



ENROLMENT CONTRACT [Part A]

SUMMAT COLLEGE IS fully registered private independent School. The Institution is registered by the department of education. The EMIS reference number is (400377) Johannesburg

PIC

SECTION A ADMINISTRATIVE INFORMATION

STUDENT NUMBER DATE REGISTERED:

SURNAME:

FULL NAMES:

REQUIRED GRADE:

REQUIRED YEAR:

The following must please handed over to the Registrar: accompany this Signed and completed contract and

Checklist for internal use

1. A copy of the learner's most recent report and transfer card (PRIMARY AND HIGH SCHOOL ONLY):
2. Three (3) recent passport-size photographs:
3. A certified copy of the learner's identity document or birth certificate:
4. "Road to Health" Immunization Card (Clinic Card) (PRE-SCHOOL ONLY):
5. A completed and signed part B of the school's enrolment contract:
6. Certified copies of the Identity Documents of both parents/guardians as detailed above:
7. Payment of administration and registration fee (NON-REFUNDABLE) as per the current fee structure:
8. Details of passport and study permit (compulsory for foreign pupils):
9. Completed subject selection confirmation form
10. Completed accommodation contract (FOR LEARNERS RESIDING IN THE SCHOOL RESIDENCE ONLY):

Please read the entire document, initial each page, sign in full and return to the school

SECTION B: LEARNER'S DETAILS

LEARNER'S DETAILS

DATE OF BIRTH:

GENDER:

HOME LANGUAGE:

If yes (Name and Grades)

1. 2.

SCHOLASTIC ACHIEVEMENTS:

(Sports, Leadership, Academic, Cultural, etc...)

School: _____ Year: _____ Achievements: _____

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Race: Africa White Coloured Indian Other

ID NUMBER:

NATIONALITY:

Does the learner have any siblings at our school Y N

LEARNER'S CONTACT DETAILS

Cell phone:

Physical Address:

EMERGENCY CONTACT DETAILS

Tel (home):

Phone number:

01 Initials of all parties

SECTION B: Continued..

Disability/Special Needs: please tick.,

Blindness	<input type="checkbox"/>	ADD / ADHD (chronic)	<input type="checkbox"/>	Cerebral palsied	<input type="checkbox"/>
Deafness	<input type="checkbox"/>	Learning disability e.g. Dyslexia	<input type="checkbox"/>	Impaired Mobility	<input type="checkbox"/>
Partial hearing	<input type="checkbox"/>	Speech impaired	<input type="checkbox"/>	Paraplegic	<input type="checkbox"/>
Partially sighted	<input type="checkbox"/>	Partially speech impaired	<input type="checkbox"/>	Quadriplegic	<input type="checkbox"/>
Other (Please specify)	<input type="checkbox"/>	Other (Please specify)	<input type="checkbox"/>	Other (Please specify)	<input type="checkbox"/>

In order for the school to provide you with the necessary services, we need you to indicated your disability status at the time of application. If you do not, the school can not undertake to provide such assistance. Every reasonable attempt will be made to provide you with the assistance you may need as a result of your disability.

SECTION C: PARENTS / GUARDIAN'S DETAILS

FATHER'S DETAILS

TITLE: _____

FIRST NAMES: _____

SURNAME: _____

MARITAL STATUS: _____

ID NUMBER: _____

OCCUPATION: _____

EMPLOYER: _____

WORK TELEPHONE: _____

HOME TELEPHONE: _____

CELL NUMBER: _____

E-MAIL ADDRESS: _____

RESIDENTIAL ADDRESS: _____

MOTHER'S DETAILS

TITLE: _____

FIRST NAMES: _____

SURNAME: _____

MARITAL STATUS: _____

ID NUMBER: _____

OCCUPATION: _____

EMPLOYER: _____

WORK TELEPHONE: _____

HOME TELEPHONE: _____

CELL NUMBER: _____

E-MAIL ADDRESS: _____

RESIDENTIAL ADDRESS: _____

PARENTS/ GUARDIANS DECLARATION

I / We the parent(s) / Legal guardian(s) ("Applicant(s)") of _____

Learner's Full Name ("learner")

hereby confirm the admission of the learner named above to

SUMMAT COLLEGE

I / We hereby confirm that the information supplied by us in this Enrolment contract is complete and accurate. I / WE have read, understood and agree to all the rules and conditions as contained in this booklet including: Conditions of Admission, Code of Conduct of SUMMAT COLLEGE, Medical Information and Consent Form, Indemnity Declaration and Appointment in loco parentis. This agreement shall take effect immediately upon signature hereof and shall continue for the duration of the enrolment of the learner at summat college.

For Parent(s)/Guardian(s)

Full Name: _____

Signature:-----

Relationship to learner: _____

Date: _____

Place: _____

02 Initials of all parties _____

Payment of Fees

- A School fees, subscriptions, administration fees and any other levies, as prescribed in the annual fee structure from time to time, are payable monthly in advance, by the 1st of the month.
- A Interest shall accrue on all fees and disbursements not paid by the due date at a rate to be determined by the school from time to time, which rate shall not exceed the maximum rate prescribed by law. The said interest shall be calculated and compounded monthly in arrears from due date to date of payment, both days inclusive.
- A The Applicant/s will be liable for Summat College customary charges and necessary disbursements incurred in the administration relating to the late or non-payment of the said fees and incidental expenses inclusive of, but not limited to the payment of bank charges arising from unpaid cheques or returned debit orders.
- A The Applicant/s concede to the jurisdiction of the Magistrate's Court in respect of any action to be instituted by Summat College.
- A In the event that Summat College is obliged to action for outstanding school fees and related expenses due by the Applicant/s then, and in that event, the Applicant/s shall be liable to Summat College for all expenses incurred in collecting any expenses shall include all legal charges on the scale as between attorney-and-own-client, collection commission and tracing fees.
- A Without limiting or detracting from Summat College rights to on or before due date to Summat College by the Applicant/s,
- Suspend the Learner from attending the classes until such date as all fees and moneys have been paid in full.
 - Withhold the release of report cards, results and transfer cards until such date as all fees and money's have been paid in full; and
 - In respect of Grade 12 Learners, if fees are not fully paid up by the time the matriculation entries are due to be dispatched to the Examination authority, withhold the learner's entrance for the Matriculation Examination.
- A School fees are subject to an annual increase.
- A In addition to the school fees charged by Summat College ,the Applicant/s shall be liable to the Applicant/s shall be liable to pay increases in in fees, nor will it absolve
- such additional fees including subscriptions and levies which may be imposed from time to time.
- A All incidental expenses incurred during the course of the term shall be due and payable as and when charged and upon presentation of the statement of account.
- A The Applicant/s agree to the upfront payment of the NON REFUNDABLE registration and administration fee as per the current fee structure, prior to admission and acceptance of the Learner to Summat College.
- A The Applicant/s acknowledges that the inability of the Learner to attend school or the absence of the Learner from the school does not relieve the obligation to pay school fees.
- A Three (3) calendar month's notice must be given in writing of a Learner's intention to leave Summat College or three (3) month's notice will be billed and payable in lieu of notice.
- A The Applicant/s accept joint and several liability for the due and punctual payment of such school fees, subscriptions, levies or other amounts which may become due and payable to Summat in respect of attendance or participation by the Learner in any extra-mural or school related activities.
- A The Applicant/s shall bear the responsibility for the learner's cost of transport and entry fees for study trips and concerts, uniforms, stationary and any other specialized consumables used during the course of the year that may not have been envisaged at the beginning of the school year.
- A The learner's failure to register or write examination for whatever reason shall in no way entitle him/her to any sort of reduction in tuition him/her from full liability for the payment of tuition fees due.
- A No alteration, cancellation, variation or addition hereto, shall be of force or effect unless reduced to writing and signed by all parties to this agreement or their duly authorised representatives.
- A Neither Party to this agreement may cede or assign their rights or delegate their obligation in terms of this agreement without the prior written approval of the other party, which shall not be unreasonably withheld.

SECTION D: SUBJECT CHOICES

Please indicate the possible subject choices that the learner may offer in the current phase. This section is compulsory for learners enrolling in grades 10, 11 and 12. A subject confirmation form for all grades must be completed and signed by the parent.

GRADE :

SUBJECT				
1			7	
2			8	
3			9	

PREFERRED PAYMENT METHOD : **CASH** **DEBIT ORDER** **QUARTERLY PAYMENT** **MONTHLY PAYMENT**

SECTION E: FEES PAYMENT INFORMATION

No	Payment Item	Amount	Agreed Period of Payment		Agreed Monthly Installment
			From Date	To Date	
1	Registration fees		dd/mm/yyyy	dd/mm/yyyy	
2	Administration fees		dd/mm/yyyy	dd/mm/yyyy	
3	Examination fees		dd/mm/yyyy	dd/mm/yyyy	
4	Text Book fees		dd/mm/yyyy	dd/mm/yyyy	
5	Tuition fees		dd/mm/yyyy	dd/mm/yyyy	
6					
7					
8					
9					
10					

NB: Payment of school fees up-front before the 31st of January qualifies the client for a 10% discount on (tuition fees only)

Parent/Guardian's Declaration of agreement to pay fees according to the above charges

I----- (full names of person responsible for paying learner's school fees), hereby declare that I fully understand the above fee charges specified in this contract document. I also agree to pay these fees in accordance with this agreement that I have concluded with the school. (Please note that no changes can be made to this contract without a written consent from both the school and the person responsible for the learner's payments)

SECTION F: PARTICULARS OF PARENT/SPONSOR/GUARDIAN/COMPANY RESPONSIBLE FOR PAYMENT OF LEARNER'S FEES.

Full name and Surname:

Or
Full Company Name:

ID number:

Or company
Registration No:

Relationship of Sponsor to Learner: e.g.: Brother/Employee etc.

Physical address:
(Sponsor/parent)

Code:

Residential address:
(Sponsor/parent)

Code:

Sponsor's/parents Contacts:

Tel (work): Cell: Home:

Sponsor or parent's declaration of oath for being liable for Learner's Fees payment

I--- (full Names) of **1.D**

I hereby declare that the information given above is correct to the best of my knowledge. I hold myself / my company responsible for the full payment of all the learner's fees due. I also confirm that I have read and understood the enrolment terms and conditions in this contract and therefore agree to be bound by them

Signature: ----- Date: -----

Place: -----

04 Initials of all parties



ENROLMENT CONTRACT [PART B]

SUMMAT COLLEGE IS fully registered private independent School.
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Part B of the enrolment contract must be completed and signed in conjunction with Part A. The completed form must be returned to the school before the child commences attendance. Part B comprises of the learner Code of Conduct, medical information, and indemnity declaration.

SECTION A LEARNERS DETAILS

STUDENT NUMBER: DATE REGISTERED:

SURNAME:

FULL NAMES:

REQUIRED GRADE:

REQUIRED YEAR:

SECTION B: CODE OF CONDUCT

The Code of Conduct governs the conduct of a" Learners and the relationship between SUMMAT COLLEGE and its Learners. This is a summarized version of the learner Code of Conduct available on request.

Signed acceptance of the Code of Conduct by the Applicant/s and Learner is a prerequisite for admission to SUMMAT COLLEGE.

JEC has established the learner Code of Conduct to promote:

A high standard of values and behaviour; Development of positive characteristics; Responsible behaviour at all times; Consideration and respectfulness towards others; A consistent, neat and tidy appearance; and Display of good manners and courteous conduct at all times.

- As a learner at SUMMAT COLLEGE, I undertake to:
- Be responsible for upholding the core values of SUMMAT COLLEGE, as outlined in the school Mission Statement;
 - Strive in work and play to be an example for others;
 - Respect myself by striving to realise my full potential, have pride in my actions, dress and thoughts;
 - Respect others by being polite, considerate and helpful at all times, giving others every opportunity to realise their full potential as we"; and
 - Respect the environment, by consciously caring for and protecting my physical and natural surroundings and endeavour to have the courage to face, and overcome challenges and stand up for what is right and fair.

1. DRESS AND APPEARANCE

Learners are required to appear neat, tidy and clean at all times and must be dressed in the correct school uniform. All home cloths found on learner at school will be confiscated.

- 1.1 School Blazer (For Grade 8 - 12)
School Regulation Blazer. It is compulsory that a blazer be worn on a Wednesdays for assemblies.
- 1.2 School Tunics
School Regulation tunic. Must not be shorter than 10cm above the knee, measured from the floor when kneeling. Skirts may not be rolled up at the waist.
- 1.3 Shirts
School regulation shirts only. Shirts to be tucked in at all times, including during sport. No T-shirt may be worn under the school shirt.
- 1.4 Ties
School regulation tie only. Ties must be tied in a Windsor knot, neatly pulled up to the collar of the shirt. The bottom of the tie should just reach the belt.
- 1.5 Jersey
When a school jersey is worn, the sleeves are to be worn down. Jersey sleeves should not be unravelled and tatty.
- 1.6 Shoes
BOYS: Only plain black lace-up shoes (Oxford type) have to be worn. Shoes should be polished.
GIRLS: Black school shoes (lace-up, buckle or baby do") may be worn. Shoes should be polished.
- 1.7 Socks
BOYS: Only the standard green SUMMAT COLLEGE school socks should be worn.

GIRLS: In summer only short white socks should be worn. These socks must be turned over to cover the ankles, not pulled half-way up the calf or rolled down to below the ankle.

1.8 Tracksuits
School Regulation tracksuit. Full tracksuit may be worn for designated days or events only.

1.9 Headgear
Only the official school headgear or beanies may be worn. It is polite to remove one's headgear when you move indoors or when greeting an adult.

1.10 Jewellery
Watches may be worn, but no other jewellery is permitted. Religious symbols may be worn on a gold or silver chain, provided that these are not visible and worn under a shirt. No bracelets (with the exception of the medic-alert bracelet) may be worn. This includes WWJD, FROG or the like.

BOYS: No earrings or piercings (this includes tongue rings and studs) may be worn to school. Tattoos may not be visible.

GIRLS: Studs, bars or sleepers may be worn in the ears only, one per ear. No nose, eyebrow or tongue rings/studs are permitted. Tattoos may not be visible.

1.11 Hair
BOYS: Hair must be kept clean and tidy. Hair must not hang over their ears and/or over their collar. Hair cut into a step, undercut, "muller" styled, butterfly-winged fringes, dyed or highlighted hair is unacceptable. The tasteful use of gel will be permitted. However, no "hedgehog" or "spiky" styles are permitted. Outlandish or irregular hairstyles, detrimental to the image of the school, will not be permitted. Senior boys are required to shave daily. Side-burns are not permitted.

ETHNIC HAIR: Hair may not cover the collar. Hair may not be coloured or dyed. Hair that is braided may not go beyond the collar. Gel may not be used. Hair may not be cut into patterns or shapes.

GIRLS: Hair must be kept clean and tidy and of natural-looking colour. Long hair (touching the shoulder) or hair that falls over the collar must be tied back or plaited. Outlandish or irregular hairstyles, detrimental to the image of the school, will not be permitted. Scrunchies, ribbons or hair bands may only be navy in colour. Two days grace will be allowed for hair to be cut or redressed after such instruction has been given.

1.13 Nails
No artificial nails are allowed. Nails are to be kept short and clean. Only clear nail polish is allowed. The nail may not exceed the top of the finger in length.

1.14 Chewing gum. Chewing gum is prohibited through out the school.

2. GENERAL BEHAVIOUR

Learners must at all times display impeccable behaviour. Learners are to be ambassadors for JEC and are expected to conform to the normal rules of courtesy, and dignified behaviour in and out of school. Poor sportsmanship will not be tolerated. This includes offensive language and/or racial comments.

2.1 Learners are expected to take pride in their school. Littering will not be tolerated. Grounds and buildings are to be kept clean and tidy at all times.

2.2 No Learner may through his or her behaviour or attitude disrupt the learning process of other learners.

2.3 No ball activities may be played in the quadrangle or in the proximity of any school building.

01 Initials of all parties

SECTION C: CODE OF CONDUCT Continued ...

2.4 Learners are expected to move in a quiet and orderly fashion in the passageways and stairways. No rough play or unruliness is allowed. Learners are expected to keep to the paths when changing classes.

2.5 Respect: Academic staff, administrative staff, ground staff, parents, visitors and fellow learners are to be treated with the utmost respect and courtesy.

This will include behaviour as follows:

- When an adult approaches the Learner will stand and greet the adult;
- Offer assistance where necessary;
- Greet staff when passing each other;
- Learners wearing caps or hats should doff these when greeting others;
- Adults to be greeted by surname or as "Sir" or "Ma'am, whichever is applicable;
- Stand back to allow adults to pass, along corridors or on approaching an entrance or exit;
- Learners are to be silent when entering venues for formal occasions, such as assemblies, and boys are to give right of way to girls and girls are to thank boys in a courteous manner.

2.6 Late Arrivals: Punctuality is essential. Late arrivals cause a major disruption. Learners arriving late will not be permitted to enter a class without a late slip.

2.7 While Learners are encouraged to think independently and to question, insolent or insulting behaviour with regard to teachers or fellow Learners is unacceptable.

2.8 Unauthorised absence for a whole day or for a specific lesson is viewed as a serious offence. Learners may not meet visitors at school without permission. No Learner may leave the school at any time without permission. Learners may not hitchhike in uniform. Any disciplinary measures decided on must be carried out by the Learners concerned within the given time.

2.9 A Learner departure form must be completed for early departures.

2.10 Cell phones may not be switched on, or used, in a classroom, during Assemblies, or in an examination venue. Cellphones may not be used in place of calculators.

2.11 Learners are responsible for their personal belongings and valuables. Personal possessions and bags should not be left unattended.

2.12 When schools adjoin each other, Learners are restricted to their respective campuses during school hours. Interaction between learners from different phases is not permitted during school hours.

2.13 Learners may not involve themselves in socially unacceptable conduct, e.g. improper physical and sexual conduct between Learners.

2.14 Absenteeism: Should a Learner be absent from school, parents are requested to notify the administration office by telephone. Absentee notes explaining the reason for absenteeism signed by at least one parent/guardian must be produced upon return to school for all absences from school.

2.15 Eating or drinking is not permitted in the class rooms unless permission is granted by an educator.

2.16 Bags are to be placed only in the designated areas only.

2.17 Unauthorised removal or use of school or other people's property will not be tolerated. No graffiti is allowed in the school. Unhygienic personal habits and improper use of the school's facilities and ablutions are prohibited.

2.18 Any learner guilty of poor conduct during an extra mural activity, on or off the field of play, being sent off by an umpire or referee, or using abusive or foul language will be dealt with after the event.

2.19 Learners are to ensure that notices and letters handed out at school are given to parents or guardians. When return slips are attached these must be returned promptly to the Class Teacher.

2.20 School functions and sport fixtures are compulsory. Learners are given the dates in advance and may only miss such events with the permission of the Headmaster or Deputy-Principal.

2.21 Learners found in possession of pornographic material or any other offensive material (e.g. racist or sexist propaganda publications) will be severely dealt with.

3. CLASSROOM CONDUCT

SUMMAT COLLEGE expects a concentration on, and a commitment to, academic excellence. To achieve this end:

3.1 Punctual arrival for all lessons is required.

3.2 No disruption of classroom routine will be tolerated.

3.3 The ambience of the classroom must be one of warmth and mutual respect.

3.4 Homework must always be timeously done, and thorough preparation must be carried out before tests and examinations.

4. THEFT AND DISHONESTY

4.1 All members of the SUMMAT COLLEGE community have an important role to play in the combating of theft. Expensive items such as cell phones, clothing or other goods should not be brought to school.

4.2 Unauthorised use or removal of any equipment from any school venue, will be treated as theft.

4.3 Any form of cheating in test and examinations or with homework given is unacceptable.

5. VANDALISM

Vandalism will not be tolerated. The school reserves the right to claim compensation due to loss or damage, to school property from the transgressor and/or their parent(s)/guardian(s). Wilful destruction of property or tampering with equipment will be viewed in a most serious light.

6. VICTIMISATION

6.1 Victimisation, including but not limited to bullying, fighting, intimidation and any display of racism, or religious intolerance, will not be tolerated.

6.2 The policy towards bullying is merely summarised below. JEC has a zero tolerance policy towards bullying. Hurtful incidents, be it verbal or physical in any nature, will not be tolerated. Learners should support each other by reporting all instances of bullying to a staff member or a prefect. Physical harassment shall be defined as any conduct which threatens or harms a person physically, or conduct which causes physical distress.

6.3 No firearms, airguns or any kind of weapon may be brought to school under any circumstances.

6.4 Sexual harassment is unacceptable.

7. SUBSTANCE ABUSE

7.1 The use of alcohol and drugs is strictly forbidden. Any learner found to be in possession of 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, outing or tour.

7.2 If there is reasonable suspicion that a learner is under the influence of alcohol or drugs, the learner, in co-operation with the parents, will be sent for testing.

7.3 Any learner who tests positive for drug use during a random drug test conducted by SUMMAT COLLEGE will be required to undergo a process of counselling and rehabilitation.

7.4 Smoking is strictly forbidden. Learners who are found to be smoking on school premises or in uniform outside the school, or on any school outing, or tour, or in any other situation where they may be identifiable as SUMMAT COLLEGE learners, will be subject to disciplinary action. Any Learner found in the company of a group of learners who are smoking will be subject to disciplinary action. Learners caught in possession of cigarettes, or holding a cigarette, whether lit or not, will be deemed to be smoking.

8. DISCIPLINARY MEASURES

The purpose of disciplinary measures is to:

- educate learners to make responsible, independent decisions
- inculcate a strong sense of duty in learners
- to guide learners to self discipline

The disciplinary process is intended to be expeditious, fair, just, reasonable, corrective, consistent and educative. Where possible the parents are informed and involved in the correction of a learner's behaviour. Learners are protected from abuse by adults and other learners.

THE DISCIPLINE POLICY OF OUR SCHOOL

Educators must bear in mind that if they do nothing when a learner commits a transgression/misdemeanor/offence, they are doing something wrong, so always do something, but first do no harm. Do not let one learner feel more punished than another for the same offence. Watch out for favoritism. Parents and learners must read, know and sign the copies in the disciplinary policy.

Disciplining is not a vendetta or a vengeful act, but one of love. The most important principles are fairness, justness and consistency. The school rules, as well as those measures which are morally and socially acceptable to the staff, the SMT and the community, will be enforced by the school's disciplinary policy championed by the School's Disciplinary committee (DC).

Not every offence shall be forwarded to the DC. Minor and first offences shall be punishable by educators or class teachers. Only in cases where the offence is major, repetitive and worsening, educators, staff or anyone else will then inform the principal who will then instruct a DC hearing process to be conducted

A: Punishments recommended for less serious offences:

- Suspension from class for a period of time/lesson.
- Detention after school on Friday.
- Detention on another day (with added service, e.g. weeding, fixing, cleaning of dustbins or outside areas, [only after consulting with parents].)
- Disciplinary talk with learner in the presence of learner's parents or guardians;
- Written warnings;
- Signing contract with learner who agrees to improve;
- Community service.(up to two hours)
- Writing out or something similar (and perhaps more sensible) to take up their time.

Depriving them of their privileges

- Pay a fine (like a parking ticket)[not money, but a tinfins of food];
- Public apology at assembly.;
- Learner fills out a behaviour chart.

SECTION D: CODE OF CONDUCT Continued.....

Phone parents
 Daily report (accountability control sheet) taken by learner and signed by all educators.
 Performing duties that improve the school environment such as cleaning, gardening or administrative tasks;

B: Punishments recommended for Serious offences:
 These offences are those dealt with by the deputy or principal and then only when they have been referred by a teacher who considers them serious enough or by an HOD, grade head, subject head or other person in the line. These are the offences for which learners will be held accountable as if they were criminal offences in the world out there, viz. The DC may also look into such matters. Examples of Serious offences include:

- Assault (fighting with or striking another person, even intention to assault or verbally threaten the safety of others)
- Being under the influence of narcotics or alcohol on school premises, in school uniform or on school excursions
- Being in possession of dangerous weapons
- Being in possession of or distributing or using illicit material (i.e. tobacco, drugs, alcohol, pornography, racist or sexist materials, etc.)
- Being disruptive in classes
- Bullying/intimidation/inciting other learners to fight
- Bunking school and/or classes
- Cheating/copying in a test/exam.
- Cruelty to animals
- Damaging/defaming the school's name
- Defacing or damaging property (desks/chairs, walls, glass, text-books, etc.)
- Defamation of character
- Disrespecting other people's property
- Engaging in sexual activity - inappropriate kissing.
- Falsifying/forging signatures or letters or bank deposit slips(fraud)
- Failing to attend formal detention or punishment by teachers or authorities.
- Frequently repeating minor offences and not responding to disciplinary measures.
- Gambling.

- Gangsterism.
- Graffiti (tipex/ink/spraypaint, etc.)
- Gross Insubordination
- Inciting other people to violence or engaging in a conspiracy to disrupt the proper functioning of the school through collective action.
- Indecent behaviour
- Inflicting injury on another person
- Neglecting duty (for prefects/scholar patrol/class captains, etc.)
- Racist, sexist or other discriminatory behaviour
- Theft, robbery / breaking and entering locked premises
- Sexual harassment
- Smoking on school premises or in school uniform
- Carrying tobacco / drugs / being in the presence of smokers
- Stealing / theft or possession of stolen property
- Threatening another person with a dangerous weapon,
- Threatening another person with violence
- Vandalism (willful irreparable damage to property)
- Disrespecting other peoples property.

The above offences shall be dealt with in the following prescribed manner. However individual cases may differ from case to case.

- Disciplinary hearing
- Isolation
- Withdrawal of privileges
- Suspension from class
- Community service on Saturdays
- Do duty in the toilets at break times
- Toilet duty at any time
- Suspension from school
- Meeting with parents to discuss future of learner.
- Expulsion
- Referral of learner to an outside agency for counseling/ treatment programme

SECTION E: CODE OF CONDUCT DECLARATION BY THE LEARNER AND HIS / HER PARENTS

We the undersigned, declare that we have read and understood the learner Code of Conduct. I as a learner in the school, together with my parents, undertake to obey the school rules and regulations at all times and to comply with the learner Code of Conduct in all respects. This done and signed at-----on this-----day of------(month)----- (year).

LEARNER..... I HAVE READ AND ACCEPT THE TERMS AND CODE OF CONDUCTS (GRADE R- GRADE 12 LEARNERS ONLY)

Date: Full Name: Signature:-----

Domicilium Citandi Tel:
 et Executandi Fax:
 (Official registered
 physical address) E-Mail:

1. MOTHER / GUARDIAN A:

Relationship to learner: Full Name:
 ID No. Nationality:
 Date: Signature: _____

2. FATHER / GUARDIAN B:

Relationship to learner: Full Name:
 ID No. Nationality:
 Date: Signature: _____

For SUMMAT COLLEGE

Full Name: Signature: _____
 Designation: Place: _____ Date:

SECTION F: MEDICAL INFORMATION AND CONSENT FORM

LEARNER NAME AND SURNAME:

LEARNER GENDER:

MEDICAL AID SCHEME:

PRINCIPAL MEMBER:

MEMBERSHIP NO.:

DOCTOR'S NAME:

DOCTOR'S TELEPHONE NUMBER:

LEARNER BLOOD TYPE:

PREVIOUS ILLNESSES:	ALLERGIES	<input type="checkbox"/>	ANAPHYLAXIS	<input type="checkbox"/>
	ASTHMA	<input type="checkbox"/>	BLOOD PRESURE	<input type="checkbox"/>
	DIABETES	<input type="checkbox"/>	DRUG SENSITIVITY	<input type="checkbox"/>
	ECZEMA	<input type="checkbox"/>	EPILEPSY	<input type="checkbox"/>
	FAINTING	<input type="checkbox"/>	FITS/BLACKOUTS	<input type="checkbox"/>
	HAYFEVER	<input type="checkbox"/>	HEADACHES	<input type="checkbox"/>
	HEARING PROBLEMS	<input type="checkbox"/>	HEART CONDITION	<input type="checkbox"/>
	NOSE BLEEDS	<input type="checkbox"/>	SIGHT PROBLEMS	<input type="checkbox"/>

DATE OF TETANUS INJECTION:

IS YOUR CHILD TAKING MEDICATION: Y N

PLEASE STATE MEDICATION: ?

IS YOUR CHILD SUFFERING FROM ANY OTHER ILLNESSES: Y N

PLEASE STATE ILLNESSES: (INCLUDING PHYSICAL OR PSYCHOLOGICAL LIMITATIONS)

ANY OTHER RELEVANT MEDICAL INFORMATION:

SECTION J: INDEMNITY DECLARATION AND APPOINTMENT IN LOCO PARENTIS DECLARATION

I / We, the undersigned,------(PARENTS'/GUARDIANS' FULL NAMES) of
------(LEARNER'S FULL NAME AND SURNAME)

- Acknowledge that in certain situations there may be insufficient time to contact Parents/Guardians or to refer to Medical Records, and consequently the school representative is authorised to utilise the most appropriate medical services available. We therefore:
 - 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 learner, and in doing so agree that the Principal and/or his/her representative should act in loco parentis .
 - Agree that this indemnity and appointment in loco parentis shall commence on the date of signature hereof and remain in force and effect for the duration of the learner's enrolment at SUMMAT COLLEGE.

- Indemnify and hold SUMMAT COLLEGE, its shareholders, directors, employees and agents harmless in respect of all losses or damages, whether to person or to property, from any cause howsoever arising, which may be sustained by the learner stipulated or his/her property or possessions, whilst on school property or under school control during any school excursion, activity or outing, or as a result of medical treatment administered under paragraph 1 above.

The ApplicantUs, in his/her/their capacity as parenUguardian of the learner consent to the exercise of the necessary parental powers by the Principal, Deputy Principal or nominated teacher over the learner whilst the learner is on the SUMMAT COLLEGE premises and/or engaged in any activity in connection with or incidental to SUMMAT COLLEGE, academic, sporting, recreational or otherwise and herewith confirm their appointment in loco parentis, having all necessary authority and without limiting the generality in case of emergency, regarding any medical treatment, operation, or blood transfusions.

The ApplicantUs accepUs responsibility for payment of all medical/hospital and related costs, and undertake/s to refund SUMMAT COLLEGE immediately on demand, such funds dispersed by SUMMAT COLLEGE.

TheApplicanUs must give written permission and directions for the administration of any medication taken during school hours or after hours school activities.

This done and signed at----- on this -----day of -----(month) ----- (year).

Parents'/ Guardians' Signatures ----- I -----

