

STUDENT NAME AND SURNAME: _____ GRADE: _____

JBAY ACADEMY | RULES AND CODE OF CONDUCT

A. General

1. JBay Academy is now an Independent school.
2. School Hours: Monday – Friday 08h00 to 14h00
3. Formal tests are written during the formal Test Cycle during the course of the first and third term. Exams are written in June and November.
4. The Academy cannot be held responsible for the loss of property, or any injuries sustained by Learners during school hours.
5. Outings will take place from time to time. Parents will be notified in advance and the necessary information and indemnity forms will be handed to the Learners to be signed by Parents and returned to the Administration Office. If required, we may ask for Parents to volunteer their time and resources to assist with outings.

B. Parents

1. It is important that any changes to personal or contact details are communicated to the Administration Office immediately in order to maintain our data base.
2. It is assumed by the Academy that a Parent will collect their child from the premises immediately after school. If this is not the case, please inform us, accordingly, giving the details of the person responsible for collecting your child.
3. Parents / Guardians must inform the school if their child is ill or will be absent due to any other circumstance. It is necessary that learners, who have missed out on work due to absence, catch up on the work as soon as possible. A medical certificate is compulsory when a learner is absent from any Test/Exam, without this, the student will receive a zero for that subject written.
4. **Learners should not be dropped earlier than 7h30 am.**
5. Learners are not to loiter (congregate) in front of the school building.
6. **Parents are able to meet with the Principal and/or Teachers by making an appointment at the Administration Office. Please contact Nadia Nortjé at the Office to arrange for appointments (042 293 0352).**
7. General Parent/Teacher meetings will take place once a Term. School information and learner progress will be discussed during these meetings and Parents are encouraged to make every effort to attend.
8. Parents will be regular notifications via email or sms. Please ensure that your email address and cell number is correct.
- 9 School Fees:
 - 9.1. Fees are payable before the 7th of each month and are payable for 11 months in cash or via eft payments. (STOP ORDER)
 - 9.2. Invoices will be sent to Parents by the 25th of each month.
 - 9.3. Please inform the school if alternative arrangements need to be made, or if you would like to discuss a payment plan.
 - 9.4. Interest at a rate of 10% (compounded) per month will be levied on all accounts in arrears.
 - 9.5. Legal proceedings will be instituted to recover amounts in arrears after one month and the Learner may be expelled. Parents are liable for all legal costs and expenses incurred in recovering the debt, including but not restricted to any collection commission payable.
10. Cancellation of Enrolment:
 - 10.1. A **two months'** notice period is required to withdraw your child(ren) from the Academy. Should your child(ren) not be returning to the Academy in the new year, notice must be given at the beginning of November in the current year.

C. Learners

1. Learners are required to bring their own refreshments to school for break-times. The Tuck Shop only has a limited range of drinks and edibles available.
2. Learners should report to the General Office if they feel unwell or are hurt during school hours. Parents will be notified immediately.
3. **Cell-phones are expressly prohibited in our school – Too many problems in the past resulted in this decision.**
 - a) **If a learner does not comply with these rules, his/her phone will be confiscated for a week and a fine of R50 will be payable. A second offence will lead to a written warning and phone taken for the whole term/year.**
 - b) No Smart watches/Tablets/programmable calculators are allowed.
4. If a Learner needs to take any medication during the day under controlled circumstances, please notify the admin office. There will be some natural remedies (Lennon's) at the office but will only be given with the parent's consent.
5. Learners are encouraged to behave in an orderly manner and show respect to Teachers, adults, fellow students and school property at all times. Prefects have authority and have to be respected
 - a. No loitering in classes during breaks.
 - b. No food or drinks allowed in classes.
 - c. No learners will be allowed to leave the premises during school hours for any other reason but illness. Parents need to sign the learner out at the administration office
6. The use of foul language will not be tolerated, and learners will be disciplined accordingly if they are found to be in contravention of this rule. The school will handle minor incidents, but in serious cases, written warnings shall be issued, that has to be signed by the parents. After the 3rd written warning, the learner faces expulsion.
7. Homework and tasks must be done daily by the Learners. Late submission of tasks will result in marks being lost.
 - a) Learners should take responsibility for getting up to date with work missed due to absenteeism.

8. School Uniform and Hair:

- 8.1. Learners are required to wear the full school uniform. Please see School Uniform Policy.
- 8.2 All learners must keep hair neat, clean and out of the face. Please see School Uniform Policy for full details.
- 9. The Academy enforces a strict ZERO tolerance policy when it comes to alcohol, cigarettes (including E-cigarettes and Vapes), drugs and weapons of ANY kind. Any Learner found to be in possession of any of these items will face a Disciplinary Hearing and dependent on the severity of the matter, the learner may face immediate expulsion. The school reserves the right to test learners suspected of abusing ANY illegal substances. The costs of these tests will be billed to the parents. No school fees paid will be refunded in case of expulsion.**
10. There will be unannounced investigations held by the SAPS Canine unit sometime during the year. If a learner is found with any illegal substances, and/or resulting in criminal charges, direct expulsion will follow.
11. If a learner is found with any illegal substances, resulting in criminal charges direct expulsion will follow.
12. I/We hereby authorize Jbay Academy to perform a body and personal belonging search on my minor child if he/she is suspected of having any items as per point 9 on his/her person.
13. The Academy also enforces a strict ZERO tolerance policy when it comes to BULLYING in any form, i.e. Physical, Verbal, Social or Cyber bullying. Any learner making himself/herself guilty of any of these types of bullying offense will face a Disciplinary hearing and dependant on the severity of the matter, the learner may face immediate expulsion.

I/We have read and understood all the above.

Signature (Parent/Guardian)

Signature (Learner)

Date