

NEWLANDS  
CRICKET HIGH SCHOOL



**APPLICATION FOR ENROLMENT**

5th FLOOR, SOUTHERN STAND, NEWLANDS CRICKET STADIUM  
146 CAMPGROUND ROAD, NEWLANDS, 7700  
TEL: 021 671 4080, Fax: 021 696 9481,  
email: [admin@newlandscricket.co.za](mailto:admin@newlandscricket.co.za) web address : [www.newlandscricket.co.za](http://www.newlandscricket.co.za)

Name of Learner : \_\_\_\_\_

Current School: \_\_\_\_\_

<b>INCLUDED WITH APPLICATION</b>		✓
<i>Copy of Learner's Birth Certificate</i>		
<i>Copy of Parent's/Guardian's ID Document</i>		
<i>Proof of Address (Electricity/Tel./Rates account)</i>		
<i>Latest available Report for Learner</i>		
<i>Transfer Form (can be submitted later)</i>		
<i>Application Fee(No Refund )</i>	R100.00	Please include with application

**BANK DETAILS**

Newlands Cricket School

First National Bank

Branch code: electronic payments: 250655

Branch code branch payments: 202409

Account number: 62483247667

Swift code for Forex: FIRZAJJ

**IMPORTANT:**

Use learner Name and Surname as beneficiary reference.

## SCHOOL FEES

All Grades : R45 000 per annum payable over 10 months at R4500.00 per month.

<b>METHOD OF PAYMENT</b> <i>(Please tick chosen method of payment)</i> ✓		
CASH	CHEQUE	DIRECT DEPOSIT
ANNUAL (FULL PAYMENT)	MONTHLY ( <u>DUE 1<sup>st</sup> OF MONTH</u> )	OTHER

**LEARNERS THAT ARE IN ARREARS WITH REGARDS TO FEES WILL:**

- a) Not be allowed into class.
  - b) Their reports will not be issued.
  - c) They won't be allowed to attend excursions.
  - d) They won't receive prizes or awards.
  - e) They won't be allowed to attend the Matric ball, the Valedictory or any other function.
  - f) They will eventually be expelled.
- Unless arrangements are made and adhered to.

### DECLARATION IN LIEU OF SCHOOL FEES

I \_\_\_\_\_ the undersigned, Parent/Guardian of

\_\_\_\_\_ in Grade \_\_\_\_\_ hereby declare that all information furnished by me in this application is true and correct to the best of my knowledge. I commit myself to all undertakings set out in the application. I accept responsibility for monies due in accordance with the above and further agree to forfeit all rights/monetary payments if I break this contract.

Signed at \_\_\_\_\_ on this, the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Name in Print

\_\_\_\_\_  
Signature of Parent/Guardian  
responsible for all fees

## PARTICULARS OF LEARNER

Surname																
Full Names																
Residential address																
Learner's cell no.																
Sex✓	MALE						FEMALE									
Home Language✓	ENGLISH				AFRIKAANS				isiXHOSA				OTHER			
Religion✓	CHRISTIAN				MOSLEM				OTHER							
	<i>(Denomination)</i>						<i>(Specify)</i>									
Date of Birth	D		D		M		M		Y		Y		Y		Y	
I D Number																
Name of last School attended																
Reason for leaving																
Highest grade passed																
Allergies/Ailments																

**To be completed by the learner:**

I, \_\_\_\_\_ declare that a) I am/was a learner in Grade \_\_\_\_\_

at \_\_\_\_\_ *(name of School)* during \_\_\_\_\_ *(Year)*;

b) I attained my present Grade fairly and honestly; c) the report showing that I passed my previous Grade is an accurate and correct one.

Signed at \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**LEARNER SIGNATURE** \_\_\_\_\_

**PARTICULARS OF MOTHER / GUARDIAN**

<b>Surname</b>														
<b>Full Names</b>														
<b>Residential address</b>														
<b>Occupation</b>														
<b>Cellphone number:</b>							<b>E-mail address:</b>							
<b>Home number:</b>				<b>Office number:</b>					<b>Fax no.</b>					
				<b>Extention:</b>										
<b>I D Number</b>														
<b>Passport no. (if foreigner)</b>														

**EMERGENCY CONTACT NO.**

**PARTICULARS OF FATHER / GUARDIAN**

<b>Surname</b>													
<b>Full Names</b>													
<b>Residential address</b>													
<b>Occupation</b>													
<b>Contact Number</b>	Cell: _____   Tel: _____												
<b>E-mail address</b>													

## Code Of Conduct

### INTRODUCTION

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

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

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

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

**PART 1: THE SCHOOL RULES** The School rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the school. Nothing shall exempt a learner from complying with the school rules. Ignorance of school rules is, therefore, not an acceptable excuse.

#### **A: General Principles**

1. Learners are expected at all times to behave in a courteous and considerate manner towards each other, the Learner Representative Council (LRC), all members of staff and visitors to the school.
2. Learners are expected to abide by the school rules with regard to appearance and behaviour when representing the school both during school hours and after school hours, at school and away from school. Learners may not say or do anything that will discredit themselves or the school.
3. No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners, or will cause another learner physical or emotional harm.
4. The school will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.

#### **B: School and Class Attendance**

Parents/guardians, learners, teachers and College Management members are jointly responsible for ensuring that all learners attend School.

1. If a learner does not attend School regularly, the Secretary will report the absence of the learner to the parent and the Principal. The Secretary must keep an accurate register of learner attendance and must keep copies of all communication to parents when absence from the classroom is reported.
2. All learners are to arrive at before the official starting time. Learners who are late for school will be marked absent as registers are completed at the beginning of each school day.
3. Absence from a class, without the permission of the relevant subject teacher, is prohibited.
4. Any absence from school must be covered by an absentee note from a parent/guardian.
5. Should a learner be absent from school for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.

6. Any absence from a formal examination, test or task must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
7. No learner may leave the school during College hours without a letter from a parent/guardian requesting the release of their child and the permission of the Principal/Deputy Principal/ from whom an exit note must be obtained.
8. Truancy from school is prohibited.
9. All learners will attend assembly for the full duration thereof.

### **C: General Appearance**

Learners are expected to only wear clothing approved by the school.

### **D: Valuables and Personal Belongings**

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

1. Learners should avoid bringing cell phones, large sums of money and valuables to school. Cell phones may not be switched on during a normal school day. If the learner brings a cell phone to school, the learner must carry a written request from the parent, which must provide for an indemnification against loss of or damage to the cell phone.
2. Learners are not allowed to pay school fees at the school. All payments must be made via direct deposit into the school's account.
3. Arrangements should be made with the teacher in charge for safekeeping of valuables, etc. during sports practices.
4. Learners may not bring computer games, iPods or similar electronic devices to school.

### **E: General Rules**

1. Loitering and/or playing in and around the corridors, stairwells and toilets is forbidden.
2. All litter must be placed in refuse bins or wastepaper baskets.
3. Wilful damaging, vandalising or neglect of school property and the property of others, either by writing or by a physical act, is prohibited. Theft of school and private property is also prohibited.
4. Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. Furthermore, copying of and/or borrowing another learner's work is forbidden.
5. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
6. The timely handing in of work is the responsibility of each learner.
7. Learners who fail to produce a medical certificate on absenteeism during formal examinations/tests/assessment tasks will obtain a mark of 0 (nought) for the particular examination/test/assessment task.
8. The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
9. Language that is seen as pejorative, discriminatory or racist is prohibited.
10. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
11. All learners have the right to an education free of interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners. Fighting or threatening of other learners is forbidden.
12. The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. S/he will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
13. The carrying, copying and/or reading of offensive material is prohibited.

14. Learners must keep clear of areas that are indicated as out of bounds. These areas will be pointed out to learners from time to time.

### **Public Places**

The school is a place of safety where laws pertaining to public spaces are applicable.

1. No dangerous objects or illegal drugs as defined in the SA Schools Act or the Safety Regulations will be brought onto and/or used on the School property unless authorised by the Principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
2. Smoking of cigarettes is prohibited on College premises and in front of the school.
3. Alcohol is not permitted on school premises or during any school activity.
4. The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.

### **H: School Enrichment Programme**

Involvement in activities making up the School Enrichment Programme forms a valuable and integral part of the holistic education of every learner. All learners are, therefore, expected to become actively involved in organized activities.

### **Accommodation of Religious and Cultural Rights**

Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this Code of Conduct will be accommodated by a deviation from this Code of Conduct by the School Management under the following conditions:

1. The learner, assisted by the parent, must apply for a deviation from the standard School rules if such rules are in conflict with or infringe on any religious right of the learner.
2. This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious right/s as contained in the Constitution of the Republic of South Africa.
3. This application must include a reasonable interpretation of the religious rights that the learner feels are offended and a suggestion on how the rules may be supplemented by the School's Management to accommodate such religious rights.
4. The learner must provide proof that s/he belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the School's Code of Conduct are his/her true beliefs and commitments.
5. The religious conduct or practice must be lawful.

### **Disciplinary Procedure**

#### **DISCIPLINARY SYSTEM CRAMS - Conflict Resolution Arbitration Mediation**

Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence. All learners will abide by the discipline system that has been developed to assist and guide learner behaviour in the School.

#### **A: Grading of Offences**

Offences are graded according to the nature and degree of seriousness of the offences, of which Grade 4 offences are the most serious. See Annexure B, Table 1 for a list of the offences making up each of the Grades 1, 2, 3 and 4.

#### **B: Disciplinary Procedures**

The grade of an offence will determine the procedure to be followed.

1. Grade 1 offence a written warning followed by a final written warning, then a disciplinary hearing.

2. Grade 2 offence a final written warning followed by a disciplinary hearing, then a CRAMS hearing
3. Grade 3 offence a disciplinary hearing or a CRAMS hearing (depending on the severity of the particular offence).
4. Grade 4 offence immediately reported to the South African Police Service (SAPS) and a CRAMS hearing.

### **C: Disciplinary Interventions**

1. The following list of interventions and corrective measures used by the College are aimed at correcting behaviour before suspension and expulsion:

- verbal warning/reprimand to express disapproval.
- Written warning.
- Final written warning.
- Removal from classes to the exclusion room.
- Written punishment.
- Community service to improve the physical environment within and around the School property.
- Homework detention.
- Supervised School work.
- De-merit detention.
- Referral for counselling.
- Attendance of a relevant life skills programme.
- Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or the accumulated fine.
- Temporary suspension of library card and/or other School-related privileges
- Exclusion from school activities and functions, e.g. academic award ceremony.
- Withdrawal of recognition, e.g. award.
- Temporary suspension from class or School, pending disciplinary hearing.
- Disciplinary hearing.
- CRAMS hearing.

2. Failure to comply with interventions and corrective measures will lead to further interventions and may lead to the offence being categorised at a higher grade. Expulsion may be recommended for a Grade 3 and a Grade 4 offence. See Annexure B, Table 2 for a list of the possible disciplinary measures to be applied for Grade 1, 2, 3 and 4 offences respectively.

3. Conduct that may lead to suspension/exclusion includes, but is not limited to, the following:

- Conduct that violates the rights or safety of others.
- Criminal behaviour of any kind.
- Defacing or destroying School property.
- Disrespectful or objectionable conduct and verbal abuse directed at teachers, other School employees or fellow learners.
- Outright defiance of lawful requests or instructions issued by persons in authority.
- Indulging in harmful graffiti, racism or hate speech.
- Sexual harassment or sexual assault.
- Immoral behaviour or profanity.
- Possessing, using or displaying evidence of use of any narcotics, unauthorised drugs, alcohol or any other intoxicant.
- Repeated infringements of the School rules or the Code of Conduct.
- Possession of dangerous weapons (guns, knives and other objects which may threaten the lives of learners/teachers).



4. Should a learner be found guilty by a court of law for breaking the law of the Republic of South Africa, the School has the right, after a fair hearing through the School Management, to recommend expulsion to the Provincial Department of Education.
5. A CRAMS hearing will be convened with a view to recommending expulsion. In such instances the recommendation for expulsion will be submitted to the Provincial Head of Education to approve the decision.
6. Where approval for expulsion is not granted, learners will attend counselling or the relevant life skills programme before they may return to class. Such learners will be accommodated in the exclusion room in the interim to continue with School work until they have completed the series of counselling sessions or the stipulated life skills programme.

#### **D: Suspension of a Learner by the Principal or Deputy Principal as a Precautionary Measure**

The School Management authorises the Principal or Deputy Principals to institute suspension, as a precautionary measure, with regard to a learner who is charged with a serious misconduct offence as contemplated in section 8 of the SA School's Act.

1. Before a learner is suspended, the learner and his/her parents must be given an opportunity to indicate why the suspension should not be considered.
2. The disciplinary proceedings must commence within one (1) week after the suspension. If the proceedings do not commence within one (1) week, approval for the continuation of the suspension must be obtained from the Head of Department.
3. This suspension will be applicable until a finding of not guilty is made or, in the case of a finding of guilty, until the appropriate sanction is announced.

#### **E Disciplinary and CRAMS Hearings**

1. The following official forms will be used for misconduct and disciplinary hearings:

- 1.1 Written warning (disciplinary warning form) (Annexure C)
- 1.2 Final written warning (Annexure D)
- 1.3 Notice of disciplinary hearing (Annexure E)
- 1.4 Record of disciplinary hearing (Annexure F)

1.5 Review form (lodging of appeal) (Annexure G)

2. Written notice of a disciplinary or CRAMS hearing will be given at least five (5) College days before the hearing, which could imply temporary suspension from classes, excluding formal scheduled tests and examinations which count towards the year mark.

3. When a notice is issued to a learner the learner must acknowledge receipt of notice by signing for it. This is not an admission of guilt.

4. If a learner does not appear at a hearing, the hearing will be conducted in his/her absence.

5. A written verdict of the hearing will be issued to the offender. The offender must acknowledge the content by signing the document.

6. A learner has the right to request a review of the disciplinary action taken against him/her if sufficient grounds exist. Disregard of punishment of the Disciplinary Committee will lead to temporary suspension pending a hearing.

7. The Disciplinary Hearing Commission will consist of the following members:

- 7.1 a College Management representative;
- 7.2 the College Principal or Discipline Officer delegated to oversee this function;
- 7.3 the Discipline HOD; and 7.4 the relevant teacher.

8. The hearing will also be attended by the learner, and any other learner s/he may need for his/her defense.

9. Disciplinary measures that a Disciplinary Hearing Committee may impose include:

9.1 Demerits.

9.2 Suspension from College for a minimum of two days up to a maximum of five (5) days, ratified by

the School Management, to be effective immediately. This will be put in writing and a copy kept on record.

9.3 Recommendation with respect to counseling/attendance of a life skills programme.

9.4 Progress monitoring process initiated for a minimum of two (2) weeks, followed up with a progress report.

9.5 A written conduct and behaviour warning issued. A signed copy of acknowledgement will be kept on record.

9.6 Payment to cover the cost of repair or replacement of the damaged, lost or stolen item.

10. The CRAMS Hearing Commission will consist of the following members:

10.1 the School Management Chairperson;

10.2 two (2) parent representatives from the School Management;

10.3 the School Principal or Discipline Officer delegated to oversee this function; and

10.4 the Discipline HOD. 11. The Principal/Discipline Officer will keep on record copies of all documentation relating to the offence, the conducting and findings of the hearing, and the disciplinary measures imposed.

12. The Principal/Discipline Officer will furnish the relevant Grade Head and teacher with all the information necessary for their records.

## **Drug Monitoring Policy**

### **INTRODUCTION**

NEWLANDS CRICKET HIGH SCHOOL

Drug Policy.

#### **Preamble**

The development of this policy is an admission of the harsh reality that drug use has so permeated our society that a calculated and pro-active response by community organizations and educational institutions is required to counter act the rapid spread of substance abuse.

This policy is not intended to serve as a punitive measure, rather as a support and assistance to those learners, who have become victims of drug use/abuse, and their parents.

1. School management will insist upon a urine based drug test should fair and reasonable suspicion indicate a strong probability of drug use.

2. The urine based drug test will be performed by one appointed by the school.

a. The result of the drug test will be confidential and only the learner and his/her parents will be informed of the result.

3. In the case of a positive first test, the learner will be encouraged to seek help but will not lose any privileges at the school, he will however be expected to do a second drug test after 30 - 40 days.

4. Should the learner test positive at a second drug test after testing positive at the first, he/she will be suspended until such time as the said learner tests negative.

5. Should the learner test positive at any time after this, he/she will be suspended until he/she tests negative. While on suspension the learner is still enrolled as a learner, can come to school with a guardian or parent to collect material or to hand in material, can also write tests and examinations, but is not allowed to attend class until he/she tests negative.

6. Learners who tests positive repeatedly might face more stringent disciplinary measures, even permanent expulsion from the school. Especially if the substance abuse leads to violence or difficult and confrontational behaviour.

7. Learners are permitted to obtain an independent and private tests from independent institutions on condition that the test is done by means of a gas chromatography coupled with mass spectrometry. This test can be done in conjunction with the Department of Health.

8. Learners and parents will be assisted in dealing with the problem of drug use by The Principal or his/her delegate who will explain the option available to parents for treatment. The school however will not be able to assist financially in the rehabilitation process.

9. The cost of the 1st test will be borne by the parent, the cost of subsequent tests following a positive test will be borne by the parents. Costs may change from time to time but will be R100.00 per test until further notice.

10. The test party will consist of the following: The learner, the principal or his/her delegate and an adult witness. All three persons to be of the same gender.

11. The urine sample must be produced under supervision in a manner that is not invasive and must be conducted in a dignified manner.

12. The principal or his/her delegate is allowed to search the learner for possession of illegal drugs or dangerous weapons. The adult witness has to be present at both the search and testing procedure. Any illegal items found have to be handed over to the police. The police may lay criminal charges based on the illegal items found; the school will only institute disciplinary measures and not criminal charges. Conclusion The policy contains the following advantages for learners and parents:

- Drug use can be discovered in the experimental stage where success in treatment is considered very high.
- 2. Learners can be protected from one on drugs by the identification of the problem as peer pressure is the major cause of drug experimentation and the spread of drug use.
- 3. Parents, who know very little about the problem of drug use, can be informed and educated in a very discreet manner. Users, who are disruptive, violent ad aggressive, can be removed from the classroom and innocent learners can be allowed to receive education in a safe and disciplined environment. What constitutes fair and reasonable suspicion?

1. Physical symptoms of drug use. Red eyes, yellow stains on hands, smell of drugs on clothes or skin, runny nose, skin irritation, untidy appearance, unkept appearance, disregard for appearance, weight loss, weight gain, etc.

2. Behavioural symptoms of drug use. Absenteeism, comes late, runs away, mood swings, happy when high, aggressive when craves, poor academic performance or erratic academic performance, loses interest in former activities, etc.

3. Association with one who is a known drug user.

4. Information received from sources Constantly accused of theft and other wrong doing. Agreement by learner/ parent/ guardian

**I..... hereby consent to being tested / having my child tested for drug use. In the event of me/us opting for an independent test, we understand that I/we will not be allowed to participate in any of the schools activities until such time as the independent result has been received and verified as a test of integrity.**

LEARNERS NAME: \_\_\_\_\_ SIGNITURE: \_\_\_\_\_

PARENT: \_\_\_\_\_ SIGNITURE: \_\_\_\_\_

PRINCIPAL: \_\_\_\_\_ SIGNITURE: \_\_\_\_\_

SIGNED AT \_\_\_\_\_ ON THE DAY \_\_\_\_\_ 20 \_\_\_\_\_

This school drug monitoring Policy is in accordance with:

1. Government Gazette no. 24172 notice number 3427 of 2002. Also known as The Drug Abuse Policy Framework.
2. Government Gazette no. 31417 notice number 1140 of 2008. Annexure A & B.
3. Education Laws Amendment Act B33 of 2007.