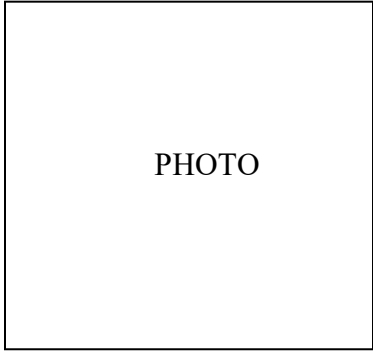




2022



|   |                     |  |
|---|---------------------|--|
| <b>APPLICATION FOR:</b><br>(MARK WITH AN X) | <b>IN CLASS</b>     |  |
|   | <b>BLENDED</b>      |  |
|   | <b>FULLY ONLINE</b> |  |

**UA 60**

**FOR OFFICE USE ONLY**

|               |  |                    |  |               |  |           |
|---------------|--|--------------------|--|---------------|--|-----------|
| <b>GRADE:</b> |  | <b>STUDENT NO.</b> |  | <b>PASTEL</b> |  | SA - SAMS |
|               |  |                    |  |               |  |           |

NO APPLICATION WILL BE ACCEPTED WITHOUT HIGHLIGHTED DOCUMENTS

|                               |  |                     |  |
|-------------------------------|--|---------------------|--|
| Date of Application:          |  | Salary Advice Slips |  |
| Transfer letter               |  | Receipt Date:       |  |
| <b>ID PHOTOS (x2)</b>         |  | Receipt Number:     |  |
| <b>Last Academic Report</b>   |  | Receipt Amount:     |  |
| <b>Birth Certificate (x2)</b> |  |                     |  |
| <b>Immunization Card</b>      |  |                     |  |
| Subject Choice (Gr. 10-12)    |  |                     |  |
| Code of Conduct SIGNED        |  |                     |  |
| <b>ID Parent/s /Guardian</b>  |  |                     |  |

**1. LEARNER**

|                |               |
|----------------|---------------|
| SURNAME:       | ID NO:        |
| NAMES:         | MALE/FEMALE   |
| NAME USED:     | RELIGION:     |
| DATE OF BIRTH: | NATIONALITY:  |
| HOME LANGUAGE: | ENTRANCE DATE |

**2. LEARNER'S PARTICULARS**

|  |  |
|--|--|
| PREVIOUS SCHOOL ATTENDED:                |  |
| SCHOOL ADDRESS (INCL. PROVINCE)          |  |
| SCHOOL TELEPHONE NO AND CODE:            |  |
| REASON FOR LEAVING:                      |  |
| ENTRANCE INTO GRADE:                     |  |
| COUNTRY OF BIRTH:                        |  |
| OTHER SIBLINGS AT THIS ACADEMY: YES/NO   |  |
| IF YES: WHICH GRADE:                     |  |
| REFERRED BY:                             |  |
| WHERE DID YOU HEAR ABOUT URBAN? ACADEMY? |  |

**3. DOMICILIUM CITANDI ET EXECUTANDI – HOME ADDRESS TO WHICH ALL CORRESPONDENCE MUST BE SENT (NOTE: ACCOUNTS ARE SENT HOME WITH THE LEARNERS)**

|  |
|--|
|  |
|  |
|  |
|  |

**4. PARENTS MARITAL STATUS**

|         |          |           |        |
|---------|----------|-----------|--------|
| SINGLE: | MARRIED: | DIVORCED: | OTHER: |
|---------|----------|-----------|--------|

**ACCESS RIGHTS: Y/N - IF Y PLEASE PROVIDE PROOF**

|         |         |           |
|---------|---------|-----------|
| FATHER: | MOTHER: | GUARDIAN: |
|---------|---------|-----------|

**LIVING WITH: Y/N**

|         |         |           |
|---------|---------|-----------|
| FATHER: | MOTHER: | GUARDIAN: |
|---------|---------|-----------|

**4.1 FATHER**

|                      |                               |
|----------------------|-------------------------------|
| SURNAME:             | TITLE:                        |
| FULL NAMES:          |                               |
| LEGAL GUARDIAN       | YES:                      NO: |
| CITIZENSHIP:         |                               |
| ID NUMBER:           |                               |
| OCCUPATION:          |                               |
| PLACE OF EMPLOYMENT: |                               |
| WORK TEL NUMBER:     | Code:              Number:    |
| WORK FAX NO:         | Code:              Number:    |
| HOME TEL NUMBER:     | Code:              Number:    |
| CELL NUMBER:         |                               |
| EMAIL ADDRESS:       |                               |
| POSTAL ADDRESS:      | RESIDENTIAL ADDRESS:          |
|                      |                               |
|                      |                               |
|                      |                               |
|                      |                               |

**4.2 MOTHER**

|                      |                      |         |
|----------------------|----------------------|---------|
| SURNAME:             | TITLE:               |         |
| FULL NAMES:          |                      |         |
| LEGAL GUARDIAN:      | YES:                 | NO:     |
| CITIZENSHIP:         |                      |         |
| ID NUMBER:           |                      |         |
| OCCUPATION:          |                      |         |
| PLACE OF EMPLOYMENT: |                      |         |
| WORK TEL NUMBER:     | Code:                | Number: |
| WORK FAX NO          | Code:                | Number: |
| HOME TEL NUMBER:     |                      |         |
| CELL NUMBER:         |                      |         |
| E-MAIL ADDRESS:      |                      |         |
| POSTAL ADDRESS:      | RESIDENTIAL ADDRESS: |         |

**4.3 URBAN ACADEMY FEES ACCOUNT HOLDER**

|                          |                      |         |
|--------------------------|----------------------|---------|
| SURNAME:                 | TITLE:               |         |
| FULL NAMES:              |                      |         |
| RELATIONSHIP TO LEARNER: |                      |         |
| CITIZENSHIP:             |                      |         |
| ID NUMBER:               |                      |         |
| OCCUPATION:              |                      |         |
| PLACE OF EMPLOYMENT:     |                      |         |
| WORK TEL NUMBER:         | Code:                | Number: |
| WORK FAX NO:             | Code:                | Number: |
| HOME TEL NUMBER:         | Code:                | Number: |
| CELL NUMBER:             |                      |         |
| EMAIL ADDRESS:           |                      |         |
| POSTAL ADDRESS:          | RESIDENTIAL ADDRESS: |         |

I, .....ID NO..... Hereby confirm to be the person responsible for paying the school fee account

Signed:..... Date.....

**5. CONTACT PERSON** (In case of an emergency)

|                          |          |
|--------------------------|----------|
| SURNAME:                 |          |
| FULL NAME / S:           |          |
| RELATIONSHIP TO LEARNER: |          |
| TEL NO:                  | Code No: |
| CELL NO:                 |          |

**6. NAME AND ADDRESS OF GUARDIAN IF LEARNER IS NOT RESIDING WITH PARENTS**

|            |  |
|------------|--|
| SURNAME:   |  |
| FULL NAME: |  |
| ADDRESS:   |  |
|            |  |
|            |  |
| TEL NO:    |  |

**7. MEDICAL****7.1 MEDICAL DETAILS** (Please provide proof of Medical Aid)

|                                |  |
|--------------------------------|--|
| NAME OF MEDICAL AID SOCIETY:   |  |
| MEDICAL AID MEMBERSHIP NUMBER: |  |
| NAME OF PRIVATE DOCTOR:        |  |
| TEL NO AND CODE:               |  |

**7.2 Tick any contagious diseases your child has had.**

|                |  |                 |  |
|----------------|--|-----------------|--|
| CHICKEN POX    |  | MUMPS           |  |
| DIPHTHERIA     |  | SCARLET FEVER   |  |
| GERMAN MEASLES |  | RHEUMATIC FEVER |  |
| MEASLES        |  | WHOOPING COUGH  |  |

**7.3 Does your child suffer from any health problems, allergies or has any barriers to learning.**

If so, please specify:

|          |  |          |  |
|----------|--|----------|--|
| ASTHMA   |  | DIABETES |  |
| EPILEPSY |  | ADHD     |  |
| OTHER:   |  |          |  |
|          |  |          |  |

**8. INCOME BRACKET** (Proof of income required)

(Please tick applicable block)

|                   |  |                  |  |          |  |
|-------------------|--|------------------|--|----------|--|
| LESS THAN R10 000 |  | R10 001 – 20 000 |  | R20 000+ |  |
|-------------------|--|------------------|--|----------|--|

**1. ACCEPTANCE OF LIABILITY**

- 1.1 The person/s responsible for the account (hereafter “the responsible person”) as set out in the standard Application for Admission (“the Application Form”) herewith assumes liability for the account, alternatively binds himself as co-debtor and surety for payment of all School fees to Urban Academy
- 1.2 The guardian, as described in the Application Form, binds himself as surety and co-debtor for the payment of all academy fees by the responsible person or any other payments that may arise from this agreement.

**2. TERMS OF PAYMENT**

- 2.1 It is recorded that school fees are determined at the beginning of the year and responsible persons are informed of the result in writing.
- 2.2 The responsible person shall immediately inform the school if he has not received an invoice at the start of the academic year.
- 2.3 **School fees for 11 (eleven) months are payable monthly, quarterly or yearly in advance depending on the fee payment option exercised by the responsible person in the Application Form.**
- 2.4 Payments are to reach the School’s account without any deductions or set off on or before the first day of the month, quarter or year.
- 2.5 **Enrolment fees are not refundable if the scholar leaves the school.**
- 2.6 Payment of monthly school fees is not subject to presentation of a statement. Payments are made in accordance with the applicable fees at the School.

**3. BREACH OF CONTRACT**

- 3.1 **In the event where the undersigned surety, responsible person or guardian commits a breach of contract of any of the terms of this agreement, the school may in its sole discretion:**
- 3.1.1 **Refuse the scholar entry to the School’s premises until the breach has been remedied; or**
- 3.1.2 Claim damages from the responsible person and / or the sureties and guardian
- 3.1.3 Take whatever legal steps that may be necessary.

**4. GENERAL**

This Agreement constitutes the whole Agreement between the parties relating to the subject matter hereof. No amendment or consensual cancellation of this Agreement or any provision or term thereof or of any Agreement, bill of exchange or other document issued or executed pursuant to or in terms of this Agreement and no settlement of any disputes arising under this Agreement and no extension of time, waiver or relaxation or suspension of any of the provisions or terms of this Agreement or of any Agreement, bill of exchange or other document issued pursuant to or in terms of this Agreement shall be binding unless recorded in a written document signed by the parties. Any such extension, waiver or relaxation or suspension which is so given or made shall be strictly construed as relating strictly to the matter in respect whereof it was made or given.

5. **JURISDICTION**

This Agreement is subject to South African law.

6. **CREDIT INFORMATION**

The responsible person, surety or guardian hereby consents to the disclosure and exchange of personal financial information to a credit bureau or financial institution in accordance with the Credit Act 2005.

7. **DOMICILIUM**

The parties choose as their domicilia citandi et executandi the addresses set out in the Application Form.

8. **LEGAL FEES**

In the event where the School takes legal action against the responsible person he will be liable for all legal fees on an attorney client scale, collection costs and commission, interest and tracing fees.

9. **CANCELLATION**

9.1 The responsible person undertakes to give 60 (sixty) calendar days written notice of termination of the enrolment of a scholar, failing which the liability be incurred for the full amount of the following term's fees.

9.2 The School shall be entitled to terminate the Enrolment of any scholar under the following circumstances:

9.2.1 Summarily, and with immediate effect, if the Scholar is guilty of an offence which, in the sole opinion of the School renders his continued enrolment at the School impossible, in which event the responsible person, after deduction of all amounts otherwise owing to the School, will be refunded a pro-rata proportion of any Fees already paid in advance in respect of such Scholar. **(Fees for the month in which a student is de-registered, will be payable in full. No registration fees or administration fees will be refunded.) This is also applicable to any student leaving the school.**

9.3 In the event of emigration, which is a long process, the School requires 1 (one) full term's written notice in advance.

I undertake to see that my son/daughter abides by the school's Code of Conduct and School Rules.

I undertake to pay the school fees as follows: CASH  Debit order

I certify that the above information is correct, and I accept the conditions and requirements recorded above.

Signed: \_\_\_\_\_ Father/Legal Guardian

Signed: \_\_\_\_\_ Mother/Legal Guardian

Date: \_\_\_\_\_

DECLARATION BY PARENTS/GUARDIAN

We hereby certify that the information given by us on this application is complete and accurate and agree to the conditions as set out below:

1. We accept that the school is based on Christian principles and undertake not to undermine this position.

2. We undertake to:

Ensure that the student attends school regularly and should he/she be absent for any reason, we will notify the principal, in writing, stating the reason for absence.

Pay all costs incurred for damages done or losses caused by the learner to academy/departmental property, books, equipment etc.

Ensure that the learner upholds the code of conduct and obeys the rules of the school.

Ensure that the learner takes part in all classes and Extra Murals. We will supply a medical certificate if he/she may not take part.

We agree that the Head or his/her designate may act in loco parentis in the event of any injury or accident in which the learner may be involved.

We are aware that a term's notice must be given before a pupil leaves the academy, or a full term's fees must be paid in lieu thereof. In addition to the tuition fees charged, we agree that we shall be liable to pay any increases in such fees or any special levy imposed by the school.

We accept joint and several liability to the school for the due and punctual payment of all fees, subscriptions, levies, or other amounts which may become due and payable to the school or in respect of participation or attendance in any extra-curricular activity.

We agree that, should any information given in this contract change, the onus is on us to inform the school thereof. Urban Academy will not be held liable for any wrong information supplied by ourselves nor for any information changes which we have not notified Urban Academy of.

\_\_\_\_\_  
**FATHER'S / MOTHER'S SIGNATURE**

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

\_\_\_\_\_  
**GUARDIAN'S SIGNATURE**

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

\_\_\_\_\_  
**ACCOUNT HOLDER SIGNATURE**

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

This conduct regulates formal relations among educators, learners, and parents in relevant areas of interaction- classroom, sport fields, or any other place set aside for the use of any or all of the parties. The code aligns itself to the constitution of the Republic of South Africa, Act 108 of 1996, and the South African Schools Act, 1996 (Act 84 of 1996). The Code of Conduct is also augmented by separate, specific policies as required by the South African Schools Act.

The Bill of Rights has several sections that are relevant when considering the rights of children in schools, including:

**Section 9** The right to equality before the law, and to equal protection of the law. Direct or indirect discrimination is prohibited, but with this right legitimately limited by affirmative action.

**Section 10** The right to human dignity and to be treated with dignity and respect.

**Section 12** The right to personal freedom and security. This inter alia protects people from being subjected to cruel, inhumane, or degrading treatment, or unjust punishment.

**Section 14** The right to personal privacy - provides protection from improper searches, seizure of private possessions and the violation of personal communications.

**Section 28** specifically protects the rights of children ("child" means a person under the age of 18 years). A wide range of fundamental rights are provided for, in addition to the other general rights contained in the Constitution. In particular – S28.1d every child has the right to be protected from maltreatment, neglect, abuse or degradation; We commit ourselves to the advancement of learning, personal development and responsible citizenship.

The Code of Conduct is also augmented by separate, specific policies as required by the South African Schools Act.

## **RIGHTS AND RESPONSIBILITIES OF INDEPENDENT SCHOOLS**

As an Independent school, Urban Academy is by law legally sanctioned to operate according to certain characteristics which include the following:

1. To follow our own distinctive mission (including ethos, faith or philosophy values)
2. We determine our own learner admission policy in line with the law.
3. We may choose our own curricula and exit examinations that meet the prescribed outcomes of the National Curriculum Statement.
4. We may determine our own promotion and retention policies in line with applicable policies.
5. As independent school we have the freedom to use our own professional judgement to make decisions.
6. As an Independent school, Urban Academy's standard may exceed the standards prescribed to public institutions and therefore our requirements may be more rigorous.
7. **EXCLUSIONS:**
  - **Students may be excluded from school on grounds of contravention of the rules contained in the Code of Conduct.**
  - **A breach of contract between the parent/guardian and the school on the grounds of non payment of school fees.** (*A breach of contract has the consequence that the school has no further contractual obligation to offer education to affected student*). We do however recognize that it is not the student that is in breach of contract and that it is ultimately the student affected, but the first responsibility lies with the parent/guardian not to put their child/children in this position. The school can therefore not be held responsible to continue further schooling due to parent/guardian default)



**SCHOOL RULES & PROCEDURES (refer disciplinary policy)****Page 9**

STUDENTS MUST MAKE THEMSELVES FAMILIAR WITH THESE RULES AND PROCEDURES. IGNORANCE CANNOT BE ACCEPTED AS AN EXCUSE.

PARENTS ARE EARNESTLY REQUESTED TO SUPPORT THE SCHOOL IN THE IMPLEMENTATION OF THESE RULES AND ALL OTHER MEASURES TO ENSURE THE STUDENTS' SAFETY.

**ABSENCE**

The South African Schools Act (No. 84 of 1996) clarifies expectations regarding compulsory attendance. A note from the parent must be brought and handed to the register teacher on the first day a learner returns to school after being absent. A MEDICAL CERTIFICATE must be brought after absence from examinations or other scheduled tests or assessments. Failure to do this will result in a zero mark. Being absent for 10 or more consecutive days may lead to immediate de-registration.

**BANNED ITEMS**

No learner may bring these items to the school:

- ALCOHOL,
- TOBACCO, DRUGS, VAPES, E-CIGARETTES, ETC
- WEAPONS
- PORNOGRAPHY

Contravention of this rule may lead to immediate suspension, pending expulsion. Criminal charges may also be laid in such cases. In addition, no learner identifiable as a learner of the school, whether in or out of uniform, should use these substances off the premises.

Learners, who need to take medication during the school day, and therefore have such substances in their possession while on school property, should inform the Principal or Deputy Principal of this.

**APPOINTMENTS DURING SCHOOL HOURS**

Parents are requested to avoid making appointments which will necessitate their child's missing school.

Very few learners can afford to miss lessons. Learners who miss continuous assessments activities or tests will be given nil (0).

If such an absence is ABSOLUTELY UNAVOIDABLE, please send a note of excuse to the principal at least 24 hours IN ADVANCE.

**BULLYING/ OTHER THREATS:**

No student may be party to threats or intimidation of any kind against the school or any other parties. Involvement in such activities may result in immediate suspension, and/or expulsion. Criminal charges may also be laid.

**CELLULAR TELEPHONES & EARPHONES**

Cellular phones and/or earphones may not be visible or used during school hours. This includes the sending and receiving of SMS/text messages. Cell phones must be switched off at all other times. If this rule is broken, the cell phone will be confiscated. The phone will be kept for one week before a student may get it back. Parents are requested not to try to contact their children during class time. In compliance with DOE rules, learners may not have a cell phone on their person when writing a test or an examination. They may not be used as a calculator. All cell phones must be handed in to the invigilator before the start of the test or examination. Any attempt to use a cell phone during a test or examination will be construed as dishonesty and will be treated as such. (See CHEATING below) The school will not be held liable of theft of cell phones.

## **CHEATING**

**Page 10**

Any learner found cheating in a test or examination will have their paper removed forthwith by the invigilator. They will receive nil (0) for that examination and could face further disciplinary action which will include not being resulted.

## **CHEWING**

Chewing gum is NOT allowed inside the school grounds.

## **DEFACING/DAMAGING PROPERTY**

The willful defacing or damaging of property belonging to the school or to any other person will not be tolerated.

## **HAIR**

### **Girls**

- Hair touching the lower edge of the collar must be tied up, irrespective of whether it is loose, plaited or braided. Hair must be neat, combed/brushed and not hang in front of the eyes. Hair accessories must be plain black, dark brown or maroon.
- Girls may not alter the colour of their hair in any way. No streaks/highlights are allowed.
- Hair must be clean and free of products which obviously alter the appearance of their hair e.g. gel. No unusual, attention-attracting, exotic or fashion hairstyles (e.g., spikes, dreadlocks) or shaving of the head is permissible.

### **Boys**

- Must always ensure that their hair is short, clean, and neat – NO hair style that would attract undue attention, e.g. NO braids, extensions, plats or “pointed” hair styles are allowed. No hair art.
- Ensure that any facial hair is always kept clean-shaven – NO moustache, beard, or sideburns past the middle of the ears allowed.

**TATTOOS:** May not be visible.

## **JEWELLERY**

### **Girls**

- No jewellery, only a plain, traditional-type watch.
- For pierced ears, ONLY small plain metal sleepers or studs are allowed.
- Only one pair may be worn - one earring in the lower part of the lobe (and lowest pierced hole) of each ear.
- NB: No other visible piercing is allowed (e.g., labret, tongue, and nose). Covering a piercing with a plaster, or using a bristle to keep the hole open, is also not allowed.

### **Boys:**

- No jewellery other than a wristwatch is allowed.

## **LANGUAGE**

Swearing, derogatory and abusive language of any sort will not be tolerated within the school, the grounds, on educational outings, at sports functions or at any other time or place where Students can be recognized as learners of Urban Academy.

## **NAILS**

No false nails, color nail polish, French manicure or henna is permitted. Boys and girls must keep their nails short and clean.

**UNIFORM**

The wearing of a school tie is compulsory throughout the year. All learners are required to wear the appropriate summer / winter school uniform at school.

Uniforms, as prescribed, are to be worn by all learners. Students are expected to be neat and tidy at all times. Pride in uniform and appearance reflects an overall respect for oneself and the school. Inappropriate or indiscreet behavior will be viewed as a lack thereof. Where the wearing of the incorrect uniform items is unavoidable, students must obtain the permission of the HOD until the problem has been rectified. This permission will only be granted at the written request of a parent unless, due to unforeseen circumstances, this is not possible. School uniform is required for all school outings, unless permission to the contrary has been granted by the Principal or Deputy Principal.

| <b>Summer</b> (January, February, March, April, October, November and December)   |   |
|---|---|
| <b>Girls Grade 7 - 12</b>   | <b>Boys Grade 7 - 12</b>  |
| Grey skirt  | Long grey school pants (Grade 7 may wear shorts) no skinny or tailored pants  |
| Short sleeve white Shirts (tie collar)  | Short sleeve white Shirts (tie collar)  |
| White socks   | Long grey socks   |
| School tie (compulsory)   | School tie (compulsory)   |
| Black school shoes  | Black school shoes  |
| Jersey / pull over – official school jersey/pullover  | Jersey / pull over – official school jersey/pullover  |
| Blazers - <b>COMPULSARY</b>   | Blazers - <b>COMPULSARY</b>   |
|   | Brown / black belt  |
| <b>Matric-</b> white school pull over and plain maroon tie  | <b>Matric-</b> white school pull over and plain maroon tie  |
| <b>Grade R to 3: Maroon school skirt and white official school golf shirt, white socks and white tekkies. - COMPULSORY</b>            | <b>Grade R to 3: Maroon school short and white official school golf shirt, white socks and white tekkies. - COMPULSORY</b>            |
| <b>Grade 4 – 6: Maroon school skirt and white official school golf shirt, white socks and white tekkies. - Phasing in during 2019</b> | <b>Grade 4 – 6: Maroon school short and white official school golf shirt, white socks and white tekkies. - Phasing in during 2019</b> |

| <b>Winter</b> (May, June, July, August, and September) |  |
|--|--|
| <b>Girls Grade 7 - 12</b>                              | <b>Boys Grade 7 -12</b>                              |
| Grey skirt / Long grey boys school pants               | Long grey school pants – no skinny or tailored pants |

|   |   |
|---|---|
| Long sleeve white Shirts (tie collar)   | Long sleeve white Shirts (tie collar)   |
| Long grey socks   | Long grey socks   |
| School tie - <b>COMPULSORY</b>  | School tie – <b>COMPULSORY</b>  |
| Black school shoes  | Black school shoes  |
| Jersey / pull over – official school jersey/pullover                          | Jersey / pull over – official school jersey/pullover                          |
| Blazer - <b>COMPULSORY</b>  | Blazer - <b>COMPULSORY</b>  |
|   | Brown / black belt  |
| <b>Matric</b> - white school pull over and plain maroon tie                   | <b>Matric</b> - white school pull over and plain maroon tie                   |
| <b>Foundation phase – as summer with school track suit - COMPULSORY</b>       | <b>Foundation phase – as summer with school track suit - COMPULSORY</b>       |
| <b>Grade 4 – 6– as summer with school track suit - Phasing in during 2019</b> | <b>Grade 4 – 6– as summer with school track suit - Phasing in during 2019</b> |

## **SPORTSWEAR**

Only soccer sportswear available –

## **VALUABLES**

Students are discouraged from bringing large sums of money or anything valuable to school. Where this is unavoidable, such items must be handed in to the office for safekeeping. The school will not take responsibility for the loss of valuable articles or money.

Foundation Phase may not bring any toys from home.

## **VISITORS**

Visitors are to be greeted politely and assisted where necessary.

## **DISCIPLINE**

All transgression of the code of conduct will be dealt with in accordance with the disciplinary procedures. The various infringements set out in the Code are not intended to be an exhaustive or full list of possible infringements or misconduct by learners, but are rather to be interpreted as indications of the broad types and severity of offences by learners and the appropriate sanctions if the learner is found to be guilty by the School.

## **LEVELS OF MISCONDUCT AND APPLICABLE DISCIPLINARY ACTIONS**

### **Level 1 –**

- 1.1 Late for class/ school/ extra murals/registration.
- 1.2 Absent from class without teacher's permission or bunking a lesson
- 1.3 Homework not done/incomplete.

- 1.4 Task/activity not submitted on the due date.
- 1.5 School work/ equipment/ diaries/ books not at school.
- 1.6 Working on another subject in a class without permission.
- 1.7 Reply slips/letters not returned.
- 1.8 Appearance/ rules for neatness/ dress not adhered to.
- 1.9 Use or misuse of cellular phone/earphones/other electronic devices without permission.
- 1.10 Allowing an individual to use one's book to copy work.
- 1.11 Littering/ not cleaning up after you.
- 1.12 Extra-mural activity: non-attendance at practices and matches (without a valid excuse to teachers/coach).

**Level 2 -**

- 2.1 Continuous repetition of level 1 misconduct
- 2.2 Swearing/ use of profane language.
- 2.3 Copying of homework from another.
- 2.4 Hiding possessions.
- 2.5 Willful disobedience
- 2.6 Disruptive behavior.
- 2.7 Not following the sign-out procedure.
- 2.8 Disregarding test/examination procedures.
- 2.9 Inappropriate communication via social media (minor level - as deemed by staff)

**Level 3 –**

- 3.1 Repetition of level 2 misconduct
- 3.2 Plagiarism.
- 3.3 Verbal abuse of a fellow pupil.
- 3.4 Truancy/ bunking school (absence without proper permission from parents).
- 3.5 Non-attendance of match/performance.
- 3.6 Inappropriate communication via social media (moderate level - as deemed by staff))
- 3.7 Bringing the school into disrepute, whether directly or through social media

**Level 4 –**

- 4.1 Repetition of level 3 misconduct

- 4.2 Tarnishing school image.
- 4.3 Dishonesty in a test/exam (copying someone else, having notes etc. or allowing someone to copy your work).
- 4.4 Fighting or violent behavior.
- 4.5 Vandalism/ damage to property/possession of other pupils' property.
- 4.6 Possession of pornographic material.
- 4.7 Smoking/ possession of/in the company of/ vaping/ e-cigarettes/ smoking or vaping paraphernalia.
- 4.8 Misconduct on any school outing/ excursion/ trip/ tour.
- 4.9 Non-attendance of detention.
- 4.10 Falsifying signature or writing a false letter on behalf of someone else (forgery).
- 4.11 Ongoing disruptive behavior in the classroom/disrupting the school's educational programme.
- 4.12 Inappropriate communication via social electronic media (severe level - as deemed by staff))

**Level 5 –**

- 5.1 Repetition of level 4 misconduct
- 5.2 Discrimination.
- 5.3 Threatening to assault/intimidate a fellow pupil or teacher, verbal abuse of a fellow pupil or teacher, whether directly or through social media.
- 5.4 Inappropriate sexual behavior and/or sexual harassment.
- 5.5 Hate speech: this refers to speech intended to degrade, intimidate, or incite violence or prejudicial action against a person or group of people, whether directly or through social media.
- 5.6 Possession of illegal substances; dealing/selling/ pushing/consumption/being under the influence of such substances at school, on school outings, extracurricular outings or in school uniform.
- 5.7 Theft.
- 5.8 Improper suggestions of a sexual nature; sexual harassment of teacher/pupil, whether directly or through social media.
- 5.9 Threatening/assaulting/intimidating a fellow pupil; bullying.
- 5.10 Criminal offence.
- 5.11 Possession of any dangerous weapons e.g., knife at school/on school outing.

|         |  |
|---------|--|
| LEVEL 1 | Addressed by Class/subject Educator in accordance with Urban Academy’s disciplinary policy   |
| LEVEL 2 | Addressed by Class/subject Educator in accordance with Urban Academy’s disciplinary policy. (Contact with parent via text/phone call, etc.)    |
| LEVEL 3 | Addressed in accordance with Urban Academy’s disciplinary policy. Referring to HOD’s/Heads of discipline/warning letters/Detention etc.        |
| LEVEL 4 | Addressed in accordance with Urban Academy’s disciplinary policy. (Heads of discipline/ Deputy Principals, Final written warnings, Suspension) |
| LEVEL 5 | Addressed in accordance with Urban Academy’s disciplinary policy. (Principal, immediate suspension/ de registration)                           |

It is the prerogative of the School Management to – at any given time – refuse entrance into the school to anyone guilty of any offence as per this code of conduct. Decisions will always be fair and the effect on all parties will be considered. It is the aim of Urban Academy and its staff to create a safe environment for all so as to maximize the educational opportunities offered to all students. Any level 4 to 5 transgressions could lead to immediate suspension and further disciplinary processes.

Any student suspect of being under the influence of an illegal substance will be tested on the school premises- after contacting the parents. If parents decide not to give permission, the school will request immediate testing by a medical practitioner/Sanca. The student may not return to school without the results of the testing being presented and accepted by the school. A student with positive test results will not be allowed back in school. Further action/remedies will be discussed with parents.

**WORK ETHICS**

Parents and students must take note that noncompliance with the school rules may lead to de- merits. Not doing homework or not handing in work (assignments etc.) on the due date will result in receiving de- merits.

**STUDENTS NEED TO QUALIFY TO WRITE EXAMINATIONS. IF A STUDENT DO NOT MEET THE CUT OFF MINIMUM MERITS, HE SHE WILL NOT BE ALLOWED TO WRITE EXAMINATION.**

**The direct result of this will be that he/she already fails the year. STUDENTS REACHING THIS POINT WILL BE DEREGISTERED. ALL SCHOOL FEES PAID WILL BE FORFEITED.**

**We urgently request all parents to assist us in monitoring their children when at home and see to it that they put the required amount of effort into their schoolwork.**

**Notice will be given to parents regarding their child/children’s progress.**

## SCHOOL FEE STRUCTURE 2022

|                  |          |                                  |
|------------------|----------|----------------------------------|
| Application fee  | R300-00  | Nonrefundable                    |
| Registration fee | R1300-00 | Application fee will be deducted |

|            |  |                 |                |                |                            |
|------------|--|-----------------|----------------|----------------|----------------------------|
|            | 10% discount if paid in full in January                    |                 |                |                |                            |
|            | 8% discount if paid in two installments (January/June)     |                 |                |                |                            |
|            | 6% discount if paid in four installments (Jan/Apt/Jul/Oct) |                 |                |                |                            |
|            |  |                 |                |                |                            |
|            | <b>ANNUAL FEE</b>  | <b>less 10%</b> | <b>less 8%</b> | <b>less 6%</b> | <b>monthly (11 months)</b> |
| GRADE R    | R13 893  | R12 503         | R12 781.00     | R13 059        | R1 263                     |
| GRADE 1-7  | R16 865  | R15 178         | R15 518        | R15 853        | R1 533                     |
| GRADE 8-12 | R23 166  | R20 849         | R21 312        | R21 776        | R2 106                     |

- Application fee of R300-00 to be paid when submitting application.
- Acceptance of application – a Registration fee of R1000-00 to be paid – (can be paid in 3 instalments – last payment not later than 31 October)
- As we do not have unlimited space, we recommend that applications are done as early as possible to ensure acceptance.
- If no registration fee is paid by 31 October, you will forfeit your application fee as well as space for 2022.
- Discounts for advance payments and siblings- please enquire at Finance office.

### SCHOOL FEES ACCOUNT SURVIVAL KIT:

For safety, please pay fees into the school's bank account:

STANDARD BANK ACC NO: 283121858 WALMER BRANCH: 024310

REF: STUDENT NUMBER OR NAME AND SURNAME OF STUDENT

Please note, it is compulsory for every Urbanite to have a student card. Without a student card a student will not have access to the school. Student cards are handed out in our student finance office. Access is done every month, thus kindly ensure that your school fees are paid up to date.

Fees are payable in advance on the 1<sup>st</sup> of every month. Payment needs to be made at the latest on the 5<sup>th</sup> of the month. Annual payments run from 1 January to 1 November.

Discount is available on advance payments:

- 10% off annual fees, if paid in full once-off (January)
- 8% off on annual fees, if paid in two instalments (January & June)
- 6% off on annual fees, if paid in four instalments (January, April, July & October)

Discount will apply for more than one sibling from the same parents.

Kindly contact the accounts office for any further information:

041 585 0881 / [debtors@urbanacademy.co.za](mailto:debtors@urbanacademy.co.za)

**CF CRONJE**





## AGREEMENT UA 89

I, ..... (parent of) .....

Grade ..... , hereby confirm that I have read the contents of this Code of Conduct, and that I have discussed the contents thereof with my child. We are completely aware of the consequences of noncompliance.

### **SCHOOL FEES**

Falling behind in the payment of school fees, constitutes a breach of contract – in which case the school will take the required steps to rectify the situation (which may include the refusal to allow the student back on the premises.) It is the parent's responsibility to see to the payment of school fees. The exclusion of a student from classes will be a direct result of the parent failing to meet their responsibility.

. I request the school to keep me informed regarding my child's progress. For this reason, I supply the following contact details and agree to inform the school should any of this detail change.

NAME OF PARENTS: .....

TELEPHONE NUMBER: (FATHER).....

(MOTHER).....

ALTERNATIVE (1) .....

ALTERNATIVE (2) .....

e-mail.....

Home address: .....

.....

Signed: (Parent) .....

(Student).....

**DATE:** .....