity and natural justice contribute to achieving our goals. We have efficient and motivated employees who possess the required expertise and competence to meet the School's requirements. Our ethos embodies care and compassion, recognizing each learner's individuality so that he/she may realize his/her full potential. Thus, we provide the environment and facilities that foster holistic, spiritual, intellectual, physical and social learner discipline and development.

In recent years significant improvements have been made to the infrastructure by upgrading the sanitary facilities, renovating the prefabricated buildings and giving attention to the roofs and other areas of the school. In addition, MEPS is now committed to complying with being environmentally friendly, improving the school's green environment and has created a safe and secure enabling institution. The commitment to a "green" environment is intended to create the best possible learning conditions for our young leaders.

Academically, MEPS has performed consistently well above the NSC averages. Several new interventions were introduced, including additional tuition and a more comprehensive homework schedule to prepare learners to the fullest extent possible for the examinations. Intervention programmes include additional Saturday classes, additional week day lessons, vacation classes, accelerated academic programmes, a programme to bring out the fullest potential of each learner, adopt a learner programme and a mentorship programme. These programmes emphasize self-discipline, self-development, listening and concentration, motivation, the power to think critically and creatively, time management, and entrepreneurial flair.

The school also subscribes to a comprehensive, holistic homework programme and for our younger learners, a supportive, structured aftercare programme has been implemented.

In addition to the academic programme, MEPS also support comprehensive co-curricular and extra-curricular programmes. Our comprehensive programmes include activities such

as the Sports Days, Variety Concerts, Fun Walk, Prom, Aquatics programme and Grandparents Days. Limited sporting facilities are also offered by the school. Despite the limited space available to MEPS, the school has re-designed its offerings to include Volleyball, Soccer, Tennis, Netball and Basketball has part of the sports programme. The school's extra-curricular activities include Monkeynastics, Karate and Speech and Drama.

MEPS has a no tolerance policy towards liquor, drugs, weapons of any kind, tobacco usage, bad language, other prohibited products and generally poor conduct by the whole of the MEPS community, within the school's boundaries.

2. VISION

The MEPS vision is

“A Leading Accredited Independent Educational Institution of Academic Excellence”

3. MISSION STATEMENT

“MEPS is committed to offering a holistic educational programme”

4. VALUES

MEPS subscribes to the following values that are encouraged and practiced by the MEPS family.

Professionalism	Commitment, Expertise and Knowledge, Conduct,
	Communication, Image, Teamwork
Respect	Appreciation, Tolerance and Acceptance (Diversity),
	Recognition, Obedience, Discipline, Lead by example
Integrity	Honesty, Principled, Reliable, Sincerity, Loyalty, Comply
	with Prescripts, General Acceptable Character, Good
	Society Norms (<i>boni mores</i>)
Pride	Loyalty, Inclusivity, Brand Awareness and Promotion,
	Sense of Belonging and Appreciation
Fairness	Equitable, Just, Sincere and Genuine, Consistent, Accommodating
Transparency	Information sharing:
	Learners progress and performance,
	Discipline matters, Intervention strategies, Activities and
	Programmes, Staffing and other employment changes,
	General Infrastructure Improvements

Objectivity	Impartial, Neutral, Independent, Without Foregone Conclusions, Perception and Reality, Open Minded, Structural Objectivity.
Responsibility	Committed and Diligent, Efficiently and Effectively execute tasks duly delegated, Tenacity, Due Care and Skill, Professionalism, Accountability, Comply with Ethical Values, Accountable for Performance of Responsibilities

5. ADMISSION POLICY

5.1 New Admissions

- 5.1.1 The admission policy of the School is non-discriminatory and is not based on or influenced by race, creed, sexual orientation or religion. However, since this is a normal school, learners with special educational needs are not provided for and are precluded. Parents / Guardians of such learners (such as autistic or ADHD) are advised to seek admission at special schools that cater and are geared specially for such children.
- 5.1.2 Being a private school, the School reserves the right of admission in its discretion. The school reserves the right to and does administer pre-registration assessments that may assist the school in deciding on admission. The performance of the learner in the pre-registration assessments does influence the decision on whether to admit the learner to the school. The School endeavours to maintain an average of 25 learners per classroom with a maximum learner complement of 29 per classroom, and where there are more applicants for admission than positions available, certain applications will necessarily have to be turned down.
- 5.1.3 All new admissions will only be accepted if the learner has studied English as their First Language and Afrikaans as their First Additional Language in previous grades. Requests for admission in Grades 11/12 will be scrutinized carefully in terms of the subjects offered and the academic potential of the learner. Admission will be at the discretion of the Principal and/or the School's Board of Directors. Parents agree to unconditionally accept the school's decisions.
- 5.1.4 The requirements for a valid application for a new admission to the School are as follows:
- 5.1.4.1 The past academic record of the learner must be provided.
- 5.1.4.2 The learner must successfully complete the prescribed admission tests.

- 5.1.4.3 The age of the learner must be appropriately related to the grade application (age Cohort)
- 5.1.4.4 The parent/guardian must pay the non-refundable admission application fee, applicable from time to time, which will cover the School's costs in receiving and processing the application for a new admission. Payment of the admission application fee (or payment of any School fees) will not constitute an agreement with the School and will not obligate the School to accept the related admission application until a firm decision has been taken by school management.
- 5.1.4.5 The parent/guardian of the learner admitted to MEPS undertake to pay the usual School fees applicable from time to time in a form acceptable to the School. Note that school fees are charged for the education and educational tuition provided by MEPS and that the school meets all of its obligations from school fees received. The school can therefore not condone unpaid school fees. Non-payment of school fees may result in, inter alia, the learner not being allowed to continue with schooling at MEPS, being requested to remain at home until all school fees have been paid or being requested to transfer out from MEPS. The school may also implement action to recover any outstanding school fees.
- 5.1.4.6 The parent/guardian agrees to purchase the required books, stationery and equipment in accordance with the requirements of each grade. The parent/guardian understands that lack of the required books, stationery and equipment have a detrimental effect on the learner's education and the immediate availability thereof is the responsibility of the parent/guardian.
- 5.1.4.7 The parent/guardian and learner agree to abide by the School's rules and the Code of Conduct, as may be amended from time to time.

5.2 Annual Re-Admission / Continued Admission

- 5.2.1 Whilst the pass requirements of the Department of Education are followed, the school policy is that the following criteria are also used in learner's promotion to the next grade:
- 5.2.1.1 A 50% pass mark in each subject.
- 5.2.1.2 Good conduct, punctuality, attendance, sound academic progress and adherence to all school rules and requirements.
- 5.2.1.3 Parent/guardian co-operation in all School matters.
- 5.2.1.4 Timeous and full payment of all School fees.
- 5.2.2 Notwithstanding the existing promotion requirements, the School, being a private school, reserves the right of admission and promotion in its discretion. The School

shall be entitled to refuse promotion on written notice given during the current academic year even if the promotion requirements for the following academic year have been satisfied.

5.3 School Infrastructure

- 5.3.1 All parents' learners acknowledge they have visited and viewed the facilities offered and agree to these facilities.
- 5.3.2 Additional facilities such as air-conditioners etc are provided at the discretion of Directors and are additional to the school's necessary infrastructure.
- 5.3.3 The Board of Directors and the school management team will endeavour to create the safest and most conducive learning environment for the development of learners. However, parents acknowledge that school fees payable are for the provision of education according to the DEC syllabus with the required basic infrastructure.

5.4 Payment of School Fees

- 5.4.1 All school fees must be paid as required, in full and on time.
- 5.4.2 Disagreement with the school on any matter does not constitute grounds for non-payment of school fees.
- 5.4.3 Parents may, however, engage /correspond with the principal on any matter of concern. Such concern will be considered by the Principal and given due attention, at the discretion of the Principal.
- 5.4.4 On any matter of concern raised, the decision of the Board of Directors of MEPS shall be final and binding.

SCHOOL CURRICULUM

- 6.1 The School offers:

General Education and Training Band (GET)

Foundation Phase

- 6.1.1 **Grade RR** - The focus at pre-primary level is social, physical, emotional and cognitive development through constructive play and, practical and outdoor activities geared towards school readiness.

- 6.1.2 **Grade R** - The Grade R Programme is formalized and includes the three primary subjects i.e. English, Mathematics and Life Skills. Physical Education and Computer Literacy are also given attention.
- 6.1.3 **Grades 1-3** - The curriculum includes English, Afrikaans, Mathematics and Life Skills as compulsory subjects. Physical Education and Computer Literacy are part of the Life Skills Programme. Though English is the medium of instruction, there is also emphasis on a multilingual approach. Learners are exposed to Afrikaans as the First Additional Language (FAL) and Isizulu as the Second Additional Language. Assessments at these levels are continuous, and are both formal and informal.
- 6.1.1.2 **Intermediate Phase**
- 6.1.1.2.1 Grades 4, 5, 6: The principles of holistic learning are reinforced. The focus is on knowledge, skills, values and attitudes. Learners are encouraged to learn through self-discovery, undertake research projects, work independently and also work in groups. Assessments are continuous and both formal and informal tasks are assessed and evaluated. Learners are afforded the opportunity to learn English (Home Language), Afrikaans (First Additional Language), Life Skills, Mathematics, Natural Sciences, Technology and Social Sciences.
- 6.1.1.3 **Senior Phase**
- 6.1.1.3.1 Grades 7, 8, 9: This phase ends with an “exit” exam at Grade 9 level. Learners are afforded the opportunity to learn English (Home Language), Afrikaans (First Additional Language), Natural Sciences, Social Sciences, Maths, Technology, EMS, Computer Literacy, Arts and Culture, and Life Orientation.
- 6.1.1.4 **Further Education and Training Band (FET)**
- 6.1.1.4.1 Grades 10, 11, 12: This phase ends with an exit exam at Grade 12 level – National Senior Certificate (NSC) exams. Learners are afforded the opportunity to study the four compulsory subjects namely English (Home Language), Afrikaans (First Additional Language), Mathematics and Life Orientation, plus a minimum of three electives, from the following list of subjects: Business Studies, Physical Sciences, Life Sciences, Geography, Information Technology and Accounting.
- 6.2 When the School loses a specialist educator and a suitable replacement cannot be found; or the cost of a specialist educator relative to the number of learners enrolled for the specialist subject renders the appointment or continued retention of a specialist educator not viable, this specialist subject may be withdrawn by the School and no longer be offered. An alternate subject may be offered, depending on the same consideration of viability.

6.3 Policy on Change of Subject/s and/or Additional Subject/s:

6.3.1 FET Phase (Grades 10-12)

Whereas the School encourages academic excellence, the request for a change of subject/s and/or the taking on of additional subject/s will be considered using the following policy and protocol:

- 6.3.1.1 Requests for the above changes may only be made by the parent/guardian in writing by no later than the end of the first term in the year in which the learner is in Grade 10. Requests will not be entertained thereafter as changes cannot be processed thereafter.
- 6.3.1.2 All the necessary School Based Assessment (SBA) requirements must be met.
- 6.3.1.3 A maximum of two subject changes will be considered.
- 6.3.1.4 The intended changes or inclusion of additional subject/s are subject to the final approval of the School principal, who shall exercise his/her discretion taking into account the performance of the learner in the compulsory seven subjects as well as the best interests of the learner.
- 6.3.1.5 Learners must perform exceptionally well to be considered for an additional subject/s.
- 6.3.1.6 The School and/or the KZN Department of Education shall not be responsible or liable to learners who encounter difficulties due to subject/s changes and/or including additional subject/s.

6.4 Intervention Classes

- 6.4.1 MEPS has introduced a concept of “intervention classes” to address areas of difficulty that learners may experience and also to provide learners with an opportunity to attempt more difficult work.
- 6.4.2 Intervention classes are held on weekdays and on Saturday mornings.
- 6.4.2 Weekday intervention classes are intended for the entire school so that learners are able to bring out their fullest potential.
- 6.4.3 Saturday intervention classes are intended for the Intermediate and FET Phases and are intended to prepare learners more fully for their assessments and examinations.
- 6.4.4 Parents hereby agree to ensure that learners attend intervention classes.

7. EVALUATION OF LEARNER ACHIEVEMENTS

- 7.1 The School is fully compliant with the National Curriculum Statement (NCS) and the CAPS syllabus in all grades.
- 7.2 The School strives for a pass of 50% in each subject. Whilst the DEC has regulated different pass requirements, the policy of MEPS is that a 50% achievement prepares the learner more fully for the exit examinations and for tertiary education.
- 7.3 Reports are issued in respect of each learner in all grades. Reports are sent home to the parent/guardian with the learner, by the end of the first week in the following term. Non-payment of school fees may result in parents being requested to personally collect reports from the school and to make arrangements to clear outstanding school fees.
- 7.4 Formal, arranged consultations are planned for all grades during the first, second, and third terms. Interviews may be initiated by the parent/guardian or educator at any time during the course of the year, as the need arises, through the administration offices of the school.
- 7.5 SBA – learners are expected to produce all units of work for SBA. Non-submission of projects/assignments, etc will be viewed in a serious light, and the learners' marks may be compromised. Additional work may be given for work not produced at the discretion of the Principal. The Principal shall decide whether or not to award marks for the additional work performed.

8. HOMEWORK

- 8.1 Time allocated to homework for the different grades varies. Homework is set daily.
- 8.2 In the Foundation Phase, homework is recorded daily in a homework notebook.
- 8.3 Senior learners must be self-disciplined. Learners must take note of the homework set and complete these tasks diligently. Parents/guardians are expected to monitor the completion of homework.
- 8.4 Remember that reading, whether literature, novels or current news will be a daily part of a learner's homework.

9. LEADERSHIP AND HONOURS

- 9.1 Learners may be elected as monitors on a rotational basis to help with additional responsibilities in the class and/or other co-curricular/extra-curricular activities. Foundation Phase learners wear 'monitor' badges as a form of acknowledgment. Such activities assist in learner development and forms part of the school's educational development programme.
- 9.2 Prefects, house captains and vice captains may be chosen from senior learners to assist with duties, as required. Learners agree to perform duties as prefects, house captains or vice captains. Such activities assist in learner development and forms part of the school's educational development programme.
- 9.3 'Honour' badges will be awarded to qualifying learners who have excelled in the academic and co-curricular arenas.
- 9.4 Learners are awarded certificates and trophies for their outstanding academic and sporting achievements during the year.
- 9.5 The highest honours awarded to learners are the Dux (Academic) and Victor/Victrix Ludorum (Sports) Awards.

Top 3

- 9.6 The Top 3 learners in each grade, from Grades 4 to 12, are honoured at the end of each of the first three terms. The qualifying criteria are as follows:
 - 9.6.1 the three highest aggregates in each grade; and
 - 9.6.2 learners must have achieved at least an 80 % pass in each subject.
- NB: If there is a tie for any position in the Top 3, the learner with the highest marks in the written quarterly test/exam will qualify.
- 9.7 Any learner who presents disciplinary problems may be excluded from the Top 3 and any other academic awards. The decision to be excluded rests solely with the Principal of MEPS.
- 9.8 Those learners who consistently appear in the Top 3 in their grade over three terms will also qualify for a special award at the annual awards function. Learners will be awarded 'Top 3' badges to wear on their uniforms.

- 9.9 For the Foundation Phase – Grades R-3 - the Top 3 learners per class will also be awarded ‘Top 3’ badges. Foundation Phase learners who are consistently in the Top 3 over three terms will also qualify for a special award at the annual awards function. All learners who are awarded such badges are required to display them by pinning them on their jackets/shirts.
- 9.10 The School reserves the right not to hold an annual awards function in its discretion.

10. SCHOOL PROTOCOL

- 10.1 Parents/guardians who require information or have any inquiry/concern regarding the learner’s progress may contact the school’s administrative offices to make an appointment with the educator or phase head. However, a parent/ guardian who wishes to lodge a complaint of a serious nature must follow the protocol sequence below:
- 10.1.1 Direct your complaint/query in writing to the School principal who will make every effort to resolve the problem within 5 School days;
- 10.1.2 Thereafter, if unresolved, the matter may be referred to the directors of the School in writing, care of the School secretary.
- 10.2 Parents/guardians wishing to consult with any educator, phase head, or the School principal must request an appointment via the homework notebook or by telephoning the School secretary, or by means of written electronic communication - email.
- 10.3 Upon entering the School, parents must first report to the School secretary’s office. Parents/guardians are not allowed to approach any learner, classroom, educator, phase head, or the School principal directly.
- 10.4 Parents/guardians are prohibited from displaying undue, aggressive and threatening conduct in any liaison with the school and are also prohibited from employing unacceptable language such as colloquialism, vulgar and slang language. Please also note that the school prohibits smoking, prohibited substances, inappropriate language, litter, inappropriate dressing, any type of violent behaviour, and generally poor conduct by any person on school premises. All persons accessing MEPS premises unconditionally agree hereto.

11. RULES OF THE DAY

11.1 Arrival

- 11.1.1 School starts promptly at 07:45. Late coming is not tolerated. Late coming will result in learner incurring demerit points. Once at school, a learner must remain at school for the entire school day, without exception. No learner is allowed to leave the school's premises during the school day. A learner will only be allowed to leave the school premises during school hours with the express permission of the authorised parent or guardian and in the company of an authorised individual who shall present their credentials to the Principal or his delegate.
- 11.1.2 If a learner's transportation is late, the learner should report directly to the relevant Head of Department's office. Security is compelled to record late-coming in the incident book. Security officials do not have discretion in this matter.
- 11.1.3 No learners are allowed in classrooms prior to registration, except the foundation phase learners.
- 11.1.4 Learners must ensure they have the correct books for the day and have done their homework and/or projects, etc.

11.2 Assembly

- 11.2.1 The foundation phase, grades RR – 3, have their assembly on Tuesdays at 08:15 while the Grades 4 – 12 have their assembly on Mondays at 10:20.
- 11.2.2 Full school uniform must be worn at all times. No exceptions are allowed except where the school takes an authorised decision such as on "civvies day".
- 11.2.3 Learners must report to the assembly area quietly and promptly.
- 11.2.4 After assembly, learners must exit from the assembly area in an orderly manner and comply with the instructions of educators and prefects.
- 11.2.5 All learners must attend assembly; there will be no exceptions.
- 11.2.6 Educators will ensure orderliness at the assembly. Learners must obey educators at all times.

11.3 Movement along corridors

- 11.3.1 Learners must move quickly without running.
- 11.3.2 Learners must be quiet and well-disciplined, keep to the left and greet staff and visitors to the school.
- 11.3.3 Learners must arrive punctually for all classes.
- 11.3.4 No running allowed in corridors, classrooms or in places where there are higher concentration of people. Running, as part of approved sports activities, are allowed.

11.4 If you are unwell

- 11.4.1 If a learner feels unwell, he/she must inform his/her educator, who will refer him/her to the School secretary, and should this be necessary, the Secretary will assist the learner, or after consultation with an SMT member, call the parent.
- 11.4.2 If a learner is on medication, it must be brought to School and the educator must be made aware of this.
- 11.4.3 Should a learner require urgent or emergency medical treatment for whatsoever reason, the Principal has the discretion to ensure that the learner is taken to the nearest registered medical centre for attention. The costs related to such medical attention shall be the responsibility of the parent/guardian.

11.5 Breaks

- 11.5.1 Unless it is raining, classrooms are out of bounds for all learners during breaks. Learners are not allowed inside classrooms during lunch breaks. Breaks allow learners the opportunity to be outside and get a breath of fresh air and also to air the classrooms. Grade R and RR learners are allowed to use the benches in the corridors during their breaks.
- 11.5.2 Learners must leave the classrooms and make their way to the grounds and the areas especially designated for them.
- 11.5.3 Littering is strictly prohibited. Any learner caught littering will be required to pick up the litter and discard the litter into the rubbish bins provided. The learner will accrue demerit points for littering and also for any other contravention of rules.

- 11.5.4 No learner may leave the School grounds or stand near or in the car park during school hours or be in any areas prohibited by school management.
- 11.5.5 The pathways provided for walking must always be used.
- 11.5.6 All incidents of concern must be reported to the educators on duty.

11.6 **After School**

- 11.6.1 Unless a learner is taking part in an extra-mural activity, learners must keep away from the area where the extra-mural activities are taking place and other prohibited areas whilst waiting for their transportation.
- 11.6.2 Learners must bear in mind that they are 'on show' when leaving the School. They must therefore be in full school uniform and conduct themselves with dignity. Learners are expected to always conduct themselves in an exemplary manner and in accordance with the school rules whilst in school uniforms, regardless of the location.
- 11.6.3 Learners must set a good example while in the public eye.
- 11.6.4 Learners' conduct beyond the School gates must be a credit to School and to the learners.
- 11.6.5 Learners not collected within 15 minutes of the closure of any School day are required to report to a dedicated aftercare room, where a MEPS employee will be on duty. For this service, parents/guardians will be required to pay a fee per hour or part thereof as determined by the Principal from time-to-time, without exception. The co-operation of parents/ guardians in collecting learners timeously from school is requested.

11.7 **Aftercare**

- 11.7.1 The school provides "aftercare" services at a reasonable cost. An educator/s will supervise learners at all times.
- 11.7.2 Educators will assist learners with homework according to learners' needs. As far as is practically possible, a structured programme will be followed.
- 11.7.3 Learners will have time for play activities.
- 11.7.4 Educators will set tasks to build self-confidence and the independence of learners.
- 11.7.5 Learners will have controlled television viewing of selected educational programmes

- 11.7.6 Learners will be supervised closely to ensure a safe and secure environment
- 11.7.7 A light snack and juice/non-alcoholic drink will be provided daily for all learners.
- 11.7.8 Learners are to be collected promptly at the end of each day.
- 11.7.9 Aftercare details are as follows:

Months: Aftercare will commence in January and close on the last day at the end of the year for the foundation phase.

Days: Monday to Friday during School days only.

Time: 12:00 – 17:00 (learners must be collected promptly at 17:00).

Who may attend: Only learners from Grade RR to Grade 6 are allowed to be admitted to aftercare.

A fixed monthly aftercare fee will be determined by the school and is applicable to all learners irrespective of the time or days per month spent in aftercare.

Cost: Receipts will be issued for the amounts Paid for aftercare.

- 11.7.10 Aftercare fees are not included in school fees and must be paid separately, in cash, to the School bursar on or before the 7th of each month.
- 11.7.11 Parents/guardians will be required to sign an indemnity form acceptable to the school for the care of learners after school hours.
- 11.7.12 Parents/guardians must furnish the School with:
 - 11.7.12.1 A photograph of the learner attending aftercare.
 - 11.7.12.2 A photograph of person/s authorised to collect the learner.
 - 11.7.12.3 Emergency telephone numbers and the name/s of contact person/s. Alternative numbers must also be provided.
 - 11.7.12.4 Medical aid scheme and number (if applicable).
 - 11.7.12.5 Name and telephone numbers of learner's family doctor.

11.7.13 The School reserves the right to take an independent decision concerning the care of a learner in an emergency. Costs related to such an emergency will be for the account of the parent/guardian of the respective learner.

11.7.14 Parents/guardians are encouraged to book a position at aftercare as soon as possible as there are limited spaces available.

11.8 Areas out of Bounds

11.8.1 Please note that the following areas, unless while on an errand or during School activities, are out of bounds to all learners:

11.8.1.1 The School front entrance, foyer, staff parking area and the Directors offices.

11.8.1.2 The office area outside the principal's office.

11.8.1.3 All areas behind the prefabricated buildings. Learners are strictly prohibited from accessing the areas behind the prefabricated classrooms 26 to 29 and the adjacent areas. Learners must stay clear of the fence adjoining the Imperial Foods Warehouse on the north side.

11.8.1.4 The staff room and the management staff office.

11.8.1.5 School premises during holidays/weekends, except for organised School activities/events.

Note: Learners wishing to speak to the Principal must first report to the School secretary.

11.8.2 We encourage self-discipline and it is therefore in the learner's best interests to become absolutely familiar with the above rules. Adhering to them will ensure that the learner's stay at the School is a pleasant one. Disciplinary measures will be implemented against any learner who breaks these rules.

12.1 ABSENCE / LEAVE

12.1 No learner is allowed to be absent for non-medical reasons without the prior consent of the School principal, except in the case of emergencies. Parents are required to communicate the emergency to the school immediately and advise of a learner's non-attendance.

12.2 A written note, signed by the parent/guardian, must be submitted to the School's administrative office at least one School day before that on which the learner will be absent. Leave will not be allowed for overseas trips, holidays etc. as these have serious negative impact on the

educational programme of the learner. Parents/guardians are urged to strictly adhere to this rule.

- 12.3 In cases of illness, or other unforeseen absence, a letter giving full reasons for the absence and signed by the parent/guardian must be submitted to the form educator on the day that the learner returns to School.
- 12.4 Any appointments (medical, dental or other) should not, where practicable, be scheduled during normal School hours.
- 12.5 No learner may leave the School premises during the course of the day without the express permission of the School principal.
- 12.6 The School keeps comprehensive records of all absence and/or leave.
- 12.7 Learners are required to engage with their educator to “catch-up” with work lost when not at school.

13. STATIONERY

- 13.1 Parents/guardians must purchase the prescribed stationery from the approved list and such list will be provided by the School to all parents/guardians at the end of each year. The stationery may be purchased from a stationer of your own choice.

14. TEXT BOOKS

- 14.1 Parents/guardians are to buy the prescribed textbooks from the approved list which will be provided by the School to all parents/guardians at the end of each year. The learner may also attempt to purchase/acquire the prescribed textbooks from other learners who had used them during the previous year.

15 TUCK SHOP

- 15.1 The tuck shop is privately run and is open during both breaks as well as after School. Parents/guardians must exercise caution when allocating spending money to the learners.
- 15.2 Learners are prohibited from purchasing items from the tuckshop during education periods and may only visit the tuckshop during breaks.

16. SECURITY

MEPS takes learner safety and school security very seriously. Learner safety is the joint responsibility of the parents, school, service providers and entire school community. Consequently, the entire MEPS community

is required to conduct themselves in a manner that promotes learner safety and security. Adherence to all school rules is compulsory and not negotiable in order to ensure learner safety and security. Breach of learner safety and security is considered in a very serious light and may result in the necessary action being implemented.

16.1 Security services are provided by a security company on a 24-hour basis. Every effort is made to ensure a safe and secure environment for the learners while they are at school, however, it is not possible to assure complete safety or the elimination or reduction of all risks.

16.2 Therefore parents/guardians do hereby irrevocably waive and abandon all claims (including but not limited to claims for personal injury, personal incapacity [temporary or permanent], loss of life and damage to property) which they or the learner might have against the School, its directors, employees, representatives, agents, suppliers and/or subcontractors, whether in contract, delict, statute or otherwise for any special, general, direct, indirect or consequential losses or damages, arising out of the learner's and/or parent's/guardian's attendance at and travelling to and from the premises of the School and associated conduct, whether or not such claims are due to the School's, its directors', employees', representatives', agents', suppliers' and/or subcontractors' negligence (failure to use such care as a reasonable prudent and careful specialist contractor would use under similar circumstances), gross negligence or breach of any duty imposed by law or contract or the intentional or negligent conduct of any learner or other third party.

16.3 In matters pertaining to traffic and security, parents/guardians must adhere to the directives of the security personnel. Parents/guardians understand the role of security officials and undertake not to disrespect, disobey and abuse them in any way whatsoever. Complaints against security officials will be directed to the school's management team. For the safety of learners, parents/guardians must ensure that their children are fetched timeously after school. Parents/ Guardians must also be tolerant of and courteous towards each other.

16.4 Learner safety and security

The following is implemented and must be adhered to at all times:

- i. For the safety of our learners, school gates are kept closed and locked as a matter of course.
- ii. Access to the school premises is controlled.

- iii. The school uses a system of access cards and each family is entitled to an access card whilst the learner studies at MEPS
- iv. The security official will allow entrance to the school premises on presentation of a valid, authorised access card.
- v. Non-presentation of an access card requires the person accessing the school's premises to complete the Access Control Register. Security will require the driver's licence of the driver and will record the licence number in the register. Security officials do not have discretion in this regard.
- vi. An access card will be issued upon payment of fee determined by the school and communicated to parents.
- vii. At the end of the academic year access cards must be returned to the school and the fee will be refunded. Non-return of access cards will result in these cards being cancelled and forfeiture of the fee paid.
- viii. Lost cards will attract a replacement fee. Parents/Guardians are required to report lost cards to the school immediately but not later than 48 hours from discovery of the loss.
- ix. Parents who do not return the access cards to the school will not be refunded the fee nor will they receive a new card in the following year.
- x. Should the learner leave MEPS, unreturned cards will be automatically cancelled.
- xi. All persons accessing the school premises unconditionally agree to operate their vehicles complying with maximum safety prescripts. These prescripts include but are not limited to:
 - Reduced speed (no more than 30km/h) whilst on the school premises
 - No loud sounds either from the music system or from the vehicles' operating systems whilst on the school property.
 - Complete prohibition of activities such as wheel spins, excessive revving, and sudden stops.

17. TRANSPORT PROVIDERS

- 17.1 Independent persons/service providers offer transport services to parents of MEPS learners. These external transport providers are not employees

or agents of the School and do not render these services on behalf of MEPS. They are completely independent service providers.

- 17.2 Should parents/guardians require such transport services, arrangements are to be made directly with the transport service providers. The school will not be party to the arrangement.
- 17.3 In the event of the late arrival and late collection of learners in the morning or afternoons as a result of the services rendered by transport providers or for any other reason, that will be a matter which stands to be addressed by the parents/ guardians directly with the service providers.
- 17.4 The safety of learners is of primary importance. Parents/guardians are to ensure that they are satisfied with all safety and security measures provided by the transport service providers.
- 17.5 Transport service providers are expressly required to conduct themselves in a manner appropriate to rendering services to school learners. Such conduct includes the use of good, appropriate, refined language, abstention from the use of any, *inter alia*, alcoholic beverages, smoking, prohibited substances etc whilst on school premises or entering the school premises whilst under the influence of such prohibited substances. The entire school community is strictly prohibited from using slangs, colloquialism, vulgar, other inappropriate language and any kind of prohibited substances anywhere on the school premises and also when in the presence or vicinity of learners. Violent and inappropriate conduct is strictly prohibited.
- 17.5 There are different vehicles/drivers collecting and dropping off learners. Parents/ guardians must make themselves fully aware of transport arrangements at all times.
- 17.6 Parents/guardians must ensure that the transport service providers satisfy all legal requirements to provide such a service (permits, liability cover etc).
- 17.7 The parents/guardians enter into a private contract with the service provider and the School is not party to this arrangement. The School disavows all liability which might arise from this private arrangement. Notwithstanding the aforesaid, the School will, as far as reasonably and practically possible, facilitate the safe and timeous transportation of learners and therefore provide for the following:
 - 17.7.1 Transport providers must adhere to all school rules and must fully ensure the safety of learners.

- 17.7.2 Transport providers will drop off and fetch learners only in areas designated by the Principal.
- 17.7.3 No transport provider is allowed to formally discipline a learner other than issuing light reprimands, without the use of inappropriate language, for the sake of maintaining safety and order in the transport vehicle. Transport providers are required to communicate inappropriate learner conduct to parents/ guardians and advise the Principal accordingly.
- 17.7.4 No transport service provider is allowed to deviate from the route agreed to between the transport service provider and parents/guardians for any reason whatsoever, without the express permission of all relevant parents/guardians.
- 17.7.5 Transport service providers will at all times act in the best interest of learners and uphold the image and reputation of MEPS. The school reserves the right to implement any action, in the discretion of the Principal, should transport service providers contravene this requirement.
- 17.7.6 Transport service providers will keep parents fully informed of any deviation to arrangements, at all times.

18. MISCELLANEOUS

- 18.1 Breakages of equipment or of any School property by any learner or visitor will be charged to the account of the respective parents/guardians.
- 18.2 Food may only be consumed during break times. Eating and drinking in the classrooms, corridors or offices, is strictly prohibited. Chewing of gum is not allowed at any time.
- 18.3 No ball games may be played anywhere near or in the School buildings.
- 18.4 The possession or use of electronic devices such as laptops, iPads, tablets, cell-phones, cd players, tape recorders etc or other valuable items is prohibited on School premises and/or at school-organized functions. Such items, if found, will be confiscated and a receipt issued stating the date on which the said item may be collected. The School cannot be held responsible for the loss of any such items. Items confiscated will only be returned to the parent/guardian at the end of the following term, but will not be kept beyond the end of the last term, in any given year.

19. CODE OF CONDUCT FOR LEARNERS

- 19.1 These School rules have been drawn up to ensure the safety of all learners and also to protect the rights of all individuals at the School.
- 19.2 No learner will be allowed to adversely affect the opportunities and access to education of other learners through disruptive or unbecoming conduct and behaviour.
- 19.3 **Learner's Pledge**
"As a learner of the School, I will speak with pride of my School and protect the good name, reputation and image of MEPS.
- Respect for myself and for others will foster a spirit of tolerance towards other cultures and beliefs.
- I accept that I have the right to express my opinion in an orderly manner but to recognise the views and opinions of others– and I will always respect the majority's decision.
- Obedience and self-discipline will guide me to taking responsibility for my actions. My good behaviour includes the wearing of my uniform with dignity and pride at School and in public.
- I realise that there is an appropriate time and place for everything. Therefore, my actions will show my respect for the right of every learner to a good education and respect for my school.
- I promise that my relationships with my own and the opposite gender will reflect my pride in the School. I will not engage in intimate personal relationships at school, on school premises or whilst on school business. I will conduct myself in accordance with the school rules and obey the instructions of the school staff members.
- I undertake to abide by all the School rules and the learners' code of conduct. The School is our school, our pride and our future."
- 19.31 The full, regulation School uniform and sports-wear, as determined by the School from time to time, must be worn by all learners. All learners must adhere to the uniform specifications. While learners are wearing their uniforms, they must remember that their behaviour and appearance reflect upon the School. Learners are to always be neatly dressed, according to the prescribed dress code. Regular uniform checks are conducted to ensure compliance. The School will communicate information regarding the availability of uniforms to all parents/guardians.

19.3.2 As learners at the School represent a wide socio-economic spectrum, the principle of uniformity is strictly adhered to in order to diminish competition based on means. Learners are encouraged to rather express their individuality through their skills and educational achievements.

19.3.3 Consequently all learners are treated fairly and equitably.

19.4 **Dress Code**

19.4.1 The Learners are to have hairstyles which are neat and short, having a uniform length.

19.4.2 No elaborate styles such as parting, shaven paths, steps, dyes, gels, frizzes, dreadlocks and/or Vaseline are allowed. Other types of hair enhancers are also not allowed.

19.4.3 Female learners may have long hair or simple braids but long hair must be tied back and be away from the face.

19.4.4 No facial hair is allowed, therefore, male learners must shave, if necessary. Beards and/or moustaches are not allowed.

19.4.5 Both male and female learners must tuck their shirts into their pants at all times, while in School uniform. Female learners must also tuck tops into skirts at all times.

19.4.6 No jewellery is allowed for male learners except for plain watches. Without derogating from the generality of the foregoing, male learners may not wear rings or studs on any part of the body or have visible tattoos.

19.4.7 No jewellery is allowed for female learners except for plain watches, plain stud earrings and/or small loops for girl learners. Without derogating from the generality of the foregoing, female learners may not wear rings or studs on any part of the body except in the ear lobes and may not have visible tattoos.

19.4.8 Any prohibited item of jewellery found on a learner, whilst on school premises will be confiscated. A receipt will be issued stating the date on which the confiscated item may be collected.

19.4.9 Nail varnish/polish is not allowed and nails must be kept short and clean. Learners may be sent to the office to have nail varnish/polish removed, at a cost.

19.5 Offences

- 19.5.1 As an alternative to corporal punishment, the detention and service system will be used for learners of the School as a measure to correct and counsel deviant behaviour. The offences of learners will be categorized as “minor” and “major” offences. Minor offences will warrant detention, rendering services to the school and counselling. Major offences may warrant either suspension, alternatively expulsion. Learners are required to ensure that they “catch-up” on all work lost should they be suspended from school.
- 19.5.2 However, where a learner displays habitual disruptive or poor conduct and behaviour, as determined by the Principal, and where such a learner accumulates more than 150 demerits in any academic year, parents will be encouraged to seek professional guidance on such learner conduct. The Principal may request parents/guardians to provide a report from the professional service provider to the school in order to implement the required measures recommended by the professional service provider. Accumulated demerits exceeding 250 points in any one academic year may result in the learner being denied re-admission to MEPS in the subsequent academic year, at the discretion of the principal.
- 19.5.3 The School requires the support and co-operation of all parents/guardians and learners in order to make the system work. Parents/guardians are strongly urged to encourage and ensure that learners adhere to the school policies, rules and requirements so that the best possible results are achieved.

Types of offences		
Minor Offences	Code	De-Merit
Being in the classroom during breaks without an educator	01	20
Consumption of food, soft drinks and sweets in class not authorised by an educator	02	20
Running within the school building, down stairs or grass banks	03	20
Incomplete homework, assignments and projects	04	25
Unprepared for lessons	05	25
Late-coming	06	25
Unauthorised leave taking	07	30

Major Offences	Code	De-merit
Playing truant	08	50
Absconding from class	09	50
Littering	10	50
Talking to strangers / outsiders during school hours	11	50
Furnishing educators or secretaries with false information	12	50
Failure to hand official school document(s) to parents / guardians	13	50
Interfering with power supply or power switches	14	50
Failure to carry out a routine instruction	15	50
Not attired in full school uniform as per the uniform or dress code	16	50
Possession of cigarettes	17	50
Horseplay	18	50
Threats of violence or intimidation	19	50
Bullying of any form or degree against anyone	20	50
Vandalism of any kind to school property or any other property or possessions	21	50
Verbal abuse	22	50
Sexual harassment in any form such as hugging, touching, petting, pinching, kissing or fondling	23	50
Verbal forms of sexual advances, telephone calls with sexual overtones, sexually related jokes, insult or innuendos	24	50
Inappropriate enquiries about a person's life or comments about a person's body	25	50
Disrespectful, imprudent conduct towards educators, staff or visitors	26	50
Minor infringement in respect of tests/examinations	27	50

Very Serious Offences		
Note that these offences are strictly prohibited	Code	De-merit
Disruption of lessons	28	75
Inciting, instigating or procuring a fellow learner to violate a regulation or instruction issued by an educator	29	75
Extortion	30	75
Gambling	31	75
Defamatory or derogatory statements about learners, educators or members of cleaning/maintenance staff and visitors	32	75
Chronic late-coming	33	75
Insolent, arrogant, aggressive, insubordinate or improper conduct towards educators, other staff and visitors	34	75
Use of any electronic games, equipment and gadgets	35	75

Inappropriate comments via any form of social media	36	75
Smoking of cigarettes	37	75
Possession of cell phones	38	75
Bringing the school into disrepute in any manner	39	100
Serious irregularities relating to test/examinations	40	100
Sale of cigarettes	41	100
Drugged or drunken condition	42	100
Possession of drugs or alcohol or any other prohibited substances	43	100
Use of unlawful drugs or alcoholic beverages	44	100
Physical assault of any kind against anyone	45	100
Carrying of dangerous weapons, including but not limited to any explosive material or device, any ammunition, any firearm or gas weapon, any article, object or instrument that may be employed to cause bodily harm to a person or damage to property, or to render a person temporarily paralysed or unconscious or any object that the school may otherwise declare to be a dangerous object	46	100
Wilful and malicious damage of any kind to school property or any other property or possessions	47	100
Theft	48	100
Forgery	49	100
Practical jokes/pranks resulting in negative/disastrous consequences	50	100
Use of racially inflammatory, insensitive or pernicious language or any type of racist remark	51	100
Presentation of fraudulent documents	52	100
Sexual harassment in any physical form such as molestation, assaulting, attempted rape, rape, obscene behaviour	53	100
Derogatory or any other offensive pictures or material or pornographic Material	54	100
Any conviction by a court of law for a criminal offence	55	100
Unlicensed learners driving vehicles on the school premises	56	100
Use of cell phones on school premises	57	100
Participating in initiation practices, regardless of whether or not embarrassment, intimidation, humiliation or harm is a feature of it	58	100
Refusal to submit to search or unlawful drug/alcohol/substance testing	59	100
Providing false information in relation to drug/alcohol/substance related matters	60	100

** Any other infringement not covered by the above code will be at the discretion of the principal and/or management team.*

19.6 Detention and Demerits

- 19.6.1 Where a learner, from grade 4 to grade 12, has committed an offence/s with 50 demerit points or accumulates 50 demerit points, he/she will be detained after School on a designated day until 16:00 under the supervision of an educator. The School may also implement the detention on a Saturday between 11:30 to 14:00. Detention must be served. No exceptions are allowed. Parents/guardians are required to ensure that learners serve such detention.

For Foundation Phase learners, corrective work, exercises and/or tasks will be allocated.

19.7 Implementation of the detention system

- 19.7.1 Educators will be provided with an exercise book where the names of each learner, date, offence code, educator's signature and de-merit will be recorded. The de-merit book for grades 4 – 12 will be kept by the form educator. An offence list, together with the de-merits, will be pasted in the book. When a learner commits an offence, the educator will record the code of the offence, allocate the relevant demerit points to the learner and sign the book.
- 19.7.2 Every Monday, the form educator will check the de-merit book, announce the learners who are going to be detained and enter their names in a composite register which will be used for the attendance of all learners attending detention. The composite register will be kept and administered by the School office.
- 19.7.3 The form educator will send a letter to the parent/guardian informing him/her of the nature of the learner's offence and the School's intention to detain such learner. Parents/guardians must submit a return to the School to acknowledge the detention of the learner. If the parent/guardian does not respond to the letter, the learner may be sent home to return to School with his/her parent/guardian.
- 19.7.4 If the learner absents himself/herself from detention, the detention will be doubled and must be served over the following two weeks consecutively.

Repeated absenteeism of the learner for detention will warrant the learner's parent/ guardian presence at the School to ensure that the appropriate action is implemented. The decision of the Principal in such cases will be final and binding.

- 19.7.5 Any minor offence committed by a learner repetitively (i.e. chronic – meaning for the purposes of this Information Booklet, a repetition of more than three times per year) will automatically become a major offence, which could lead to suspension or expulsion, notwithstanding the fact that the learner may have previously served detention for such minor offence/s.

19.8 Suspension and Expulsion

- 19.8.1 Where a learner is guilty of serious misconduct, the disciplinary measures which will be applied may include suspension for a period of no longer than five School days, in which case the parent/guardian will be informed accordingly, or expulsion or any other sanction that the chairman of the disciplinary enquiry finds appropriate. A learner may also be suspended as a measure of discipline or pending a decision on whether the learner is to be expelled from School.

The Principal is delegated by the Board, by these rules, to conduct an investigation into the misconduct. Investigation procedures may include, but is not limited to, obtaining oral and written statements from learners and other persons involved in an incident, obtaining documentary evidence and confiscating items such as mobile phones and computing equipment. The Principal may employ such investigative methods, within reason, as may be necessary to enable proper decision-making. The Principal may appoint a person to undertake the investigation on his/her behalf. Confiscated items must be dealt with as directed by the Chairperson of the Disciplinary Enquiry.

- 19.8.2 No expulsion will take place without the learner first being called to and attending disciplinary proceedings. A disciplinary enquiry will be initiated. The disciplinary enquiry will be chaired by one or more directors of the School and the proceedings will be convened, managed and prosecuted by the School principal or his delegate. The directors are entitled but not obliged to appoint an independent chairperson in their stead.

- 19.8.3 The accused learner must be informed in writing of the charges against him in sufficient detail to enable him or her to prepare a proper and complete defence. The accused learner and the School must exchange a full set of all documentation with regard to statements and other relevant information, which each of them intend to use at the disciplinary hearing at least 2 days prior to the hearing.
- 19.8.4 A learner must be accompanied at disciplinary proceedings by his or her parent/guardian, unless good cause is shown by the directors of the School for the continuation of the proceedings in the absence of the parent/guardian. No legal representation will be permitted.
- 19.8.5 Whenever at disciplinary proceedings it appears to the chairman that it would expose a witness under the age of 18 years (including the accused learner) to undue mental stress or suffering if he or she were to testify, be examined or cross examined at such proceedings, the chairman may, if practicable, appoint a competent person as an intermediary in order to enable such witness to give his or her evidence and conduct proceedings through that intermediary.
- 19.8.6 Such intermediary may, unless the chairman directs otherwise, convey the general purport of any question to the relevant witness.
- 19.8.7 If the chairman appoints an intermediary, he may also direct that the relevant witness must give his or her evidence at any place which:
- 19.8.7.1 is informally arranged to put that witness at ease;
- 19.8.7.2 is arranged in a manner in which any person whose presence may upset that witness, is outside the sight and hearing of that witness; and
- 19.8.7.3 enables the Board, management and any person whose presence is necessary at the relevant proceedings to hear, through the medium of any electronic or other devices, that intermediary as well as that witness during his or her testimony.
- 19.8.8 All decisions arrived at must be based on the principle of balance of probabilities.
- 19.8.9 Where a learner is suspended pending a disciplinary enquiry, the disciplinary proceedings must be commenced and as far as reasonably

possible completed within seven School days after the suspension of such learner.

- 19.8.10 The chairman's finding and decision shall be delivered in writing to the School principal, who will distribute it to the parents/guardians of the accused learner. The chairman's finding and decision must be delivered within 10 School days after the conclusion of the disciplinary enquiry. The School principal may extend the suspension of a learner pending the outcome of disciplinary proceedings for a period not longer than 10 School days beyond the conclusion of the proceedings in order to allow the chairman to publish his finding and decision within 10 School days after the conclusion of the disciplinary enquiry. The School principal may extend the suspension of a learner pending the outcome of disciplinary proceedings for a period not longer than 10 School days beyond the conclusion of the proceedings in order to allow the chairman to publish his finding and decision.
- 19.8.11 The chairman's decision at a disciplinary enquiry shall be final and binding and shall not be capable of appeal or review.
- 19.8.12 If a learner is expelled, there shall be no responsibility on the School to make an alternative arrangement for the learner's placement at another school or the refund of school fees already paid.

19.9 Pregnancy

- 19.9.1 Parents, guardians and learners have a duty to report learner pregnancy to the Principal immediately this information becomes known to them. Once the School suspects or is informed that a learner is pregnant, it is incumbent upon the learner and her parents/guardians to submit a gynaecologist's report to the School confirming the pregnancy. Should the learner prove to be pregnant, she will be required to submit a medical report on the date when the learner is expected to leave school. During the learner's absence due to pregnancy, the learner may request that the School provide her with the necessary educational materials in order to work from home. Should the learner wish to write the examinations, arrangements to accommodate her must be made with the principal of the school. In the case of such a learner in Grade 12, the school shall also liaise with the DEC with regard to the Grade 12 exit examinations.

19.10 Substance Abuse

19.10.1 The School expressly prohibits:

- 19.10.1.1 the use, possession and purchase, offer for or sale of legal or illegal drugs, alcohol or prescription medication without a prescription or, prescription drugs not taken in accordance with a prescription, or any other prohibited substance by a learner or anyone on school premises during school hours or at any time whilst on school premises;
- 19.10.1.2 A learner from being impaired by or under the influence of legal or illegal drugs, alcohol or prescription medication or prescription drugs not taken in accordance with a prescription or any other prohibited substance, on the School's premises or during school hours, or under circumstances where such impairment or influence is illegal, adversely affects the learners' performance or the safety of the learner or of others, or puts the reputation of the School at risk;
- 19.10.1.3 The presence of any detectable quantity of illegal drugs, alcohol or legal drugs taken without a prescription or other prohibited substances in a learner's system while on the School's premises or during school hours.
- 19.10.1.4 Contravention of these requirements may lead to the suspension of the learner and possible expulsion.

19.11 Search and Seizure, and Drug Testing

- 19.11.1 The School Principal or his delegate are authorised to conduct random or targeted searches of any learner or group of learners, or the property of a learner or group of learners, for any dangerous or prohibited object/substance or illegal drugs or alcohol, if a fair and reasonable suspicion has been established:
 - 19.11.1.1 that a prohibited or dangerous object/substance or an illegal drug may be found on School premises or during a School activity; or
 - 19.11.1.2 that one or more learners on School premises or during a School activity are in possession of dangerous or prohibited objects/substances or illegal drugs or alcohol.

- 19.11.2 Such searches may only be conducted after taking into account all relevant factors, including:
 - 19.11.2.1 the best interest of the learners in question or of any other learner at the School
 - 19.11.2.2 the safety and health of the learners in question or of any other learner at the school
 - 19.11.2.3 reasonable evidence of illegal activity; and
 - 19.11.2.4 all relevant evidence received.
- 19.11.3 When conducting a search, the Principal or his delegate must do so in a manner that is reasonable and proportional to the suspected illegal activity.
- 19.11.4 The Principal or his or her delegate may at random administer a urine or other non-invasive test to any group of learners who are on fair and reasonable grounds, suspected of using illegal drugs or prohibited substances, after taking into account all relevant factors as mentioned below.
- 19.11.5 Where a search entails a body search of the learners in question, such search may only:
 - 19.11.5.1 be conducted by:
 - 19.11.5.1.1 the School principal, if he is of the same gender as the learner; or
 - 19.11.5.1.2 by the School principal's delegate, who must be of the same gender as the learner;
 - 19.11.5.2 be done in a private area, and not in view of another learner or unauthorised person;
 - 19.11.5.3 be done if one adult witness, of the same gender as the learner, is present; and
 - 19.11.5.4 be done if it does not extend to a search of a body cavity of the learner.
- 19.11.6 Any dangerous or prohibited object/substance or illegal drug or alcohol that has been seized must be:
 - 19.11.6.1 clearly and correctly labelled with full particulars, including:

- 19.11.6.1.1 the name of learner in whose possession it was found;
- 19.11.6.1.2 the time and date of search and seizure;
- 19.11.6.1.3 an incident reference number;
- 19.11.6.1.4 the name of person who searched the learner;
- 19.11.6.1.5 the name of the witness; and
- 19.11.6.1.6 any other details that may be necessary to identify the item and incident and learner /source of supply.
- 19.11.6.2 recorded in the School record book; and
- 19.11.6.3 handed over and reported to the police/school security immediately to dispose of it in terms of section 31 of the Criminal Procedure Act or the School's Security Policy and to implement the necessary actions.

19.11.7 The School principal or his or her delegate must:

- 19.11.7.1 within one working day, if practicable, inform the parent/ guardian that a test or search and seizure was done in respect of the learner; and
- 19.11.7.2 inform the learner and his or her parent/guardian of the result thereof immediately after it becomes available.

19.12 **Repairs and Replacement**

- 19.12.1 Should a learner damage school property, under certain circumstances, and at the discretion of the principal and directors of the School, a demand for payment of the damage will be issued to the parents/guardians of the learner. Such payment must be made no later than 14 days after the incident. The minimum amount charged will be R250-00.
- 19.12.2 Should there be failure to meet such a responsibility, the School reserves the right to instruct a contractor of their choice to repair the damage and will arrange to recover the amount payable from the parent/guardian.

19.13 **Other Disciplinary Principles and Procedures**

- 19.13.1 Exclusion from sporting activities / excursions

19.13.1.1 The maintenance of discipline at the School is the responsibility of the educators, together with the close co-operation and support of parents/guardians and the greater MEPS community

19.13.1.2 Learners found guilty of a major offence in terms of the learners' code of conduct or with an accumulation of 100 or more demerits may be excluded from participating in sporting activities/excursions or other school activities for a period to be determined by the senior management of the school. The co-operation of parents/guardians is required to implement this corrective sanction.

19.14.2 Exclusion from academic awards

19.14.2.1 Whereas the School encourages high academic endeavour and the pursuit of excellence, it also requires learners to exercise self-discipline and display good conduct and character. Discipline is considered an aspect of moral guidance and not as a form of punishment. Emphasis is therefore placed on the misdemeanour/transgression and not the transgressor.

19.14.2.2 Any learner who presents disciplinary problems may be excluded from the Top 3 and any other academic or school awards. This applies to learners found guilty of a major offence in terms of the learners' Code of Conduct or an accumulation of 100 demerits or more. The co-operation of parents is required to ensure the implementation of this important requirement.

19.14.2.3 The sanction for any deviant behaviour, misdemeanour, and disciplinary problems not covered under types of offences shall be determined by the Principal or the Directors of the School. Due cognisance will be taken of its nature, intensity and severity. The Board/Principal shall determine the sanction to be imposed in such instances.

20. SCHOOL FEES

20.1 Please refer to the attached School fee information sheet detailing the compulsory School fees payable in respect of learners at the School.

20.2 Please note that all school fees must be paid in full when due.

20.3 Any concerns with the school in any aspect other than school fees does not constitute grounds for non-payment of school fees.

- 20.4 Concerns and any other matters must be dealt with through the school protocol and not by withholding school fees.

21. GENERAL

- 21.1 In the case of any ambiguity or dispute in respect of the interpretation of any clauses contained in this Information Booklet, the Code of Conduct or the School Fee Information Sheet, the interpretation placed on it by the Directors of the School shall be final and binding. Any matter not addressed in this Information Booklet shall be considered by the Principal, if required, in consultation with the Board whose decision shall be final and binding.
- 21.2 Any amendments to the Information Booklet, the Code of Conduct or the School Fee Information Sheet made by the School from time to time may be effected by way of newsletters, uploading the updated Information Booklet on the School's website or through any other form of official written communication, both electronic and hardcopy, by the School.
- 21.3 No relaxation of the provisions of this Information Booklet, or extension or indulgence allowed by the School or its Directors, shall prevent the School or its Directors from at any time insisting on and enforcing strict compliance with these provisions.
- 21.4 The proprietor of the School is Mount Edgecombe Private School (Pty) Ltd, Reg No: 2000 022794 07. This school is a registered private company complying with the relevant provision of the Companies Act, No. 71 of 2008 and other relevant regulatory prescripts.

The terms and conditions of admission to Mount Edgecombe Private School ("School") are constituted by (i) the "Information and Policies Booklet" and (ii) the provisions of the School Fee Information Sheet attached/annexed.

Signing the Registration / Enrolment document/form denotes acceptance of these terms and conditions of admission. Admission of your child to MEPS automatically constitute acceptance of the policies, terms and conditions contained in this booklet.

Provisions

1. A non-refundable admission application fee of R1 000,00 is payable for all learners applying for first time admission to the School. This fee covers the School's costs in receiving and processing the application for a first time admission. Payment of the admission application fee (or payment of any School fees) will not constitute an agreement with the School and will not oblige the School to accept the related admission application. Only when the School gives written acceptance of the application to the parent/guardian will an agreement come into existence. The admission fee may change from time-to-time.
2. Should the parent/guardian wish to take advantage of the discounted school fee, it must be paid and reflecting in the School's bank account by the end of January at the latest. Late payments will not qualify for the discount.
3. Monthly payments are to be paid by debit order only (debit order forms are available from the School's administration offices).
4. Monthly fees are payable in advance, i.e. first payment on the 1st day of the first term, thereafter by the 7th day of each month in advance. Monthly fees are paid over 10 (ten) consecutive months, in equal instalments, commencing on the first school day in January. The final instalment must be paid by no later than 7th October. Fees are due before the 7th of each month even if you do not receive an invoice.
5. Credit card and Debit card facilities are available.
6. Interest of 2% above prime, per annum, will be charged on all outstanding fees.
7. The parent/guardian is liable for all additional expenses associated with the learners' attendance at the School i.e. textbooks, stationery, equipment, uniforms, excursions, etc. These are payable in addition, as extra, to the School fees.
8. Failure to pay school fees could lead to the School taking the appropriate legal steps to recover the fees. Apart from taking legal action, the learner

could be suspended from the School. Continued non-payment may result in the learner being suspended for lengthy periods.

9. In the event that the School does institute legal action to recover amounts due to it, it will be entitled to recover costs on the attorney and own client scale.
10. A term's notice in writing is compulsory for learners requesting to leave the school prior to year-end or prior to when the learner completes his /her studies. A term is three (3) months. The parent/guardian will be liable for (3) three months fees or part thereof, if the said notice is not given timeously.
11. There are no refunds for missed lessons or part-term attendance. The full School fees will apply without exception.
12. It is a special condition that school fees must be paid as required. Any concern raised or engagement with the school on any matter does not constitute grounds for non-payment of school fees. Concerns and engagements are dealt with through school protocol. School fees are calculated as an annual cost paid in ten months instalments. However a discount is offered for the payment of the school fees in full prior to the end of January of the year to which the school fees applies.

FOR OFFICE USE: LEARNER'S GREEN FILE

DECLARATION - LEARNER:

NAME: _____

GRADE: _____

I acknowledge (i) receipt of the School Information Booklet and School Fee Information Sheet and undertake to abide by the provisions, policies, terms and conditions contained therein, as amended from time to time,

(ii) that nothing shall exempt me from the obligation of complying with them and

(iii) that I have read and understood them.

Signed: _____
LEARNER DATE

(The above declaration section is only applicable to learners from Grades 4-12.)

DECLARATION - PARENT/GUARDIAN

I _____ parent/guardian of _____ in Grade _____ hereby acknowledge (i) receipt of the School Information Booklet and School Fee Information Sheet and undertake to abide by the provisions, policies, terms and conditions contained therein, as amended from time to time, (ii) that nothing shall exempt me from the obligation of complying with them and (iii) that I have read and understood them.

I further undertake to:

1. Inform the School of any change of address and telephone contact numbers.
2. Abide by the conditions of enrolment and acceptance of related documents as per the registration/enrolment document signed by me.
3. Co-operate fully with the School in respect of any matter relating to my child/ward.

Signed: _____
PARENT/GUARDIAN DATE

Signed: _____
FORM EDUCATOR DATE

Signed: _____
PRINCIPAL DATE



**MOUNT EDGECOMBE PRIVATE SCHOOL
DEBIT ORDER INSTRUCTION**

FROM:

FULL NAME OF DEBTOR:

IDENTITY NUMBER:	
CELL NO:	
ADDRESS:	
DATE:	
TO:	

Dear Sirs

I refer to my proposal / agreement for the admission of my child/children to the School

Dated: _____

Child: _____

Child: _____

Child: _____

The details of my/our bank account are as follows:

BANK

BRANCH NAME AND TOWN

BRANCH-NUMBER												
ACCOUNT NUMBER												
TYPE OF ACCOUNT	Current (Cheque) / Savings / Transmission											
	(Delete where not applicable)											

I/We hereby request, instruct and authorize "Mount Edgecombe Private School (Pty) Ltd" to draw against my/our account with the abovementioned bank or any other bank or branch to which I/we may transfer my/our account) the sum of R_____ (amount in words), the amount necessary for payment of the monthly installment due in respect of the abovementioned proposal / agreement on the _____ day of each and every month commencing on _____

_____ and continuing monthly thereafter for 10 consecutive months. All such withdrawals from my/our bank account shall be treated as though they had been signed by me/us personally.

I/We understand that the withdrawals hereby authorized will be processed by computer through a system provided by the South African Banks, and I also understand that details of each withdrawal will be printed on my bank statement or an accompanying voucher.

I/We agree to pay any bank charges relating to this debit order instruction.

This authority may be cancelled by me/us by giving thirty days' notice in writing, sent by prepaid registered post but I/we understand that I/we shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force if such amounts were legally owing to the School.

Receipt of this instruction by the School shall be regarded as receipt thereof by my/our bank (whichever it is or will be).

The School may not cede or assign any of its rights hereunder to any third party without my/our prior consent and I/we may not delegate any of my/our obligations in terms of hereof to any third party without prior written consent of the School.

Signed _____ on this _____ day of _____

Signature as used for signing cheques

ASSISTED BY CAPACITY (Where legally necessary)

NOTE: A cancelled cheque should be attached for bank identification purposes.
(Current Accounts only).

SCHOOL DETAILS

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Mount Edgecombe
4300

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Mount Edgecombe
4300

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031 5397028/38

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031 539 7297

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