

# Hoërskool Uitsig

EMIS – 210211



## Grade 9 to 12 Application for Admission

Hoërskool Uitsig is a fee paying public school.

GRADE APPLYING FOR

9	10	11	12
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CURRENT GRADE

8	9	10	11	12
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CURRENT SCHOOL

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LEARNER'S NAME & SURNAME

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LEARNER'S AGE:

DATE SUBMITTED:

WAITING LIST NUMBER:

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### FOR OFFICE USE ONLY

DOES THE LEARNER MEET THE FOLLOWING REQUIREMENTS?

Area:  Yes  No Area:  Home  Work Age:  Yes  No Language:  Yes  No Sibling:  Yes  No

OUTSTANDING DOCUMENTS

SUCCESSFUL

UNSUCCESSFUL

ADMISSION NUMBER:

COMMENTS:

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NOTIFICATION TO PARENTS:

Date:

E-mail

Sms

Telephone

47 Marquard Street, The Reeds, Centurion  
PO Box 3200, The Reeds, 0158

[www.hs-uitsig.co.za](http://www.hs-uitsig.co.za)

Tel: (012) 661 5525

Fax: 086 747 7471

E-mail: [estelle.malan@hs-uitsig.co.za](mailto:estelle.malan@hs-uitsig.co.za)

## The following ORIGINAL documents must be submitted for VERIFICATION:

- Learner's most recent school report.
  - Unabridged birth certificate of prospective learner.
  - Recent I.D. size photograph of the learner.
  - Non South African Citizens: Unabridged birth certificate/study visa/refugee status/passport of prospective learner.
  - Identity document of the biological father/legal guardian/stepfather of the learner.
  - Identity document of the biological mother/legal guardian/stepmother of the learner.
  - In the case of deceased parent(s) a death certificate is required.
  - Legal documents confirming guardianship/adoption.
  - Proof of residence of parent/guardian - municipal account (*not older than three months*) or the lease agreement.
  - Letter of employment if work address is used.
  - Medical aid membership card (if applicable).
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## VISION

### Hoërskool Uitsig is a community school:

- with Christian standards and values
- that offers learners quality education in a happy, multi-cultural, disciplined environment
- where every learner's individuality is promoted by respecting his/her human dignity
- that offers teaching in English.

## MISSION

### Academic Excellence

- Develop critical thinking
- Quality academic education
- Applicable curriculum
- Career directed subject choices
- Quality technologically advanced educational aids
- Motivated educators

### Involvement

- Participation on all levels
- Healthy competition
- Accept ownership of school activities
- Parent involvement

### Holistic Development

- Prepare learners for the challenges of today and tomorrow
- Development opportunities
- Prepare learners for a multi-cultural society
- Excellence
- Leadership
- Self-actualisation
- Establish and maintain traditions

### Discipline

- Effective disciplinary system
- Safe environment
- Applied consequently and fairly

### Relations

- Regular and clear communication with all role-players
- Respect diversity
- Positive school community
- Good relations with other schools, Department of Education and the media

### Management

- Professional and effective management of the school
- Create and monitor opportunities on all terrains
- Effective financial management
- Recruiting and retaining suitably qualified educators
- Support mechanism for all role-players

## TERMS AND CONDITIONS FOR ADMISSION

1. This form must be co-signed by both parents, if possible, confirming acceptance of the Terms and Conditions to Hoërskool Uitsig.
2. Learners whose place of residence or whose parents' workplace is situated nearest to Uitsig, gets first preference. Parents using their work address must include a letter of employment with the application. Learners, whose place of residence or whose parents' workplace is not situated nearest to Uitsig, will be placed on Waiting List B. Both A and B candidates will be notified **in writing** of the outcome of their application.
3. Learners, who are more than **two years** older than the average age of their grade, will be considered on merit.
4. The offering of any subject is subjected to economic class sizes and the availability of an appropriately qualified teacher.
5. A **confirmation fee** is payable upon written notification of admission to the school. The amount shall be indicated in the letter of acceptance. **PLEASE NOTE:** The confirmation fee is **not refundable**.
6. Parents/guardians must agree to maintain the payment of fees for the full period that the learner is involved in the school. When a learner leaves the school, the school fees must be paid in full.
7. Admission requirements are strictly according to regulations set by the Gauteng Department of Education (GDE).
8. Signing of this document implies that parents/guardians are aware
  - a) of the Christian ethos of this school and agree that their child will abide by this and will attend assemblies.
  - b) that Hoërskool Uitsig is an English medium school and that all subjects (except Afrikaans) will be taught in **English**.
  - c) that the Code of Conduct for Learners (page 17 – 20) as well as the Code of Conduct for Parents (page 20 – 21) of Hoërskool Uitsig are accepted and underwritten.
  - d) that it is strongly recommended that all learners participate in at least one summer and one winter sport offered at the school.
  - e) that by enrolling your child, parents/guardians commit themselves to accept the decisions of the principal regarding school organisation and discipline.
  - f) that all complaints regarding rules, regulations, aims, policies, procedures or the application thereof, must be directed to the principal.
  - g) that learners are expected to attend all official school days including special days and evenings which the school deems compulsory.

Signed at \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_\_.

Father/Guardian: \_\_\_\_\_ Mother/Guardian: \_\_\_\_\_

**SECTION A – FAMILY STATUS**

(Mark the appropriate option with an X)

Both parents	Foster care	Foster home	Recomposed family	Single parent (divorced)	Single parent (never married)	Single parent (Widow/Widower)
Other: (please specify)						
Learner lives with:						

**SECTION B - PARTICULARS OF LEARNER**

(Please complete in neat, legible PRINT)

FULL BIRTH NAMES													
SURNAME													
PREFERRED NAME													
DATE OF BIRTH													
IDENTITY NUMBER													
NATIONALITY													
PASSPORT NUMBER													
GENDER	Male						Female						
RELIGION DENOMINATION													
ETHNIC GROUP	Black	Coloured	Indian	White	Other (specify)								
HOME LANGUAGE													
CURRENT LANGUAGE OF TUITION													
PREFERRED LANGUAGE													
DEXTERITY	Left				Right				Ambidextrous				
CELL PHONE NUMBER													
E-MAIL													
CURRENT RESIDENTIAL ADDRESS												Code	
POSTAL ADDRESS												Code	
IF NOT A SOUTH AFRICAN BY BIRTH PLEASE PROVIDE THE FOLLOWING INFORMATION													
DATE OF IMMIGRATION													
PERMANENT RESIDENCE PERMIT NO													
TEMPORARY RESIDENCE PERMIT NO													

**SECTION C – NEXT OF KIN INFORMATION (ICE)**

NAME			
CONTACT NUMBER		ALTERNATIVE NUMBER	
RELATION			

**SECTION D – HEALTH INFORMATION**

CHRONIC DISEASES	
ALLERGIES	
MEDICATION	

**SECTION E – MEDICAL AID INFORMATION**

NAME OF MEDICAL AID	
PLAN	
TELEPHONE NUMBER	
MEMBER NUMBER	
PRINCIPAL MEMBER	
FAMILY DOCTOR	
TELEPHONE NUMBER	

**SECTION F – GENERAL INFORMATION**

EXTRA CURRICULAR ACTIVITIES AND ACHIEVEMENTS	ACADEMICS	
	CULTURE	
	LEADERSHIP	
	SPORT	

**SECTION G – CURRENT SCHOOL INFORMATION**

NAME OF CURRENT SCHOOL											
	Ordinary public school		Independent school		Province						
POSTAL ADDRESS											
TELEPHONE NUMBER						FAX NUMBER					
E-MAIL											
PERIOD IN SCHOOL											
REASON(S) FOR LEAVING	Affordability	Behavioural problems	Disciplinary problems	Expulsion	Relocation within Gauteng	Repeating a grade	Suspension	Transport			
	Relocation for another province. Which province?			KZN	LIM	MPU	NC	NW	EC	WC	FS

**SECTION H – CORRESPONDENCE**

PLEASE INDICATE WHO IS TO RECEIVE THE SCHOOL CORRESPONDENCE	Father	Mother	Guardian
PLEASE INDICATE WHO IS TO RECEIVE THE FEES STATEMENT	Father	Mother	Guardian

**SECTION I – PARTICULARS OF PARENTS/GUARDIANS**

BIOLOGICAL FATHER												
TITLE		SURNAME										
FULL NAMES												
PREFERRED NAME												
MARITAL STATUS	Married			Divorced			Single parent			Re-married		
If re-married, complete stepparent's details on page 8												
HOW MARRIED	Ante-nuptial contract		Community of property		Customary		Hindu Muslim		Other (specify)			
NATIONALITY												
IDENTITY NUMBER												
PASSPORT NUMBER												
ETHNIC GROUP	Black	Coloured	Indian	White	Other (specify)							
HOME LANGUAGE												
PREFERRED COMMUNICATION METHOD	e-mail						sms					
CELL PHONE NUMBER												
HOME PHONE NUMBER												
FAX NUMBER												
E-MAIL ADDRESS												
RESIDENTIAL ADDRESS											Code	
POSTAL ADDRESS											Code	
OCCUPATION STATUS	Contract worker		Full-time employed		Housewife		Part-time employed		Pensioner			
	Self-employed professional		Self-employed non-professional		Student		Temporary employed		Unemployed			
OCCUPATION												
EMPLOYER												
TELEPHONE NUMBER												
PHYSICAL ADDRESS												

**BIOLOGICAL MOTHER**

<b>BIOLOGICAL MOTHER</b>												
TITLE		SURNAME										
FULL NAMES												
PREFERRED NAME												
MARITAL STATUS	Married			Divorced			Single parent			Re-married		
If re-married, complete stepparent's details on page 8												
HOW MARRIED	Ante-nuptial contract		Community of property		Customary		Hindu Muslim		Other (specify)			
NATIONALITY												
IDENTITY NUMBER												
PASSPORT NUMBER												
ETHNIC GROUP	Black	Coloured		Indian		White		Other (specify)				
HOME LANGUAGE												
PREFERRED COMMUNICATION METHOD	e-mail						sms					
CELL PHONE NUMBER												
HOME PHONE NUMBER												
FAX NUMBER												
E-MAIL ADDRESS												
RESIDENTIAL ADDRESS											Code	
POSTAL ADDRESS											Code	
OCCUPATION STATUS	Contract worker		Full-time employed			Housewife		Part-time employed		Pensioner		
	Self-employed professional		Self-employed non-professional			Student		Temporary employed		Unemployed		
OCCUPATION												
EMPLOYER												
TELEPHONE NUMBER												
PHYSICAL ADDRESS												

STEPFATHER				STEPMOTHER							
TITLE		SURNAME									
FULL NAMES											
PREFERRED NAME											
HOW MARRIED	Ante-nuptial contract	Community of property	Customary	Hindu Muslim	Other (specify)						
NATIONALITY											
IDENTITY NUMBER											
PASSPORT NUMBER											
ETHNIC GROUP	Black	Coloured	Indian	White	Other (specify)						
HOME LANGUAGE											
PREFERRED COMMUNICATION METHOD	e-mail				sms						
CELL PHONE NUMBER											
HOME PHONE NUMBER											
FAX NUMBER											
E-MAIL ADDRESS											
RESIDENTIAL ADDRESS										Code	
POSTAL ADDRESS										Code	
OCCUPATION STATUS	Contract worker	Full-time employed		Housewife	Part-time employed		Pensioner				
	Self-employed professional	Self-employed non-professional		Student	Temporary employed		Unemployed				
OCCUPATION											
EMPLOYER											
TELEPHONE NUMBER											
PHYSICAL ADDRESS											



## LEGAL GUARDIAN

LEGAL GUARDIAN												
TITLE		SURNAME										
FULL NAMES												
PREFERRED NAME												
MARITAL STATUS	Married			Divorced			Single parent			Re-married		
HOW MARRIED	Ante-nuptial contract		Community of property		Customary		Hindu Muslim		Other (specify)			
RELATIONSHIP TO LEARNER	Guardian		Grandparent		Foster Parent		Other (specify)					
NATIONALITY												
IDENTITY NUMBER												
PASSPORT NUMBER												
ETHNIC GROUP	Black	Coloured		Indian	White		Other (specify)					
GENDER	Male						Female					
HOME LANGUAGE												
PREFERRED COMMUNICATION METHOD	e-mail						sms					
CELL PHONE NUMBER												
HOME PHONE NUMBER												
FAX NUMBER												
E-MAIL ADDRESS												
RESIDENTIAL ADDRESS												Code
POSTAL ADDRESS												Code
OCCUPATION STATUS	Contract worker		Full-time employed		Housewife		Part-time employed		Pensioner			
	Self-employed professional		Self-employed non-professional		Student		Temporary employed		Unemployed			
OCCUPATION												
EMPLOYER												
TELEPHONE NUMBER												
PHYSICAL ADDRESS												

**SECTION J - PARTICULARS OF BIOLOGICAL BROTHER(S) / SISTER(S) IN HOËRSKOOL UITSIG**

SURNAME		BIRTH NAME			
NICKNAME		ADMIN NO		GRADE (current)	
SURNAME		BIRTH NAME			
NICKNAME		ADMIN NO		GRADE (current)	
SURNAME		BIRTH NAME			
NICKNAME		ADMIN NO		GRADE (current)	

**SCHOOL FEES : TERMS AND CONDITIONS**

To be completed by parent / person responsible for fees

**IMPORTANT:**

- **THIS SECTION MUST BE COMPLETED, EVEN IF FEES ARE TO BE PAID BY PARENTS.**
- **IF FEES ARE PAID BY A THIRD PARTY, A LETTER FROM THE RELEVANT COMPANY/EMBASSY/ ORGANISATION OR INDIVIDUAL ACKNOWLEDGING SUCH RESPONSIBILITY, MUST ACCOMPANY THIS APPLICATION.**

- I/We hereby apply for admission at Hoërskool Uitsig (hereinafter referred to as “the school”) for the learner as indicated. I/We agree to be bound by the terms and conditions set out below, which I/we acknowledge having read and understood.
- I/We hereby certify that I/we are the biological/adoptive parent(s) and I/we have legal custody and/or legal guardianship in respect of the learner indicated in the application.
- The school fees are levied annually at a formal Budget Meeting by the School Governing Body.
- In terms of family law, parents are jointly and severally liable for the payment of the school fees irrespective of their marital status.
- In the event of an account in arrears for 60+ days, the school will institute legal action against both parents, irrespective of maintenance and court orders which may exist between the parties.
- In terms of Section 39 of the South African Schools Act, parents are liable to pay compulsory school fees. This is a statutory obligation.
- In terms of Section 40 and 41 of the South African Schools Act, the school may enforce the payment of these compulsory fees.
- I/We have been informed that if we are unable to pay school fees we may apply for exemption of these fees.
- If parents fail to meet their school fee obligations the school may record the parent(s) non-performance with a bureau.
- I/We undertake to give the Governing Body notice of not less than one (1) month before removing the above learner from the school irrespective of the reasons for such removal. If such notice is given, I/we shall be entitled to a *pro rata* refund of school fees paid by us in respect of the above learner, excluding the notice term. If I/we fail to give such notice, payment in lieu of notice amounting to one month’s contribution will become payable. I/We furthermore undertake to return any books and/or equipment belonging to the school which our child may have.
- Should I/we fail to pay the school fees as described above, or any part thereof, or any other monies for which I/we may become liable to the school, I/we accept that I/we shall be liable for the cost of collecting such fees and monies on a scale as between attorney and client, which shall include tracing fees and collection commission, together with interest on the amount outstanding at 18% per annum calculated from due date to date of payment.
- I/we hereby choose as my *domicilium citandi et executandi* for all purposes under this agreement the address given below.





**SOUTH AFRICAN SCHOOLS ACT, NO 84 OF 1996**  
 Regulations for the exemption of parents from payment of school fees

**CHECKLIST**

**NB: Mark the applicable box with an "X"**

Has the principal/his representative informed you about the amount of the annual school fees to be paid?

Has the principal/his representative informed you that you are liable for the payment of school fees unless you are totally exempted from paying school fees?

Has the principal/his representative informed you about your right to apply for exemption from paying school fees?

Do you wish to apply for such exemption?

Do you wish to be assisted in making such an application?

YES	NO

**PLEASE NOTE:** This is merely an indication to the school and NOT an application for exemption – application forms will be available from the financial office in January.

\_\_\_\_\_  
**SIGNATURE OF PERSON RESPONSIBLE FOR SCHOOL FEES**

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

\_\_\_\_\_  
**SIGNATURE OF PERSON RESPONSIBLE FOR SCHOOL FEES**

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

## DECLARATION BY PARENT / GUARDIAN

I \_\_\_\_\_ hereby declare that the information that I have recorded in this form is true and correct and by my signature below, I give the Chairperson of the School Governing Body or his/her designate, permission to check and confirm any of the details listed by me. I understand that should any of the information supplied by me is found to be false, action may be taken against me.

I further declare that I have ascertained myself of the school's Vision and Mission and undertake to respect the school's Christian ethos, general rules and discipline.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

**SIGNATURE OF PARENT / GUARDIAN:** \_\_\_\_\_

## DECLARATION BY LEARNER

I \_\_\_\_\_ hereby declare that the information that I have recorded in this form is true and correct and by my signature below, I give the Chairperson of the School Governing Body or his/her designate, permission to check and confirm any of the details listed by me. I understand that should any of the information supplied by me is found to be false, action may be taken against me.

I further declare that I have ascertained myself of the school's Vision and Mission and undertake to respect the school's Christian ethos, general rules and discipline.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

**SIGNATURE OF LEARNER:** \_\_\_\_\_

## CODE OF CONDUCT FOR LEARNERS

The Code of Conduct is based on the published Schools Act of South Africa. The aim of the Code of Conduct is to:

- ensure the orderly conduct of the school's programme and thereby ensuring that educational aims and objectives of the school are fulfilled.
- ensure that, through order, discipline and respect, the basis is formed for a successful and happy school community that will lead to the implementation of the school's mission and vision.
- ensure that by means of a clear set of procedures all perpetrators have a just and fair opportunity to state their case.
- ensure that by means of correctional procedures, all perpetrators are brought to positive insights.

### As a learner of Hoërskool Uitsig

- I hereby fully commit myself to the full development of my own potential as a learner in order to stand in the service of my fellow learners, teachers and the community.
- I acknowledge my right to receive and to let others receive an education without any disruption or intervention.
- I distance myself and reject any form of violence, vandalism or any other form of misconduct in the school community.
- I accept that I have a responsibility towards other learners in so far that I have to follow them to continue with school work uninterruptedly.

Dr G.F. Maré

Ms L. Lindeque (Deputy Principal) / Mr J.D. Labuschagne (Deputy Principal)

**As a learner I fully commit myself to:**

- maintaining and protecting the school buildings and property.
- supporting and fully submitting myself to a fair and just disciplinary system.
- punctuality.
- complying to the school rules regarding neatness.
- acting respectfully towards others in my daily conduct.
- conscientiously doing homework, class work, tasks and other academic work.
- keeping to and upholding the school rules as stipulated in the school diary.

**As a learner I also undertake to abstain from:**

- any form of theft and vandalising of textbooks and other school property.
- intimidation of fellow learners and teachers.
- the use or consumption of alcohol or drugs in my school uniform on/outside the school premises.
- the distribution or supplying of alcohol or drugs in my school uniform on/outside the school premises.
- carrying or being in possession of any weapons or other items that might endanger the lives of or prove to be harmful to fellow learners or teachers.

As a learner of Hoërskool Uitsig I undertake to comply to the following rules:

**1. EDUCATIONAL**

- 1.1 Learners are expected to show the **necessary respect for teachers and other adults** when addressing and communicating with them.
- 1.2 The first priority of this school is to educate learners and therefore it is imperative that **learners do their school work diligently, attend school and participate in the school programme** both on curricular and extra-curricular levels.
- 1.3 Learners must do their best every day and **complete their school work faithfully**. It is the **learner's responsibility to ensure that he/she updates all outstanding work resulting from absenteeism**. This work should be shown to the teacher on the second day after return, unless another arrangement has been made.
- 1.4 Learners should apply themselves; creating **and maintaining a culture of learning in the school**, as this forms the core of the school programme. This forms an integral part of the school's vision and mission.
- 1.5 The building, furniture and equipment must be looked after and be treated with respect. **No form of vandalism will be allowed.**

**2. SCHOOL AND PERSONAL PROPERTY**

- 2.1 Apart from the disciplinary action that might be taken, a learner who damages school property might also be held responsible for the replacement or reparation of that property.
- 2.2 **Textbooks are school property and must be covered and looked after as prescribed. Only school bags with partitions are permissible.** School bags may not be covered in graffiti or stickers. If these requirements are not met, the textbooks can be held back until the matter is attended to.
- 2.3 Learners leaving the school will not be issued with a transfer card until all school property has been handed in and all responsibilities have been met. All relevant school property must personally be handed in to the various subject teachers by the learner or parent(s). No school property can be left at the administrative office.
- 2.4 Learners are responsible for looking after their property, money and cellular phones at all times. **The school cannot be held responsible for any lost or stolen property.**

2.5 Learners who write on, scratch or damage school desks will be punished severely.

### 3. GENERAL BEHAVIOURAL RULES

3.1 Learners have to adhere to the school rules and order rules; submitting to the teachers and other parties who have been appointed in positions of authority (RCL and RCL Exco).

3.2 These rules have to be obeyed when **going to and from school and when attending any activity** where the school is represented.

3.3 The use or possession of tobacco, marijuana and alcohol on the school grounds, while in school uniform outside the school grounds, will not be tolerated.

3.4 No MP3's, cellular phones, car phones, "beepers" or iPods may be activated or used during school hours (7:25 – 14:00, not even as a calculator. These (including the sim card) will be confiscated should the rule be broken. Only parents are allowed to collect the phone from the admin office after a R50 pound fee is paid.

3.5 The school telephone may only be used during school hours after permission from the grade head has been given.

3.6 Language usage should remain acceptable at all times. Should this code be transgressed, measures will be taken to punish learners who use foul language, swear or make hurtful remarks.

3.7 Spitting is unacceptable and will not be tolerated.

3.8 No embracement and kissing are allowed in school uniform.

3.9 **No chewing gum** may be chewed on the school premises.

3.10 Neatness of learners in school uniform is not negotiable.

3.11 Boys should show the necessary respect towards ladies and girls.

3.12 Girls should behave in such a manner that they deserve that respect.

### 4. ORDER RULES, BEHAVIOUR ON THE SCHOOL GROUNDS

4.1 It is the responsibility of each learner to make use of the school grounds and facilities in such a way that they can be **reserved for posterity**.

4.2 No learner may be inside classrooms, offices, staffroom and school hall (before or after school) without proper teacher supervision.

4.3 Nobody will be allowed near motor vehicles or motorcycles during school hours.

4.4 Throwing of stones or water, rough games or fighting is unacceptable.

4.5 Smoking, possession of alcoholic beverages and habit-forming drugs, as well as any sexual practices on the school grounds, will not be tolerated.

4.6 It is the responsibility of learners to see that no littering takes place.

4.7 Nobody will be allowed near motor vehicles or motorcycles during school hours.



## 5. ABSENTEEISM

- 5.1 Learners may only leave the school grounds after a written request from the parent(s) has been received.** This can be faxed/emailed to the school or a note can be written. Learners should report to the grade head a **day before the appointment during register period**. The grade head will issue a permission slip. The learner then has permission to sign out using the register in the administrative office. Learners have to be fetched by the parents themselves, unless written permission has been given that another party will fetch the learner. Telephonic requests will only be granted if the parent has contacted the principal.
- 5.2** Medical appointments should be arranged for **after school hours** unless an emergency arises.
- 5.3 Appointments for learner's licences** will only be granted to Grade 11 and Grade 12 learners once a year.
- 5.4** Parents should inform the school in writing, of a learner's absence on the first day the learner attends school again. Learners may only be absent from school due to illness or a valid reason from their parents. In case of the absence of a learner, the parent should phone the school early in the morning to inform the grade head. Parents should explain the reason for absenteeism in writing on the day of return.
- 5.5 Absenteeism during tests or examinations** should be confirmed with a medical certificate, unless the parent has made an arrangement with the principal or grade head.
- 5.6** It is always the responsibility of the learner to make an arrangement to write the test when he/she returns to school. This should be done during the first lesson otherwise the marks will be forfeited.
- 5.7** School hours and lessons should be strictly adhered to. Learners have five minutes to change class. Learners must be on time for, and attend assembly in the mornings. Learners must be at school at least five minutes before the official start of the school day. When learners have entered the school grounds in the morning, they **MAY NOT** leave it again.
- 5.8** Learners who were absent from school during the morning, may not participate in sports or any extra-mural activities on the same day.
- 5.9** A learner who is late for school, first has to report to the administrative office with his/her diary.
- 5.10 All cellular phones must be switched off and put away during school hours. It may be handed in at the admin office before school for safekeeping.**

## 6. CLASSROOM RULES

### Key Elements

- Be Punctual.
- Be Prepared.
- Be Responsible.
- Be Respectful.
- Be Supportive.

### DO'S

- Arrive in class on time.
- Greet your teacher at the beginning and end of every lesson.
- Be at your assigned desk and ready to work when the second bell rings.
- Bring required books and stationery to every class unless told otherwise by your teacher.
- Put litter and paper scraps in the litter bin.
- Learn to listen; listen to learn.
- Follow instructions the first time they are given.

- Turn assignments in on time.
- Ask questions – there are no dumb questions or dumb answers.
- If you disagree, say so and explain your thoughts. It is good to have a mind of your own.
- Keep asking until you really understand.
- No one is perfect, but learn from your mistakes.
- Keep quiet when an adult enters the room.
- With the permission of your teacher, help those who are struggling.
- Listen to announcements made over the intercom.
- Handle textbooks with care.
- Leave desks and chairs in neat rows upon departure.

### **DON'TS**

- Don't wait to be told to take out what you need for the lesson.
- Refreshments are not allowed as it is part of break.
- This is a beverage-free classroom.
- Don't write/scratch on desks, chairs or walls.
- During discussions, listen and don't talk.
- Don't criticize people – agree or disagree with their ideas.

## **CODE OF CONDUCT FOR PARENTS**

As a parent of Hoërskool Uitsig I/we undertake to abide to the following code of conduct:

1. to conduct ourselves in a way that does not harm the school's reputation or embarrass staff members or learners.
2. to not exhibit disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including team matches.
3. that the use of loud/or offensive language, swearing, cursing, using profane language or displaying temper is prohibited.
4. to not threaten to do actual bodily harm to a member of school staff, governor, visitor, fellow parent/carer or learner regardless of whether or not the behaviour constitutes a criminal offence.
5. to not make use of abusive or threatening e-mails or text/voicemail/phone messages or other written communication.
6. to not make use of defamatory, offensive or derogatory comments regarding the school or any of the learners/parent/staff, at the school, on Facebook, Twitter or other social media sites. Any concerns that I/we have must be made through the appropriate channels by speaking to the grade head or principal, so they can be dealt with fairly, appropriately and effectively for all concerned.
7. that the use of physical aggression towards another adult or child is prohibited. This includes physical punishment against my/our own child on school premises.
8. that I/we may not approach someone else's child in order to discuss or chastise them because of the actions of this child towards my/our own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
9. to apply self-constraint and show respect, courtesy and tolerance towards each other, educators, learners, fellow spectators, coaches, referees, judges and opponents.
10. to not intimidate educators, participants, coaches, referees or judges.

11. to conduct ourselves in accordance with the code of ethics required by a particular cultural activity or sporting code.
12. that physical violence, defamatory and offensive language or indecent signs during sport matches or other activities is strictly prohibited.
13. to refrain from making negative remarks or using improper language when interacting with referees, other officials, judges, players or their opponents' supporters.
14. when attending any activity of the school we shall comply with the requests and arrangements of the school concerned and/or the organisers.
15. that the use of alcohol and illegal drugs during any school activity is strictly prohibited.
16. that no weapons or dangerous objects may be brought onto the school grounds, unless intended for official work purposes, such as in the case of SAPS officers.
17. that parents may only smoke in the designated smoking areas, and only if this does not interfere with the learners' education or activities. Consult the school's smoking policy, which stipulates the designated smoking areas.
18. that parents, supporters and spectators are requested to maintain the indicated distance from the side lines of any particular sports field or court, and not to go into the play area or any other demarcated areas on the school grounds or during an activity.
19. that parents are requested to keep school grounds neat and tidy, and that littering is prohibited.



## HOËRSKOOL UITSIG SUBJECTS FOR GRADE 9 – 12

- If a learner **obtained less than 50% for Mathematics** in the Grade 9 June/July examinations, he/she should take Mathematical Literacy.
- A learner qualifies to take **Physical Sciences, Information Technology (IT), Engineering Graphics and Design and Accounting** if he/she obtained 50% in the Grade 9 Mathematics June/July examinations.
- Learners who consider taking **Physical Sciences** must include **Mathematics** in their subject package (Circular S1 of 2016).
- Grade 11 learners of 2018 and Grade 12 learners of 2019 must take Accounting with Mathematics (Circular S1 of 2016 and Circular S13 of 2017).
- Learners who wish to take **Visual Arts** and **Dramatic Arts** will have to complete a practical entry test in October.

### FURTHER EDUCATION AND TRAINING PHASE

#### COMPULSORY LEARNING AREAS

English Home Language	
Afrikaans First Additional Language	
Life Orientation	
<b>CHOOSE 1</b>	
Mathematics	
Mathematical Literacy	
<b>CHOICE SUBJECTS</b> (NB: Choose only 3). Indicate your choice by making a ✓ in the last column.)	
Accounting	
Business Studies	
Computer Applications Technology	
Dramatic Arts	
Engineering Graphics & Design	
Geography	
History	
Hospitality Studies	
Information Technology	
Life Sciences	
Physical Sciences	
Tourism	
Visual Arts	

**NAME OF LEARNER:** \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE: PARENT**

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

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