

SPRINGS BOYS' HIGH SCHOOL

1. PREFACE

Springs Boys' High School is committed to meeting its responsibility to society by providing an education of quality to all learners, and in particular, to the learners residing in the natural feeder areas.

2. PREAMBLE

2.1. PREMISE

The purpose of the school is to educate and to provide equal opportunity for all learners.

2.2. VISION

- To create a sense of purpose both within and outside the school.
- School Governance to be proactive and in line with Governmental Policy.

2.3. MISSION

- The mission is to develop Springs Boys' High School, which encompasses learners, staff and parents, to be the best it possibly can be and to offer the highest quality education possible.
- It is thus to offer education and training in accordance with the manpower needs of South Africa.
- It must produce responsible, critically thinking and disciplined individuals, capable of participating fully in society.
- The school, through its efforts, will contribute to the economic growth and prosperity of both the individual and the country as a whole.

2.4. SLOGAN

"Best of the Best"

3. SCHOOL COVENANT

In the last few weeks our country has been forced to recognise that violence in all forms, especially rape and gender based, has reached pandemic proportions. As such the horrific rape of our women folk and the continued violence against our children, cannot be left unchecked. As an Education Institution we bear a responsibility to protect our children and ensure their safety while in our care. We acknowledge that we need the support of all stakeholders and the general public in turning the tide against corruption, lawlessness and violence in this country. Thus the collective rage in this school is hereby recorded.

We now therefore pledge on behalf of SBHS:

- To uphold the Constitution of the Republic of South Africa.
- To abide by the laws of the Education Department.
- To respect the rights of others, irrespective of age, race, sex or sexual orientation.
- To speak up against and if necessary, to take action opposing any form of sexual harassment, abuse or violence.
- To report any form of wrongdoing and/or criminal activity to the relevant authorities and learners could be expected to do so in writing.
- To honour the responsibilities that come with the rights as enshrined in our School Code of Conduct and to be a good ambassador in this educational institution.
- To take an active part in preserving and maintaining the proud traditions of the "Boys in Green".

4. FUNDAMENTAL PRINCIPLES

- 4.1. No learner will be denied admission into this school on the grounds of race, religion, faith or culture.
- 4.2. This school, being a monastic school for boys, has refused admission to girls in the past and, subject to a decision of the Governing Body to the contrary, will continue to do so.
- 4.3. A learner who is three (3) years or more above the statistical age norm for a specific grade will not be admitted.
- 4.4. Learners who have never before attended school and are seeking admission for the first time, will not be considered.
- 4.5. Learners who reside with their parents in their own domicile, (or the domicile of a parent's employer in the natural feeder area) will have priority of placement.
- 4.6. Parents whose work address is in the feeder zone of Springs Boys' High School will receive preference.
- 4.7. The capacity of the school and as such in each grade will determine the number of learners who can be accommodated at any one time and in any one grade.
- 4.8. The Governing Body should determine when a grade and/or class is full and may, subject to the Act and Regulations of the Gauteng Department of Education, refuse applications of learners for enrolment when a grade and/or the school is over the total capacity.
- 4.9. The **subject sets** that the school offers will also determine the admission of a learner.
- 4.10. The Education Department encourages parents **to apply for admission of their children before the end of the preceding school year between April – June (see paragraph 4.4 of Circular No. 80/1999)** or as determined by Provincial regulations.
- 4.11. Enrolment for one (1) year does not qualify a learner for automatic enrolment each year or automatic continued enrolment.
- 4.12. Except with the permission of the District Director or in consultation with the Governing Body, no learner shall be admitted after the tenth (10th) school day of the calendar year.
- 4.13. Basic education is compulsory until the age of 15 years or a learner having passed Grade 9 – whichever happens first. Any learner not performing or complying with the School Rules and Regulations after attaining this age, shall not be eligible for enrolment or further attendance at this school. The school deplors any system of engaging learners above the statistical age norm of a particular grade as it is not conducive to the delivery of harmonious or quality education.

5. ADMISSION POLICY

In terms of the S.A. Schools' Act of 1996, the right to determine an Admission Policy vests with the Governing Body of this school. The Admission Policy is also subject to the S.A. Constitution and the S.A. Schools' Act.

All applications for admission to be done on the official school (SBH5) form and shall be submitted to the Principal, supported by the necessary documents as requested by the school (sub-paragraph 5.1 hereunder).

The Governing Body records that in terms of the S.A. Schools' Act, the National Education Policy Act and the regulation of the Gauteng Department of Education, the administration of the admission of learners to their school is the responsibility of the Head of Department, Gauteng Department of Education.

However, the Governing Body requires this School's Admission Policy to be taken into account in each instance, where an application for admission of a learner is considered by the Education Department and records herewith, that it will require written reasons for any departure from this policy by the Education Department whilst at all times reserving the right to pursue its remedies in the case of such departure.

5.1. DOCUMENTATION NECESSARY BEFORE APPLYING FOR ADMISSION

NOTE: The Principal and/or Governing Body reserve the right to verify copies of documents submitted with the original document.

- 5.1.1. If some of the required documents have already been submitted with the initial application form to this school, duplicates are not necessary.
- 5.1.2. A copy of the learner's latest SCHOOL REPORT (not older than three months).
- 5.1.3. A copy of his BIRTH CERTIFICATE or ID DOCUMENT – Certified by a Commissioner of Oaths.
- 5.1.4. Learner's immunization card against Polio, Measles, Tuberculosis, Diphtheria, Tetanus and Hepatitis B (Provincial Gazette 129 of 2001).
- 5.1.5. The learner's transfer card from previous school. (For Grade 8 learners, this need only be submitted when the learner commences school at the beginning of the new year).
- 5.1.6. A received passport-sized PHOTOGRAPH (taken in the same year as the application for enrolment).
- 5.1.7. A COVERING LETTER written by the applicant stating why he feels he should be considered for enrolment (this applies to learners outside the natural feeder school areas).
- 5.1.8. Copy of parents / guardian ID DOCUMENT.
- 5.1.9. PROOF of the RESIDENTIAL ADDRESS of the parents where the learner is residing (i.e. a recent copy of the water and lights / utilities account).
- 5.1.10. PROOF OF ADDRESS OF EMPLOYER of the mother and the father (if applicable). An official letter from the employer is to be attached.
- 5.1.11. If neither of the parents of said learner are South African citizens, a certified valid copy of the LEARNER'S STUDY PERMIT in the Republic of South Africa is necessary.

5.2. FINANCIAL OUTLAY

5.2.1 ALL PARENTS ENROLLING LEARNERS FOR THE FIRST TIME AT THIS SCHOOL, ARE EXPECTED ON APPLICATION FOR ENROLMENT, TO:

- ~ to pay for all the required E-learning textbooks a fee of R 1 000, this will include the Licence fee for the wireless technology/wifi – the school will then load the necessary textbooks on the IT device.
- ~ buy a particular house "t-shirt", a school golf shirt, a school cap, a tracksuit top and a pair of school shorts.
- ~ pay for an orientation camp that all Grade 8 learners go on.

5.2.2 **COMMENT:** Parents themselves are to purchase a Tablet and this is excluded from the R 2 150 "Financial Outlay" as per Admissions Booklet.

5.2.3 **NOTE:** The above outlay excludes:

- ~ School fees (see Section 20 “School fees”)
- ~ Internet access 1 Gigabyte data/month.
- ~ Cyber control (see 13.3 “Electronic learning”).
- ~ In the case where the school is over-enrolled, the financial outlay will be refunded in full.
- ~ If a parent applies for the enrolment of their son and the enrolment is accepted by the school, and the PARENT THEN LATER WITHDRAWS THE APPLICATION – the parent will be charged a 15% handling fee.

5.3. CONTINUED ENROLMENT AT THE SCHOOL

5.3.1. PLEASE NOTE:

This paragraph does not deal, nor is it intended to deal, with the termination of enrolment as a result of disciplinary steps. That issue is dealt with in the School’s Code of Conduct and the relevant laws. Learners currently enrolled at Springs Boys’ High School and who intend to remain at the school, **must re-enrol at the school for the following year before the end of August of the current year.**

This application for re-enrolment does not determine automatic enrolment at the school and enrolment is not guaranteed:

- where a learner no longer resides in the Magisterial District of Greater Springs.
- where a learner is three years or more above the particular statistical age norm for a specific grade.
- where it becomes apparent that a learner, for reasons other than indolence, is not coping with, (and there is no reasonable prospect that he will be able to cope with) the curriculum requirements for learners at the school even after the learner has received or been offered special assistance from the academic staff.

In the above cases the Governing Body requires the Principal, in consultation with the educational authorities, to take all possible steps to remove the learner from the school and to advise the parents of an appropriate institution which can cater for his needs.

5.3.2. PLEASE NOTE:

- The Principal and Governing Body reserve the right to interview a prospective learner (parents are encouraged to accompany the learner).
- Preference will be given to parents who comply with the requirements in point 5.1 and 5.2.
- Since learners who have completed Grade 9 have completed their basic education phase or compulsory school and learners who are turning 16 in a particular year are no longer of compulsory school-going age, the Principal and Governing Body reserve the right to admit such a learner, subject to the provisions of the relevant national and provincial legislation.
- **A learner who wishes to enrol at this school for the first time should apply in advance, i.e. between April – June of the previous year.** The Principal and Governing Body reserve the right to refuse enrolment of learners applying to be admitted after the mentioned times. (see point 4.7).

- The admission policy must also be read in addition to:
 - ~ “Expectations”
 - ~ “Information Leaflet”
 - ~ “School Rules / Code of Conduct”
- The definition of “Parent” is:
 - ~ Biological mother and father.
 - ~ Guardian of a learner.
 - ~ Person legally entitled to custody of a learner.
 - ~ Person who undertakes to fulfil the obligations of a person referred to above, and includes the educational responsibility.
- No admission tests are required or permitted.

6. EXPECTATIONS

6.1. CHARACTER OF THE SCHOOL

Every learner must strive to uphold the good name of the School, is expected to subscribe to, and is considered bound by, the School’s Code of Conduct.

6.2. SCHOOL EDUCATION SYSTEM

The School Education System and Springs Boys’ High School recognise and submit to the Constitution of the Republic of South Africa and all learners are required to do the same.

6.3. NATIONAL FLAG AND ANTHEM

Learners in the School are to respect the National Flag and National Anthem.

6.4. AGE

Enrolment in this School will be subject to and in compliance with the requirements of the relevant laws relating to the age of learners. Generally this means that:

- the maximum ideal age of the learner at the end of the academic year for Grade 8 shall be 15 years;
- the maximum ideal age of the learner at the end of the academic year for Grade 9 shall be 16 years;
- the maximum ideal age of the learner at the end of the academic year for Grade 10 shall be 17 years;
- the maximum ideal age of the learner at the end of the academic year for Grade 11 shall be 18 years;
- the maximum ideal age of the learner at the end of the academic year for Grade 12 shall be 19 years;

Basic education is compulsory until the age of 15 years. Any learner, not performing or complying with the School Rules and Regulations after attaining this age, shall not be eligible for enrolment or further attendance at this school (subject to the provisions of the Act and Regulations).

6.5. **INTERVIEW**

The Principal and Governing Body reserve the right to interview a prospective learner and his parents before admitting the learner.

6.6. **RELIGION**

This school presently manifest a Christian character and ethos. Whilst there will be a tolerance and understanding of any persuasion, no special arrangements will be made to accommodate the different religions. No discrimination of any religious denomination will be permitted.

6.7. **CULTURE**

While this school enrolls learners of diverse cultures and without any discrimination, the school cannot accommodate the vast dissimilarity of expectations, which could, *inter alia* include different medical practices/rituals/remedies, contrasting habits or customs, dissimilar beliefs and/or opposing traditions. It is for this reason that the school has adopted a “universal” set of rules (CODE OF CONDUCT), to govern the actions of the learners and the staff members, as well as expectations parents might have.

6.8. **LANGUAGE**

Education is carried out through the medium of English. The school possesses neither the means nor the capacity of presenting education in any other medium and learners are therefore expected and required to be proficient in the “Medium of Instruction”, being the English language – bearing in mind multi-lingualism will be encouraged and the Constitutional Rights of all learners relating to language will be upheld.

6.9. **OTHER POLICIES AVAILABLE ON REQUEST**

Extra-mural; Leadership; Colours Constitution; Assessment; Safety and Emergency; Aids; Substance Abuse; Inclusion; Access to Information; Financial Policy and Technology Policy.

6.10. **SCHOOL RULES**

All learners shall be subject to the School Rules, Dress Code and Code of Conduct of the School as set out and contained in the diary. Parents are not required to subscribe to these school rules – but this does not exempt learners from adherence thereto. Disruptive behaviour will not be permitted and/or tolerated. The school retains the right to place a particular learner on a detention class for not longer than two hours after formal teaching time, and the learner is obliged to attend the same.

6.11. **SCHOOL UNIFORM**

All learners attending the School shall wear the correct, complete school uniform as set out in the “INFORMATION LEAFLET”, to and from and during school hours, as well as at official school functions.

6.12. **EXTRA-MURAL ACTIVITIES**

LEARNERS **MUST** PARTICIPATE IN AT LEAST TWO ACTIVITIES ANNUALLY. Learners who are enrolled but reside outside the natural feeder school area are not exempt from this regulation. Loyalty to and support of the school shall take precedence over all outside bodies, institutions or clubs. Learners will supply their own equipment and be attired in correct school colours.

6.13. **STATIONERY REQUIREMENTS**

Parents are responsible for supplying stationery. The school will supply a stationery requirement list per grade.

6.14. **ELECTRONIC LEARNER (E-LEARNING)**

A decision was taken by the majority of parents, that this school will make use of electronic communication to teach the learners. As such the parents are responsible to:

- Purchase an electronic device (tablet).
- Pay R 1 000 licence fee for the electronic information / e-books. Without this a learner cannot learn and/or progress at this school.
- Pay for internet access as well as for the cyber control system – each learner must pay R500 (included in school fees – 2017) and in return will receive 1 Gig of data every month over 10 months.

6.15. **BREAKAGES**

Parents of learners shall be liable to pay compensation for damage to or the loss of any school property by the learner.

6.16. **LEARNER LEADERSHIP**

The Learner Council is the recognised representative learner body of this school and all learners in a specific grade will vote for the representative of that specific grade. It will be decided by a simple majority.

6.17. **RESPECT AND DISCIPLINE**

- By being self-disciplined, I shall show respect towards:
 - ~ Staff members, learners, visitors.
 - ~ My own property as well as that of others.
 - ~ The race, culture and religious beliefs of others.
 - ~ My school with its traditions and rules
- I shall:
 - ~ Respect every individual's rights to education and to learn.
 - ~ Take responsibility for achieving my own highest potential in everything I attempt.

6.18. **GENTLEMANLY CONDUCT**

- Greet staff and visitors politely.
- Always say please and remember to say thank you.
- Allow adults and especially female staff first entry through a doorway.
- Hands in pockets is bad manners.
- Chewing of gum is considered uncouth behaviour.
- Leave the bathroom the way you want to find it.
- Eating during and between lessons is not acceptable.
- In the Boys' High spirit, learners stand when an adult enters a room.

- Learners at this school take pride in the way they dress.
- Co-operate with the school staff, the class captains, the Senior Learner Council as well as the Representative Council of Learners.
- Leave and enter classes in an orderly fashion.
- Treat others with respect.
- Caps to be worn outdoors only, excluding outdoor assemblies.

6.19. **AUTHORITY**

While the governance of the school is the responsibility of the Governing Body, the authority for the professional management of the School vests with the Principal and Staff, and under the direction of the Head of Department of Education (Gauteng).

6.20. **SCHOOL FEES**

- The school is a “Section 21” school, categorised as being a “quintile 5” school. During the AGM of parents, a decision was taken that school fees would be compulsory. A decision for the compulsion thereof is taken annually by the AGM. It being R 14 800 (2017).
- Parents enrolling learners at this school must realise that through the payment of school fees, the standard of this school is maintained.
- At the last AGM it was decided that as the payment is compulsory, it must be enforced by legal action in the event of default.
- On application for a new enrolment, parents are expected to pay a deposit which is non-refundable once a learner is enrolled. This amount will be deducted from the school fees owed for the last month. See 5.2.2 “Financial Outlay”, (Sub-section 5 – Admission Policy).
- Exemption may only be granted on application, but then only in exceptional circumstances where parents meet the qualifying criteria and supply the necessary documentation.
- Application for exemption by parents residing outside the natural feeder area is frowned upon by the Governance and will be opposed.
- In the instance that an application for exemption is only lodged later in a particular year, the onus will be on the parent/s to prove that their circumstances have drastically changed since the beginning of the year.
- Applications for exemption from parents that pay public transport for learners that reside outside the natural feeder area, will automatically be rejected.
- The payment of school fees **DOES NOT INCLUDE STATIONERY, TABLET AND TEXTBOOKS / E-BOOK LICENCE** for the learners. Parents are expected to carry this cost, over and above the payment of compulsory school fees.
- Payment for textbooks / e-books for learners is a **PRE-REQUISITE FOR ACCEPTANCE INTO GRADE 8**. Learners who do not pay in advance for their textbooks, **WILL NOT BE ENROLLED AT THIS SCHOOL**.
- The fees may be paid as follows:
 - ~ In full before the end of January (discount will be allowed).

- ~ In full before the end of the first term (discount will be allowed).
- ~ Two equal payment; one at the beginning of the year and the other at the end of June.
- ~ Four equal instalments, at the beginning of each term.
- ~ then equal instalments – payable monthly. THE LAST PAYMENT TO BE MADE AT THE END OF OCTOBER. **Please ensure that an “Acknowledgement of Debt” and/or “Debit Order” is completed in this regard.**
- ~ In the event of the parent failing to pay the school fees on the due date, payment may be accelerated in respect of the balance due for the whole year and legal action may follow. A R10 administration fee will be levied in the case where parents are contacted telephonically as a reminder to pay school fees.
- In the instance that a parent is in arrears with the compulsory payment of school fees and should such arrears be the equivalent of two (2) or more months, or if a parent has been granted an exemption from the SGB to pay school fees (partly or in full), the following special condition will be enforced:
 - ~ *Such a parent may not allow their son to accompany a school group on a holiday excursion which has a financial implication.*
 - ~ **It is to be noted that the education / curricular programme is open to all learners and the term “holiday excursion” mentioned in this paragraph refers specifically to extra-curricular tours (sport / cultural). The SGB reserves the right to review the above provision from time to time.**
- It is hereby further noted that, the SGB frowns upon the practice where parents are in arrears with the compulsory payment of school fees and yet have the necessary funds to allow their child to attend the Matric Farewell. In such an instance and as the Farewell is a privilege, the SGB will notify such parents in writing at the end of June, if their child will be allowed / not allowed to attend the Matric Farewell.
- The wearing of a “matric jacket” is a concession and not part of the normal school uniform, as such any matriculant whose school fees is not paid up by 31 January, will not be entitled to said privilege and no jacket will be ordered for him.
- As a “Testimonial” is not an entitlement, any school leaver whose school fees are in arrears in December (Matric) or the month he seeks mentioned endorsement, the same will not be issued.

6.21. TECHNOLOGY AND E-LEARNING POLICY (Shortened version – see complete SBHS Technology Policy)

6.21.1. GENERAL

The aim of the use of the Information Communication Technology / E-learning System is to enhance the learning process.

Obstruction / frustration will include but is not limited to:

- Posting private information about themselves or other people.
- Interference with other users' ECD (Electronic Communication Device) their work or their files.
- Use of inappropriate language – profane, offensive, etc.

- Inappropriate access to profane, obscene or violent activities.
- Attempt/s at or downloading of unauthorised software / files / programmes.
- Hosting of your own wifi hotspot. (This is prohibited at all times)
- Attempt/s to disrupt the performance of any ECD or destroy data via virus or by other means.
- Posing as a user other than yourself.
- Misappropriation of any item inclusive of an ECD or using someone else's ECD without his permission.
- Posting chain letters or engage in "spamming".
- Cyber bullying and / or cyber stalking.
- Playing games at inappropriate times (e.g. in class or between classes)

6.21.2. **DEFINITION OF CYBER BULLYING**

It is bullying through the use of technology or any electronic communication such as: tablets, cellphones, computer or any other.

It would include, but is not limited to the transmitting of sounds, data, images, signals, signs or written communication.

Examples could be:

- Sending offensive photographs (inclusive of taking photos) without that person permission.
- Texting or voice messages that could cause mental distress.
- Impersonating someone that may cause embarrassment.
- Posting untrue / inaccurate / profane rumours that have the potential to cause mental pain.

Any person who engages in any of these prohibited behaviours shall be subject to criminal charges and as it is viewed as a misconduct in terms of the school Code of Conduct, the appropriate action from the school will also be taken.

6.21.3 **DISRUPTION, OBSTRUCTION AND/OR FRUSTRATION OF E-LEARNING SYSTEM**

If anyone is suspected of an offence as contemplated in paragraph 6.21.1 above, he could be charged and if found guilty of the same, the finding may result but is not limited to:

- A Civil suit.
- Liable to pay for damages incurred.
- Expulsion from the school.
- Suspension from the school.
- Cancellation of certain ECD privileges.
- Wiping the memory of the ECD (this could include wiping the memory of certain sections / areas for a period of time / permanently or blocking a certain section / area of the ECD from two (2) months to twelve (12) months).

6.21.4 KIDS PLACE APPLICATION

The “Kids Place” application will be used to completely block the use of certain applications when a learner uses his ECD (tablet) for anything else besides prescribed school work.

- First Offence: R50 payment and “Kids Place” application will be loaded onto device.
- Second Offence: R50 payment and internet access is revoked. If the learner has removed the “Kids Place” application a payment of R100 is charged.
- Third Offence: The learner has removed or circumvented “Kids Place” there will be a R150 payment due, as well as all his text books will need to be repurchased.

Parents are welcome to contact the school if they wish to have this application loaded on the learners device, without him having had any prior transgressions at school.

6.22. FORM FOR PAYMENT OF COMPULSORY SCHOOL FEES

Parents will be required to sign form SBH77A – Acceptance of Payment of Compulsory School Fees.

6.23. TERMINATION OF ENROLMENT

Parents who withdraw and cancel the enrolment of their son MUST GIVE ONE FULL CALENDAR MONTHS ADVANCE NOTICE IN WRITING. School fees will be levied up to and including the last day of that particular month.

6.24. SAFETY / DISCIPLINE

Learners will be expected to respect the property and safety of all other persons and violence in all its forms is condemned. Any learner disregarding this safety or other person or who is involved in theft or similar misconduct while at school or at a school function will be called to a disciplinary hearing and if found guilty, could be expelled and barred from further attendance of this school.

6.25. CODE OF CONDUCT / SCHOOL POLICIES

All learners, parents and school staff members are bound by a Code of Conduct included in the School Diary. All role players are advised to avail themselves of the content of said documents/s. (Copies are available from the administration office and on the school website).

In addition, the following documents / policies are also available from the administration office:

- Admissions Policy
- Language Policy
- Religion Policy
- HIV/AIDS Policy
- Drug Policy
- Learner Participation Policy / Extra-Curricular Policy
- Safety and Security Policy
- Misconduct and Disciplinary Proceedings (Provincial Gazette Volume 6; No. 144 of 4 October 2000 / Provincial Gazette Volume 487; No. 28426 of 26 January 2006)
- Technology / E-learning Policy
- Financial Policy
- Assessment Policy

6.26. DAILY COMMUNICATION WITH PARENTS

Communication may be in one or more of the forms below:

6.26.1. Diary:

- A daily communication report on matters of service / misconduct is included in the diary, issued free of charge to every learner.
- The Learner is COMPELLED to have his diary with him during school time and in every class.
- **NB** – See “Rules pertaining to the Performance Record” (page 4).
- The EDUCATORS, if necessary, will ENTER COMMENTS in this diary.
- The PARENTS must CHECK / CONTROL this diary on a DAILY BASIS.
- Lost diaries must be REPLACED by the learner at a cost of R50 (1st); R75 (2nd); R100 (3rd).
- The diary will be placed in the learner’s PERSONAL FILE at the end of each year.

6.26.2. SMS communication if and when necessary.

6.26.3. Telephonic correspondence.

6.26.4. Printed correspondence – letters, circular and other written correspondence.

6.26.5. Report cards (**ISSUED EVERY TERM**).

6.26.6. Other information, e.g. special reports sent home.

Parents who may have queries with regarding to the Prospectus and its content, are invited to make an appointment to discuss the matter with the Principal or the Deputy Principal.

7. INFORMATION LEAFLET

7.1. SUBJECTS OFFERED

7.1.1. GRADE 8 AND 9

As per GDE Policy, the learners will be instructed in 9 learning areas. In addition, and incorporated into the General Education and Training programme, the Grade 8 and 9 learners do a combination of Technology and Technical Drawing. In preparation for matric, Economic Management Sciences will also incorporate Accounting. At the end of Grade 9 and with their future career in mind, this combination / instruction should provide a wider selection of subjects and will enable the learner to make a realistic decision about which Field of Study should be followed.

▪ **Compulsory Examination Subjects**

Learning areas:

L1	=	English Home Language (Language of Instruction)
L2	=	Afrikaans First Additional Language
MLMMS	=	Mathematics
EMS	=	Economic Management Sciences
NS	=	Natural Sciences (Science & Biology combination)
HSS	=	Social Sciences (History & Geography combination)
TECH	=	Technology and Technical Drawing
LO	=	Life Orientation
ANC	=	Creative Arts

▪ **Promotion Criteria**

Please note: Departmental promotion criteria, as per Government Gazette No. 36041, Volume 570 of 28 December 2012.

Minimum requirements to pass

Level Descriptor

0 – 29%	=	Not Achieved	=	Code 1
30 – 39%	=	Elementary Achievement	=	Code 2
40 – 49%	=	Moderate Achievement	=	Code 3
50 – 59%	=	Adequate Achievement	=	Code 4
60 – 69%	=	Substantial Achievement	=	Code 5
70 – 79%	=	Meritorious Achievement	=	Code 6
80 – 100%	=	Outstanding Achievement	=	Code 7

Minimum requirements to pass (and based on the Level Descriptor):

- Obtain an “adequate achievement” (level 4 – 50% +) rating in English Home Language.
- Obtain a “moderate achievement” (level 3 – 40% +) rating in Afrikaans First Additional Language.
- Obtain a “moderate achievement” (level 3 – 40% +) rating in Mathematics.
- Obtain a “moderate achievement” (level 3 – 40% +) rating in any three (3) other subjects.
- Obtain an “elementary achievement” (level 2 – 30% +) rating in two (2) other subjects.
- **Minimum requirements – 50% English HL + 40% Maths + 40% Afrikaans FAL + 40% Other subjects x 3 = [1 x 50% + 5 x 40% + 2 x 30%]**

7.1.2. **GRADE 10 – 12**

In the **Further Education and Training** phase the school offers subjects that comply with the requirements of the **National Curriculum Statement:**

7.1.2.1 **Compulsory Subjects**

- **Home Language** – Language of learning and teaching – English
- **First Additional Language** – Afrikaans
- **Mathematical Sciences** – All learners must do ONE of the following:
 - ~ Mathematical Literacy OR
 - ~ Mathematics OR
 - ~ Technical Mathematics
- **Human and Social Studies** – Life Orientation

7.1.2.2 **Learners must choose any three (3) subjects from the following Learning Fields:**

- **Business, Commerce and Management Studies**
 - ~ Accounting
 - ~ Business Studies

- **Manufacturing, Engineering and Technology**
 - ~ Mechanical Technology (Fitting & Turning)
 - ~ Mechanical Technology (Welding)
 - ~ Engineering, Graphics and Design (Technical Drawing)

- **Human and Social Studies**
 - ~ Geography
 - ~ Tourism

- **Physical, Mathematical, Computer and Life Sciences**
 - ~ Life Sciences (Biology)
 - ~ Physical Sciences
 - ~ Technical Sciences

TOTAL NUMBER OF SUBJECTS (4 + 3 = 7)

Please Note:

- To offer an “elective subject”, a minimum of 30 learners must be registered.
- A learner is strongly advised NOT to choose a subject for the FET phase which he failed in Grade 9.
- Should a learner fail Mathematics in Grade 9 he will NOT BE ALLOWED TO CONTINUE with this subject in Grade 19. He will then have to do “Mathematical Literacy” or “Technical Maths” depending on his field of study.

7.1.2.3 Promotion Criteria (Circular 57/2007) (seven subjects)

Level Descriptor

0 – 29%	=	Not Achieved	=	Code 1
30 – 39%	=	Elementary Achievement	=	Code 2
40 – 49%	=	Moderate Achievement	=	Code 3
50 – 59%	=	Adequate Achievement	=	Code 4
60 – 69%	=	Substantial Achievement	=	Code 5
70 – 79%	=	Meritorious Achievement	=	Code 6
80 – 100%	=	Outstanding Achievement	=	Code 7

Promotion criteria (and based on the Level Descriptor):

- Obtain level 3 “moderate achievement” = 40% for English Home Language
- Obtain level 3 “moderate achievement” = 40% for any two other subjects
- Obtain level 2 “elementary achievement” = 30% in any other three subjects
- Fail one only = less than 29%

7.2. SCHOOL UNIFORM

7.2.1 Uniformity and neatness in dress at school and in extra-mural activities are important factors in improving the tone of the school. The fact that your son’s uniform is recognised by the public as the badge and hallmark of a good school should instil in him a greater sense of pride in his school and in himself. The school uniform serves an important social and educational function and the diversity of cultures may not be allowed to impinge on present standards.

- 7.2.2 The correct uniform is to be worn when travelling to and from school and at all official school functions.
- School blazer with pocket badge.
 - Long sleeved white shirt with school tie.
 - Short sleeved with pocket badge.
 - Green jersey / pullover for all grades and official white pullover are to be worn by Matrics only.
 - Official School Tracksuit (TOP ONLY) may be worn to school but must be worn with a tie. Dri-macs WILL NOT be permitted.
 - Grey flannel trousers (not corduroy) or short grey flannel pants, may be worn – width of trouser legs may not be altered and should be at least 20cm. Short pants must be between 6 – 10cm above the middle of the knee and may not be tight fitting.
 - Black or grey socks.
 - Black lace-up standard school shoes (no boots/Bronx allowed).
 - Official School Tracksuit for all sporting events.
 - School cap (optional at sporting events).
- 7.2.3 Learners are not allowed to wear the school jersey (long sleeve) without the school blazer or tracksuit top. Learners may wear an official school pullover when wearing a shirt and tie.
- 7.2.4 Learner may wear a white short-sleeved shirt without a tie when weather permits it. This concession is made provided that the school badge on the shirt pocket is visible. Learners are not allowed to wear an open neck shirt with a blazer or tracksuit top.
- 7.2.5 When a learner chooses to wear a long-sleeved shirt, he must wear a tie and the shirt-sleeves MAY NOT be rolled up and must be buttoned at the wrist. A school blazer / jacket is optional.
- 7.2.6 Learners following the Technical Field of Study must wear a boiler suit when in the workshop.
- 7.2.7 Parents are requested and strongly advised to purchase the school tracksuit. Learners will be permitted to wear the official school tracksuit to and from sporting activities. Learners who do not have an official tracksuit will have to travel in the official school uniform.
- 7.2.8 Where uniforms are incomplete for some reason (e.g. shoes being repaired), parents are required to supply the Principal with a letter explaining the problem.
- 7.2.9 Learners must NOT undo the top button of their shirt when wearing a tie. (Learners must, therefore, ensure that they have shirts with collars that fit). The cuffs of long sleeved shirts must always be buttoned up.
- 7.2.10 During Physical Education lessons, the learner must wear either a white vest / t-shirt, Knights golf shirt or his house t-shirt, plus white or black boxer shorts. (No writing or markings are permitted on mentioned garments).
- 7.2.11 When in uniform, a learner may not hold the hand of a girl.
- 7.2.12 All items such as uniform, etc. must be clearly marked with the learner's name and learners must take accountability for their own possessions.
- 7.2.13 Beanies are NOT part of the school uniform and will be confiscated.

7.2.14 Notwithstanding anything to the contrary in subsection 7.2.2 above, the following exceptions will be allowed and will be considered on an annual basis:

- Learners who have attained provincial colours, may wear the official provincial blazer or tracksuit top on a F-day.
- Matriculants may wear their official “matric jacket” on a G-day only.
- Learners that represent the school’s first team in a specific year (having represented a first team in a previous year is invalid) and the team having purchased an official “first team jacket”, may only wear the same on an A-day. (This rule is valid for Grades 10 to 12 only).
- It must be noted that B-day is the “Principal’s Assembly” and F-day “HOD Assembly”, all male staff members will be required to wear a jacket and tie, while the female staff members must be dressed appropriately. On this occasion, it will be expected of ALL learners to either wear their school blazer and tie or school tracksuit top and tie.

7.3. **AUTHORISED STOCKLISTS OF SCHOOL UNIFORM AND BOILER SUITS**

- Boiler Suits – Contact & Supply Company (19 Jansen Road, Nuffield) – 011 818 2247
- School Uniforms – Mrs Buissinne – 011 818 3278 / 083 702 2089
- Tracksuits can be ordered and purchased from the school.
- Second hand overalls can be purchased from the teachers in the workshops.

7.4. **STATIONERY AND DRAWING INSTRUMENTS**

A stationery requirement list will be available in August to assist parents in obtaining the correct stationery.

7.5. **PARTICIPATION – EXTRA-MURAL ACTIVITIES**

7.5.1. ALL LEARNERS ARE EXPECTED TO PARTICIPATE IN EXTRA MURAL ACTIVITIES – CULTURAL AND / OR SPORT. (At least one summer and one winter activity).

7.5.2. All games played are under adult supervision.

7.5.3. All learners whose names are entered for organised games will be required to turn up for regular practices and for school matches when selected to play.

7.5.4. Meritorious performance in sporting, academic and cultural activities is recognised by awards of Full Colours, Half Colours and Team Awards. These awards are awarded according to the School’s Colours Constitution (available for perusal on request).

7.5.5. The following extra-mural activities are offered, under supervision, at the school:

Year – round	: First Aid, Brass Band, Dramatics, Public Speaking, S.C.O., Golf, Choir, Squash, Debating, Olympiads (English / Afrikaans / Maths / Science / World Knowledge / Accounting / EMS)
First Term	: Cricket, Athletics, Swimming, Rugby, Hockey, Tennis, Squash, Waterpolo, Quiz
Second Term	: Rugby, Hockey, Tennis, Chess, Squash League, Accapela Choir
Third Term	: Cross Country, Cricket, Chess, Tennis, One-Act House Plays, Musical
Fourth Term	: Cricket, Swimming, Waterpolo

7.5.6. School House Teams

- Boys are placed in one of the four houses.
- Brothers are placed in the same house.
- The four houses are:
 - ~ CASSEL – Yellow
 - ~ SELECTION – Blue
 - ~ SELCOURT – Red
 - ~ STRUBEN – Green
- Each learner is issued with a House badge and this is to be worn on a daily basis.
- It is expected of learners to support their respective houses and to participate in house competitions (sport and culture).
- Houses compete for a Spirit Trophy and also for the privilege to sit at the back of the school hall at certain assemblies.

7.6. IRREGULAR ATTENDANCE

- 7.6.1. It is particularly requested that an absentee should NOT return to school without a doctor's note, or a letter explaining the absence written by the parent.
- 7.6.2. Absenteeism during examinations and A-day Test must be covered by a doctor's certificate.
- 7.6.3. Absenteeism before examinations disturbs the planned revision for examinations, and must be strongly discouraged.
- 7.6.4. Permission cannot be granted to a learner to leave school early except to attend a funeral or for a doctor's / dentist's appointment where it has not been possible to arrange an appointment after school. Permission will not be given for an early departure to facilitate **holiday travelling arrangements**.
- 7.6.5. All absence from school must be satisfactorily explained in the letter from the parent and controlled by the Homeroom Teacher on the day the learner returns to school.
- 7.6.6. If a learner missed a particular Cycle Test, he will be expected to write this test on the day he returns to school, provided that a **doctor's note** is submitted.
- 7.6.7. SMS messages will be sent to parents when a learner is absent / does not have his diary at school. Parents are to please contact the school when receiving an SMS.
- 7.6.8. It must be noted that in terms of General Notice 361 in Government Gazette 33150 (4 May 2010), a learner that is absent for 10 days or longer, can be deregistered from attending a specific school.
- 7.6.9. Continuous and/or irregular attendance will be reported in writing to the District Director of Education – Gauteng East.

7.7. LEAVING THE SCHOOL

7.7.1. Transfer to other schools

Transfer cards to other schools can only be given if all readers, media books, trophies, etc. have been returned to the respective educators.

SCHOOL BOOKS LOST, DAMAGED OR DEFACED MUST BE PAID FOR AT THE CURRENT REPLACEMENT VALUE DETERMINED BY THE SCHOOL BEFORE A CLEARANCE CERTIFICATE WILL BE ISSUED.

7.7.2. **Leaving for employment**

Learners may not leave school to go to work or attend college until the end of the year in which they turn fifteen, unless there are extreme financial or domestic circumstances. In such cases, the Education Department will have to give special permission.

7.7.3. **Withdrawal of enrolment**

PARENTS WHO WITHDRAW / CANCEL THE ENROLMENT OF THEIR SON, MUST GIVE ONE CALENDAR MONTH'S NOTICE IN WRITING.

7.8. **BAGS FOR TEXT BOOKS – Protective covering ECD**

Although parents purchase the textbooks / work books, due to the high cost of such books, each learner should be provided with a suitable bag for carrying his books. It is not recommended that learners use a haversack to carry their text books to and from school. Books carried in a haversack become damaged. School cases may show the name of learner and the school only. No other writing should appear on cases for security reasons. (No small plastic suitcases allowed).

ECD tablet must be protected with a suitable protective covering and bags must be handled with care.

7.9. **TEXT BOOKS**

7.9.1. The school does not issue text books.

7.9.2. The school will provide a basic list of text books required for each grade and subject.

7.9.3. Some books can be hired from the school, e.g. readers can be hired from the English and Afrikaans Departments. These books remain the property of the school and if lost must be paid for the current value determined by the school before further books are issued.

7.10. **PARENT / EDUCATOR INVOLVEMENT**

7.10.1. All parents and educators are automatically members of the "Parent-Educators' Fundraising Committee" and as such are encouraged to help as and when the school has a fundraising activity.

7.10.2. The School organises a "swop shop" where used uniforms, etc. can be obtained or exchanged and parents who are interested in assisting in the swop shop are requested to contact the school in this regard.

7.10.3. Normally, in the third term and also when necessary, the Governing Body convenes a General Meeting for parents to discuss various issues relating to the education of their son/s and it is very important for all parents to attend these meetings.

7.10.4. Parents are encouraged to attend all functions where their son(s) is / are involved and to support the school regularly.

7.10.5. Early in each term, a "Parents' Evening" is arranged and parents are expected to attend this evening to discuss the academic progress of their son.

7.10.6. Parents are invited to contact the school telephonically or in person with any educational query that they might have. Furthermore they are advised to speak to the relevant educator about the problem / query.

7.11. REPORTS

- 7.11.1. A report on a learner's work for EACH term will be sent to the parent, who is requested to sign the tear-off slip and return it promptly to the Homeroom Teacher.
- 7.11.2. Subject to the S.A. Schools' Act and the Gauteng Education Department Rules and Regulations, a learner must satisfy the minimum requirements laid down in order to be transferred to the next grade. (Please see "Promotion Requirements" Section 7.1.1 (Grade 8 & 9) and 7.1.2 (Grade 10 – 12).

7.12. STATEMENT OF ATTAINMENT

This certificate will only be issued to learners who are leaving and will be issued for the highest grade passed.

7.13. HOMEWORK

- 7.13.1. The following times are what is expected to be spent on homework – written and/or learning:

GRADE	8	9	10	11	12
Hours per day – 7 days per week	1	1½	2	2½	3

- 7.13.2. In cases where no specific homework is set, revision of the day's lessons or general revision is to take place.

7.14. SCHOOL TIMES

- 7.14.1. **SCHOOL STARTS AT 07H35** when the first bell rings and all learners are expected to be inside the school grounds by this time. Any learner who is late will be punished.
- 7.14.2. Learners will remain at school until 14h00 and may not go home during school hours unless they have been given permission by the Principal and on parental request / permission.
- 7.14.3. The official entrance for learners arriving (07h35) and leaving (14h00) must use either Granada Road entrance or Eldoret Road entrance and **may not** enter or leave using the Federal Road entrance gate at these times.

7.15. INTERVIEWS

Parents are welcome at the school, but are requested to make a telephonic appointment to see the learner's particular Grade Head to discuss any matters relating to the school work or the learner concerned.

7.16. SCHOLARSHIPS

7.16.1. General

- 7.16.1.1 ESTO PERPETUA SCHOLARSHIP requirement are printed in the **School Prospectus**.
- 7.16.1.2 Any and all scholarships are paid to recipients from the Trust Fund Account "**Perpetua Trust**" and not from school funds.
- 7.16.1.3 Said scholarships will only be paid if and when the Trust Fund has the financial capability to do so.
- 7.16.1.4 "Financial capability" to be determined annually, in August, by the **Trustees**.
- 7.16.1.5 Scholarships can only be awarded to **bona fide** learners of Springs Boys' High School.

- 7.16.1.6 Scholarships will be deducted from **school fees** and paid into the school account by the Trust – no cash pay-out will be made.
- 7.16.1.7 Scholarships are cumulative to a maximum of **100%** of school fees.
- 7.16.1.8 Scholarships are for **one** year only.
- 7.16.1.9 **THE ONUS IS ON THE LEARNER / PARENT TO APPLY FOR A SCHOLARSHIP BEFORE** the end of **FEBRUARY** of the particular year in which a learner is applying for a particular scholarship.
- 7.16.1.10 **CERTIFIED COPIES OR ORIGINAL DOCUMENTATION (SCHOOL / PROVINCE / NATIONAL BODY) TO ACCOMPANY APPLICATIONS.**
- 7.16.1.11 Learners can **apply** for more than one scholarship.
- 7.16.1.12 Applications can be marked “For the Attention: **Esto Perpetua Trustees**”, and given to the bursar.
- 7.16.1.13 The scholarship/s to the four learners in Grade 10 and 11 for the highest marks in Science and Mathematics respectively, (awarded at the Honours Evening and based on their end of year marks attained), will take **precedence** and will be followed in importance, by the Grade 8 scholarships.

7.16.2. Grade 8 Scholarships

	ACTIVITY – GRADE 7	% OF SCHOOL FEES
7.16.2.1	Leadership:	
	▪ Head Boy	100%
	▪ Deputy Head Boy	25%
7.16.2.2	Academic:	
	▪ Dux Scholar in Primary School (average above 80%)	100%
	▪ Top 5 Academic (Grade 7 average above 80%)	20%
7.16.2.3	School Sports:	
	▪ National (Compete in National “A” or “B” side)	30%
	▪ Provincial (Compete in Provincial “A” side)	15%

Please note the following requirements:

- **Leadership:**
 - ~ **Head Boy:** This scholarship will only be awarded if a primary school has a “prefectship” system or other similar leadership systems and only one Head Boy / Leader appointed for the specific year.
 - ~ **Deputy Head Boy:** This scholarship is the same as for the above, with the exception that a specific school may nominate two Deputy Head Boys only, for the specific year and he must be in Grade 7.
- **Academic:**
 - ~ **Dux Scholar:** This applies to the top academic learner (one only) amongst the Grade 7 learners in a particular school where the particular school has a grade 7 learner

population of more than 30 learners and the average attained is 80% or above - must be awarded to a male learner for that particular year.

Parents of possible recipients must apply and present proof as the awarding of scholarships is not automatic.

7.16.3. Enrolled Learners Only

7.16.3.1 Grade 9 to 12 Scholarship – Provincial Colours:

Learners who attain provincial colours in a school activity could receive R 1 000 on application.

Please note:

- “Provincial” means that a learner who represents the provincial “A” side at an Inter-Provincial tournament (such as the National Championships), and would exclude development or other non-representative teams (e.g. “Bokkie” teams).
- “Representation” means that there were Provincial Trials with at least fifteen other competitors competing in a particular category to represent that Province.
- “School” activity means either a sport or a cultural activity currently being practised at Springs Boys’ High School and as presented in the Prospectus of that year.
- Learners applying for this scholarship must regularly represent the Springs Boys’ High School Team in that activity in a particular year (excluding Grade 8 applicants based on their Grade 7 performance/s).
- Participation in National Championships where the entry is open, does not qualify a participant as a provincial representative.

Parents / Learners themselves are to apply for the scholarship – the necessary documentation from the province must accompany the application. Applicants will be notified in writing if they are successful.

7.16.3.2 Grade 9 to 12 Scholarship – National Colours:

Learners who attain National Colours in a particular activity could receive R 2 000 on application.

Please note:

- “National” would mean a learner represents the South African “A” or “B” side in an International Tournament, and excludes “development” or other non-representative teams.
- “Representative” means that there were National Trials with a least fifteen other competitors from different provinces competing in a particular category to represent South Africa.
- “School” activity would mean either a sport or a cultural activity currently being practiced at Springs Boys’ High School and as presented in the Prospectus of that year.
- Learners applying for this scholarship must regularly represent that Springs Boys’ High School Team in that activity in a particular year.

Parents / Learners themselves are to apply for the scholarship – the necessary documentation from the National Body must accompany the application. Applicants will be notified in writing if they are successful.

7.16.3.3 **Grade 9 to 12 Scholarships – Academic:**

The Dux Scholar (Grade 9 – 12) is to receive R 1 000.

Please note:

- “Dux Scholar” applies to the top learner in a particular grade.
- The average of all the subjects (excluding Life Orientation) is taken.
- The Dux Scholar will be determined at the Honours Evening following a particular year.
- If the average of two or more learners is the same, they will share the award,.

ANNOUNCED AT HONOURS EVENING AND BASED ON AGGREGATE OF SUBJECTS TAKEN. HONOURS EVENING ORGANISER MUST NOTIFY THE ACCOUNTANT, TO ARRANGE REDUCTION OF SCHOOL FEES.

7.16.3.4 **Representative Council of Learners – Springs Boys’ High School:**

- | | |
|----------------------------|---------|
| ▪ Chairman | R 1 000 |
| ▪ Vice-Chairman | R 500 |
| ▪ Other Exco members (x 4) | R 250 |

RCL LIAISON EDUCATOR TO NOTIFY ACCOUNTANT TO ARRANGE REDUCTION OF SCHOOL FEES.

7.16.3.5 **Senior Learner Council – Springs Boys’ High School:**

- | | |
|----------------------------------|---------|
| ▪ Chief Executive Officer | R 1 000 |
| ▪ Deputy Executive Officer (x 3) | R 500 |
| ▪ House Executive Officers (x 4) | R 250 |

SLC LIAISON EDUCATOR TO NOTIFY ACCOUNTANT TO ARRANGE REDUCTION OF SCHOOL FEES.

- The School Governing Body administrates the Scholarship and on behalf of the Perpetua Trust Trustees.
- The Perpetua Trust will annually decide if the Scholarship/s will be awarded for a particular year.
- If a particular scholarship has already been awarded for a position, and for whatever reason the position is vacated, the new incumbent may not also apply for a scholarship.

8. SCHOOL RULES / CODE OF CONDUCT

ALL LEARNERS ARE BOUND BY A CODE OF CONDUCT OF WHICH ALL PARENTS MUST TAKE COGNISANCE (See “Compliance to the Code of Conduct”)

- Enrolment to this school automatically constitutes acceptance of compliance with these rules and others which may be made from time to time according to the exigencies of the school situation.
- Non-compliance with any of the school rules may result in automatic suspension / expulsion from the school. Each case will be considered individually and on merit, within the framework

of the school policy and procedures.

- Learners could be charged and ordered to appear before a school disciplinary committee and/or be subject to due process of the courts, if charged with a criminal offence.

8.1. CARDINAL SCHOOL RULES

- 8.1.1. Learner may not damage the School's image whilst wearing the school uniform or any part thereof sufficient to identify the learner as a learner of the School.
- 8.1.2. A learner of this school may not be guilty of using abusive or profane language, or immoral behaviour.
- 8.1.3. A learner may not leave the school property during school hours without the written permission of the Principal or Deputy Principal.
- 8.1.4. A learner may not bring cigarettes onto the school property or have cigarettes in his possession at any time, or smoke anywhere whilst in school uniform. A learner may not smoke at any school function be it in school uniform or not, or be in the presence of fellow learners that do so – this regulation includes electronic cigarettes or so called “vape/cloud pens”.
- 8.1.5. A learner may not bring alcohol, narcotics or drugs of any description onto the school property, or partake of such elsewhere in school uniform or at any school function or be in the presence of fellow learners that do so. At no time may a learner be under the influence of an intoxicating and/or unauthorised drug.
- 8.1.6. Knives, firearms and ammunition or any dangerous weapon/s are strictly prohibited.
- 8.1.7. A learner may not wilfully damage or appropriate for himself any property belonging to the school or fellow learners or educators and/or be in possession of stolen goods.
- 8.1.8. A learner will refrain from disobeying, disregarding or wilfully being in default of carrying out a lawful order given to him or by word or conduct make himself guilty of insubordination. **Refusal to hand over a diary to an educator, is viewed in a very serious light and could lead to expulsion.**
- 8.1.9. A learner may not be guilty of criminal conduct, fraud, dishonesty, lying, assault, bullying, indecency, or any other misconduct of a serious nature.
- 8.1.10. A learner will not use the school to promote political objectives.
- 8.1.11. A learner may not absent himself from detention or any compulsory activity without permission from the Principal. He may not absent himself from a called meeting without notifying and getting permission from the Educator-in-charge.
- 8.1.12. The disruption of a class by any learner is viewed in a serious light and such a learner could relinquish his privilege of being taught in that particular class.
- 8.1.13. Persistent disregard for authority or school rules could lead to expulsion.
- 8.1.14. Fraud is a serious offence and punishable with expulsion.
- 8.1.15. Learner must report any act of theft or vandalism immediately. **Defacing of desks and walls will be dealt with most severely.**
- 8.1.16. Bicycles, etc. must be padlocked. Money or valuables must not be left in unattended blazers or cases. Possessions must be marked. Learners must keep their cases with them at all times. Tablets may never be left unattended and must be kept on the person.

- 8.1.17. A letter from a parent/guardian must be completed when a learner has been absent. Learners must have an inscription from their parents or guardians after having been absent. No inscription from other relatives or friends is acceptable. Absenteeism during examinations / A-day tests should be covered by a doctor's certificate. Truancy in any form is a serious offence. Also see subsection 7.6 "Irregular Attendance" under section 7 "Information Leaflet".
- 8.1.18. Discriminatory behaviour, including hate speech, sexism, racial and religious intolerance, will not be tolerated.
- 8.1.19. Learners must show good behaviour and respect at all times. **Educators and visiting adults must be greeted politely.**
- 8.1.20. Infringement of "examination" rules is seen in a very serious light.

8.2. **DISCIPLINARY HEARINGS FOR SERIOUS MISCONDUCT**

- 8.2.1. Legislation: South African Schools Act (Act 48 of 1996)
- 8.2.2. Regulation: Provincial Gazette Volume 6, No. 144 (4 October 2000)
- 8.2.3. "Misconduct" means transgressions committed by a learner and includes the following:
- Misconduct committed on the premises of a school, whether during or outside of school hours.
 - Misconduct committed during any school activity, irrespective of whether it is committed within or outside the school premises, and during or outside of school hours.
 - Any conduct, committed in or out of school uniform and within or outside the school premises, which:
 - ~ tends to bring the school into disrepute;
 - ~ interferes with the governance, authority and proper administration of the school;
 - ~ interferes with the conditions necessary for any school activity;
 - ~ is prohibited by the code of the school.
 - A learner charged as being an accessory to the fact – it is someone that helped or abetted and even stood by when a criminal act was taking place – will be charged with the same crime as the original offender.
- 8.2.4. The disciplinary hearing for a learner charged with serious misconduct, will be adjudicated by a disciplinary committee.
- 8.2.5. Disciplinary committee may suspend a learner's attendance of school for up to 14 days, ask for his expulsion or impose a lesser punishment – for instance suspend / withdraw privileges at school (e.g. Matric Farewell).

8.3. **SCHEDULED OFFENCES AS PER PROVINCIAL GAZETTE**

8.3.1. **"Schedule 1" offences that may lead to suspension**

- 8.3.1.1 Threatens, disrupts and / or frustrates teaching / learning.
- 8.3.1.2 As a result of conspiracy and / or collective action threatens to disrupt the functioning of the school.

- 8.3.1.3 Interference with the governance, authority and proper administration of the school.
- 8.3.1.4 Insulting the dignity and / or defaming a teacher or a fellow learner.
- 8.3.1.5 Is in possession of any test or exam material, or distributes the same, that would give an unfair advantage to the pupil/s.
- 8.3.1.6 Cheats in an exam, test or any other form of assessment.
- 8.3.1.7 Engages in any act of public indecency.
- 8.3.1.8 Sexually harasses another person.
- 8.3.1.9 Is found in possession of pornographic material, or distributes the same.
- 8.3.1.10 Brings the good name of the school into disrepute.
- 8.3.1.11 Is under the influence or in the possession of alcohol.
- 8.3.1.12 Does not adhere to the school code of conduct.
- 8.3.2 **“Schedule 2” offences that may lead to expulsion**
- 8.3.2.1 Is again found guilty of the same or similar misconduct as contemplated in “Schedule 1” offences.
- 8.3.2.2 Fails to comply with a punishment of suspension.
- 8.3.2.3 Forges (signs) any document to the potential or actual prejudice of the school.
- 8.3.2.4 Engages in fraud.
- 8.3.2.5 Trades in any test, exam papers and /or exam material.
- 8.3.2.6 Engages in theft.
- 8.3.2.7 Is in possession, consumes or deals in illegal substances inclusive of unauthorised drugs.
- 8.3.2.8 Is in possession of any dangerous weapon, which includes knuckle dusters, knives and / or cultural weapons.
- 8.3.2.9 Assaults or threatens to assault another person.
- 8.3.2.10 Holds another person hostage.
- 8.3.2.11 Engages in any sexual act which amounts to an offence in law.
- 8.3.2.12 Maliciously damages property.

8.4. **RANDOM DRUG TEST AND SEARCHES**

8.4.1. **Legislation:**

- SASA Act No. 84 of 1996 (Section 8 A – Random Search & Seizure and Drug Testing at School).
- National Policy on the Management of Drug Abuse by Learner in Public Schools (Section 19 and 20 – Drug Screening / testing).
- National Drug Testing Devices of 2008.

8.4.2. The Principal and his delegates may at random, or if a learner is suspected of using drugs, administer a urine or other non-invasive test to any individual or group of learners.

8.4.3. The following is to be noted:

- If a learner refuses to co-operate with the testing above, the learner will be handed over to the police. The outcome could then be linked to a Criminal / Court process with possible criminal prosecution.
- If the result of the school test is disputed, a secondary test (gas chromatography coupled with mass spectrometry), can be done at the sole expense of the parent – test results are given to the Principal not more than 24 hours after the school tested the learner / initial test.
- The Principal or his delegate may at random, or if a learner is suspected of carrying an illegal substance, dangerous weapon or stolen property, do a search on the learner and / or his belongings.
- If an unwanted object is found, the Principal or police must issue an official receipt.

8.5. OTHER IMPORTANT SCHOOL RULES

8.5.1. Learners may not litter the grounds. Dustbins are provided.

8.5.2. Learners may not run up and down the stairs or push and shove others on the stairs.

8.5.3. Learners must walk briskly and quietly when changing classes and will be on time for the consequent class / lesson.

8.5.4. Learners must use the ascending and descending staircases correctly.

8.5.5. Learners must not damage readers or library books issued to them by the school. ALL BOOKS that have not been returned must be replaced or paid for.

8.5.6. Learners must park cars, motorbikes and bicycles in the designated areas and only after official permission is granted (Cars / Motorbikes).

8.5.7. Learners must ensure that ALL TESTS ARE SIGNED by their parents and returned the following day.

8.5.8. All learners must utilise the homework diary provided to learners for RECORDING THEIR HOMEWORK.

8.5.9. Learners must ensure that the “Transgression Record” is signed by their parents on a daily basis. Learners must have their diary with them at all times.

8.5.10. Learners may not chew gum or eat sweets or sandwiches at any time other than during break time.

8.5.11. There is a total ban on the use of “tippex” by learners.

8.5.12. Any learner that is excused from class for any reason, will carry the appropriate educator’s board, authorising his absence from class – only one learner is allowed out of class per board.

8.5.13. Learners must obey the Senior Learner Council members as they exercise the authority of the Principal and the Staff. Disrespect and insolence will not be tolerated and learners failing to comply with a reasonable instruction given by an educator or SLC member, will be in serious trouble.

- 8.5.14. If a learner has an electronic device (e.g. cellphone, tablet, iPod, earphones, etc.) on his person in an exam venue, he will get 0%. Said devices (excluding tablets) may be confiscated for a period up to three months should a learner use or is seen with above during official contact time.
- 8.5.15. Social Media would include any / all electronic communication and could include BBM, Facebook, WhatsApp, etc.

Staff members have been warned not to befriend any learner on a social media network and learners must understand the risk and possible legal action, that social media brings.

No learner or staff member may use any social media site to:

- Identify themselves as being a learner / employee of this school.
- Use the school's name, logo, photos or any other trademark materials.
- Discuss learners, their parents or any staff members.
- Post content during school time.
- *Also read (1) Springs Boys' High Technology Policy and (2) shortened version thereof in subsection 6.21 "Technology / E-Learning" and subsection 6.25 "Code of Conduct / School Policies".*

- 8.5.16. A learner may not enter School buildings before and after school or during breaks unless written permission has been obtained from an educator.

- 8.5.17. The following areas are OUT OF BOUNDS to learners:

- The Administration Block.
- The School buildings during breaks.
- The Hall and the area between the hall and gym.
- Any classroom.
- The Staffroom.
- The areas beyond the perimeter of the school building – during school hours.
- Amongst staff vehicles or in the immediate vicinity.

- 8.5.18. NO JEWELLERY OR OTHER ORNAMENTS MAY BE WORN WITH THE SCHOOL UNIFORM OTHER THAN WRIST WATCHES AND MEDICAL ALERTS. All items apart from those mentioned WILL BE CONFISCATED. In sporting attire ALL JEWELLERY must be removed from sight (see subsection 6.7 "Culture" under section 6 "Expectations"). Only officially issued badges may be worn on the lapel of the blazer.

- 8.5.19. Learners must be neat, clean in person and uniform and cleanly shaven.

- 8.5.20. No learner will be allowed to play for School or House Teams unless he is correctly attired.

- 8.5.21. Learners waiting for their transport may **NOT** lie on the pavement.

- 8.5.22. Learners are to keep their voices down and not disturb the neighbourhood when walking to and from school.

- 8.5.23. Learners may not walk in a group in the road, congregate on the pavement or play ball in the street, especially in front of the neighbouring schools.

8.5.24. SCHOOL TUCK SHOP – the mentioned facility and the right to sell food / refreshments to learners / parents, have contractually been granted to a specific vendor who has the necessary licence / permit required by the SA Health and Safety Department.

NO LEARNER / PARENT MAY SELL FOODSTUFF OF ANY DESCRIPTION AT SCHOOL, AT ANY SCHOOL FUNCTION OR IN SCHOOL UNIFORM UNLESS PERMISSION HAS BEEN GRANTED BY THE PRINCIPAL TO DO SO.

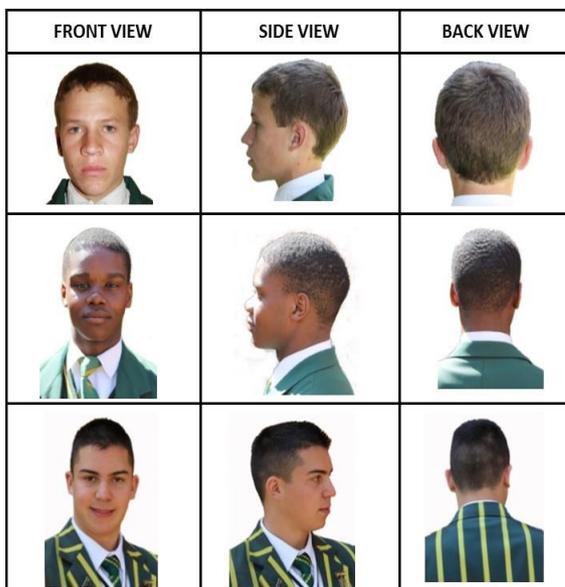
8.6. HAIR REGULATIONS

8.6.1. GENERAL

- 8.6.1.1 Neat and tidy hair creates a good image and builds the image of the school.
- 8.6.1.2 Staff will do hair inspection as and when required. This will be unannounced.
- 8.6.1.3 Hair will be judged on length and must be natural in appearance. It is judged by pre-set standards. The school cannot enter into arguments with parents in this connection.
- 8.6.1.4 Learners who do not comply with the regulations **will be sent for a haircut at the barber** (who is situated onsite at the school when required).
- 8.6.1.5 Action against learners who do not comply, is taken without notice to parents.
- 8.6.1.6 Each contravention will be recorded in the learner's personal file.
- 8.6.1.7 The cost of the haircut will be **debited to the learner's school fees account.**

8.6.2. STIPULATIONS

- 8.6.2.1 No fancy or ultra-modern styles (i.e. Mohican, Afro, Rastafarian/dreadlocks, etc.), steps, rinses, cream dyes and / or highlights will be permitted.
- 8.6.2.2 The FRINGE must not touch the eyebrow when hanging straight or when pulled down.
- 8.6.2.3 SIDEBURNS may not extend below the centre of the ear.
- 8.6.2.4 Hair in the back of the NECK may not touch the collar without extending the neck.
- 8.6.2.5 Hair over the EAR may not go over the ear when hanging straight or pulled down.
- 8.6.2.6 The overall appearance of the hair must be natural and must not be too long or too thick in any place. It must be combed down and not be gelled or oiled. Hair may also not be blow-dried, sprayed, etc. to make it stand up.



NOTE:

- Normally a No.5 hair razor comb for the back and sides must be used with a No.8 razor comb for the top.
- A No.4 razor comb for the back and sides and a No.6 razor comb for the top **will be used should the learner fail an inspection.**

8.6.3. OTHER FACIAL HAIR

No moustaches or beards are permitted or allowed.

9. CLASSROOM REGULATIONS

9.1. BASIC NECESSITIES

Blue pen; ruler, pencil; eraser; protractor; compass; calculator; exercise book; tablet; text book and dictionary.

9.2. BASIC MANNERS

- Be on time all the time.
- Wait in a line outside the room for the educator.
- Come in quietly and stand behind the desk.
- Respect the teacher and fellow learners.
- Abide by all school rules at all times also in class.
- Leave the room in a clean and tidy condition.
- Leave in an orderly manner when dismissed.
- Be quiet for intercom announcements.

9.3. BASIC RESPONSIBILITY

- Pay attention in class.
- Do homework every day.
- Always have your tablet, textbook, exercise book and / or file at school.
- Neat and tidy work makes for easy learning.
- Record homework in school diary.
- Put up your hand, don't call out.

9.4. BASIC TRANSGRESSIONS THAT CAN LEAD TO EXPULSION

- Cheating in a class test and / or examination.
- Plagiarising and copying of other people's work.
- Insubordination and cheek towards teachers.
- Stealing the teaching time of other learners.
- Defacing furniture or vandalising school equipment.
- Bunking assembly and / or classes.
- Insubordination and refusing diary.
- ***Also refer to Schedule Offences as per Government Gazette.***

9.5. SPECIAL REGULATIONS IN THIS SPECIFIC CLASS

This will be given to learners as per specific class and teacher.

9.6. TRANSGRESSIONS IN CLASS WILL LEAD TO THE FOLLOWING SANCTIONS

This will be given to learners as per specific class and teacher.

See Code of Conduct for all Rules and Regulations

10. COMPLIANCE TO THE CODE OF CONDUCT

10.1. COMPLIANCE

- 10.1.1 All learners, parents and school staff are bound by the CODE OF CONDUCT. **Persistent disregard for authority or school rules could lead to expulsion.**
- 10.1.2 All role players are hereby advised to avail themselves of the content of said document.
- 10.1.3 All learners / parents received a copy of the school rules (Code of Conduct) on the enrolment of their son.
- 10.1.4 A copy of the complete set of rules, (as contained in the diary), is available in the front office.
- 10.1.5 Learners who disregard said Code of Conduct, will be punished in accordance with educational regulations.
- 10.1.6 As per "Provincial Gazette – Vol 6 No. 144 of October 2000" this may (*inter alia*) include reprimanding, detention, suspension and even expulsion.
- 10.1.7 Parents who may have queries with regard to the contents of said document are invited to make an appointment to discuss the matter with the Principal or Deputy Principal.
- 10.1.8 Parents of all learners enrolled and especially those contemplating the enrolment of their son must realise that (1) enrolment automatically constitutes acceptance of the school rules and (2) that the school authorities (Staff and Governing Body) will enforce the compliance of set regulations.

10.2. EDUCATIONAL RESPONSIBILITY

- 10.2.1 The school recognises and accepts the responsibility that it has within the community. It is to guide and develop the learners to become responsible citizens of the country.
- 10.2.2 Such responsibility inculcates the nurturing of learners, the prevention of, as well as the rendering of appropriate assistance.
- 10.2.3 In respect of 10.2.2 above, this is underpinned by the fact that this is an ordinary "main stream" high school, for healthy young learners.
- 10.2.4 The Educators have received training to teach learners the subject content of various subjects and this does not include appropriate training to deal with the rehabilitation of delinquents or criminals.
- 10.2.5 The school will manage to the best of its ability those elements which could negatively affect its primary tasks, (being to educate), and will afford the following assistance:
- Guidance Counsellor/s will assist when and where they can.
 - School Based Team will support if and where they have the necessary skill.
 - Outside expertise will be utilised to augment the skills of Educators where necessary.
 - Report certain incidents to the Gauteng Department of Education.
 - Report certain issues to the Department of Social Welfare.
 - Ask the Departmental Auxiliary Aid Services (Psychology Department) for assistance.
 - Report the matter to the South African Police.

- Disciplinary Hearing – recommendation of expulsion or suspension, etc.
- Punish the learner which could *inter alia* include extra homework, detention, community service, suspension, etc.

10.3. **UNDERTAKING**

10.3.1. **Culture of Learning – Learners:**

- 10.3.1.1 All learners are expected to commit themselves to school work.
- 10.3.1.2 Disruption of classes, thus the hampering of the learning process of fellow learners, is in strict violation of school rules. (Also see “Cardinal Rules”)
- 10.3.1.3 Failure to do homework, class work or handing in of academic task/s is considered a transgression and learners guilty of this will be punished and marks will be deducted.
- 10.3.1.4 An attendance register, roll call and travelling register system is maintained and the number of days absent will be recorded on the leaver’s testimonial.
- 10.3.1.5 All learners will be provided by their parents with the necessary text books and other resources, such as stationery, necessary for their particular school work.
- 10.3.1.6 Learner who are late for class and/or school will not be tolerated.
- 10.3.1.7 Learner will adhere to the school rules and respect the legitimacy and authority of the educators.

10.3.2. **Duty and Obligation – Parents:**

- 10.3.2.1 It is the responsibility of the parent/s to ensure that a learner attends school punctually and regularly.
- 10.3.2.2 Get actively involved in the life and work of the school.
- 10.3.2.3 Check that the learner enters his homework into the diary.
- 10.3.2.4 Ensure that the homework is done at home.
- 10.3.2.5 Monitor and act on noted entries on the service / transgression record.
- 10.3.2.6 Check all the learner’s books on a weekly basis.
- 10.3.2.7 Sign written tests on a daily basis or when necessary.
- 10.3.2.8 Sign the report card every term.
- 10.3.2.9 Communicate to the school regarding any problems that the learner/s may experience at home, which might hamper work at school.
- 10.3.2.10 Cultivate a home environment conducive to study.
- 10.3.2.11 Attend personal interviews and parental meeting when required to do so by the school.
- 10.3.2.12 Be interested in and involved in everything your child does at school.
- 10.3.2.13 Encourage participation.
- 10.3.2.14 Inform the school if and when contact details change.

10.3.2.15 Ensure learner attends the **free** extra tuition lessons, if and when recommended.

10.3.3. **Commitment – Educators:**

As professional educators, we undertake to:

- Uphold the Code of Conduct of this school.
- Adhere to the work ethics expected by the South African Council of Educators.
- Provide the parents with regular information pertaining to the progress of their son.
- Be prepared and on time for lessons.
- Assess work presented according to prescribed criteria.
- Encourage all learners to reach their full potential.
- Be fair and consistent in all dealings with learners.

11. INCLUSIVITY CLAUSE

Enrolment at this school automatically constitutes acceptance of and compliance with these rules and others which may be made from time to time according to the exigencies of the school situation.

Non-compliance with any of the cardinal school rules could result in automatic suspension or expulsion from the school.

Transgression in any school regulation could lead to disciplinary action. All pupils do not have the same academic ability but, as far as behaviour is concerned, all pupils can be equal. In this respect, all pupils can excel.

Every child is an advertisement for the school. He has no right to discredit the school through irresponsible actions as it is generally accepted that a school which is respected attracts good teachers and has the full support of parents and education authorities. Such a school is therefore an asset to the community.

12. LEARNER COUNCIL MEMBERS' CODE

- 12.1 A Learner Council Member will be **loyal** to the school at all times and under all circumstances.
- 12.2 A Learner Council Member is chosen as a LEADER amongst fellow learners.
- 12.3 At all times a Learner Council Member will exercise a **sense of responsibility** in matters both spiritual and temporal.
- 12.4 A Learner Council Member is an official REPRESENTATIVE of the school at all times.
- 12.5 A Learner Council Member is a CONSTITUENT of the Learners and unites the Staff and Learners.
- 12.6 A Learner Council Member must set a **good example** in both **conduct** and dress.
- 12.7 A Learner Council Member must be CONSCIENTIOUS in the execution of all duties.
- 12.8 A Learner Council Member must be able to EXERCISE AUTHORITY with tact, manners and mutual respect.

- 12.9 A Learner Council Member must be a LOYAL member of the Learner Council.
- 12.10 A Learner Council member is a PATRIOT of the 'The Boys' – today, tomorrow and in the days to come.
- 12.11 NOTE: Learner Council membership is one of trust. PERFIDIOUS BEHAVIOUR COULD RESULT IN IMMEDIATE EVICTION.

13. COLOURS CONSTITUTION

13.1 PRIMARY REQUIREMENTS

The following requirements must be met in all cases (FULL COLOURS, HALF COLOURS, TEAM AWARDS or any other school award.) The same will only be awarded to learners who comply with all the requirements:

- good sportsmanship, i.e. attitude, interest, keenness, courtesy, etc.
- is a credit to the School on and off the field;
- maintains a high standard of sportsmanship and loyalty;
- shows a spirit of co-operation towards the Coach, the Organisers and the team members;
- attendance at 80% of all practices is a pre-requisite to be considered for awards. An official letter from a private coach is acceptable in individual activities - but only if prior arrangements were made with the coach;
- Only learners who participated in more than 50% of all team games/matches of an activity for a particular year can qualify for Team Awards - see qualification criteria of each specific activity;
- In the case where a learner participates in an activity, but represents the school in less than 50% of the games/matches, such participation will not qualify a learner for team awards, half/full colours and/or other awards, e.g. Sportsman of the Year.

13.2. SECONDARY REQUIREMENTS

- Attains or exceeds the standard set for the relevant activity as laid out in the constitution.
- Awards of Full Colours and Half Colours will only be made to learners who have represented the School in official competitive sports against other schools or cultural activities within the school.
- A learner in Grade 8 or 9 may qualify for Full Colours or Half Colours provided this achievement is measured against the Senior Open requirements, but the recipient may only wear the Colours Blazer in Grades 10, 11 and 12.

NOTE: Senior Open teams exclude any u/16 team or Provincial Development teams and is taken to mean the first team at this school.

Selection, for example, of an u/14 to u/16 Provincial team will not qualify learners for the awarding of Full or Half Colours.