

# Oakridge College



## Working Together

### Code of Conduct & Final Agreement

January 2017

Name & Surname of Learner / Pupil : \_\_\_\_\_

Name & Surname of Parent / Guardian : \_\_\_\_\_

Learner's admission code: \_\_\_\_\_

Date signed : \_\_\_\_\_

## **Oakridge College ( the School )**

### **Conditions of Admission**

The parties referred to in these Conditions of Admission refer to the signatories, either one or both parent(s) / guardian(s), and the pupil to be enrolled as on the FINAL AGREEMENT FORM.

#### **1. General Conditions**

- 1.1 The signatories agree that one school term's notice must be given before the pupil leaves Oakridge College, or a full term's fees will be paid in lieu thereof. This also applies to pupils not returning in the following academic year except for those graduating at matric level.
- 1.2 The signatories hereby acknowledge and confirm that they are personally liable for all terms and conditions herein and to be effected in terms hereof, including but not limited to: Oakridge College Code of Conduct.
- 1.3 The signatories and the pupil undertake at all times to uphold the good name and reputation of Oakridge College.
- 1.4 The signatories accept that personal possessions of the pupil are not covered in any risk insurance by Oakridge College and that the signatories are responsible for supplying adequate cover for the pupil's personal possessions.
- 1.5 The signatories accept liability for any loss or damage suffered by Oakridge College as a result of any act or omission by the pupil.
- 1.6 The signatories acknowledge that Oakridge College shall be entitled to recover all legal costs incurred by it, in order to enforce its rights under this agreement, including but not limited to attorney and client fees and collection and tracing charges.
- 1.7 The domicilium cadent et executant of the signatories shall be as contained in the final agreement form.
- 1.8 The physical address of Oakridge College shall be:  
22 Mackeurtan Avenue  
Durban North  
4051  
South Africa

- 1.9 All legal correspondence between the signatories and Oakridge College sent by either party shall be delivered by hand or sent by pre-paid registered post. The correspondence shall be deemed to have been received on the date of delivery or on the 5<sup>th</sup> business day after posting. In regard to correspondence by the signatories to Oakridge College, the onus of proof of delivery shall rest on the signatories.
- 1.10 No amendment or agreed cancellation of this agreement shall be of any force unless recorded in writing and signed by both parties.
- 1.11 On termination of this agreement for any reason whatsoever, the signatories undertake to immediately withdraw the pupil from Oakridge College and to make satisfactory arrangements for the pupil's attendance at an alternative school.
- 1.12 The agreement constitutes the entire agreement between the parties and no warranties or representations whether expressed or implied, not stated herein, shall be binding on the parties.
- 1.13 No indulgence granted by Oakridge College or any failure to enforce any of the terms of this agreement timeously shall constitute a waiver of any of its rights, and it shall not thereby be precluded from exercising any rights against the signatories which may have arisen in the past, or may arise in the future.
- 1.14 The signatories indemnify and hold blameless Oakridge College and its staff against any loss, damage or injury which may be sustained by the pupil from whatever cause excluding gross negligence, whether on Oakridge College's property or en route thereto or therefrom, or in the course of any extra mural activity or organised outing in which the pupil may participate.
- 1.15 The signatories agree that any change in information supplied in this agreement including but not limited to the signatories' marital status, residential status or employment status does not alleviate the agreement made herein, and any such change will be reported in writing to Oakridge College.
- 1.16 Oakridge College shall be entitled to cancel this agreement by giving the signatories 3 (three) months written notice to this effect.

Parent initial

## **2. Payment of Fees**

- 2.1 The signatories agree that they shall be liable to pay tuition fees as prescribed in the schedule of fees (Addendum A) and from time to time any special levies imposed by Oakridge College.
- 2.2 The signatories accept joint and several liability to Oakridge College for the punctual payment of all fees, subscriptions, levies, and other amount that become due and payable to Oakridge College, or in respect of participation in, or attendance at school related activities, regardless of any bursary or sponsorship in favour of the pupil.
- 2.3 The signatories accept that fees are to be paid in advance by debit order from the 25<sup>th</sup> till the 1<sup>st</sup> of the month for which fees are due. If these dates fall on a Saturday, Sunday or public holiday, the debit will run on the last weekday prior to the debit date. Debits and cheques that are not honoured will be penalised R 400 each time.
- 2.4 If any payment due by the signatories remains unpaid for a period of 30 (thirty) days after due date, whether in respect of participation in, or attendance at school related activities, regardless of any bursary or sponsorship in favour of the pupil, the balance of the annual tuition fee shall immediately become due and payable to Oakridge College.
- 2.5 The signatories acknowledge that the inability of the pupil to attend school or the absence of the pupil from the school does not relieve the obligation to pay school fees.
- 2.6 The signatories accept that interest will be charged on all outstanding fees at a monthly rate of 15,5 percent.
- 2.7 Oakridge College reserves the right at its sole and absolute discretion to withhold any examination results, reports and transfer cards until all amounts owing have been paid.
- 2.8 Failure to pay fees on time will result in immediate suspension of the pupil, from all lessons and activities at Oakridge College, until such time as the fees are fully up to date.

Parent initial

## **Code of Conduct**

### **1. STATEMENT OF INTENT**

At Oakridge College we focus on the 'growth' of the individual and provide an environment which helps students acquire basic skills, knowledge, attitudes and values which will help them function in adult society.

We also strive to provide a safe, inviting, and stimulating learning environment which encourages students to develop their intellectual, physical, moral, social and artistic powers so that they can cope with, succeed in and contribute to changing society for the better.

In order to assist students in their development and to be able to assess that development effectively, the school environment recognizes and responds to the different teaching philosophies and learning styles.

Education requires a process which constantly reviews and modifies existing structures and teaching strategies to guarantee that they are consistent with our visions and beliefs.

Oakridge reserves the right to change and amend this code of conduct to maintain the smooth operation of it's business.

### **2. PURPOSE**

- 2.1 The code of conduct governs the conduct of all pupils and the relationship between the school and its pupils.
- 2.2 A commitment to excellence in all areas of endeavour forms the basis of the Code of Conduct.
- 2.3 In line with the philosophy of "A Commitment to Excellence", mutual respect between Oakridge College and its pupils and a mature and dignified interaction is expected at all times.
- 2.4 Individuality and self-initiative are encouraged within the parameters set out below and having regard and respect at all times for the interest of fellow pupils and Oakridge College.

### **3. DRESS AND APPEARANCE**

The school reserves the right to establish rules during the school year regarding new fashions in dress.

Management has the discretion to determine the appropriateness of attire and grooming, and make special exceptions, including those for religious or medical necessities.

Learners will come to school looking clean and neat and wearing clothing and exhibiting grooming that will not be a health or safety hazard to the learner or others.

### **School Uniform :**

The approved School shirt to be worn in the appropriate manner by all pupils. All former renditions of the school uniform are disallowed.

No under-garments may be visible. Only black or white vests may be worn under standard school shirt. Only school jackets are to be worn.

School jackets and school jersey may be worn - no other jackets/jerseys/hoodies are permitted.

**Boys :** Pure Black long trousers with plain closed black shoes (appropriate for school) and black socks. Pants must be properly hemmed. No sweat pants, jogging pants, wind suits, warm-ups or coverall. Slacks may have pockets, but they must be sized in proportion to the pant leg. Belts are required. No Jeans may be worn!

Black shorts with plain black shoes and black or white ankle socks. Black sandals may be worn without socks.

No tight, figure hugging attire may be worn.

Hair must be clean, neat, properly combed and tied up if longer and must be completely off the face. No excessive use of styling aids such as gels, creams, oils and sprays is allowed. Hair may not be combed, picked, blown or teased to a height exceeding 2,5 cm.

Hair may be dyed, tinted or highlighted only in colours naturally occurring in human hair.

All pupils must be clean shaven.

No visible piercings are allowed. If tongue rings are to be worn they must have clear ball with bar and must not be exposed.

No visible jewellery (neck-chains/bracelets/rings) excepting for a watch may be worn, unless sanctioned by the school.

No visible tattoos are allowed.

No hats/caps/bandanas/sweatbands are allowed unless instituted and approved by the School.

No tracksuit bottoms may be used except for sporting events when approved by the school.

**Girls :** Black skirts with plain black shoes and black or white ankle socks. Length will be no more than five cm above the knee. Black sandals may be worn without socks.

Black long trousers with plain closed black shoes (appropriate for school) and black socks. Pants must be properly hemmed. No sweat pants, jogging pants, wind suits, warm-ups or coverall. Slacks may have pockets, but they must be sized in proportion to the pant leg. Belts are required. No jeans may be worn!

Black shorts with plain black shoes and black or white ankle socks. Length will be no more than five cm above the knee.

No tight, figure hugging attire may be worn.

Hair must be clean, neat, properly combed and tied up if longer and must be completely off the face. No excessive use of styling aids such as gels, creams, oils and sprays is allowed. Hair may not be combed, picked, blown or teased to a height exceeding 2,5 cm.

Hair may be dyed, tinted or highlighted only in colours naturally occurring in human hair.

No visible piercings are allowed except one earring in each ear in the bottom hole (studs or sleepers only). If tongue rings are to be worn they must have clear ball with bar and must not be exposed.

No visible jewellery (neck-chains/bracelets/rings) excepting for a watch may be worn, unless sanctioned by the school.

No visible tattoos are allowed.

No hats/caps/bandanas/sweatbands are allowed unless instituted and approved by the School.

No tracksuit bottoms may be used except for sporting events when approved by the School.

No tights may be worn.

**Make-up** Subtle makeup of natural shades may be worn on the face.

Nail varnish must be clear natural shades and must not be chipped.

French Manicures are allowed.

**Sport Kit :** The Oakridge shirts will be worn with black shorts and trainers

Where Oakridge has initiated and approved of Sports specific attire that attire must be worn.

**Wrist Bands** Wrist bands may only be worn when sanctioned by the school to commemorate or participate in a particular remembrance week.

**Failure to wear the correct school Uniform.**

Learners arriving at school incorrectly dressed will immediately be sent home to change into the correct uniform.

Parent initial

Learner initial

#### 4. **CLASSROOM CONDUCT**

The school expects a concentration on, and a commitment to, academic excellence. To achieve this end

- 4.1 No disruption of classroom routine will be tolerated.
- 4.2 The ambience of the classroom must be one of warmth and mutual respect.
- 4.3 Homework must always be timeously done and thorough preparation must be carried out for all work. Homework not done will result in a learner attending a detention.
- 4.4 Teachers and visitors must always be courteously greeted both in classrooms and around the school.
- 4.5 Teachers are to be greeted at the commencement and the termination of the lesson.
- 4.6 Pupils must be punctual for all classes and school activities.
- 4.7 As the school day starts punctually with the first lesson at 7:30, pupils late for school will have to spend double time on Friday afternoon. Be at school by 7:20.
- 4.8 Pupils may not change any computer setups whatsoever. For example : no screen savers, autoexec, config, prompts, names, backgrounds, hardware or software settings may be changed. Pupils are not allowed to load software of any kind without written permission from the Computer teachers nor may they delete any files, change passwords / names or hack into any of the computer systems or fellow pupils' files.

#### 4.9 **PUPILS USING LAPTOPS**

No inappropriate files / software will be tolerated. Pupils may not access, display, store or print socially unacceptable files or pictures, or have them in their possession on school premises. The College reserves the right to monitor material accessed by pupils. Laptops may only be used in class with the express permission of the class teacher.

#### 5. **GENERAL CODE OF GOOD BEHAVIOUR EXPECTED FROM ALL PUPILS**

- 5.1 Pupils are expected to take pride in their school. Littering will not be tolerated. Bathrooms are to be kept clean at all times.
- 5.2 No pupil may, through behaviour or attitude, disrupt the learning process of other pupils.
- 5.3 Pupils are expected to have respect for their teachers and fellow pupils and to treat others with respect. Disrespectful behaviour or impertinence is totally unacceptable.
- 5.4 Punctuality is essential. Latecomers must report to the secretary at reception. Parents are expected to co-operate in this regard and to provide a note explaining late arrival. Habitual late arrivals will lead to a letter of warning and possible suspension and expulsion.

- 5.5 While pupils are encouraged to think independently and to question, insolent or insulting behaviour with regard to teachers or fellow pupils is unacceptable.
- 5.6 Pupils are expected to move in a quiet and orderly fashion in the passageways and stairways.
- 5.7 As pupils are regarded at all times by the general public as being a representative of Oakridge College, misbehaviour or discourtesy will not be tolerated and could result in disciplinary action.
- 5.8 Pupils will not be permitted to leave the school for dental or medical appointments unless they are of an urgent nature and a letter is received from the pupil's parent / guardian in advance.
- 5.9 Pupils who fall ill during school hours must report to the deputy principal before leaving the school. The school will contact the parents. Pupils are not to contact parents on cell phones.
- 5.10 Pupils will not be permitted to leave the school, or not to attend school to take learners or drivers licenses or lessons as stated by the KZN Education Department.
- 5.11 On arriving at school learners are to immediately enter the school and are not to loiter outside the school gates. On leaving the school in the afternoon, learners are to wait inside the school gates until their lift has arrived and then leave the school grounds.

Parent initial

Learner initial

**6. TRANSGRESSIONS WHICH COULD RESULT IN THE PUPIL BEING REQUIRED TO LEAVE THE SCHOOL**

**6.1 SUBSTANCE ABUSE**

Any pupil found to be in possession or under the influence of drugs or alcohol or participating, passively or actively, in activities relating to drugs or alcohol may be required to leave the school with immediate effect. This applies while on the school grounds or during any school activity or outing.

**6.2 SMOKING**

Smoking is strictly forbidden on school property and withing a radius of 1 km from the school. Pupils who are found to be smoking on school premises or outside the school grounds, or on any school outing or in any other situation where they may be identifiable as Oakridge College pupils may be required to leave the school with immediate effect. Any pupil found in the company of a group of pupils who are smoking will be treated as a smoker. Letter of warning will be issued immediately.

### 6.3 THEFT

6.3.1 Theft is forbidden. Any pupil found stealing may be required to leave the school with immediate effect. Criminal charges may be laid. Oakridge College reserves the right at its discretion and where an incident of theft is reasonably suspected, to open and inspect suitcases and bags.

6.3.2 Removal of any software or hardware from the school computers will be treated as theft.

6.3.3 Any miss-use of computer band width will be regarded as theft and will be dealt with severely.

### 6.4 VICTIMISATION

Victimisation, including but not limited to bullying, fighting, intimidation, sexual harassment and any display of racism or religious intolerance will be severely dealt with. Depending on the severity of the transgression, the pupil may be required to leave the school.

### 6.5 VANDALISM

Vandalism will not be tolerated and the pupil may be required to leave the school. Any damaging or defacing of property belonging to the school and / or other persons will be regarded as a serious offence. The school reserves the right to claim compensation due to loss or damage to school property from the transgressor and / or their parents or guardians. Any damage or loss caused to the school and / or another person may be recompensed by the transgressor and / or his parent / guardian.

### 6.6 PHYSICAL CONDUCT

No physical contact between couples or would be couples is allowed.

### 6.7 CELL PHONES

The use of cell phones is restricted to before and after school. Any use of Cell phones, for any purpose will result in confiscation.

### 6.8 CD WALKMAN / IPODS

The use of any device that can play music is to be used at the sole discretion of the teacher. The playing of loud music in the play ground, before, during and after school is forbidden.

### 6.9 UNAUTHORISED ABSENCE

Unauthorised absence from school or lessons constitutes a form of misconduct if recurring, the pupil may result in expulsion.

Matric pupils who miss more than 21 school days without valid reasons, will not be allowed to write the final matric exam as they would not have spent enough time preparing for this examination..

6.10 **ABSENTEEISM**

**The following is required when a pupil is absent.**

1. When pupils are absent , Parents / Guardians are required to phone or email the school secretary ( [contact@oakridge.co.za](mailto:contact@oakridge.co.za) ) before 8:30 of the morning
2. Absent for 2 or more days requires a doctors certificate.
3. Absentee letters must be produced on the day of returning to school.
4. Pupils that are absent on a Friday and / or a Monday will require a doctors certificate.
5. Absenteeism may not exceed 10 days in an academic year without doctors certificate and relevant communication from parents or guardians.
6. Should the above not be adhered to, the pupil will not receive a DP(Duly Performance) that term and will forfeit that term's marks, which may result in not being promoted to the following grade.

6.11 **ACADEMIC PERFORMANCE**

1. Oakridge College adheres to the promotion requirements as set by the National Department of Education.
2. Should a learner fail two consecutive terms, a parental meeting will be conducted and the pupil may be required to leave. This will be at the sole discretion of management.

6.12 **SEARCHES FOR ILLEGAL SUBSTANCES, ALCOHOL , FIRE ARMS AND PORNOGRAPHY.**

1. In accordance with the South African School Act 84 of 2007 the head master will undertake random searchers of learners as per the school's act.

Parent initial

Learner initial

**7. DISCIPLINE / CONSEQUENCE OUTLINE**

- 7.1 Oakridge College does not support corporal punishment in any form. The transgression of acceptable social conduct will not be tolerated at Oakridge College. Pupils who infringe upon the code of reasonable behaviour or are guilty of misconduct will be given the appropriate detention and letters of warning. In instances of serious misconduct, a pupil will be required to leave the school.
- 7.2 In allocating letters of warning, the past history of the pupil, his degree of involvement in the commission of the offence and various other factors will be considered. The pupil will be required to immediately leave the school in instances where the pupil is guilty of an offence in terms of which 3 letters of warning are awarded, or where the pupil has accumulated three current letters of warning. The Principal may at his / her discretion extinguish / negate current letters of warning at the conclusion of an academic year.
- 7.3 Only the Principal, or his/her appointed agent, shall be entitled to impose letters of warning.
- 7.4 The Principal or his / her appointed agent, shall in their sole discretion be entitled to call for and convene a disciplinary committee in circumstances where he / she deem it necessary.
- 7.5 The Disciplinary Committee
  - 7.5.1 This Disciplinary Committee shall consist of three or four members being the Principal and two or three Senior staff members.
  - 7.5.2 The Principal, at his own discretion, may appoint an external person with suitable experience or qualification to chair the Disciplinary Committee. Such a person may be from the legal fraternity or School Advisory Council.
  - 7.5.3 The Principal, at his own discretion, may appoint an external person with suitable experience or qualification to be prosecutor on behalf of the school. Such a person may be from the legal fraternity.

Parent initial

Learner initial

8. **CHARACTERISTICS WE DEMONSTRATE AND INSTILL IN OUR PUPILS**

- |            |  |
|------------|--|
| RESPECT    | - show respect for everyone and everything               |
| INTEGRITY  | - be honest in everything that we do                     |
| WORK ETHIC | - try your hardest in all that you do                    |
| COMMITMENT | - come to school and class ready to participate and work |
| FUN        | - enjoy being at school and learning with friends        |

9. **RIGHTS and RESPONSIBILITIES of OAKRIDGE LEARNERS**

I have the responsibility to uphold this Code of Conduct.

It is my right ...

- 9.1 To be educated in a controlled and structured academic environment as expressed in the Code of Conduct

AND it is

My responsibility to create the opportunity for others to work without hindrance and to pay full attention.

- 9.2 To be respected by other members of the school community, regardless of personal, religious or cultural differences

AND it is

My responsibility to respect the individuality of others.

- 9.3 To freedom of speech and to voice my opinion in a mature, tactful and appropriate manner

AND it is

My responsibility to listen to and respect the opinions of others.

- 9.4 To be treated with fairness

AND it is

My responsibility to treat others in a fair and just manner.

- 9.5 To the security of my person and my property

AND it is

My responsibility to uphold honest behaviour and security in the school.

- 9.6 To make use of available school facilities and property

AND it is

My responsibility to respect and maintain these facilities and property.

- 9.7 To the support of the school in my participation in cultural, sporting or academic activities

AND it is

My responsibility to uphold school spirit by participation in and support of cultural, sporting and academic activities.

9.8 Where possible and when appropriate, to be involved in and informed about decisions taken in the School

AND it is  
My responsibility to respect the decisions made and react to them in a mature fashion.

9.9 To work in a clean and litter-free environment

AND it is  
My responsibility to maintain a clean and litter-free environment.

9.10 To ask for help and advice

AND it is  
My responsibility to do so at an appropriate time and in an appropriate manner, and to give advice and help myself.

9.11 To have school activities begin punctually

AND it is  
My responsibility to be punctual in every part of my school life.

9.12 To participate in the life of the community

AND it is  
My responsibility to uphold the values of the school when out of school uniform

Initial Parent

Initial Learners

FINAL AGREEMENT FORM

**Oakridge College**

I / We the parent(s) / Legal guardian(s) of

(Learner's full name and surname)

hereby confirm the admission of the pupil named above to

## Oakridge College

I / We hereby confirm that the information supplied by us in this agreement is complete and accurate.

I / We have read, understand and agree to all the rules and conditions as contained in this booklet including :

Conditions for admission, Oakridge College's Code of Conduct and Indemnity Declaration

This agreement shall take effect immediately upon signature hereof and shall continue for the duration of the enrolment of the child at Oakridge College.

**Signatories - Parents / Guardians (Please print):**

1. Relationship to Pupil:

Full name and surname:

ID number:

Nationality:

Date:

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Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

Signature: \_\_\_\_\_

2. Relationship to Pupil

Full name and surname:

ID number:

Nationality:

Date

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Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

Signature: \_\_\_\_\_

**Physical Address of Parents / Guardian (above)**


Tel: _____
Fax: _____
E-Mail : _____

**Learner:**

I have read and accept the terms of the Code of Conduct

Date:

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Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

Learner's signature: \_\_\_\_\_

**For Oakridge College:**

Date

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Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

Signature: \_\_\_\_\_

**Medical Information**

**Confidential**

Medical Aid Scheme:

Principal Member:

Membership number:

Family Practitioner Name:

Doctor's telephone number:

**LEARNER:**

Name and Surname:

Date of Birth:

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Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

Gender:

Blood Group:

Please insert date of last Tetanus immunisation:

Does or has she / he suffer/ed from any other illness or disability, including emotional instability? If so please expand:

Please state any current treatment she / he is receiving:

Please state any drugs to which she / he is allergic:

--

If she / he is on any maintenance therapy please ensure an emergency supply is brought to school and / or for outings. Please describe :

--

Any other relevant information may be recorded below:

--

Previous Illness - Insert year of occurrence in space provided:

ILLNESS		ILLNESS	
Allergy		Chicken Pox	
Enteric Fever		Mumps	
Drug Sensitivity		Rheumatic Fever	
Asthma		Diabetes	
Typhoid Fever		Diphtheria	
Poliomyelitis		Scarlet Fever	
Tickbite Fever		Whooping Cough	
German Measles		Scarlet Fever	
Other:		Other:	

Parent / Guardian signature: \_\_\_\_\_

Parent / Guardian signature: \_\_\_\_\_

Date :

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Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

**Medical Information**

I / We

(Full names and surname)

the

Parents / Guardians

of

(Learner's full names and surname)

Acknowledge that in certain situations there may be insufficient time to contact parents or guardians, or to refer to medical records, and consequently the school representative is authorised to utilise the most appropriate medical service available.

and we therefore

1. Delegate to the Principal, or his / her representative, the power to authorise whatever medical treatment he / she in their sole discretion deems necessary for the pupil, and in doing so agree that the Principal and / or his / her representative should act in loco parentis.
2. Indemnify and hold Oakridge College and / or their staff or employees harmless in respect of all loss or damage, whether to person or to property, from any cause howsoever arising, which may be sustained to the pupil stipulated above or their property or possessions, whilst on school property or under school control during any school excursion, activity or outing.
3. Agree that this indemnity shall commence on the date of signature hereof and shall remain in force and be of effect for the duration of the pupil's enrolment at Oakridge College.

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

**Parents / Guardians:**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

**Witness 1:**

**Witness 2:**

Full Name and Surname

Full Name and Surname

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_