



PLG SCHOOLS OPERATIONS POLICY MANUAL

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1. POLICY SUMMARY (Background Information)

1.1 Date of Implementation:

1 January 2016

1.2 Category:

All policies at all PLG Schools

1.3 Application:

This PLG Schools operational policies manual applies to all PLG Schools

2. ADMISSION POLICY

The appraisal for children on the Grade R class waiting list is held at the school in the preceding year.

Children are assessed on maturity, social and emotional grounds.

Children who are not ready for formal school, including applicants from all categories, are invited to return for re-assessment the following year.

All applicants for Grades 1 to 7 are assessed.

Admission may not be possible if severe learning / emotional problems are diagnosed.

Where no place is immediately available, children are placed on waiting lists. Waiting lists are ordered by the date of application and places offered according to this. These lists are confirmed and reviewed each term.

2.1 Admissions of Pupils with Disabilities

The school can only accept pupils with mild to moderate learning disabilities i.e., those pupils who can work successfully in a regular classroom with the support which our Learning Support staff can offer.

In special circumstances the school may accept pupils with more severe disabilities. Any additional costs relating to this acceptance will be met by the parents.

2.2 Promotion and Placement

A great deal of research plus years of experience in schools indicate that it is to the benefit of the child to be placed within the correct age range.

Where the child's birth date is very close to the cutoff date, the child will still be placed in the appropriate Grade level according to our admissions policy.

Children may in exceptional circumstance be 'promoted' from that Grade level after a period of observation and upon the recommendation of the appropriate teachers.

Our teachers are trained and experienced in dealing with a full range of ability and achievement and our curriculum is a continuum rather than a series of separate steps. Children progress through the curriculum at different paces and are, therefore, not 'held back' by being with their peers in age.

Promotion takes place at the end of the school year when all children move on to the next year group.

If there is any doubt that a child will not be ready to move to the next year group, full discussions will be held between parents and staff.

2.3 Language Policy

PLG Schools are English-medium schools. The language of instruction is English. Pupils who do not speak English as a first language are supported in their learning of English until they are reasonably fluent and have adequate literacy skills to cope competently at their standard level.

3. BULLYING POLICY:

PLG Schools does not tolerate bullying in any form, and all members of the school staff are committed to promoting a safe and caring environment for the boys and girls in their care. Staff, pupils and parents will work together to address issues of bullying when these arise.

3.1 Definition of bullying

Bullying happens when a pupil or group of pupils set out deliberately to upset another pupil again and again, either directly or indirectly by inciting others to bully. It may include:

- Name-calling and teasing
- Threats and intimidation
- Hurting physically
- Extortion (taking things away)
- Damaging property and belongings
- Spreading rumours and stories
- Deliberate exclusion from games and activities
- Cyberbullying (using the Internet and cellular telephones to torment, threaten or humiliate).

As this is a relatively new component, the following examples of what constitutes cyberbullying may be helpful:

- *Instant Messaging/Text Messaging Harassment*
 - Pupils may send hateful or threatening messages to other pupils, without realizing that while not said in real life, unkind or threatening messages are hurtful and very serious.
 - Warning wars: many Internet Service Providers offer a way of "telling on" a user who is saying inappropriate things. Pupils often engage in "warning wars" which can lead to someone being suspended or "offline" for a period of time. While this should be a security tool, pupils sometimes use the Warn button as a game or prank.
 - A pupil may create a screenname that is very similar to another pupil's name and he/she may use this name to say inappropriate things to other users while posing as the other person.
 - Text wars or text attacks are when pupils gang up on the victim, sending thousands of text-messages to the victim's cell phone or other mobile device.
- *Stealing passwords*

A pupil may steal another pupil's password and begin to chat with other people, pretending to be the other boy. He/she may say mean things that offend and anger friends or even strangers. A pupil may also use another pupil's password to change his/her profile to include sexual, racist, and inappropriate things that may attract unwanted attention or offend people.
- *Blogs*

Blogs are online journals. They are a fun way for pupils to post messages for all of their friends to see. However, pupils sometimes use these blogs to damage other pupil's reputations or invade their privacy.

- *Web sites*
Pupils sometimes create Web sites that may insult or endanger another pupil. They create pages specifically designed to insult another pupil or group of pupils. Pupils also post other pupil's personal information and pictures, which put those pupils at a greater risk of being contacted or found.
- *Sending Pictures through E-mail and Cell Phones*
 - Pupils may send mass e-mails to other users that include degrading pictures of other pupils, for example, a picture of someone changing, etc. Once an e-mail like this is sent, it is passed around to hundreds of other people within hours; there is no way of controlling where it goes.
 - Many of the newer cell phones allow pupils to send pictures to each other. They receive the pictures directly on their phones and some of these can include pornographic pictures or other unsuitable material.
 - Cyberbullies may sign their victims up for e-mailing and IM marketing lists, including porn sites. When the victim receives thousands of e-mails from pornographers their parents usually get involved, either blaming them (assuming they have been visiting porn sites) or making them change their e-mail or IM address.
- *Internet Polling*
 - Who's Hot? Who's Not? These types of questions run rampant on the Internet polls, created by pupils and other teens. Such questions are often very offensive and are yet another way that pupils can bully other pupils online.
- *Impersonation*
Posing as the victim, the cyberbully can do considerable damage. They may post a provocative message in a hate group's chatroom posing as the victim, inviting an attack against the victim, often giving the name, address and telephone number of the victim to make the hate group's job easier. They often also send a message to someone posing as the victim, saying hateful or threatening things while masquerading as the victim. They may also alter a message really from the victim, making it appear that they have said nasty things or shared secrets with others.
- (Adapted from www.stopcyberbullying.org)

3.2 Steps to be taken to prevent bullying

Staff members will teach the pupils about bullying in Life Orientation lessons.

- Pupils will learn how to identify bullying, how to respond when made a victim of bullying, and how to handle bullying incidents that they might observe.
- Pupils are encouraged to report any incident or suspected incident of bullying.
- They will also learn how to identify and correct bullying behaviours that they themselves may exhibit.
- Staff will also ensure adequate supervision of the pupils around the school, and will take special note of any identified bullying "hotspots" in the school, to reduce the incidence of bullying.

3.3 Reporting of bullying

Pupils or parents can report bullying to the pupil's class teacher or houseparent and the reporting of bullying should be encouraged as the right and courageous thing to do. Staff members will take these reports seriously, investigate them thoroughly and provide feedback.

3.4 Procedures to deal with bullying

When an incident of bullying or suspected bullying is reported, the school will respond in a manner that is appropriate to the incident. The following steps will usually be taken, depending on the nature of the incident:

- A suitable member of staff will meet with the victim to establish what has been taking place, to ensure that the victim understands and is comfortable with the action that the school will take in dealing with the matter, and to ensure that the victim will not be placed at further risk.
- The victim's parents will be contacted and informed of the situation, and kept apprised of the school's actions and approach. If it is felt that the victim is in need of further support or coaching, this will be arranged in conjunction with his/her parents and the school's pastoral care systems.
- A suitable member of staff will then meet with the perpetrator of the bullying incident to hear his/her side of the story, and to ensure that the bullying behaviour stops immediately. If there is negative comeback from the perpetrator to the victim following this, parents will be called in. If it is felt that the perpetrator needs some form of intervention or help, this should be arranged in conjunction with his/her parents and the school's pastoral care systems.
- In the event of the stories of the victim and the perpetrator being at odds, investigating staff will usually either bring both pupils into an interview together for mediation, or will investigate further by interviewing other pupils who have witnessed the incidents.
- The incidents should be recorded
- If the perpetrator repeats his/her behaviour, the school will be obliged to take more stringent steps to curb his/her bullying behaviour. In the event of repeated bullying behaviour that is felt to endanger one or more of the pupils in the school, the perpetrator may be asked to leave the school.
- In incidents involving cyberbullying, whether these occur on or off the school property, the school reserves the right to take the same action as for other incidents of bullying behaviour.

3.4 Role of parents and guardians

Parents or guardians should:

- Watch for signs of unhappiness in their child's life.
- Be supportive when an incident of cyberbullying is reported as this can be extremely damaging and have lasting effects.
- Inform their child's class teacher or houseparent if there is any suspicion that their child is being bullied.

- Not take matters into their own hands in confronting the perpetrator or his/her parents.
- Refrain from telling their child to retaliate.
- Help their child to learn positive behaviours that will help him/her not to become a victim.
- Clearly address the situation if their child is found to have abused another boy/girl.

4. CODE OF CONDUCT, DISCIPLINE AND ACADEMIC POLICY

4.1 Code of conduct

4.1.1 Introduction

The Code of Conduct at PLG Schools is aimed at creating, establishing and maintaining a respect for the ethos and values of the school. The Code hereby serves to create a set of guidelines for acceptable behaviour, as well as punishments that may be implemented if the Code is breached in anyway. It should be kept in mind that although the Code is comprehensive in its structure and content, each individual punishment will be assessed in the light of the misdemeanour committed. Learners at the Academy are expected to be *au fait* with the code and are required to maintain strict obedience to the rules therein. Changes to the Code may be made at the discretion of the school and learners will be notified immediately should such alterations be enforced.

4.1.2 Ethos

Empathy for the community and a reverence for the past are rooted in the school. Values such as honour, loyalty, tolerance and respect are constantly supported and encouraged in all learners. The school has been established on a set of shared values upon which all policies and actions are based. For PLG Schools and its staff, the future means a series of challenges charged with innovation and a constant striving to achieve and maintain excellence.

4.1.3 Behaviour

- Learners should always strive to maintain the ethos of the school by behaving in a respectful and dignified manner.
- Learners should always remain helpful, polite and considerate of other peoples' needs.
- Racist and sexist comments, abusive language, violent behaviour, bullying and vandalism **are not** permitted at the school and will be severely dealt with.
- Learners **are not** permitted to tamper with, damage or deface property belonging to other learners or the school.
- Learners are expected to greet staff and visitors to the school.
- The school environment should be respected, cleaned, cared for and protected by all learners.
- Learners should always abide by the dress code of the school and wear their uniform with pride.
- Learners are encouraged to assist with the discipline of the school and should report any incidents or misdemeanours committed.

4.2 Discipline policy

4.2.1 Discipline policy (Grade 1 – 3)

We believe that love goes hand in hand with discipline. With this in mind, we have implemented a Discipline Policy for our Foundation Phase that will enable the younger children to constructively learn from their mistakes and to realise that there are consequences for every action.

School discipline is a collaborative effort by parents, guardians, learners and staff. The focus of our discipline policy is to promote positive behaviour choices by recognizing learners who engage in consistent positive behaviour. However, mistakes are a natural part of growth. We help learners reflect on errors in judgment and behaviour and support them in learning how to make better decisions.

We teach and model positive behaviour including listening, cooperation and mutual respect. We encourage learners to make independent decisions and act responsibly towards others and with property. When this occurs, we believe that a very positive and productive learning environment will result, enabling learners to strive for excellence.

4.2.1.1 Learner Standards of Behaviour

In order to show respect, maintain safety, and focus on learning, I will:

1. Follow directions the first time.
2. Speak using polite language, volume and tone.
3. Keep hands, feet, and objects to myself.
4. Be where I am supposed to be.
5. Take care of school property and personal belongings.
6. Walk quietly in passages so I do not disturb other classes.

4.2.1.2 Disciplinary Actions

While most learners consistently observe these standards and behave safely and appropriately, there are times when misbehaviours warrant intervention and consequences. Teachers and other staff use a variety of classroom and behaviour strategies to address such behaviour. When these strategies are not successful in changing that behaviour and/or serious incidents occur, it is necessary for additional action to be taken.

Possible consequences for inappropriate behaviour:

1. Removal from the situation.
2. Time-out
3. Staff/learner meeting in order to discuss negative behaviour.

4. Head of Phase/learner meeting in order to discuss negative behaviour.
5. Verbal warning.

4.2.1.3 Offenses that will be disciplined

- Regular latecomers
- Untidy uniform
- Wearing incorrect jewellery
- Wearing nail polish
- Long, dirty nails
- Incorrect uniform and P.E. kits
- Not bringing P E kit
- Untidy and unsuitable hairstyles
- Playing in out-of-bounds areas
- Misbehaving in the classroom
- Misbehaving in assembly
- Misbehaving in line-ups
- Getting to line-up late
- Being in the classroom without a teacher
- Homework not done or signed
- Not returning media books
- General bad manners
- Chewing gum
- Rough play
- Bullying
- Spitting
- Temper tantrum
- Inappropriate use of language
- Name-calling
- Littering
- Misbehaving on school bus
- Gross disobedience / Insolence
- Defacing property - malicious damage to property - vandalism
- Physical violence of **ANY** kind
- Being in possession of another person's property
- Dishonesty or stealing

Discipline is a necessary and integral part of life. Boundaries have to be put into place to ensure our children learn the difference between acceptable and unacceptable behaviour. Our children will grow up to be balanced individuals who will be able to embrace the world and its challenges.

In order for the learners to derive maximum benefit from this system, parental support and reinforcement of our Discipline Policy and commitment to the values and ethos of the school are vital.

4.2.2 Discipline policy (Grade 4 - 12)

4.2.2.1 Serious offenses:

- Any form of physical or verbal assault on staff or peers including bullying, victimisation or intimidation of the aforementioned.
- Conduct which brings the schools' name into disrepute including behaviour outside of the schools' premises.
- Any form of defamatory remarks or symbols against the school, its staff and or/or learners committed via the internet, Facebook, Whatsapp or other media.
- Vandalism or defacing school property or possessions belonging to others.
- Theft or possession of property including any unauthorised borrowing or possession of stolen property.
- Possession of any form of weapon on the school premises that may endanger the safety and lives of others.
- Possession or distribution of pornographic material including the unauthorised access of undesirable material via the internet.
- Possession of alcohol, cigarettes or any other form of narcotics on the school premises or whilst in school uniform.
- Truancy or absence from school during school hours including leaving the school premises without permission.
- Sexual activity between learners on the school premises or whilst in school uniform.
- Any criminal activity.
- Repeated violation of lesser offences as laid out in the schools Discipline Policy.

The abovementioned transgressions may result in the issuing of a demerit/detention or suspension or expulsion of learners from the school.

4.2.2.2 Lesser offenses:

- Failure to produce work of an acceptable standard including poor work ethic and displaying continued disruptive behaviour in class.
- Lack of obedience and co-operation.
- Dishonesty to an Educator.
- Failing to obey the schools Dress Code.
- Failing to greet visitors and Educators.
- Being late for lessons.
- Failure to submit homework or assignments timeously.
- Entering any out of bounds area without written permission (including the staff room).

- Chewing gum on the school premises.
- Foul or inappropriate language.
- Littering.
- Failure to co-operate with school monitors or prefects.
- Eating or drinking in class.

The abovementioned transgressions may result in the issuing of a demerit/detention or Community Service.

4.2.2.3 Community service and detention system (Grade 4 – 6)

- A learner will receive a two break community service for committing a lesser offence.
- A learner will receive a detention for a serious offence or obtaining 3 community services.
- Once a learner has received 3 detentions in a term, the parent will be called in and first warning will be issued.
- If a learner has 5 or more detentions in a term, he/she will appear before the Executive committee and receive a second warning.
- More than 5 detentions per term may lead to a week's suspension.
- Should a learner become a "repeat" detention candidate (more than 5 times per term) this may lead to expulsion from the school.

4.2.2.4 Cell-phones and valuables policy

- Cell-phones are not permitted at school, but if learner brings cell-phone to school it must be handed in at the office and they will only be permitted to fetch it after school.
- If cell-phone is not handed in it will be confiscated and kept in office.
- Please note that PLG Schools **does not** take any responsibility for lost or stolen phones.

4.2.2.5 Dress code and appearance policy

The uniform requirements for learners will be available from reception. Learners are expected to abide by the dress code at all times.

4.2.2.5.1 Boys dress code and appearance policy

- Conventional school haircut. Hair is not permitted to touch either the ears or collar. .
- The use of gel or any other hair product used to 'shape' the hair is strictly forbidden.
- They are not permitted to shave, highlight or dye their hair.
- No dreadlocks is allowed.
- They must remain clean shaven at all times.
- The wearing of jewellery or any other form of body piercing is prohibited.

4.2.2.5.2 Girls dress code and appearance policy

- No rolling of skirts is allowed. Skirts must sit no higher than 5cm above the knee.
- Proper underwear must be worn and no bikini tops or costumes are allowed under uniforms.
- Only black or white hair bands and clips are allowed to be worn in the hair, no brown or navy. If hair is touching the collar, it must be tied up.
No hair is permitted to be in the face and all hair must be clipped away. No highlights, lowlights or dying of hair are acceptable.
- No loop, teardrop or any other form of hanging earrings are allowed. Only small round studs may be worn. A single earring is only permitted to be worn in the earlobe. Any other form of religious jewellery must be accepted by the principal following a letter from parents. There should be no piercings/earrings anywhere else on the body.
- No make-up is allowed. This includes foundation, mascara, etc, as well as coloured lip gloss. Only colourless lip-ice is allowed. (Make-up remover will be kept on campus and offenders will receive detention).
- No tattoos or any other form of permanent make-up is allowed.
- Nails must be short. Cutex, nail varnish and French manicures are prohibited.

4.2.2.6 Internet usage policy

There are computers with internet access and a networked printer in designated classrooms in the school. Use of the internet is hereby, strictly monitored and restricted to academic purposes only. No child is permitted to access the internet without adult supervision. Furthermore, each computer system is protected by stringent security levels and settings which may not be tampered with.

Should a child not adhere to these regulations, the discipline policy will be implemented according to the specific nature of the transgression or material downloaded.

4.3 Academic policy

4.3.1 Assignments

- There will be a 10% deduction per day if assignments are not handed in on time. Similarly, parents will be notified and the learner will receive detention and a demerit.
- Plagiarism of work will receive an automatic 0% and the learner will receive detention and a demerit.

4.3.2 Assessments

- If learners are absent for control tests, a doctors certificate is required and the learner will write the test on his/her first day back at school.
- If the learner returns after two or more days, he/she will be marked absent for that particular assessment.
- Exceptional circumstances will be taken into consideration and will be dealt with according to the specific situation.
- Please note that NO second test will be set for the learner if he/she fails to complete the assessment within the specified time frame.

4.3.3 Subject choice in the FET Phase (Grade 10-12)

- Subject selections for Grade 10 must be provided in writing, signed by the parents and placed in the student's file.
- Subject selections for Grade 10 are subject to approval by the Principal. Whilst every effort will be made reasonably to accommodate a pupil's preferred choice of subjects, PLG Schools reserve the right to reject a choice based on class size, a pupil's past academic record in, or aptitude for the subject, available timetables and staffing.
- Requests for changes to subject selections must be made in writing to the Principal. A copy of this request should be placed in the student's file.
- Requests for changes to subject selections are subject to approval by the Principal. Whilst every effort will be made reasonably to accommodate a pupil's preferred choice of subjects, PLG Schools reserve the right to reject a choice based on class size, a pupil's past academic record in, or aptitude for the subject, available timetables and staffing.
- A student may only change subjects if the Principal has provided written approval.
- Learners who choose to study Accounting, Physical Science or Information Technology in this phase, will also be required to study Mathematics (Core).
- Learners will be required to obtain a minimum of 50% in Mathematics in Grade 9 in order to study these specified learning areas.
- Therefore, learners who opt to study Mathematical Literacy will not be able to choose any of the abovementioned subjects.
- Learners will not be allowed to change subject packages after the completion of their Grade 10 academic year.

5. FINANCIAL POLICY

5.1 Definitions relating to financial policy

- **"additional fees / levies"** means those costs for the Additional Goods/Services and additional costs and levies required from time to time, to provide adequately for the education and related activities and services provided to the Pupil/s, including costs of extra-curricular activities or special educational needs, as determined by the School from time to time. Additional Fees / Levies may include, but will not be limited to, the cost of computer usage and access, sports fees, outings, clubs/societies, subscriptions, pocket-money, bus journeys to and from the School, damages to property, stationery and book costs; supplemental / sundry costs;
- **"fees"** - the amount set annually and owing to the School for enrolment, board, tuition and related activities at the School, excluding the Registration Fee, Sundry Levy and any Additional Fees, which fees shall be clearly communicated to you in advance;
- **"Fee Schedule"** – a schedule of all the school fees and supplemental / sundry costs payable to the school in respect of each pupil, as well as the payment options available to parents / guardians / third parties in respect thereof, to signed simultaneously with this agreement and the contents of which are incorporated herein by reference;
- **"registration fee"** - the non-refundable amount determined annually to part-secure a place at the School;
- **"sundry levy"** – a monthly subscription as provision for socio-cultural development of pupils (outings, in-house entertainment, therapeutic tests, treats – whatever activity the school deems necessary for each individual pupil's development on a case-by-case basis), school magazine, individual school photo's, stationery, copies and extra materials required to comply with the school's curriculum; payable per pupil per month spread over a period of 10 (ten) months namely February – November of each school year; it should be noted that this fund is a provision fund only and if there is not adequate provision - which is dependent on reliable collection from all parents - then some of the above-mentioned costs would not be incurred during that year; it should also be noted that the provision is not intended to cover all such costs during a year and parents may incur other supplemental costs for extra-mural activities as indicated in the 'additional fees / levies'; the sundry will be reviewed on an annual basis and may be subject to change.
- **"supplemental costs"** - all charges in excess of the fees or sundry levy for extra-curricular activities/services rendered by external service providers attached to/approved by the School that the pupil may participate in, in the usual course of education of the pupil by the School, including but not limited to aftercare fees, aftercare emergency daily fee, aftercare late collection penalty fee, IEB fees, matric dance provisions, therapists, catering

costs, school bus, legal fees, locker hire, textbooks, stationery, uniforms; supplemental costs may be subject to change.

5.2 PAYMENT TERMS

- 5.2.1 **Fees:** All the expenses incurred in the usual course of the education of the pupil by the School will constitute the fees and fees are set annually.
- 5.2.2 **Sundry levy:** During the year, a sundry levy is collected from all parents in order to make provision for certain activities; this fee is charged monthly with the fees.
- 5.2.3 Fees, sundry levy, supplemental costs and additional fees are advised to the parent(s) in a **School Statement** and the fees are **payable in advance**, over a period of 11 months (January – November) during each school year. Supplemental charges: Certain extra-curricular activities such as private music lessons, aftercare late collection fees, aftercare emergency daily rate, trips and visits in which the pupil may participate shall be deemed to be supplemental costs to the fees. These supplemental costs are payable on presentation to avoid being late.
- 5.2.4 **Annual fee review:** The parents and/or legal guardian and/or person responsible for payment acknowledge that school fees will be reviewed on an annual basis, and may be subject to annual increases. PLG Schools shall give the parents and/or legal guardian and/or person responsible for payment notice of any decision to increase the amount of the fee. Fees are advised to the parent(s) in a School Statement.
- 5.2.5 In order to ensure the safety of our students, if a student uses the aftercare emergency daily rate more than 5 (five times) in one month, the student will be automatically enrolled into aftercare.
- 5.2.6 **Payment due date:** Fees, sundry levy are payable in advance and are due on the first working day of every month. Fees are payable over a period of 11 months (January – November). This means that the first payment should be in our bank account by the 1st of January for any specific year, occur throughout the year on the first working day of every month with the last payment will be made on the 1st of November for any specific year.

From January 2017, all school fees must be paid via debit order;

- 5.2.6.1 The debit order form provided in the registration pack must be completed in full and signed by the parent/guardian responsible for paying school fees;
- 5.2.6.2 Debit orders shall be run on the 1st (first) of every month, for the duration of the specific year set out above;
- 5.2.6.3 Late penalty fee: If payment for the period has not been received by the 3rd (third) day of the month, or if the debit order is rejected, a late penalty fee of R 150 will be levied, added to the following month's school statement/invoice and the parent/guardian shall be held responsible for this fee;
- 5.2.6.4 It shall be the parent/guardian/account holder's responsibility to make provision for funds to be available on the above mentioned date.

- 5.2.7 **Absence:** Fees and pre-paid supplemental costs will not be reduced as a result of absence from School due to illness or otherwise, or for any periods spent at home due to study leave before or during examinations.
- 5.2.8 **Late payment:** Fees, sundry levy, supplemental costs and additional fees will be deemed unpaid until proof of payment is received.
In the event of late payment of the above, within the first 7 days of the new term, interest will be charged at a maximum rate permissible in law, to institute legal proceedings for the recovery of late fees and supplemental costs and charge the associated costs of recovery to the parent(s), and to notify any other school or educational establishment to which the pupil may be sent
- 5.2.9 The School reserves the right, without placing parent(s) in default or giving notice of intent, to levy any or all of the following penalties for any fees or supplemental costs that are late:
- 5.2.9.1 charging interest at the maximum rate prescribed by the National Credit Act;
 - 5.2.9.2 exclusion of the pupil from attending the School for a period or permanently and/or from all or any extra-curricular activities for a period or permanently;
 - 5.2.9.3 with holding pupil references, reports and testimonials;
 - 5.2.9.4 institute legal proceedings for the recovery of late fees and supplemental costs and charge the associated costs of recovery to the parent(s);
 - 5.2.9.5 notify any other school or educational establishment to which the pupil may be sent
- 5.2.10 The parent(s) fee liability is reduced by the full amount of any scholarship/bursary that their pupil is awarded. Irrespective of the nature and extent of any such award, it will remain subject to the pupil attendance, performance, progress or behavior and may be withdrawn by the School if any of these are deemed no longer worthy of merit.
- 5.2.11 **Notice:** A full term's written notice is required if you intend to remove your child from the school. This notice must be written and handed in during the last week of the term prior to the notice term. The parents and/or legal guardian and/or person responsible for payment remain liable for school fees during the full notice term.
- 5.2.12 **Credit bureaus:** The parents and/or legal guardian and/or person responsible for payment authorize PLG Schools to carry out any checks and/or traces that may deem fit with any registered credit bureau or credit reference, to report their payment behaviour to the credit bureau and also list them with any credit bureau in the event of this account not being paid within the 7 day period for payment

5.3 Financial responsibilities of parents and/or legal guardians

The parent(s) and/or guardians undertake(s) to:

- 5.2.1 **Meet registration requirements:** Sign the enrolment contract and pay the enrolment fee to secure the place being offered to their pupil or risk enrolment cancellation without notice.

- 5.2.2 **Honour financial responsibilities:** Keep their account in good order to the satisfaction of the School.
- 5.2.8 **Accept Joint and several liability:** The parents and/or legal guardian hereby confirm that they are jointly liable as co-principle debtors for the payment of any fees not withstanding any other indication and/or nomination of any other person in the “Person Responsible for Payment of School Fees”.

5.4 Discounts

Discounts will be reviewed on an annual basis and may be subject to change.
The following discounts are applicable:

5.4.1 Family Discounts

- 1st Child n/a
- 2nd Child -5%
- 3rd Child -10%
- 4th Child -15%

5.4.2 Annual fee discounts:

- 5% discount if you pay the full amount by the end of January
- 3% discount if you pay the full amount by end of March

5.5 Method of Payment

- 5.5.1 Please take careful note of payment and cancellation terms and conditions on all applicable forms.
- 5.5.2 Debit-order payment is monthly in advance on or before the 1st day of each month x 11 months. Please complete the Banker’s Debit Order form and ensure it is delivered to the admin office with these documents.
- 5.5.3 Internet payment monthly in advance on or before the 1st day of each month x 11 months.
- 5.5.4 PLEASE USE YOUR PUPIL CODE AS REFERENCE FOR ALL PAYMENTS.

5.6 Process for collection of overdue school fees

School fees are due in 11 equal monthly instalments over the period January to November, payable in advance by way of debit order on or before the 1st day of each month; first instalment due on 1 January annually; and in the event that any one instalment is not paid on the due date, the total balance outstanding as at the date of default shall become due and payable immediately.

The process for collection of overdue school fees is as follows:

- a) Telephonic / written demands will be made to parents whose school fee and levy accounts are in arrears in accordance with the following procedure:

- b) If payment is not received by the 7th, the school credit controller will make 1st demand for payment via tel / email / sms.
- c) If payment is not received by the 14th, the school credit controller will make 2nd demand for payment via tel / email / sms.
- d) If payment is not received by the 21st, the school will send a final letter of demand demanding payment by no later than the last day of the default month.
- e) If payment is either not received, or acceptable arrangements made with the school principal for payment (formal Acknowledgement of Debt to be signed), by the last day of the default month, the matter will be handed over to PBI.
- f) PBI will then initiate formal legal action for collection of all outstanding amounts due and payable to PLG Schools.
- g) The defaulter(s) will also be listed with the various credit bureaus.
- h) Once formal legal action has been initiated the defaulting parents' children will be excluded from all school activities and the children's academic reports will be withheld because the parents have broken the terms of the legal contract to pay fees and levies. Parents will be given the names of other schools in the area to continue their child/ren's education; however, acceptance and registration at other schools will be the responsibility of the parent
- i) No other arrangements will be considered in respect of school fees and levies not settled.

The School has the right to charge interest on any fees / levies or monies owing by you not paid on or before the due date. This interest shall be charged at the maximum rate of interest for incidental credit prescribed from time to time in terms of the National Credit Act, 2005 (“NCA”), or at such lesser rate as the School determines from time to time in its sole discretion. Interest not paid to the School by the last day of the month in respect of which such interest accrues will bear further interest at the same rate. In addition to interest the School will be entitled to recover from you default administration costs and collection costs, as contemplated in the NCA, including legal costs on the attorney and client scale and collection commission to the extent permitted by the NCA.

6. EXTRA MURAL SPORTS PARTICIPATION POLICY

6.1 Extra mural sports code of conduct for coaches and players

Coaches are required to:

- Arrive on time at fixtures and practice sessions and should attempt to notify the opposition of any delay or problem
- Meet and greet the opposing coach and determine details pertaining to the playing conditions and rules
- Ensure that all players have the correct kit and neatly dressed
- Wear an official coaching shirt to matches
- Remain with the players after a tournament until all team members have been collected
- Encourage parent support but discourage offensive behaviour or remarks
- Ensure that participation is encouraged at all times.
- Ensure that good sportsmanship must be practiced on the field of play; the umpire or referee's decision is final and the opposing team must be thanked after each game.
- Ensure that any complaints about behaviour or general conduct during a fixture must be put in writing and given to the sport HOD.
- Ensure that no child is excluded from a practice unless they have not brought kit or have not notified their parents.

Players are required to:

- Commit to a sport and must participate for the entire season. Registers will help to ensure that players do not try and skip practices. Players must be punished for skipping practices if they have committed to the sport.
- Never physical and verbal abuse the opposing team; such behaviour is forbidden and will be dealt with severely.
- Attend all matches; failure to attend a match without prior notification from a parent must be dealt with accordingly.
- Uphold all basic school rules at practice sessions; respect each other; respect the kit and uniforms, keep the area tidy and listened to the coaches.

6.2 Administration of extra mural sports

- The Sport HOD must be notified of any fixtures that may be scheduled during the season.
- In the Primary School, a letter of selection must be issued to the learners at least two days prior to the match.
- The selection letter should include the following:
 1. The PLG Schools Letterhead
 2. The date of issue

3. The date of the fixture
 4. The venue of the fixture
 5. The time of departure from PLG Schools and of arrival back at school.
 6. The name of the selected player
 7. The kit they are required to wear
 8. A contact number for parents to phone
 9. Signature of the head coach and support HOD
- In the event of a cancellation of any practices or match, the coach must notify the Sport HOD, the front office, the players and the opposing school/s.
 - Any correspondence between PLG Schools and other schools must be fax or e-mail. A telephone conversation that involves details about fixture must be followed up with a confirmation fax or e-mail.
 - Contact details of the opposing coach should be obtained in case of emergency.
 - A register must be taken at each practice session.
 - An incident report must be filled in should any player sustain an injury during a practice session or match.
 - Coaches must ensure that they have a First Aid kit at practice sessions and host fixtures.
 - Refreshments must be provided for both teams at any home fixture.
 - If outside coaches are being used, they must be given a timetable for their coaching sessions and must be contacted each morning to confirm their availability for that day.

6.3 Transport to extra mural sports

- Please ensure that transport for practices and matches are organized at the beginning of the week by giving your time to the Sport HOD.
- Learners will sometimes be transported to matches by the PLG Schools School buses that can only be driven by a licensed driver (PDP).
- Parents may need to transport learners to practises and matches.
- Learners are to remain seated in the bus whilst it is in motion.
- No part of a learner's body is allowed to protrude from the bus whilst it is in motion.
- Learners must be escorted from the school premises to the bus, their seating supervised and on return to school; they must be escorted into the school gates once again.

6.4 Sports kit

- Learners are to wear the correct practice uniform and match kit at all times.
- A uniform letter should be issued to any learner that wears the incorrect uniform on more than one occasion after an initial verbal warning.
- Sport equipment will be issued to the coaches at the beginning of each session; they will sign a stock list and return the equipment to storage at the end of each term.
- If any additional kit is required during a session, the coaches must notify the Sports HOD to place the order.

- Learners are to wear the official school P.E. Kit to P.E. lessons during the week and to all sports practices in the afternoons.
- This must be worn with white socks and white takkies.
- During official matches, players must wear the correct match uniforms.

7. HEALTH AND SAFETY POLICY

7.1 Health and safety mission statement:

The management of PLG Schools is committed to an active Health and Safety Programme and will continue to provide leadership and support to achieve and maintain the highest standards. Management undertakes to regard the safety and health of its employees, customers, contractors, visitors and the general public as highest priority.

This requires the safety and health function to be completely integrated in management practices and principles and therefore forms part of the daily management activities and responsibilities.

The health and safety of everyone exposed to our operations, whether in the workplace or in our environment, is of primary importance to management. With co-operation of our employees, the company will do everything in its power to minimise accidents, injuries, occupational illness or release of materials, which could be detrimental to the environment.

Management accept their responsibility to inform those who may be exposed to known hazards and to develop appropriate operating standards as part of an effective prevention programme.

The company believes that achievements in safeguarding the workplace and our environment against hazards resulting from our operations are valued equally with other results. Quality Improved Process reinforces our performance on matters of safety, occupational health and the environment.

The PLG Schools Health and Safety Management system will aim at:

- Reducing injury and rendering an effective first aid service
- Reducing economic losses
- Reducing property damage
- Eliminating losses due to fires, explosions and unplanned interruption to operations
- Ensure that all our employees receive proper training
- Endeavour to meet our social responsibilities

To achieve these objectives, the full participation and co-operation of each employee is essential.

8. PREGNANCY POLICY

PLG Schools shall endeavour to care purposefully for the well-being and development of pregnant schoolgirls and the unborn child.

“Parents and Carers should be aware that the school has a duty to take reasonable action to ensure the welfare and safety of its students. In cases where school staff have cause to be concerned that a student may be subject to ill-treatment, neglect or other forms of abuse, staff will follow inform the Social Services of their concern.”

Sound and sensitive judgements will need to be made with regard to each individual situation. PLG Schools has adopted the following procedures in dealing with either a suspected pregnancy or the disclosure of a confirmed pregnancy:

- Inform the Deputy Head, School Psychologist and Head
- One of these people will discuss the situation, in a supportive and non-judgemental manner, with the individual pupil. Under no circumstances must a member of staff take a schoolgirl for a pregnancy test, as doing so can place those employees in a legally vulnerable position.
- Ascertain whether the schoolgirl’s parents are aware of the pregnancy.
- If they are not aware of the situation, offer to arrange a meeting with parents, the schoolgirl and the staff member elected to deal with it so together the parents can be informed, or request that the schoolgirl inform her parents that evening and ask her parents to contact the above staff early the next day.
- Explain to both parents and schoolgirl that all cases of schoolgirl pregnancy must be referred to the Team Leader of the Education Social Work Service.
- The Team Leader will assess whether or not there are any child protection concerns for the mother or the unborn child.
- All cases where the pregnancy was conceived under the age of 13 years will be referred automatically to Social Services Department and a strategy meeting held.

Each situation is different and as such PLG Schools would work with the individual in order to adopt a strategy with which the schoolgirl and her family feel both comfortable and supported. Arrangements can be made for the schoolgirl to continue her education outside of the school environment, however should the schoolgirl wish to continue her immediate education in school, the following arrangements would be made.

Implementation of suitable, appropriate health and safety strategies, relevant to the school environment, for both the schoolgirl and the unborn child, for example arrange for the schoolgirl to leave the lesson slightly before the end of the lesson in order to avoid the dangers of busy staircases and congested areas.

At such a time when the schoolgirl can no longer wear her school uniform, arrangements would be made for her education to continue at another establishment. PLG Schools will ensure that appropriate liaison with external agencies with regard to schoolwork would be maintained. Following the period of confinement, the schoolgirl will be sensitively reintegrated into normal school life. Consideration would be given to adopting a constructive modified curriculum, which would allow the schoolgirl the opportunity to gain meaningful examination results.

9. PLG SECURITY CONTROLS

9.1 Access to the school during school time

- Controlling gate access is important in protecting children and staff during school time.
- All people who wish to enter the school during school time should sign in before being given access should they not have an authorized PLG Sticker on their car.
- Entrances into the school from the car park will need to be observed by security/teachers on duty during “drop off” and “pick up” times.
- Security guard duties will include:
 - Assisting at the access points.
 - Patrolling the grounds.
 - Reporting immediately in the event of any incident.
 - Being available for evening functions at school or as the management see fit to use his services after normal work hours.

9.2 Guard/s:

- Wear a uniform. Dress smartly.

PLG SCHOOLS POLICY RETURN SLIP

- Parent and learner should please read the attached policies carefully to familiarize themselves with its contents.
- Once the policy has been read and understood, the parent should please sign this slip.
- Registration is dependent on submission of this signed slip.
- Please return this signed document to the respective PLG School either to office or by email:

PLG Willow View Academy:	willowview@plgschools.co.za	011 565 6600
PLG Northriding Academy:	northriding@plgschools.co.za	011 795 1105
PLG Hartbeespoort Academy:	hartbeespoort@plgschools.co.za	012 259 8285
PLG Mellow Oaks Academy:	mellowoaks@plgschools.co.za	011 958 5176
PLG Raslouw College:	raslouw@plgschools.co.za	063 742 8498
PLG Springs Academy:	springs@plgschools.co.za	063 630 8764
PLG Allens View Academy:	allensview@plgschools.co.za	073 298 0125



RETURN SLIP

PLG SCHOOLS OPERATIONAL POLICY INCLUDING CODE OF CONDUCT AND DISCIPLINE POLICY

DECLARATION:

We hereby declare that I have received and read the PLG School operational policy documents.

Learner name: _____ Grade: _____

Date: _____

Parent / Guardian acknowledgment

Mother / Guardian name: _____

Mother / Guardian signature: _____

Father / Guardian name: _____

Father / Guardian signature: _____

Learner acknowledgement

If the learner is in pre-primary school, the parent/guardian warrants that he/she has explained the Code of Conduct and Discipline Policy to the learner.

Parent / Guardian name: _____

Parent / Guardian signature: _____

If the learner is in high school, the learner binds themselves to the Code of Conduct and Discipline policy by signing acceptance:

Learner name: _____

Learner signature: _____