



# WATERFALL COLLEGE

## **APPLICATION FORM – GRADE 8 - 12**

A Registration fee must accompany this application – R350

A once-off Enrolment Fee of must be paid to secure your child's place at the school – R3 900

| FOR OFFICE USE            |  |                                     |  |
|---------------------------|--|-------------------------------------|--|
| Birth certificate copy    |  | Registration fee paid               |  |
| Two latest school reports |  | Enrolment fee paid                  |  |
| Father's ID copy          |  | Previous school fee account checked |  |
| Mother's ID copy          |  |                                     |  |

### **1. Student's Personal Information**

|   |  |
|---|--|
| Last Name:  |  |
| Full First Names:   |  |
| Preferred First Name:   |  |
| Gender:   |  |
| ID/Passport Number:   |  |
| Date of Birth:  |  |
| Religion:   |  |
| Population Group:   |  |
| Home Language:  |  |
| Other Home Language:  |  |
| Date of Entry:  |  |
| Grade of Entry:   |  |
| Name and Grade of siblings at Waterfall Pre-Primary/Preparatory/Senior (Name & Grade) |  |
| Residential Address during Term:  |  |

### **2. Main Contact Information**

|                              |          |
|------------------------------|----------|
| Name:                        |          |
| Email Address:               |          |
| Cell Phone Number:           |          |
| Receive SMS:                 | YES   NO |
| Student's Cell Phone Number: |          |

### 3. Medical Information

|                                    |  |
|------------------------------------|--|
| Child's Allergies:                 |  |
| Medical Notes:                     |  |
| Medical Aid Scheme:                |  |
| Medical Aid Principal Member:      |  |
| Medical Aid Principal Member's ID: |  |
| Medical Aid Number:                |  |
| Preferred Doctor:                  |  |
| Doctor's Telephone Number:         |  |
| Doctor's Address:                  |  |

### 4. Medical Consent

In a critical situation, Waterfall College reserves the right to utilize the quickest medical service available.

I, \_\_\_\_\_ being the parent / legal guardian  
of \_\_\_\_\_ hereby agree that  
emergency medical treatment may be provided as may be deemed necessary.

\_\_\_\_\_  
*Signature of parent / legal guardian*

### 5. Previous Schooling

|                              |          |
|------------------------------|----------|
| First Registration in KZN:   | YES   NO |
| Previous School:             |          |
| Province of Previous School: |          |
| Country of Previous School:  |          |
| Academic Achievements:       |          |
| Non-Academic Achievements:   |          |

### 6. Nationality and Permit Information

|                           |          |
|---------------------------|----------|
| Nationality:              |          |
| Study Permit Required:    | YES   NO |
| Study Permit Information: |          |

### 7. First Parent Information

|                            |          |
|----------------------------|----------|
| ID Number:                 |          |
| Last Name:                 |          |
| Preferred First Name:      |          |
| First Full Names:          |          |
| Title:                     |          |
| Initials:                  |          |
| Gender:                    |          |
| Date of Birth:             |          |
| Occupation:                |          |
| Employer:                  |          |
| Work Address:              |          |
| Work Telephone Number:     |          |
| Home Telephone Number:     |          |
| Cell Number:               |          |
| Receive SMS notifications: | YES   NO |
| Email Address:             |          |
| Residential Address:       |          |
| Postal Address:            |          |
| Report Required:           | YES   NO |

### 8. Second Parent Information

|                            |          |
|----------------------------|----------|
| ID Number:                 |          |
| Last Name:                 |          |
| Preferred First Name:      |          |
| First Full Names:          |          |
| Title:                     |          |
| Initials:                  |          |
| Gender:                    |          |
| Date of Birth:             |          |
| Occupation:                |          |
| Employer:                  |          |
| Work Address:              |          |
| Work Telephone Number:     |          |
| Home Telephone Number:     |          |
| Cell Number:               |          |
| Receive SMS Notifications: | YES   NO |
| Email Address:             |          |
| Residential Address:       |          |
| Postal Address:            |          |
| Report Required:           | YES   NO |

### 9. Emergency Contact

|                         |  |
|-------------------------|--|
| Emergency Contact Name: |  |
| Contact Number:         |  |
| Relationship:           |  |
| Email Address:          |  |

### 10. Details for Delivery of Account

|          |  |
|----------|--|
| Name 1:  |  |
| Email 1: |  |
|          |  |
| Name 2:  |  |
| Email 2: |  |

# **CONTRACT BETWEEN WATERFALL COLLEGE AND PARENT/S OR GUARDIAN/S**

## **SECTION 1 - PARENT / GUARDIAN DECLARATION AND CONTRACT OF ENROLMENT**

### **GENERAL INDEMNITY.**

Full Name - First Parent/Guardian \_\_\_\_\_

Full Name - Second Parent/Guardian \_\_\_\_\_

Full Name – Scholar \_\_\_\_\_

I/We declare that the above are the parent/s or legal guardian/s of the Scholar (referred to in this contract as the Child) and are the persons who are signing responsibility for this contract. The rights and obligations contained in this Contract are binding on every person who signs this Contract and must be carried out in order for the Child to be successfully enrolled and retained at Waterfall College.

### **IMPORTANT NOTICE**

By signing or initialling or otherwise entering into this Contract you agree to the terms and conditions contained in this document as well as any terms and conditions contained in the Policies of Waterfall College, which form part of this Contract. If there is any provision in this Contract that you do not fully understand, please ask for an explanation before signing.

This Contract contains clauses which

1. may limit the risk or liability of Waterfall College or a third party; and/or
2. may create risk or liability for you; and/or
3. may require you to indemnify Waterfall College or a third party; and/or
4. serve as an acknowledgement, by you, of a fact.

Your attention is drawn to these clauses because they are important and should be carefully noted. The rights you have in this contract are in addition to and do not affect the statutory rights and remedies you have under consumer protection law. In the event of conflict between this contract and consumer protection law, your statutory consumer protection rights will prevail. Nothing in this document is intended to or must be understood to unlawfully restrict, limit or avoid any rights or obligations created for you or Waterfall College in terms of the Consumer Protection Act.

## **SECTION 2 - GENERAL OBLIGATIONS OF WATERFALL COLLEGE**

- 2.1 The admission and enrolment of learners to Waterfall College is at the discretion of the Principal who may refuse a learner's admission to Waterfall College without giving reasons therefore and may grant temporary or provisional enrolment to Waterfall College subject to such further terms and conditions which the Principal may impose. The Principal may, at his/her sole discretion, cancel enrolment in accordance with the Rules.
- 2.2 For the sake of clarity, this Agreement regulates the enrolment and admission of your Child to Waterfall College and also regulates the relationship between Waterfall College, your Child, yourself and/or a Third Party once your Child is admitted and enrolled with Waterfall College. Subject to clause 2.1, nothing in this Agreement should be interpreted as a representation or warranty made by Waterfall College that your Child will be admitted to and enrolled with Waterfall College.
- 2.3 While your Child remains a pupil of Waterfall College, we undertake to exercise reasonable skill and care in respect of his or her education and welfare. This obligation will apply during school hours and at other times when your Child is permitted to be on School premises or is participating in activities organised by Waterfall College.
- 2.4 We shall monitor your Child's progress at Waterfall College and produce regular written reports. We will advise you if we have any concern about your Child's progress, but we do not undertake to diagnose any learning disability or other condition a formal assessment can be arranged either by you or by Waterfall College at your expense.
- 2.5 The parties take cognisance of the limitations of Waterfall College's physical environment, facilities and resources which limit its ability to provide high quality education to children with special educational needs (whether due to neurological barriers, hearing impairments, visual barriers, physical barriers, behavioural or emotional barriers or any other medically assessed special need). To the extent that, in the reasonable opinion of the Principal, Waterfall College cannot, or can no longer, provide adequately for your Child's special educational needs, Waterfall College may not offer enrolment with Waterfall College or may cancel this contract in terms of clause 12.

**Initials:**

**SECTION 3 - DISCLAIMERS**

- 3.1 You acknowledge that Waterfall College does not take any responsibility for any theft or loss of, or damage or destruction to any property of whatever nature (including School clothing, sporting equipment, books, or any other personal possessions) brought on to Waterfall College premises by your Child, unless Waterfall College or its staff are in physical possession of that property and damage occurs to that property either because –
  - 3.1.1 Waterfall College or its staff treated the property as their own; or
  - 3.1.2 Waterfall College or its staff did not exercise the degree of care, diligence and skill that can reasonably be expected of a person responsible for managing property belonging to another person, when handling, safeguarding or using the property
- 3.2 Unless you expressly notify us in writing to the contrary, you consent to your Child participating, under proper supervision, both in and outside Waterfall College, in sports and other activities (including contact sports) which may entail some risk of physical injury, as well to your Child travelling to and participating in School activities and programmes outside Waterfall College. Subject to Waterfall College taking reasonable care to avoid harm and save for any gross negligence on the part of Waterfall College, its employees or agents, Waterfall College is not responsible for loss or damage resulting from such sports, activities or programmes and you indemnify Waterfall College against any claims in that regard.

**SECTION 4 - PARENTS' GENERAL OBLIGATIONS**

- 4.1 You will inform Waterfall College in writing, prior to admission and enrolment, of any special educational needs of your Child known to you, of the kind referred to in clause 2.5.
- 4.2 In order to fulfil our obligations, we need your co-operation. Without detracting from any specific obligations contained in this contract, you are required to fulfil your own obligations under these terms and conditions; encourage your Child in his or her studies, and give appropriate support at home, keep Waterfall College informed of matters which affect your Child, maintain a courteous and constructive relationship with School staff and attend meetings and otherwise keep in touch with Waterfall College where your Child's interests require you to do so.
- 4.3 The Principal may in his or her discretion require you to remove or may suspend or expel your Child if your behaviour is in the reasonable opinion of the Principal so unreasonable as to affect or likely affect the progress of your Child or another child (or other children) at Waterfall College or the well-being of Waterfall College staff or to bring Waterfall College into disrepute.
- 4.4 The Principal may, at his/her discretion, require you to remove or may suspend or expel your Child from Waterfall College, if he/she considers that your Child's attendance, progress or behaviour (including behaviour outside school) is seriously unsatisfactory and in the reasonable opinion of the Principal the Child's removal is in Waterfall College's best interests or those of your Child, other children or the wider School community. In this case, you will be asked to remove your Child either immediately and without notice, or at a specified date that is shorter than full term, with or without notice in any form, as is reasonable under the circumstances. Waterfall College will not be required to give you a full term's written notice under these circumstances. Should the Principal exercise this right, your deposit will be forfeited. However, any prepaid fees will be refunded to you.
- 4.5 Waterfall College rules set out examples of offences likely to be punishable by suspension or expulsion. These examples are not a closed list and a child may be expelled or suspended for offences which are not included in these examples. In particular, the Principal may decide that suspension or expulsion for a lesser offence is justified where there has been previous misbehaviour by the child or the circumstances of the case otherwise justify such action.

**SECTION 5 - REGISTRATION FEE AND ENROLMENT FEE**

- 5.1 A non-refundable Registration Fee is payable on submission of this application.
- 5.2 An offer of a place for a Student at Waterfall College is accepted by you signing this contract and paying the Enrolment fee.
- 5.3 If, subsequent to entering into this contract, your Child does not take up a place at Waterfall College (save for by reason of death or long term hospitalisation) you will not be refunded the Registration or Enrolment Fee

|                  |
|------------------|
| <i>Initials:</i> |
|------------------|

**SECTION 6 - PAYMENT OF FEES**

- 6.1 You have absolute responsibility for the payment of any Fees applicable to your Child attending Waterfall College. You also acknowledge that Waterfall College Fees are payable in advance on the first day of term and that facilities exist for monthly payments. If you are unclear about any of your financial obligations, Waterfall College will on request provide a written explanation. Any Fee or other moneys owing by you to Waterfall College not paid on or before the due date may bear interest at the maximum rate of interest for incidental credit prescribed from time to time in terms of the National Credit Act, 2005 ("NCA"), or at such lesser rate as Waterfall College determines from time to time in its sole discretion. Interest not paid to Waterfall College by the last day of the month in respect of which such interest accrues will bear further interest at the same rate. In addition to interest Waterfall College will be entitled to recover from you default administration costs and collection costs, as contemplated in the NCA, including legal costs on the attorney and client scale and collection commission to the extent permitted by the NCA.
- 6.2 Interest at 2% above prime will be payable on overdue accounts and should your account be referred to an attorney for collection, you will be liable for default administration costs and collection costs including legal costs on the attorney and client scale and collection commission to the extent permitted by the NCA.
- 6.3 In the event of the Third Party taking responsibility for the payment of the Fees, you by your signature hereto, hereby bind yourself jointly and severally in your personal capacity as surety and co-principal debtor with the Third Party for payment to Waterfall College of any amounts which are owing and may at any time become owing to Waterfall College by the Third Party.
- 6.4 You also acknowledge that if any instalment on account of a fee which is payable is not paid on the due date, the whole balance of the fee outstanding will immediately become due and payable by you. No indulgence or grant of time by Waterfall College will constitute a waiver of its rights under this contract or otherwise
- 6.5 You agree that fees paid in advance will be deposited by Waterfall College and held in accordance with the Consumer Protection Act, but that Waterfall College will be entitled to treat the interest generated from such funds as income.
- 6.6 School fees will be reviewed each year and shall be made available to you before the beginning of term 4, giving you one school term's notice of any increase in the fees. You have a right to cancel this contract without penalty should Waterfall College fees increase to an amount which you no longer wish to pay, provided that you give Waterfall College one term's written notice.

**SECTION 7 - PROTECTION OF PERSONAL INFORMATION**

- 7.1 By entering into this contract, and unless you at any time instruct Waterfall College expressly and in writing to the contrary, your consent is given for Waterfall College to
  - 7.1.1 collect, store and process credit information about you and any Third Party or divorced or separated Parent responsible for payment of any or all amounts comprised in the Fees
  - 7.1.2 collect, store and process names, contact details and information relating to yourself and your Child, and to such information being made available to other parents/guardians, staff or responsible persons engaged or authorised by Waterfall College for Waterfall College-related purposes to the extent required for the purpose of managing relationships between Waterfall College, parents/guardians, and current learners as well as providing references and communicating with the body of former learners
  - 7.1.3 include photographs, with or without name, of your Child in Waterfall College publications, or in press releases to celebrate Waterfall College's or your Child's activities, achievements or successes
  - 7.1.4 supply information and a reference in respect of your Child to any educational institution which you propose your Child may attend. We will take care to ensure that all information that is supplied relating to your Child is accurate and any opinion given on his/her ability, aptitude and character is fair. However, Waterfall College cannot be liable for any loss you or your Child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us and
  - 7.1.5 inform any other school or educational institution to which you propose to send your Child of outstanding fees
  - 7.1.6 contact previous schools with whom you have had a contract and request information concerning payment of the school fee account

*Initials:*

7.1.7 Waterfall College may carry out a formal credit check on those responsible for payment of school fees

7.2 Waterfall College may not distribute or otherwise publish any of your personal information in its possession to persons outside of school activities, unless you give your consent, in writing, to Waterfall College that it may do so. Should this be the case, Waterfall College may only distribute or otherwise publish the information specified in your consent to the people and for the purpose stated in your written consent.

7.3 The provisions of this Clause 7 shall survive the termination of this contract.

#### **SECTION 8 - GENERAL**

8.1 You choose the residential address by each parent under the declaration on page 12 as your chosen legal address/es for the service of all notices and legal processes and the postal and email addresses for all other communications by Waterfall College to you.

8.2 You confirm that all the particulars that you may furnish or that you have furnished to Waterfall College on this contract or otherwise from time to time are or will be, to the best of your knowledge and belief, full, true and accurate.

8.3 You undertake to advise Waterfall College in writing of any changes to the details included in this contract.

8.4 You accept that Waterfall College is based on Christian principles and undertake that this will not be undermined.

8.5 You agree to ensure that your child is fetched timeously at the end of the school day. You acknowledge that you are responsible for your Child, whether on the property of Waterfall College or not, after the notified finishing times of any school activity/event/function.

#### **SECTION 9 - JURISDICTION AND GOVERNING LAW**

The contract between you and Waterfall College is governed by South African law. You agree that Waterfall College, at its option but without being so obliged, will be entitled to institute any legal proceedings for the recovery of any monies owing by you as a liquidated debt or debts to Waterfall College in any magistrate's court having jurisdiction, in terms of sections 45 and 28 of the Magistrates' Courts Act, notwithstanding and as an exception to the agreement regarding the submission of disputes to alternative dispute resolution.

#### **SECTION 10 - VARIATIONS**

We reserve the right to change or add to these terms and conditions from time to time for legal, safety or other substantive reasons or in order to assist in the proper delivery of education at Waterfall College. Waterfall College will give you at least a term's notice of any such modifications.

#### **SECTION 11- PARTIAL INVALIDITY**

Each term and condition contained in this agreement is separate from the other terms and conditions in the sense that if any one of such is determined to be illegal and unenforceable, it will simply be disregarded and of no force and effect, but the agreement will otherwise remain valid.

#### **SECTION 12 - TERMINATION AND CANCELLATION**

12.1 You have the right to cancel this contract at any time, for any reason, provided you give a full term's notice, in writing, of this intention before the withdrawal of the child from Waterfall College.

12.2 Waterfall College has a right to cancel this contract at any time, for any reason, provided that it gives you a full term's notice, in writing, of its decision to terminate this contract. At the end of the term in question, you will be required to withdraw the child from Waterfall College.

12.3 This is without prejudice to Waterfall College's other remedies, Waterfall College may cancel this contract immediately and has no obligation to return any prepaid fee to you if you are in material breach of any of your obligations and have not (in the case of a breach which is capable of remedy) remedied the material breach within 20 (twenty) business days or a notice from Waterfall College requiring you to remedy the breach, and in addition it may claim payment of all monies then owing and damages equal to one term's fees (as calculated at the time of cancellation) taking into account the nature of the services, capacity planning and reasonable potential to fill the vacancy.

**Initials:**

- 12.4 For purposes of this contract, a material breach is considered to exist where you or your Child (as the case may be)
  - 12.4.1 fails to uphold the Policies of Waterfall College
  - 12.4.2 fails to pay any Fees when due
  - 12.4.3 fails to fulfill any legal requirement necessary for your Child to attend Waterfall College or
  - 12.4.4 acts in such a way that you or the Child become seriously and unreasonably uncooperative with Waterfall College and in the opinion of the Principal, you or your Child's behaviour negatively affects your Child's or other children's progress at Waterfall College, the well-being of Waterfall College staff, or brings Waterfall College into disrepute.

**It is a condition of attendance at Waterfall College that you sign in the space provided below and initial each page. Waterfall College may at its discretion consider this declaration and contract to be null and void if this document is altered in any way. This contract must be signed by BOTH parents.**

**DECLARATION**

*I/we, the parent/guardians of \_\_\_\_\_ , do hereby declare that I/we have read and understood this Contract, including the school fees payable and policies of Waterfall College. The address/es below are my/our chosen legal address in terms of section 8.1 above.*

\_\_\_\_\_  
**Signed: Father/Guardian**

\_\_\_\_\_  
**Signed: Mother/Guardian**

**Father - Street address**

**Mother - Street address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date** \_\_\_\_\_

**Date** \_\_\_\_\_

**On behalf of Waterfall College NPC:**

\_\_\_\_\_  
**Mrs J van der Merwe**  
**Principal**  
**Waterfall College - Senior School**  
**111 Ngwele Road**  
**Hillcrest, 3610**

**Date** \_\_\_\_\_



**ANNEXURE 1**

**SCHOOL FEE POLICY**

**Amounts payable**

1. School fees – payable monthly, quarterly or annually
2. Registration fee – once off payment payable on submission of application forms
3. Enrolment fee – a non-refundable development levy, payable by all students on admission
4. Grade 12 IEB exam fee is include with grade 12 school fees
5. Grade 10 – 12 Consumer Studies fee for costs of practical lessons
6. IT Levy for data and IT support charges
7. Insurance Levy for Personal Accident insurance and Netcare ambulance service

**Terms and discounts**

1. Stationery and text books must be purchased before the school year commences.
2. Monthly fees are due by the first day of the month, quarterly fees by the fifteenth (15<sup>th</sup>) day of the month
3. Fees are to be paid by EFT or Stop Order. Cheque and cash payment are not accepted for security reasons.
4. Fees for grades 8-11 are paid over 11 months (1 February to 1 December)
5. Fees for grade 12 are paid over 10 months (1 February to 1 November)
6. One term’s written notice is required if a student is leaving the school. If this written notice is not given, one term’s fees (25% of the annual fee) in lieu of notice is required to be paid.
7. A 5% rebate on the school fees portion of fees is available if paid by 15 January
8. A 10% sibling discount on the school fee portion of fees for a younger sibling attending Waterfall College Senior School and must be requested from the Business Manager in writing. Such requests cannot be backdated.

**Overdue fees**

If any instalment on account of a fee is not paid on the due date, the whole balance of the outstanding fee will immediately become due and payable.

The following process is the process followed for overdue fees

1. Parents/Guardians whose fees are not paid within 7 days of due date will receive a minimum of two notifications by SMS, Email, phone call or direct conversation to remind them about payment/s.
2. Where fees are not settled within one month of due date, parents/guardians will receive an SMS, Email or phone call advising that a confidential letter addressed to the parents/guardian is being sent home with the student. The letter will state that the student may not return to school until the account is paid in full.
3. A letter may be sent to parents at the end of a school term, stating that the student will not be permitted to return to school the following term until the outstanding account is paid in full.

**Special Financial Circumstances**

Before fees become overdue, parents with special financial circumstances may notify the Business Manager in writing and must provide the following:

1. A detailed explanation of the circumstances.
2. A detailed plan of action to remedy the situation and maintain payment of current fees.
3. Copies of the last three months bank statement of BOTH parents.

Only then will this be considered by the Chairman of the Finance and Administration Committee and a decision will be conveyed to the parents in writing by the Business Manager.

NOTE: The school fee policy is subject to amendment from time to time.

**Maintenance or other legal agreements between parents are a private matter. Waterfall College requires the signature of both parents/guardians acknowledging that parents/guardians are jointly and individually liable for fees.**

**One term’s written notice is required if a student is leaving the school. If written notice is not given, one term’s fees (25% of the annual fee) in lieu of notice must be paid. This also applies to students leaving at the end of an academic year.**

*I have read and understood the School Fee Policy and acknowledge that I am jointly and individually liable for payment.*

**Name: Father/Guardian** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name: Mother/Guardian** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **ANNEXURE 2**

### **CODE OF CONDUCT**

#### **Application**

This Code of Conduct is equally applicable to all Students including Prefects.

This Code of Conduct applies while a Student is under School Authority.

A student is under School Authority inter alia while

- At School;
- Wearing School Uniform or any part thereof that identifies the Student as attending Waterfall College;
- At a School function; or
- Engaged in any activity arranged by Waterfall College or while subject to supervision or control by Waterfall College.

#### **Dress Code (refer to uniform list)**

- 1 School uniform must be worn daily.
- 2 Long hair to be tied back in a sleek, smooth style at all times. Girls' hair strands must be clipped off the face.
- 3 No blatant hair colouring will be accepted.
- 4 No jewellery may be worn to school. Only a watch and gold or silver stud or sleeper earrings may be worn. Girls may only wear one earring per ear. Earrings must be worn in the lower hole on the ear lobe. Boys may not wear earrings.
- 5 No body piercings are permitted.
- 6 No nail polish may be worn to school. Both girls and boys nails must be kept short.
- 7 No make-up is permitted.
- 8 No body art (tattoos), permanent or otherwise that are visible while wearing School uniform are allowed.
- 9 Boys' hair must be short and neat (no. 5 haircut). Sideburns may not extend past the middle ear and hair may not touch the ears, collar or brow line. No boys' styles are allowed, such as a mohawk or mullet.
- 10 Boys' must be clean shaven.
- 11 Boys' and girls' shirts must be tucked into pants and skirts respectively.
- 12 Boys' pants must fit suitably. A belt must be used if pants are loose. Boys' underwear must not be visible.
- 13 Girls' skirts must fit just above the knee.
- 14 Blazers must be buttoned up and all the buttons must be firmly attached.
- 15 Long sleeves may not be rolled or pushed up.
- 16 Boys may not have their hands in their pockets.
- 17 Girls may not wear coloured underwear under Waterfall College golf shirt or t-shirt.
- 18 T-shirts may not be worn under the golf shirt.
- 19 Both boys' and girls' ties should be an appropriate length and end just above the waist.

#### **School Grounds**

- 1 Classrooms and toilets are to be kept neat, clean and tidy.
- 2 Students may only use the toilets before school, at breaks and after school.
- 3 No littering is permitted on the school grounds.
- 4 Students who wilfully or negligently cause damage to school property will be required to make good the damage incurred by paying for the repair or replacement thereof. Vandalism is not tolerated.
- 5 School desks, lockers, fire hoses, electrical and other equipment may not be tampered with.
- 6 No loitering is permitted on the premises after school.
- 7 Students who are not participating in extra-murals must be collected by 1415.
- 8 No smoking is permitted in school uniform at any time.
- 9 No student may leave the school premises without permission.

#### **Classroom Conduct**

- 1 Students must arrive at school, lessons and meetings on time.
- 2 Students must obey teachers' instructions and not interrupt the lesson, or inhibit the opportunity of others to learn.
- 3 Students must have all text books and stationery required as stated on the relevant lists. Exercise books, files and textbooks must be appropriately covered and labelled with the student's full name, grade and subject.
- 4 Students must meet deadlines and hand work in on time.
- 5 The following will be regarded in a serious light
  - (1) leaving the classroom without permission
  - (2) disrupting lessons
  - (3) eating/drinking in class
  - (4) any form of vandalism such as writing on desks/walls or defacing books
  - (5) the use of abusive or foul language
  - (6) copying, cheating or stealing

- 6 Students may not listen to music on phones, MP3 players etc without the permission of the teacher of their lesson. This includes before and after school and at break.
- 7 Any student wishing to do work on a laptop, tablet etc at break must do so in Room 1. Any devices being used outside of Room 1 will be confiscated.
- 8 Students must enter the classroom in an orderly fashion.
- 9 Students must wait to be dismissed by the teacher at the end of lessons or at the end of the day.
- 10 Eating/drinking in class is forbidden. **NO** food or beverages may be taken into the classrooms or the hall.
- 11 Chewing gum is not permitted.
- 12 No games of any kind may be played in the classrooms.
- 13 Talking is not permitted during Assembly.
- 14 No undue noise and no running is permitted on the verandas.
- 15 No students may be in the classrooms before school, during breaks or after school, unless a teacher is present. The exception to this rule are the Grade 12 students who, with their teacher's permission, may remain in the classroom at break.
- 16 No cell phones may be used at school without permission from a teacher or member of the office staff. Students who need to send or receive a text message must inform the secretary and communicate outside the office.
- 17 Classrooms must be kept clean, tidy and litter free at all times.

#### **Courtesy and Respect for others**

- 1 Students should show respect to teachers and fellow students. Students must stand up, stand aside, greet and assist teaching staff and visitors to the school.
- 2 Fighting, aggressive behaviour, all forms of harassment and bullying will not be tolerated.

#### **Attendance**

- 1 All students are required to attend school on every school day. Truancy will not be tolerated. An attendance register is taken on a daily basis.
- 2 Any student who has been absent from school, must bring a written note explaining the absence on his/her return to school. Alternatively parents may phone the school to excuse their child.
- 3 The school should be informed of any contagious or notifiable diseases with which the student might have come in contact.
- 4 Should the student be absent from school for any reason, they are required to catch up all work missed.
- 5 No student may leave the School Premises during School hours without permission.

#### **Outdoor Programme and Extra-murals**

- 1 All students are expected to participate in the termly **Outdoor Programme**.
- 2 This forms 25% of the Life Orientation mark.
- 3 Students are expected to participate in at least one physical extra-mural per term.
- 4 The Waterfall College Sports Kit is expected to be worn for all outdoor events and extra murals. This includes the school tracksuit, navy or white school t-shirt, navy shorts, white takkies and white socks.

***The school rules take into account the rights and responsibilities of all and ensure that all who are involved in the education process are justly and fairly treated in a loving and caring environment.***

#### **General**

- 1 All students must take responsibility for their conduct and accept the consequences of not doing so.
- 2 The use and/or possession of the following items at school is strictly forbidden and may lead to suspension/expulsion
  - (1) fireworks, matches or other flammable substances
  - (2) weapons of any description
  - (3) any pornographic material
  - (4) alcohol, cigarettes or any form of drug or toxic substance. Drug tests will be carried out by Careline on a random basis in accordance with the Drug and Alcohol Policy.
  - (5) Cell phones may not be used unless permission has been granted by a teacher or the secretary. Should a cell phone be used without permission, it will immediately be confiscated for a minimum period of one week.
- 3 Misuse of the school's internet facility will be viewed in an extremely serious light in accordance with the school Internet Policy.
- 4 Should disciplinary action be taken, no lawyer representative may be present on behalf of the student.

***I have read the Waterfall College Code of Conduct and***

- (i) understand the above school rules,***
- (ii) agree to abide by them and***
- (iii) accept that failure to do so will lead to disciplinary action (in the form of detention, suspension or expulsion) being taken against me, the student.***

***Name: Student*** \_\_\_\_\_ ***Signature*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

***Name: Parent/Guardian*** \_\_\_\_\_ ***Signature*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

## **ANTI-PLAGIARISM POLICY**

### **General**

- Waterfall College places high value on personal integrity and responsibility. The College thus encourages both staff and students to be fully aware of the areas that constitute plagiarism.
- Staff and students are encouraged to be responsible users of information and to be accountable for ensuring the delivery of honest work.
- The Anti-Plagiarism Policy is directed at educating to avoid plagiarism rather than punishing transgressors.

### **Definition of Plagiarism**

The deliberate or accidental act of passing off someone else’s intellectual property as one’s own. This might be words, ideas or creations.

**“Plagiarism is not just about stealing someone else’s words, but also about stealing ideas.” (Rufus King High School, 2008)**

### **Plagiarism Infringements**

Plagiarism has been committed when someone

1. Paraphrases from a source without proper acknowledgement.
2. Presents or uses the ideas, research findings, opinions, designs or creations of others as original work without acknowledging the creator(s) of the source.
3. Pieces together different pieces of information or ideas to form a whole from electronic sources (cutting and pasting) or from printed sources (copying) without proper acknowledgement.
4. Copies someone’s words, ideas, illustrations or electronic files in any format from a source or sources such that very little of the resulting work is original, whether or not credit is given.
5. Copies someone’s exact words without quotation marks and proper acknowledgement.
6. Changes words but not the sentence structure of the original without acknowledging the source.
7. Does not provide a list of references.
8. Fabricates data or references.
9. Works on or completes an assignment for someone else, or collaborates with someone else on work that should have been done independently.
10. Obtains an assignment from another person, from a paper mill or from the Internet and submits it as one’s own work.

### **Obligations of staff**

1. Present students with a positive example regarding the acknowledgement of intellectual property in the preparation of assignments, tests and notes.
2. Ensure that students understand what constitutes plagiarism.
3. Ensure that students understand the importance of the protection of intellectual property.
4. Equip students with guidelines regarding referencing and the acknowledgement of sources.

### **Obligations of students**

1. Endeavour at all times to be responsible and ethical regarding the delivery of work.
2. Acknowledge all sources consulted in assignments.
3. Be prepared to acknowledge the originality of work, at times with a signature.

### **Conclusion**

The school environment is, by definition, one of exploration and personal development. The Waterfall College Anti-Plagiarism Policy should not be seen as a threat, but rather as a tool to guide good practice, thus enhancing the teaching and learning environment. Transgressions of the policy should thus be dealt with on a case by case basis, in accordance with disciplinary policies.

#### **List of references**

[www.rkhs.org/index.php/academics/school-policies/plagiarism](http://www.rkhs.org/index.php/academics/school-policies/plagiarism). Anti-plagiarism Policy, Rufus King High School (accessed 14/9/2009)  
[http://www.stithian.com/webs/rector/Policy\\_Plagiarism.pdf](http://www.stithian.com/webs/rector/Policy_Plagiarism.pdf). Anti-plagiarism Policy. St Stithian’s College (accessed 14/09/2009)

***I have read and understand the Waterfall College Anti-Plagiarism Policy.***

**Name: Parent/Guardian** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name: Student** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**ANNEXURE 4**

**DRUG AND ALCOHOL POLICY**

**Preamble**

1. There can be no doubt that students in South African schools are being targeted as potential drug users, through powerful and highly sophisticated international, national and local drug syndicates.
2. The European and American drug markets are saturated, whilst the South African market is open and exploitable.
3. A student's purchase, sale or possession of illegal drugs and the consumption of alcohol, is a direct contravention of the rules of the school.
4. Drug usage affects negatively on a student's ability to learn. All drugs damage the cognitive capability of the user.
5. Recognizing the above, it is Waterfall College's intention to
  - act decisively against students who take drugs and alcohol
  - act against students who contribute to that pressure
  - assist students to resist that pressure
  - immediately remove drug users, drug dealers or students under the influence of alcohol from the school

**Testing**

1. Waterfall College therefore feels that the introduction of drug testing on a random basis is necessary to what is happening in other schools both locally and nationally. Random testing will be conducted across all students of susceptible age in a fair and impartial way.
2. In every case, confidentiality will be ensured, with only the testing agency and the Principal or her nominee coming into possession of test results. Should a student test positive for drugs, both the student and the parents will be advised and proposals will be made for their rehabilitation.
3. Disciplinary action will be taken against any student who tests positive for drugs, who seeks to influence another student to take drugs, who supplies drugs to any student, or who bullies or seeks to influence any student who provides information about another student's drug taking or drug related behaviour.
4. Each case of disciplinary action is likely to lead to expulsion. For all purposes, "drugs" include any drug, the use or possession of which may lead to a conviction under criminal law. No distinction will be drawn between a student's conduct in or out of school.
5. Parents are urged to be vigilant with regard to the possibility of their children's drug use, consumption of alcohol and their activities outside of school hours.

|   |                               |                          |
|---|-------------------------------|--------------------------|
| <b><i>I have read and understand the Waterfall College Drug and Alcohol Policy.</i></b> |                               |                          |
| <b><i>Name: Parent/Guardian</i></b> _____   | <b><i>Signature</i></b> _____ | <b><i>Date</i></b> _____ |
| <b><i>Name: Student</i></b> _____   | <b><i>Signature</i></b> _____ | <b><i>Date</i></b> _____ |