



# SIMON'S TOWN SCHOOL

Harrington Road, Simon's Town



Telephone: (021) 786 1056  
Fax: 086 742 2118

PO Box 38  
7995 Simon's Town

E-mail: [simonstown.comb@wcgschools.gov.za](mailto:simonstown.comb@wcgschools.gov.za)

<u>OFFICIAL USE ONLY</u>	ADMISSION NO:	DATE OF ADMISSION:	GRADE:
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## MSED : CIRCUIT 1

Application for Grade: ..... Month: ..... Year: .....

Learner's Surname: ..... First Names: .....

Preferred Name: ..... Sex: ..... Date of Birth: .....

Home Language: ..... Preferred Language: .....

Country of Birth: ..... Religion: .....

Number of Children in the family: ..... Is learner the 1<sup>st</sup>, 2<sup>nd</sup>, etc child in the family? .....

**Are there any brothers or sisters at Simon's Town School at present? YES / NO**

If YES, state NAMES: ..... and GRADES: .....

**Are you applying for any brothers or sisters? YES / NO**

If YES, state NAMES: ..... and GRADES: .....

*Particulars regarding parents or guardians. (If there are two parents or guardians, both are entitled to vote at an election of the Governing Body. The information below should, therefore, be given in respect of each parent or guardian).*

### PARENT / GUARDIAN with whom learner lives:

<b>Marital Status:</b>	Married	Remarried	Divorced	Single	Widowed	Separated
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FATHER	MOTHER
Surname:	Surname:
First Name:	First Name:
Title: ID No:	Title: ID No:
Occupation:	Occupation:
Name of Employer:	Name of Employer:
Employer - Telephone No:	Employer - Telephone No:
*Home Address and Postal Code: ..... ..... .....	*Home Address and Postal Code: ..... ..... .....
Telephone No:	Telephone No:

Child lives with:	<b>MOTHER</b>	<b>FATHER</b>	<b>BOTH PARENTS</b>	<b>OTHER</b>
Account to be sent to:	<b>MOTHER</b>	<b>FATHER</b>	<b>BOTH PARENTS</b>	<b>OTHER</b>

**LEGAL GUARDIAN** – please note that this implies that legal action has taken place to appoint you as such. Please provide us with a certified copy of this documentation should you complete this form in your capacity as the child's legal guardian.

Surname:	First Name:
Title (Mr/Mrs/Prof/Dr/etc)	ID No:
Telephone No (Home):	Telephone No (Work):
Cell-phone No:	Name of Employer:
Guardian's Home Address:	Guardian's Postal Address:

<b>LEARNER'S INFORMATION</b>	
Surname:	First Name:
School last attended by Learner:	
School Address:	
School Telephone No:	School Fax No:
Date of leaving above-named school:	Grade passed:
Other school(s) attended by learner:	
Grades repeated by learner:	
<b>Important illness(es) or disabilities from which the learner suffers or has suffered</b> (e.g.: Asthma, Epilepsy):	
Operation(s) learner has had (give date and nature of operation(s)):	
<b>Underline illness(es) learner has been immunised against:</b> Tuberculosis (BCG), Diphtheria, Whooping Cough, Tetanus, Measles, German Measles, Mumps, Poliomyelitis	

**NB:** Learners should have been immunised against ALL the above illnesses before school attendance. Immunisation against POLIOMYELITIS and TUBERCULOSIS is legally COMPULSORY

## IMPORTANT

**PLEASE NOTE:**  
**BOTH PARENTS ARE JOINTLY AND SEVERALLY LIABLE FOR THE PAYMENT OF SCHOOL FEES**

### YOU MUST ATTACH THE FOLLOWING TO YOUR APPLICATION FORM:

- ◆ Learner's Unabridged Birth Certificate
- ◆ Latest report from previous school
- ◆ Immunisation (Clinic) Card/Certificate
- ◆ Proof of permanent residence, e.g. telephone or rates account
- ◆ Certified copies of parents' Identity documents
- ◆ 2 Passport size photographs of learner
- ◆ Certified copy of documentation appointing a Legal Guardian

### The following should be provided after the interview:

- ◆ Transfer form from previous school

**FOREIGN NATIONALS** must be in possession of a temporary residence visa, a permanent residence permit, an asylum seekers permit, a refugee's permit or a passport. They must provide all the above documentation as well as all Home Affairs documentation that must be current and up to date. Unaccompanied minors, in the country to study, must be in possession of a current Study Visa.

**UNDERTAKING BY PARENTS / GUARDIANS**  
**(Please read attached Code of Conduct)**

1. We hereby apply to have the child whose name appears on this form, registered as a learner at SIMON'S TOWN SCHOOL and confirm that he / she complies with the basic criteria.
2. I / We hereby certify that I/ we have legal custody and / or guardianship in respect of the above named learner.
3. I / We undertake to adhere to the school rules and disciplinary code and to the various alterations in the rules and disciplinary code that may be made from time to time.
4. I / We understand and confirm that the Principal or any person duly authorised, will act in *loco parentis* in any matter and at any time during which I / we have entrusted our child to the care of the school.
5. I / We understand that while every reasonable effort will be made to prevent losses or damage to learner's clothing and equipment, the school cannot be held liable for such.
6. I / We undertake to reimburse the school for any damage to school property that may be caused by our child.
7. I / We jointly and severally undertake to pay school fees and I / we understand the following:
  - a. The annual school fees will be a compulsory sum per annum (see School Fee Schedule) as adopted by the majority of parents at the Annual General Meeting.
  - b. The school fees may be paid off in ten (10) monthly instalments, beginning 31 January through to 31 October.
  - c. In terms of Section 40 of the South African Schools Act, the school may enforce the payment of these compulsory fees.
  - d. The parties to this application undertake to pay all legal costs, including attorney / client fees and collection costs incurred by the school in the event of the school having to take legal action for the recovery of school fees.
  - e. Parents who are unable to pay school fees may apply for exemption from these fees.
8. I / We undertake to give notice in writing of any intention to remove my / our child / children from the school and furthermore to return any books and / or equipment belonging to the school that our child may have.
9. I / We agree that our child be permitted to undertake group Edumatic and Psychometric tests that have been approved by the Director of Education.
10. I / We agree that if our child is over the compulsory school-going age (15 years), he / she will attend school regularly and will only be absent for medical reasons.
11. I / We understand that the school reserves the right to verify all information supplied to them via this application. In the event of fraudulent documents being submitted, the school reserves the right to lay a criminal charge of fraud against any of the parties to this application.
12. I/ We accept responsibility for immunising our child / children against contagious diseases and normal infections and shall produce proof thereof if required to do so.

- 13. I/ We accept the responsibility of the learner’s transport to and from the school.
- 14. I / We undertake to inform the child’s Register Educator by means of a written note of the child’s / children’s absence from school and I / we declare that we are prepared to produce a doctor’s certificate if and when required to do so.
- 15. I / We undertake to support the school’s constitution and policy of admission as defined and implemented by the Governing Body of the school.
- 16. I / We understand that smoking in school uniform and the abuse of any drug or alcoholic beverage is an infringement of the critical school rules and will not, under any circumstances, be tolerated. I / We further understand that random searches conducted by the SAPS and other relevant authorities with respect to drug use/abuse will be allowed (see attached letter).
- 17. I / We understand that all cell phones, MP3 players, portable CD players, or any other means of electronic entertainment, are not allowed at the school (by prior arrangement, cell phones may be left at the office in the morning and collected again in the afternoon). I / We further understand that these items will be confiscated and will only be returned to the parent / guardian of the child concerned.
- 18. I / We understand that this commitment in its entirety will be valid from the day on which the entire admission / registration form is signed by the parent / guardian to the day on which the child officially leaves the school. **The Governing Body reserves the right to reconsider the admittance of children to the school.**

The Parent / Guardian declares that he / she is the legal guardian of the child and is entitled to sign this document and shall be bound hereby both as Parent / Guardian and in his / her personal capacity.

**ADDRESS: The signatory hereto chooses domicilium citandi et executandi (official address) as:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

**SIGNED** on the ..... day of ..... 20.....

**WITNESS 1:** .....

.....  
**SIGNATURE OF PARENT / GUARDIAN**

**WITNESS 2:** .....



# Simon's Town School

## PARENTAL CONSENT FORM

I (full name of parent/guardian), .....  
(home address).....

the parent/guardian of (full name of learner).....

do hereby give my consent for my child to take part in the extra-mural activities of the school, including recognised sports offered by the school, educational tours and excursions of historical, cultural, or geographical interest while attending Simon's Town School.

I fully understand and accept that participation in sport and all tours and excursions shall be undertaken at my child's own risk and I undertake on behalf of myself, my executors, my spouse and child aforesaid to indemnify, hold harmless and absolve Simon's Town School, the educator in charge or any other educational institution against any or all claims whatsoever that may arise in connection with loss of or damage to the property or injury to the person of my child aforesaid while taking part in sport or in the course of any such tour or excursion, in the knowledge that the Principal and staff will nevertheless take all responsible precautions for the safety and welfare of my child.

I hereby acknowledge that I know and understand the contents of this Consent and Indemnity Form.

SIGNED AT .....

ON THIS ..... DAY OF .....

SIGNATURE OF FATHER: .....

SIGNATURE OF MOTHER: .....

SIGNATURE OF GUARDIAN: .....

SIGNATURE OF WITNESSES: 1. ....

2. ....



# Simon's Town School



## SOUTH AFRICAN SCHOOLS ACT, NO 84 OF 1996 REGULATIONS FOR THE EXEMPTION OF PARENTS FROM PAYMENT OF SCHOOL FEES

**This form does not have to be completed if applying for maritime studies bursary**

### CHECKLIST FORM

(Mark with a X in the applicable box)

- |   |  |     |    |
|---|--|-----|----|
| 1 | Has the principal informed you about the amount of the annual school fees to be paid?  | YES | NO |
| 2 | Has the principal informed you that you are liable for the payment of school fees unless you are totally exempted from paying school fees? | YES | NO |
| 3 | Has the principal informed you about your right to apply for exemption from paying school fees?  | YES | NO |
| 4 | Do you wish to apply for such exemption?   | YES | NO |
| 5 | Do you wish to be assisted in making such application?   | YES | NO |
| 6 | Has the principal provided you with the form for application for exemption?  | YES | NO |

**J HUMAN  
PRINCIPAL**

\_\_\_\_\_  
**NAME OF PARENT**

\_\_\_\_\_  
**SIGNATURE OF PRINCIPAL**

\_\_\_\_\_  
**SIGNATURE OF PARENT**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**

**SCHOOL STAMP**

- **One copy of the signed form will be handed to the parent, another will be submitted to the Head of the Department or his or her delegate and the original will be filed at the school.**

# SCHOOL FEE RESPONSIBILITIES

This form does not have to be completed if applying for a maritime studies bursary...

In order to provide quality education at Simon's Town School, it is the responsibility of every parent to pay school fees. Those parents who qualify for a reduction are supported by the paying parents and NOT THE STATE.

It is our responsibility to assist financially destitute parents WITHIN the Simon's Town Community but it would be unfair to expect paying parents to assist those from outside the community if they have a school servicing their community.

In terms of Section 39 of the South African Schools Act, parents are liable for compulsory school fees.

In terms of Section 40 of the South African Schools Act, the school may enforce the payment of school fees.

In terms of Family Law, parents are jointly and severally liable for payment of learners' fees – REGARDLESS OF MAINTENANCE AGREEMENTS, etc.

In the case of non-payment, action will be taken against both parents, regardless of any maintenance agreements that may exist between parties.

Parents will be held liable for any legal costs that arise out of such actions.

The School may record failure to meet school fee obligations with a credit information bureau. This information will be available to other credit grantors and maybe used in making credit risk management related decisions.

## SCHOOL FEES ARE ADJUSTED ANNUALLY SCHOOL FEES ARE PAYABLE IN ADVANCE

PLEASE CHOOSE YOUR PAYMENT OPTION BY TICKING THE APPROPRIATE BLOCK:

DEBIT ORDER	<input type="checkbox"/>
CHEQUE / CASH	<input type="checkbox"/>
MONTHLY IN ADVANCE	<input type="checkbox"/>
TERMLY IN ADVANCE	<input type="checkbox"/>

I/WE WOULD LIKE AN APPOINTMENT TO SEE THE BURSAR

REASON:

I/WE, THE UNDERSIGNED, UNDERSTAND THAT IT IS MY/OUR RESPONSIBILITY TO COVER THE SCHOOL FEES OF THIS CHILD'S TUITION. I/WE FURTHER UNDERSTAND THAT I/WE WILL BE LIABLE FOR ANY LEGAL COSTS INCURRED SHOULD NON-PAYMENT OCCUR.

SIGNATURE:		SIGNATURE:	
FULL NAME:		FULL NAME:	
RELATIONSHIP TO CHILD		RELATIONSHIP TO CHILD	

# DATA SHEET

# APPENDIX D

PLEASE INDICATE WHETHER YOU ARE THE CHILD'S: BIOLOGICAL PARENTS

FOSTER PARENTS

LEGAL GUARDIANS


Learner's Name: ..... Surname: ..... Grade: .....

Learner's Address: .....

.....

.....

Mother's (Guardian) Name: ..... Surname: .....

Residential Address: .....

.....

.....

Postal Address: .....

.....

.....

e-mail Address: .....

Telephone Nos: Work - ..... Home - ..... Cell - .....

Father's(Guardian) Name: ..... Surname: .....

Residential Address: .....

.....

.....

Postal Address: .....

.....

.....

e-mail Address: .....

Telephone Nos: Work - ..... Home - ..... Cell - .....

.....  
**SIGNATURE: MOTHER/GUARDIAN      SIGNATURE: FATHER/GUARDIAN      DATE**

## MEDICAL INFORMATION

Name of Family Practitioner / Clinic	
Contact Number of the above	
Allergies	
Chronic Illnesses	
Medical Aid	
Medical Aid Number	
Name of Card Holder (main member)	
Name of Contact Person (other than parents or guardians) in case of emergency	
Contact number of above-mentioned person	





Established : 1894 : Gestig

# Simon's Town School

## Simonstad Skool

Email :

PO Box 38  
Harrington Road  
7995 Simon's Town

Posbus 38  
Harringtonweg  
7995 Simonstad

Tel: (021) 786-1056  
Fax: 086 742  
2118

Dear Parents / Guardians

### **SUBSTANCE ABUSE**

After consultation with the school Governing Body, the South African Police Service and the Department of Education, we have decided to communicate the following to you.

It is clear in all forms in the media, the communities we live in and our school that there are many and varied temptations and pressures that have a major impact on the lives of our young people.

There can be no doubt in anybody's mind that substance abuse is rife amongst the youth in our country. The abuse of alcohol and other substances is clearly visible at nightspots, parties and other social gatherings involving our youth.

Young people from across all tiers of society are subjected to peer pressure and often fall victim to experimentation because of the desire to belong and to be accepted. It is often also a cry for help and the need for attention. It would, therefore, be most dangerous and irresponsible for us to assume that our children will not experiment with drugs and alcohol. It would also be naïve to regard all cases of experimentation as a passing phase. The consequences could be too frightening to contemplate.

It is, therefore, time that we, as parents and the school, become more actively involved in fighting this onslaught on our youth with all the energy and passion we can muster.

We have the unequivocal support of The South African Schools' Act that states that any serious misconduct of which substance abuse is one, could lead to the expulsion of a learner.

Should any of our learners in ANY way be involved in a banned substance, the following will/may happen:

- The police will be called to deal with the matter as their regulations prescribe.
- The matter will be referred to the Governing Body sub-committee for discipline, followed by a disciplinary hearing and disciplinary measures of which expulsion could be a distinct possibility.

*We do, however, also have a social responsibility and everything in our power will be done to assist our youth by arranging support for them and their families.*

We are also in a position to supply you, at a cost, with a very reliable drug-testing kit should you wish to incorporate this function as part of your management strategy for your children.

Principal : Ms J Juman  
Chairman Governing Body : Mr N. Sarup

Please be informed that as part of our strategy we intend requesting the police to search our school and hostel premises, as well as all who frequent the property from time to time.

Let us all become a part of finding a solution to this problem. Please do not believe that covering up this problem will protect our children from the destructive, life threatening consequences of substance abuse.

As always, we would welcome your input and involvement in this regard. Please do not hesitate to contact us.



# Simon's Town School



## CODE OF CONDUCT - LEARNERS

### LEARNERS ARE EXPECTED TO UPHOLD THE GOOD NAME OF THE SCHOOL AT ALL TIMES AND CONDUCT THEMSELVES IN ACCORDANCE WITH ACCEPTED LAWS, CODES AND RULES OF THE COMMUNITY

#### 1. ATTENDANCE AND ABSENTEEISM

- 1.1 Learners shall attend school for the whole of the prescribed school hours. A learner may not be absent from a class or leave the school premises during school hours without written permission from the Principal, Deputy Principal or Grade Head. Learners also need a letter of permission from parents with a telephone number on it.  
All learners are required by law to attend school throughout any testing or examinations programme with the exception of the Grade 12 learners who will be entitled to 5 days of study before the start of the final examinations.
- 1.2 In cases of absence, the parents / guardians shall furnish the Grade Head with the reason in writing on the day of return but, whenever possible, advance notice should be given.
- 1.3 Absence during examinations, control tests and class tests will only be accepted if the reason is supported by a doctor's certificate.
- 1.4 Should a learner arrive late for school, he/she must report to Mrs Bodenham before going to class.
- 1.5 Should a learner be given permission to leave school early, he/she must report to the main office to be signed out before leaving. Should the learner return later that day, the main office must be informed so that the learner can be signed in again and get a signed slip of paper.
- 1.6 Grade 4 to 7 learners are to line-up promptly at 07:55 daily in the quad.
- 1.7 Grade 8 to 12 learners are to line up promptly at 07:55 on Mondays, Wednesdays and Fridays (weather permitting). On Tuesday and Thursdays they are to report to their Register Classes promptly at 07:55.

#### 2. CONDUCT AND BEHAVIOUR

- 2.1 Learners should be polite and helpful to adults and fellow learners at all times. No form of physical or verbal assault or sexual harassment will be tolerated.
- 2.2 While a learner is under the school's supervision, he/she may not harm or endanger the physical well-being of a fellow learner and may not be in possession of weapons, dangerous toys or materials that can cause physical injury.
- 2.3 No learner may smoke, be in possession of, sell or peddle cigarettes, drugs, lighters, matches, alcoholic drink or pornographic literature or carry them for anyone else, **when in school uniform** or under the jurisdiction of the school. No learner may be in the company of another learner under the above mentioned circumstances. **(Please read Appendix 1 to this Application Form).**
- 2.4 No learner may come to school with evidence of having used alcohol or other illegal substances.

- 2.5 No learners are allowed motorised vehicles on the school grounds.
- 2.6 School property, or anything at the school that is the property of someone else, may not be interfered with in anyway.
- 2.7 Learners are to behave in an orderly fashion in the classroom, on the playground, on buses, on taxis, on rikkis and trains and must obey instructions of educators – same day DT will apply in extreme cases of ill-discipline.
- 2.8 Hitch-hiking is forbidden in school uniform.
- 2.9 Learners should respect all Social Media, eg: Facebook, Twitter, Mxit, etc.
- 2.10 No inappropriate contact is allowed between learners on school property, in school uniform or when representing the school.
- 2.11 Gangsterism and gangs are not allowed.
- 2.12 Foul or abusive language will not be tolerated.

#### APPEARANCE AND UNIFORM

- 3.1 The official school uniform should be worn at all times.
- 3.2 Uniforms must fit properly and be clean. Any deviations must be reported by parents / guardians, in writing, to the Grade Head.
- 3.3 All articles of uniform must be clearly marked.
- 3.4 The top button of the shirt must be done up at all times when a tie is worn.
- 3.5 The knot of the tie must cover the top button of the shirt.
- 3.6 Vests or T-shirts with advertisements or logos may not show through school shirts.
- 3.7 Shirts must be plain white without any company logo and may have a small school badge on the pocket.
- 3.8 Hair must, at all times, be clean and neat.
- 3.9 Hair styles should be of such a nature that they do not attract undue attention to the individual.
- 3.10 Boys' hair should be reasonably short. It may not cover any part of the ear or touch the collar. The lowest limit for sideburns is the middle of the ear. The fringe must be above the eyebrows. No bleaching / dying of hair is allowed. Braiding is allowed but hair must still be short.
- 3.11 Girls' hair must be clipped away from the face and hair of shoulder length or longer must be tied back. Black, white, red and navy blue narrow accessories may be worn. Only one colour may be worn at a time. Braiding is allowed. Bleaching and dying of hair is not allowed.
- 3.12 No jewellery or any other form of visible adornment may be worn. Exceptions are: wristwatch, medic-alert bracelets and badges issued by the school. Girls may wear earrings (gold studs or sleepers only) but these may be one pair of the same kind, one per ear.
- 3.13 Nails must be kept short and clean and free from coloured nail polish or hennah.
- 3.14 No make-up may be worn.

- 3.15 Only regular black school shoes are allowed.
- 3.16 No "hoodies" may be worn.
- 3.17 Pants are to be pulled up. No inappropriate buckles may be worn.
- 3.18 After sport, learners must change back into school uniform, wear the official school tracksuit/sports uniform or wear a blazer over their official sports uniform.
- 3.19 The official school sports uniform is described in the document dealing with uniform requirements.
- 3.20 Muslim girls are allowed to wear blue or white scarves only.

#### PARTICIPATION IN SCHOOL PROGRAMME

- 4.1 All learners must participate in the educational programme as prescribed by the controlling Education Department, unless exemption has been granted by the Department.
- 4.2 All learners are encouraged to participate in extra-mural activities for the school.
- 4.3 Exemption from physical education requires the production of a medical certificate.
- 4.4 When learners have voluntarily joined an extra-mural activity, they shall fulfill obligations and carry out their responsibilities in that connection unless granted exemption by the relevant authority.

#### 5 OUT OF BOUNDS

The following areas are out of bounds to learners:

- 5.1 Behind the old hostel kitchen and P12.
- 5.2 Classrooms without permission from educators.
- 5.3 Staffroom and kitchen area.
- 5.4 Parking area around the hall and SAMTRA.
- 5.5 Drive-in Main entrance gate and parking area, including the area bordered by the Main entrance driveway, the boundary wall on Harrington Road and the Primary school section wall.
- 5.6 No ball playing in quad tarred areas. No cricket balls on field.
- 5.7 No loitering around bus stop.
- 5.8 Junior Primary Section for High and Senior Primary learners and vice-versa
- 5.9 The stairs and passages on the Primary side for High School (except to the toilet for Grade 8 to 12 boys) and vice-versa for Primary School learners.
- 5.10 The passage between the double glass doors in the front of the general office section, unless learners are visiting the office.
- 5.11 The hall, gymnasium and conference centre, unless permission has been granted. No one allowed unless accompanied by an educator.
- 5.12 All motor cars.

- 5.13 The tuck shop during class times.
- 5.14 The shooting range and the area behind the gym as well as the area surrounding the computer laboratory building and library during breaks.
- 5.15 The hostel during school hours, except for Maritime Economics and Nautical Science learners, unless permission is given in writing a Hostel Educator.

6. GENERAL

- 6.1 Learners may not chew gum at school nor eat in the classrooms or passages.
- 6.2 On arriving at a classroom, learners are expected to form two lines and wait quietly in the corridor.
- 6.3 If an educator has not arrived at a classroom within 5 minutes of the bell, the RCL representative must report to the Secretary's office while the rest of the class waits quietly.
- 6.4 Learners may not run in the buildings.
- 6.5 When moving to and from classes, learners must walk quietly, in an orderly fashion, on the left-hand side of the corridor, along the shortest possible route.
- 6.6 Between periods learners are not permitted to go to the cloakrooms, read notices, stop and chat or make telephone calls, unless permission has been granted for emergencies.
- 6.7 Learners are to queue in single file while waiting at the tuck shop or for rikkis, buses and taxis.
- 6.8 Learners are to use the rubbish bins provided for all rubbish.
- 6.9 Any visitors wishing to see learners on the premises must report to the main office. Permission must be obtained from the Principal or the Deputy Principal. Visits may only take place in the foyer at the main office. No visitor may attend classes with a learner unless authorised by the Principal or Deputy Principal.
- 6.10 Rucksacks are permitted. No "tippex" or graffiti of any kind will be permitted on the rucksack. The learners' names must be clearly indicated.
- 6.11 Under normal circumstances, learners may only request to see an educator during the first ten minutes of each break.
- 6.12 Learners, with a letter from an educator, may only use the sick room with permission from the person in charge of First Aid.
- 6.13 **Cellular phones and/or related equipment**, eg: MP3 players, earphones, cameras, etc, WILL NOT BE ALLOWED ON SCHOOL PREMISES. ANY SUCH EQUIPMENT WILL BE CONFISCATED. PARENTS/GUARDIANS MUST PRODUCE THE COUNTERFOIL OF THE RECEIPT IN ORDER TO COLLECT THESE ITEMS FROM THE OFFICE ON THE DATE STIPULATED ON THE COUNTERFOIL. No discussion or correspondence will be entered into with respect to the loss, damage or theft of cell phones and/or related equipment that occurs on school property. Grade 8 to 12 learners' cellular phones are to be handed in at the office (Grade R to 7 learners are to hand their cellular phones to their class educators) for safekeeping in the morning and may only be collected at the end of the school day.