




AMBERFIELD  
COLLEGE

# APPLICATION PACK 2025



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## WELCOME TO AMBERFIELD COLLEGE!

Dear Parents and Guardians

Welcome to Amberfield College. Amberfield College is part of the Royal Schools family. This family was born in 1993 as one of the first affordable private schools in South Africa, and 31 years later there are 13 schools on five campuses, with more than 6394 learners and 421 staff members.

Amberfield College offers affordable, world class private school education. We achieve this through our experienced management and committed staff in a convenient location and safe environment. This beautiful school with its state-of-the-art facilities opened its doors for the first time in 2019 with 807 learners and has grown to over 1780 learners.

At Amberfield College our behaviour is aligned with our values of putting People first in everything we do; living with Integrity by doing what we say; Persevering to always finish what we start; and always striving for excellence in everything we do. At Amberfield College you and your child are part of our family. We undertake to not only equip your child with knowledge and skills, but also to prepare them for the world out there by teaching them the values and behaviours that will make them outstanding citizens, not only of this great country, but of the world.

Nelson Mandela, the father of our nation and one of the greatest leaders of all times, said the following: "Education is the great engine of personal development. It is through education that the daughter of a peasant can become a doctor; that the son of a mineworker can become the head of the mine, that a child of farmworkers can become the president of a great nation. It is what we make out of what we have, not what we are given, that separates one person from another."

To learn more about Amberfield College please visit our website at [www.amberfieldcollege.co.za](http://www.amberfieldcollege.co.za).

We look forward to welcoming you as part of the Amberfield College family, where we foster your child's future.

*Kind Regards,  
Dr B. Fourie*

**MANAGING DIRECTOR: AMBERFIELD COLLEGE**

# HOW TO REGISTER

1

## STEP 1

Contact us for an application and information form.

[info@amberfieldcollege.co.za](mailto:info@amberfieldcollege.co.za)

2

## STEP 2

Submit the completed application form together with all required supporting documents to:

[info@amberfieldcollege.co.za](mailto:info@amberfieldcollege.co.za)

OR deliver to the school

OR apply online

(An incomplete application will not be considered).

3

## STEP 3

Application forms will be assessed and verified

IF APPLICATION WAS  
UNSUCCESSFUL

You will be  
notified  
accordingly

IF APPLICATION  
WAS SUCCESSFUL

4

## STEP 4

Parents will receive the following via email: a provisional acceptance letter, debit order form and an invoice for a once-off non-refundable registration fee.

5

## STEP 5

Pay your non-refundable registration fee and send the proof of payment to:

[info@amberfieldcollege.co.za](mailto:info@amberfieldcollege.co.za)

ACCOUNT HOLDER:	Amberfield College (RF) (PTY) LTD
BANK :	ABSA
ACCOUNT NUMBER :	4113850140
BRANCH CODE :	632005
YOUR REFERENCE:	FAMILY CODE

6

## STEP 6

Receive an acceptance and welcome letter via email.

7

## STEP 7

Welcome to the family!  
Stay up to date with regular news and arrangements on [www.amberfieldcollege.co.za](http://www.amberfieldcollege.co.za)



**AMBERFIELD**  
COLLEGE

## SCHOOL FEES 2025

	2025 Annual Fee	2025 Annual Fee (if paid by 31 Jan)	2025 Quarterly Fee (Must be paid by on 1 Jan, 1 Apr, 1 Jul and 1 Oct)	2025 Monthly Fee
<b>Once-off non-refundable Registration fee (new learners only)</b>	R5 520	-	-	-
<b>Grade RRR - R</b>	R58 800	R55 860	R14 190 x 4	R4 900 (x12 months)
<b>Grade 1 - 3</b>	R67 800	R64 410	R16 360 x 4	R5 650 (x 12 months)
<b>Grade 4 - 7</b>	R71 040	R67 490	R17 140 x 4	R5 920 (x 12 months)
<b>Grade 8 - 9</b>	R75 840	R72 050	R18 300 x 4	R6 320 (x 12 months )
<b>Grade 10 - 11</b>	R84 360	R80 140	R20 350 x 4	R7 030 (x 12 months)
<b>Grade 12 (over 10 months)</b>	R89 400	R84 930	R21 570 x 4	R8 940 (x 10 moths)
<b>Aftercare (including meals over 11 months)</b>	R16 170	-	-	R1 470 (x 11 months)
<b>Aftercare (excluding meals over 11 months)</b>	R9 460	-	-	R860 (x 11 months)

DISCOUNTS:	
SIBLING DISCOUNTS	R 250 per month

### Please note:

- Fees include the use of learning materials (textbooks) as well as extra mural activities
- Discounts for upfront payment by 31 January and quarterly upfront payments by debit order are included in the payment schedules above
- Monthly fees are payable in advance and must be made on or before the first day of the month
- Debit order forms are available in the application pack, on the website [www.amberfieldcollege.co.za](http://www.amberfieldcollege.co.za) or from the school office
- Aftercare fees are levied over 11 months from January to November
- Vetting fee of R150 charged on applications which are declined
- Administration fee of R100 will be charged for payments with no/incorrect reference number/detail
- Administration fee of R120 will be levied for all unpaid debit orders
- Late payment fee of R120 will be charged for payments received after the due date
- Fees are payable for the full year regardless of the date of registration.
- Registration fee is non-refundable should the application be declined or withdrawn by the parent



# AMBERFIELD COLLEGE

Physical Address: 4810 Amampondo Street,  
Rooihuiskraal North x46, Centurion  
Tel: 012 534 3344 | Email: info@amberfieldcollege.co.za

## APPLICATION FOR ADMISSION

Grade:

Year:

### DOCUMENTS / INFORMATION REQUIRED

Copy of birth certificate/ID document		Completed and signed school fee clearance certificate from previous school	
Copy of study permit/asylum permit/refugee permit (if foreign)		1X months proof of household income/salary advice	
Copy of learner's latest progress report		3X months bank statements	
Copy of learner's final progress report (once available)		Proof residence	
Transfer document (once available)		Copy of medical aid card (front and back)	
Copy of learner's vaccination record (Pre-primary and foundation phase learners)		Two recent colour photos of the learner (ID size) (Please do not email these but submit at the school)	
Copy of parent's/ legal guardian's ID document		Completed debit order form (Compulsory)	
Learner Admissions Contract (LAC) Compulsory		Proof of registration fee payment ( <b>non-refundable</b> )	

### A.) LEARNER'S DETAIL

Admin number	(office use)	Grade and class	(applied for)
Surname		Home language	
First names		Religion	
(in full)		Country of birth	(if not SA)
Name to be called		Ethnic group	Black Indian White Coloured Asian
ID/Passport No.		Signature - Father	
Student cell No.		Signature - Mother	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>		

Means of transport to/from school: Motor vehicle ☐ Bus ☐ Taxi ☐ Bicycle ☐ Walk ☐

### B.) LEARNER'S EDUCATIONAL DETAIL

Current school: \_\_\_\_\_ Previous school: \_\_\_\_\_

Telephone no: (current school) \_\_\_\_\_ Telephone no: (previous school) \_\_\_\_\_

Last grade passed: \_\_\_\_\_ Year: \_\_\_\_\_ Grade/s repeated: (if any) \_\_\_\_\_

Has admission to any other school/s ever been refused? If yes, please state reason. \_\_\_\_\_

Have you as parent/guardian been called to school for discipline issues? If yes, please state reason \_\_\_\_\_

### C.) FAMILY DETAIL

Father / Guardian	Surname		Title		Initial			
	First names		ID/Passport number					
	Postal address		Home address					
			Suburb & City		Postal code			
	Employer		Phone: Home					
	Occupation		Work					
	Public or Private sector		Cell					
	Work address		Email address					
	Suburb & City		Postal code					
			Relation to learner					
Mother / Guardian	Surname		Title		Initial			
	First names		ID/Passport number					
	Postal address		Home address					
			Suburb & City		Postal code			
	Employer		Phone: Home					
	Occupation		Work					
	Public or Private sector		Cell					
	Work address		Email address					
	Suburb & City		Postal code					
			Relation to learner					

Initials:

**D.) PERSON RESPONSIBLE FOR ACCOUNT**

Please note that parents will be held jointly and severally liable for the account, even if the account is paid by a third party / bursar.

Surname	_____	ID/Passport number	_____
First names	_____	Title	_____ Initials <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Postal address	_____	Home address	_____
	_____		_____
Work address	_____	Suburb & City	_____ Postal code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	_____	Phone: Home	_____
Suburb & City	_____	Work	_____
Public or Private Sector	_____	Cell	_____
		Email address	_____

**E.) LEARNER MEDICAL INFORMATION**

Medical aid	_____
Medical aid number	_____
Main member name	_____
Main member ID no.	_____
Main member postal address	_____
	_____ Postal code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Main member email address	_____
Main member cell number	_____ Main member work number _____

**Signature:** \_\_\_\_\_  
Main Member of Medical Aid

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

**HAS THE LEARNER EVER HAD ANY OF THE FOLLOWING DISEASES?**

German measles	<input type="checkbox"/>	Mumps	<input type="checkbox"/>
Measles	<input type="checkbox"/>	Diphtheria	<input type="checkbox"/>
Chicken pox	<input type="checkbox"/>	COVID -19	<input type="checkbox"/>

**HAS THE LEARNER EVER BEEN TREATED FOR THE FOLLOWING?**

TB	<input type="checkbox"/>	Ulcer	<input type="checkbox"/>
Asthma	<input type="checkbox"/>	Migraine	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	Tonsils	<input type="checkbox"/>
Epilepsy	<input type="checkbox"/>	Heart disease	<input type="checkbox"/>

**IS THE LEARNER ON ANY CHRONIC MEDICATION? PLEASE SPECIFY.**


**DOES THE LEARNER HAVE ANY ALLERGIES? PLEASE SPECIFY.**


**HAS THE LEARNER EVER HAD ANY OPERATIONS? PLEASE SPECIFY.**


**PLEASE SUBMIT A COPY OF YOUR MEDICAL AID CARD (FRONT AND BACK)**

**F.) DETAILS OF ANY OTHER CONTACT IN THE CASE OF AN EMERGENCY (OTHER THAN IN SECTION C AND**

Surname	_____	Full names	_____
Relation to learner	_____		
Tel (h)	_____	Tel (w)	_____ Cell _____
Email address (please write legibly)	_____		
_____			

**Initials:**



**G.) BROTHERS AND SISTERS**

Name	Date of Birth	Age	Grade	Name of current School or Institution
1				
2				
3				

**H.) MARITAL STATUS OF PARENTS**

Married ☐ Divorced ☐ Married but live apart ☐ If Divorced - Children in custody of  
 Widow ☐ Widower ☐ Single ☐ Mother ☐ Father ☐ or Both ☐

**I.) Declaration and Undertaking****Declaration and Undertaking**

I declare that the particulars furnished on this form are true and correct, and I undertake to comply with the rules, regulations and decisions of the school, and any amendments thereto, which may be applicable to learners and parents in general. I declare that I have perused the applicable school rules and policies and understand the contents thereof and accept it as binding on myself and the learner concerned.

**School Fees**

I have taken note of the school fees as published on [www.amberfieldcollege.co.za](http://www.amberfieldcollege.co.za) and available from the school office. I have read, understood and accept the financial policy of the school. I accept full responsibility for all amounts due to the school and I agree to pay the school fees strictly according to due dates. I am aware that failing this account will be handed over to debt collectors and that I will be liable for all related costs. I am aware that my child(ren) will not be re-registered unless the outstanding balance is paid in full for the previous year. I am aware that the school also reserves the right to charge interest on all overdue accounts at a rate of 1% per month and that should my school fees be in arrears, the school reserves the right to deny my child(ren) access to aftercare, transport, trips and outings and school functions. I am aware that school fees are payable annually in advance, but can be paid in monthly or quarterly installments as published and should I at any stage be in arrears with the monthly or quarterly payment, the total fees for the year will immediately become payable and that the school reserves the right to not accept a registration on the basis of affordability, academic and disciplinary record and incomplete application. I am aware that the school has the right to request upfront payment of the January school fees to reserve space for the following academic year. Take note that the registration fees are non-refundable.

**Photos**

I hereby grant permission for my child to be photographed participating in class projects and events and for the photographs to be included on the school's website, Facebook and other electronic and social media and that neither I, nor my child(ren) will be eligible for any payment as a result of this.

**Indemnity**

I hereby give permission that my child(ren) may attend any excursion organised by the school with the permission of the principal. I understand that he/she will sometimes have to travel by bus or taxi to different venues of educational value. I agree that these trips will have to be paid for by me when organised. I acknowledge that the school will use the best transport available at the best value for money and accept that the school will take the necessary precautions to ensure the safety of my child, I will however, not hold the school responsible in case of an accident, loss of limb or life, or any other damages to her/his person or property. I also understand that this arrangement is necessary because it is not always flexible for parents to sign a letter of consent before a trip can take place.

**Amberfield College Values**

I undertake to uphold the values of Amberfield College whenever I am involved in school related functions or activities. I will also be available to attend parents meetings and functions to support the education of my child. I will respond timeously to letters, e-mails, SMS and calls made by the school. I undertake to keep all personal contact details updated at all times.

**The Protection of Personal Information Act (POPIA)**

The Protection of Personal Information Act (POPIA) is enforced from the 1st of July 2021 and Amberfield College requires your consent to store and process the Parent, Legal Guardian and Child's personal information. By completing this application form and submission of the necessary supporting documents you are consenting that: Amberfield College may process your and the child's personal information for the purposes of processing this application for admission to Amberfield College; Amberfield College may request and process information from your child's current/previous school in order to process this application and that Amberfield College may proceed with enquiries that are necessary to verify any information provided in the application documentation, including verification of credit ratings and that Amberfield College is dedicated to protecting the privacy of all whose personal information we hold in our possession. Amberfield College is committed to use all personal information in accordance with POPIA. Amberfield College will only process personal information as per POPIA guidelines, and confirm that we will not sell or share personal information for economic purposes. Should this application not be successful or withdrawn, all information included in this application will be destroyed as per POPIA regulations and Amberfield College Policy.

**Amberfield College hereby undertakes to offer quality teaching and related services of a high standard to the best of our ability.**

Thus signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Father / Legal Guardian

\_\_\_\_\_  
Mother / Legal Guardian

\_\_\_\_\_  
Account holder

\_\_\_\_\_  
o.b.o. Amberfield College

**Please note that registration is only confirmed when the application has been authorised by the Principal. The applicant will receive a letter if they have not been accepted for final admission to Amberfield College.**

**J.) MARKETING SOURCE**

Please indicate where you heard about our school

Facebook ☐ Open Days ☐ Google ☐ Flyers ☐ School Signage ☐ Street Pole ads ☐

**ANNUAL HOUSEHOLD INCOME BEFORE TAX**

Less than R310 000	R310 001-R620 000	R620 001-R930 000	R930 001+
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**OFFICE USE**

ACCEPTED ☐

REJECTED ☐

**AUTHORISED BY**

\_\_\_\_\_  
Signature

Date notified

Receipt Number

**AMOUNT PAID**

R

**I am aware that a fee of R130 will be charged for the credit check should my application be declined.**

Initial:

\_\_\_\_\_





AMBERFIELD  
COLLEGE

## CONSENT FOR CREDIT CHECK



Amberfield College is affiliated to TPN Credit Bureau, a registered credit bureau. All account payment profiles, patterns and behaviour is recorded monthly with the credit bureau for the purposes as per the National Credit Act.

### CONSENT CLAUSE: (Future debtor) Application form and/or Contractual Agreement

The debtor consents to and authorises Amberfield College, the supplier, service and/or credit provider, as the case may be, to:

- a) contact, request and obtain information at any time from any supplier/ service provider (or potential credit provider) or registered credit bureau in order to assess the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the debtor; and
- b) provide information about the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the debtor to any registered credit bureau or to any supplier, service or credit provider (or potential credit provider) seeking a trade reference regarding the debtor's dealings with the supplier, service and/or credit provider.

Full names of person responsible for the account: \_\_\_\_\_

\_\_\_\_\_

Relation to the learner: \_\_\_\_\_

Signature: \_\_\_\_\_

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

4810 Amampondo Street  
Amberfield City  
Centurion  
012 534 3344

PO Box 4976  
Pretoria  
0001  
www.amberfieldcollege.co.za



**AMBERFIELD**  
COLLEGE

## DEBIT ORDER FORM

Completion of this form is compulsory prior to registration of your child as a learner. Please complete a separate form for each learner should you be registering more than one child.

### AMBERFIELD COLLEGE (RF) (Pty) Ltd

Authority and Mandate for payments Instruction: Electronic and Written Mandates

Given by (name of Accountholder) \_\_\_\_\_  
Address \_\_\_\_\_  
Bank \_\_\_\_\_  
Branch and Code \_\_\_\_\_  
Account Number \_\_\_\_\_  
Type of Account \_\_\_\_\_ Current (cheque) / Savings / Transmission  
Amount \_\_\_\_\_  
Date for first debit order \_\_\_\_\_  
Date for last debit order \_\_\_\_\_  
Contact Number \_\_\_\_\_

### Abbreviated Name as Registered with the Bank: **AMBERCOLLE**

This signed Authority and Mandate refers to our contract dated ("the Agreement"). I/We hereby authorise you to issue and deliver payment instructions to your Banker for collection against my/our above-mentioned account at my/our above-mentioned Bank (or any other bank or branch to which I/we may transfer my/our account) on condition that the sum of such payment instructions will never exceed my/our obligations as agreed to in the Agreement and commencing on \_\_\_\_\_ and continuing until this Authority and Mandate is terminated by me/us by giving you notice in writing of not less than 20 ordinary working days, and sent by prepaid registered post or delivered to your address as indicated above.

The individual payment instructions so authorised to be issued must be issued and delivered as follows: monthly, bi-monthly, three monthly, six monthly, annually, weekly, bi-weekly (delete that which is not applicable).

In the event that the payment day falls on a Sunday, or recognised South African public holiday, the payment day will automatically be the preceding ordinary business day.

Payment Instructions due in December may be debited against my account on \_\_\_\_\_

I / we understand that the withdrawals hereby authorized will be processed through a computerized system provided by the South African Banks and I also understand that details of each withdrawal will be printed on my bank statement. Each transaction will contain a number, which must be included in the said payment instruction and if provided to you should enable you to identify the Agreement. A payment reference is added to this form before the issuing of any payment instruction.

#### **Mandate**

I/We acknowledge that all payment instructions issued by you shall be treated by my/our above-mentioned Bank as if the instructions have been issued by me/us personally.

#### **Cancellation**

I/we agree that although this Authority and Mandate may be cancelled by me/us, such cancellation will not cancel the Agreement. I/We shall not be entitled to any refund of amounts which you have withdrawn while this Authority was in force, if such amounts were legally owing to you. This debit order agreement is valid for the current academic year only. A new debit order form must be completed at the beginning of every academic year.

#### **Assignment**

I/We acknowledge that this Authority may be ceded or assigned to a third party if the Agreement is also ceded or assigned to that third party, but in the absence of such assignment of the Agreement, this Authority and Mandate cannot be assigned to any third party.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
(Signature as used for operating on the account)

\_\_\_\_\_  
(Assisted by) Agreement reference number is \_\_\_\_\_  
(Student number/ Debtors code)

4810 Amampondo Street  
Amberfield City  
Centurion  
012 534 3344

PO Box 4976  
Pretoria  
0001  
www.amberfieldcollege.co.za



**AMBERFIELD**  
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## CONFIRMATION OF PAYMENT METHOD

Parent name	
Learner name	
Grade applying for	

**I hereby agree to pay the registration fee, stationery fee and ad hoc fees as follows:**

Registration fee	5 520.00	At time of registration (this fee is non-refundable)
Trips and ad hoc payments	TBC	EFT/cash/credit card at the time of notification of amount payable

**I hereby confirm that I would like to pay the school fees for 2025 as follows (please mark with an x):**

<b>Monthly by debit order/ EFT/credit card/ cash</b>		Required first of every month for 12 months (10 months for Grade 12)	
Grade RRR-R	4 900.00		
Grade 1 – 3	5 650.00		
Grade 4 – 7	5 920.00		
Grade 8 – 9	6 320.00		
Grade 10 – 11	7 030.00		
Grade 12	8 940.00		
<b>Quarterly by debit order</b>		Must be paid by debit order on 1 January, 1 April, 1 July and 1 October. *Including +-3.5% discount	
Grade RRR-R	*14 190.00		
Grade 1 – 3	*16 360.00		
Grade 4 – 7	*17 140.00		
Grade 8 – 9	*18 300.00		
Grade 10 – 11	*20 350.00		
Grade 12	*21 570.00		
<b>Annual by EFT/credit card/cash</b>		Must be paid before 31 January 2025 * Including +-5% discount	
Grade RRR-R	*55 860.00		
Grade 1 – 3	*64 410.00		
Grade 4 – 7	*67 490.00		
Grade 8 – 9	*72 050.00		
Grade 10 – 11	*80 140.00		
Grade 12	*84 930.00		

**I hereby confirm that I would like to pay the aftercare fees for 2025 as follows (please mark with an x):**

<b>Aftercare monthly by debit order</b>		First of every month for 11 months (January - November)	
Excluding meals	860.00		
Including meals	1 470.00	First of every month for 11 months (January - November)	

Furthermore, I confirm that I am aware of and agree to a charge of R120 being levied for any unpaid debit order, R100 being levied for payments without the correct reference, R120 for each late payment and that a vetting fee of R150 will be charged should my application be declined. Furthermore, I am aware of a sibling discount of R250 per month should I have more than 1 learner attending Amberfield College and that this will be deducted from the amounts above.

Please attach the completed debit order form should you select this option.

SIGNATURE

DATE



## AFTERCARE FORM 2025

Parent name	
Learner name	
Grade applying for	

PLEASE SIGN EACH PAGE AT THE BOTTOM, IN UNDERSTANDING OF THE CONTENT.  
Please make a copy for your own records.

### THE FOLLOWING MUST ACCOMPANY THE REGISTRATION FORM:

- 2 recent passport/ID photos of the learner/s
- Copy of the identity document of the parents
- Copy of the identity document of the person/s fetching the learner

### 1. RIGHT OF ADMISSION

- Right of Admission is strictly reserved.
- Only Primary School and Grade 8 learners will be considered for enrolment. **(Pre-Primary School learners are automatically enrolled for aftercare and NOT have to pay additionally for this service).**
- Application for enrolment to the Aftercare Centre must be submitted on the Centre's prescribed form.
- The Centre will not provide service until such time that:
  - The prescribed application form has been completed.
  - All fees as prescribed have been paid in advance (monthly over 11 months).

### • PERIODS AND TIMES OF THE AFTERCARE CENTRE:

- During school terms: Monday – Friday
- Times:
  - Primary school: 13h30 – 17h30
  - High school: 14h15 - 17h30
- The Centre will be open during school holidays from 07h00-17h30 except in December when the Centre will close on the 15th December of the current year. The Centre will also not operate on public holidays.
- A fine of R50 will be levied for the first 10 minutes that a learner is collected after 17:30 and an additional R50 for every 5 minutes thereafter.

### 3. FEES PAYABLE:

- All fees prescribed should be paid monthly in advance by the 1<sup>st</sup> in accordance with the ruling tariff of fees, together with any other charges that may be levied in terms of conditions of enrolment. Services will be suspended on the 7<sup>th</sup> of each month if fees are not settled.
- No reduction in fees due or paid will be allowed in respect of days on which a learner does not attend the Centre for any reason whatsoever.
- In the event of the Centre presenting fun activities at school, parents will be liable for the additional fees. (eg: Jumping Castle, Water slide etc.). This must be paid before the day of the activity.

Sign here: \_\_\_\_\_



#### **4. DISCIPLINE:**

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Children should attend the Aftercare Centre regularly and are required to adhere to the rules and regulations. Failure to do so may result in disciplinary action being taken.

#### **5. RULES AND REGULATIONS**

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- Learners may only attend the Aftercare Centre during the opening times listed above.
- Learners should line up outside the designated class neatly and quietly.
- Homework books must be brought to the Centre.
- Should the learner not have homework, he/she will practise reading, spelling and maths done during school on that day.
- The supervisor will sign off all homework/revision done on the day. Homework will be supervised. Any homework not completed during the stipulated homework session will have to be completed at home.
- Learners should pack up all their belongings at the end of the day.
- Learners are required to behave respectably towards the Centre's staff and their peers at all times.
- Insolence and bullying WILL NOT be tolerated.
- Learners may not vandalise the school's or their peers' property.
- Parents will be charged for all damages to school property and assets and disciplinary action will be taken against the learner.
- If recurring discipline problems are experienced, the Centre has the right to cancel the contract with immediate effect without refund.
- All issues must be addressed directly with the Centre manager
- The After Care Centre has a zero-tolerance policy towards drugs.

#### **6. ABSENTEEISM:**

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- It is incumbent on the Parent/Guardian to notify the Centre in the event of the learner being absent for whatever reason.
- The Centre will not accept verbal messages via learners and will only react on written instruction from the Parent/Guardian.

#### **7. RESIGNATIONS, TERMINATIONS AND SUSPENSIONS:**

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- A minimum of **ONE CALENDAR MONTH'S WRITTEN NOTICE** of the intention to withdraw a learner from the Centre is required. This notice must be emailed and addressed to the aftercare manager.
- In exceptional cases and at the discretion of the Principal, the Centre reserves the right to dismiss any learner without notice. No refund or waiver of monthly fees or due fees will be made.
- If no payment is recorded by the 7th of the month the Centre will suspend services to the learner immediately.

#### **8. CHANGE OF ADDRESSES AND TELEPHONE NUMBERS:**

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The Centre must be notified within 24 hours of any change of address or telephone numbers of the Parent/Guardian.

Sign here: \_\_\_\_\_



## 9. RESTRICTIONS

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- The Centre, while keeping a rigid time-table, will not interfere with the school's extra lessons, sport or cultural activities.
- The Centre will not accept responsibility for the academic progress of the learners in its care. No guarantee is given that any child will complete ALL homework assigned by the teachers.
- The Centre will not assist learners with the building of school projects or completion of assignments.

## 10. GENERAL

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- A learner may only leave the premises with the legal Parent/Guardian unless the Centre has received written instruction from the Parent/Guardian informing the Centre of the name and identity number of the person who will collect the learner.
- Where a person, other than the Legal Parent/Guardian collects the learner, they will be required to submit their original ID document.
- In the event of an accident the Centre reserves the right to transport the learner to a registered medical facility if the legal Parent / Guardian cannot be contacted. The Centre will act "IN LOCO PARENTIS". The Parent/s or Legal guardian will be held responsible for the account from the medical facility.
- Parents/Guardians will not be admitted to the Centre unless accompanied by a member of the Aftercare staff.
- The Centre will not be held responsible for the loss or damage of articles brought by the learner to the Centre.
- The Aftercare Centre does not provide stationery.
- All learners are to be collected from the designated play area or class (in the case of wet weather) at 17h30. The learners are to be signed out and their identity card as supplied by the Centre must be left at the exit gate.
- A fine of R50 will be levied for the first 10 minutes that a learner is collected after 17:30 and an additional R50 for every 5 minutes thereafter.
- These conditions of enrolment may be amended from time to time at the discretion of the School. Written notification will be communicated to the Parent/s or Guardian/s.

## 11. FEES (Subject to any change on a month's written notice)

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- Fees are payable from January 2025 to 30 November 2025 (over 11 months)  
Full month including meals: R1470  
Full month excluding meals: R860  
Daily rate (24 hours notice): R200 (payable in cash immediately upon collection)
- Entertainment and outings = on written request
- All fees, except for the daily rate, are payable by debit order or quarterly in advance by EFT, cash or credit card.
- Centre fees paid in cash will bear an additional R50 levy.

### AFTERCARE BANKING DETAILS

ACCOUNT HOLDER: Amberfield College  
BANK: Nedbank  
ACCOUNT NUMBER: 1160699062  
BRANCH CODE: 198765  
REFERENCE: Child's name, surname and grade

### AFTERCARE CONTACT DETAILS

CENTRE TELEPHONE NUMBER: 012 534 3344  
EMAIL: [aftercare@amberfieldcollege.co.za](mailto:aftercare@amberfieldcollege.co.za)  
AFTERCARE MANAGER: Mrs V Seabi  
CELL NUMBER: 071 652 6323

Sign here: \_\_\_\_\_



**AMBERFIELD**  
COLLEGE

**PLEASE COMPLETE THE FOLLOWING FORM LEGIBLY**

**NAME AND GRADE OF LEARNER/S ATTENDING THE AFTERCARE CENTRE:**

NAME AND SURNAME	GRADE	REGISTER TEACHER	HOME ADDRESS
1.			
2.			
3.			
4.			

**IS THERE ANYTHING THAT WE SHOULD BE AWARE OF?**

**(Allergies, medication for allergies or chronic illnesses to be taken)**

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**WHAT TIME WILL YOUR CHILD BE FETCHED FROM SCHOOL?**

**NO LATER THAN 17h30 PLEASE**

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Sign here: \_\_\_\_\_



## DETAILS OF PARENTS/LEGAL GUARDIANS

MOTHER'S/GUARDIAN'S NAME AND SURNAME:	
MOTHER'S/GUARDIAN'S ID NUMBER:	
HOME ADDRESS:	
HOME TELEPHONE NO:	
CELL NO:	
WORK NO:	
EMAIL ADDRESS:	
FATHER'S/GUARDIAN'S NAME AND SURNAME:	
FATHER'S/GUARDIAN'S ID NUMBER:	
HOME ADDRESS:	
HOME TELEPHONE NO:	
CELL NO:	
WORK NO:	
EMAIL ADDRESS:	

## PLEASE SELECT APPLICABLE AFTERCARE OPTION

	FULL MONTH INCLUDING MEALS: R1470
	FULL MONTH EXCLUDING MEALS: R860
	DAILY RATE (24 HOURS NOTICE): R200 (PAYABLE IN CASH IMMEDIATELY UPON COLLECTION)

## PLEASE SIGN THE DECLARATION BELOW:

I, (full name) \_\_\_\_\_ am aware that my child will be under constant supervision and that the Management of the Centre will not be held responsible for any loss of property, injury or loss of life.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian signature

\_\_\_\_\_  
Learner/s name



## AFTERCARE FORM OF WAIVER AND ACKNOWLEDGEMENT

Whilst every care is constantly and diligently taken for the safety and welfare of children entrusted to us, it is a condition of enrolment and admission to the Centre, that we are not responsible for any injury to, death of, or the loss of any of the possessions, of any child admitted to our Centre and accordingly acceptance by us of any learner is on the strict understanding that by your signature hereunder, you waive any claims of whatsoever kind and howsoever arising, in respect of any injury to, death of, or loss of any of the possessions of any learner whilst he/she is under our care.

You further acknowledge by your signature hereunder, that you have received a copy of the Centre's conditions of enrolment which you have read, fully understand and agree as being, together with the above waiver, the basis upon which we shall provide our service.

<b>LEARNER'S NAME:</b>	
<b>SIGNATURE OF PARENT OR LEGAL GUARDIAN:</b>	
<b>PARENT'S FULL NAME AND SURNAME IN BLOCK LETTERS:</b>	
<b>DATE:</b>	

# LEARNER ADMISSION CONTRACT

LEARNER ADMISSION CONTRACT ("LAC") between Amberfield College (RF) NPC and Amberfield Property (RF) Proprietary Limited and The Parents / Guardians indicated below (The "Parties")

	<u>Parent/guardian 1</u>	<u>Parent/guardian 2</u>
Full names and surname		
Identity no		
Residential address		
Postal address and Code		
Cell number		
Occupation		

being the Parents/guardian of the following Learner:

Full names and surname	
Identity no	
Grade	

## IMPORTANT NOTICE TO PARENTS/GUARDIANS

This contract replaces previous version(s) of the LAC that was/were signed between the Parties. This Contract includes clauses that appear in bold text. These clauses may limit the risk or liability of the School Providers and/or others and/or create risk or liability for the Parents and/or require the Parents to indemnify the School Providers and/or others and/or serve as an acknowledgement by the Parents of a fact and/or place certain particular obligations on the Parents and/or the Learners. The Parents' attention is drawn to these clauses because they are particularly important and should be carefully read and noted.

The rights that Parents have under this Contract are in addition to and in no way affect the statutory rights and remedies the Parents have under consumer protection, protection of Personal information, (or any other) law. If this Contract is in conflict with consumer protection, protection of personal information, (or any other) law, the Parents statutory consumer protection, protection of personal information, (or any other statutory) rights prevail. Nothing in this Contract is intended to, or must be understood to unlawfully restrict, limit or avoid any rights or obligations created in favour of the Parents, the Learners or the School Providers in terms of the Consumer Protection Act, Protection of Personal Information Act (or any other law).

Various defined terms are used in this Contract. Where terms are used, the first letter(s) in the word(s) will be in a capital letter(s). In order to understand such defined terms, Parents must please refer to clause 1 below of this Contract where they will find the meanings of the defined terms.

## 1 INTERPRETATION

1.1 Unless it is clear from the relevant provision that a different meaning is intended, the following terms will have the meanings given to them below –

1.1.1	" <b>Admission Application Form</b> " means the standard admission application form in relation to the School provided to and completed and signed by the Parents;		if any, referred to in the Admission Application Form, being a once-off fee payable by the Parents in respect of each new Learner and/or the annual admission fee, if any, being a fee payable by the Parents in respect of each existing Learner, which fees are payable in addition to any School Fees;
1.1.2	" <b>Consumer Protection Act</b> " means the Consumer Protection Act No. 68 of 2008 and all its regulations, and as amended from time to time;		
1.1.3	" <b>Contract</b> " means this document including and read together with the Admission Application Form;	1.1.10	" <b>Learner</b> " means any child admitted as a learner at the School following application for such admission by the Parents in terms of an Admission Application Form;
1.1.4	" <b>Default Interest</b> " has the meaning specified in clause 3.16.1	1.1.11	" <b>Overdue Amount</b> " has the meaning specified in clause 3.16;
1.1.5	" <b>Deposit</b> " means the deposit, if any, referred to in the Admission Application Form;	1.1.12	" <b>Parents</b> " means each of the persons who are shown in the Admission Application Form as the parents and/or guardians of each Learner referred to in such Admission Application Form and who sign this Contract as the "Parents" (in many instances both Parents and/or guardians will sign this Contract, but in the event that only one Parent or guardian signs this Contract, any reference to "Parents" shall instead be a reference to and be read as a "Parent" or a "guardian");
1.1.6	" <b>Education Provider</b> " means Amberfield College (RF) NPC, registration number 2017/161695/07 a limited liability private company duly incorporated in the Republic of South Africa;		
1.1.7	" <b>Education Services</b> " means the education, extramural and related activities offered by the School from time-to-time and which are provided by the Education Provider to Learners admitted as learners at the School;	1.1.13	" <b>Parties</b> " means the parties to this Contract, being the Parents and the School Providers;
1.1.8	" <b>Facilities Provider</b> " means Amberfield College Property (RF) Propriety Limited, registration number 2017/161684/07 a limited liability private company duly incorporated in the Republic of South Africa;		
1.1.9	" <b>Fees</b> " means, as applicable, the registration fee,		

\_\_\_\_\_  
Parent/guardian signature

1.1.14	"Protection of Personal Information Act" means the Protection of Personal Information Act No 4 of 2103 and all its regulations, and as amended from time to time;		providing the School Facilities) as they may determine,		Education Services will be provided to Learners, and in respect of which the access of the general public will be appropriately limited having due regard to the fact that a school will be operating on and from the School Premises;
1.1.15	"School" means the school operating from the physical address referred to in the Admission Application Form under the name "Amberfield College", or such different name given to the School from time to time;		but does not include any amounts and costs payable by Parents in relation to school uniforms and/or stationery purchased from the School or in respect of School trips and outings or such similar costs (which will be amounts in addition to the School Fees payable by the Parents on notification from the School, as provided for in clause 3);	1.1.23	"School Rules" means the school rules and codes of conduct adopted from time to time governing the conduct and behaviour of Parents and/or Learners in relation to the School and in relation to other Learners and Parents (including the disciplinary code in relation to Learners);
1.1.16	"School Facilities" means all the facilities at the School which the Facilities Provider has agreed to make available so as to enable the Education Provider to provide the Education Services, including all buildings, school fields, furniture, furnishings and equipment;	1.1.18	"School Providers" means the Education Provider and the Facilities Provider;	1.1.24	"School Term" means each term of the School as notified by the School to the Parents from time to time.
		1.1.19	"Schools Act" means the South African Schools Act, No. 84 of 1996, as amended;	2	SCHOOL STRUCTURE
1.1.17	"School Fees" means the annual amount payable or paid, as the case may be, by the Parents in return for the Education Services to be provided by the Education Provider and the School Facilities to be provided by the Facilities Provider, such School Fees –	1.1.20	"School Head" means the principal or, where applicable, the Executive Principal, School, or College Director of the School from time to time, he or she being the individual responsible for ensuring the provision by the Education Provider of the Education Services on a day-to-day basis, and includes, with reference to any particular Education Service any person to whom the School Head has delegated his or her functions in respect of such service;	2.1	The Parents acknowledge that they are aware that:
1.1.17.1	being the amount in respect of each such Learner referred to in the Admission Application Form or such different amount from time to time determined in accordance with the provisions of this Contract (and the School Fees shall escalate annually, as notified by the School Providers to the Parents),			2.1.1	the School is made up of: the <u>School Facilities</u> , which are made available by the <u>Facilities Provider</u> ; and the <u>Education Services</u> , which are made available by the <u>Education Provider</u> through its teaching staff and other employees;
		1.1.21	"School Hours" means those times (of which Parents will be made aware from time to time) during which the Education Provider will make available the Education Services at the School;	2.1.2	the School Fees payable by the Parents in terms of this Contract are made up of the Facility Fees (being due to the Facilities Provider in return for the Facilities Provider making available the School Facilities and the Education Fees (being due to the Education Provider in return for the Education Provider providing the Education Services); and
1.1.17.2	being shared between the Education Provider (for providing the Education Services) and the Facilities Provider (for	1.1.22	"School Premises" means the grounds and property (including buildings) provided by the Facilities Provider and on or from which the		

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Parent/guardian signature

2.1.3	the School Providers have appointed a manager to run their respective affairs and businesses, including in relation to the School.		the bank account details of the bank account into which all payments must, from time to time, be made by the Parents in respect of amounts which they have to pay in terms of this Contract.		terminate a Learner's registration if the Learner has special needs which the Education Provider cannot cater for (after being duly assessed – at the cost of the Parent) – if the school recognises a need for this kind of assessment.
2.2	The Parents agree that –				
2.2.1	any rights which they have in respect of the provision of the Education Services in respect of each Learner are rights against the Education Provider only and not against the Facilities Provider;	2.5	For so long as a Learner is admitted as a learner at the School, the Education Provider will provide the relevant Education Services to each Learner and in doing so will exercise at least that degree of skill and care as is generally exercised at schools which are similar to the School.	3	<b>SCHOOL FEES AND PAYMENT</b>
2.2.2	any rights which they have in respect of the School Facilities being made available for the benefit of each Learner are rights against the Facilities Provider only and not against the Education Provider;	2.6	The obligation of the Education Provider, as referred to in clause 2.5 will apply during (a) School Hours, and (b) at all other times during which such Learner is required by the Education Provider to be on the School Premises, and (c) at all other times during which the Learner is involved in any organised School activities.	3.1	The School Fees are made up of two components, being the Education Fees component, to which the Education Provider is, and will be entitled for providing the Education Services and the Facility Fees component, to which the Facilities Provider is, and will be entitled for making the School Facilities available. On admission, Parents will become liable for the School Fees of a full year (which can be paid in monthly instalments). The School Fees will be due for the full year regardless of the date of admission of the Learner.
2.2.3	the Facilities Provider and the Education Provider will always be entitled to appoint a manager to run their respective affairs and businesses, including in relation to the School; and	2.7	The Education Provider will monitor each Learner's progress and on a regular basis generate and, subject to clause 3.16.4, send to the Parents progress report cards, and where there is any concern about a Learner's progress, the Education Provider will arrange for a meeting with the Parents to discuss such concern and ways of dealing with the concern.	3.2	At the commencement of this Contract, the School Fees for each Learner are as set out in the Admission Application Form and are payable by the date(s) and in the manner and at the place described in such Admission Application Form. School Fees shall escalate at least annually for the coming year as notified by the School Provider to Parents during the last School Term of the year or as notified at any other time by the School Provider to Parents as provided for in clause 3.5. Parents are responsible to verify the School Fees for each year and regardless of whether they receive the notice, will still be liable for the escalated School Fees.
2.2.4	if they have any queries, concerns and/or complaints relating to the School and/or each Learner's involvement in the School and/or any matter arising out of this Contract, such queries, concerns and/or complaints must be raised with the School Head. Contact details for the School Head will be available at the School office.	2.8	<b>Neither the School Head nor the Education Provider will have any obligation to diagnose any physical, mental or emotional condition that may cause any obstacle to, or difficulty in, or restriction on a Learner's ability as a learner. Should a diagnosis be required, the Education Provider will arrange for an appropriate assessment at the request and expense of the Parents. The Education Provider may</b>		
2.3	The Facilities Provider will reasonably maintain, service and repair the School Facilities from time to time, to the extent that such facilities require maintenance, servicing and repairing.				
2.4	The Education Provider will provide the Parents with				

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Parent/guardian signature

3.3	If the Admission Application Form provides for alternative payment periods in respect of School Fees and the Parents have selected a particular period and thereafter wish to change to another payment period (as provided for in the Admission Application Form), they must apply through the School office to the School Providers for such change to be effected. Such proposed change will not become effective until notice of acceptance of such change is given to the Parents by, or on behalf of the School Providers.		do so at their discretion.		School for any reason whatsoever..
3.4	In the event that the School Fees are payable in instalments and the Parents fail to pay any instalment on the due date:	3.5	The School Providers have the right to change the amount of the School Fees and/or the payment obligations of the Parents in respect of the School Fees on written notice to the Parents. Such notice will provide a physical address and/or an email address to which the Parents may respond if the proposed change(s) are not acceptable to the Parents in respect of a Learner. The Parents' response must be delivered to the Schools Providers within 10 (ten) days of the date of the notice of such intended change(s). If the Parents do not deliver such notice within the 10 (ten) day period, it will be regarded that the Parents have accepted the proposed changes.	3.8	The Learner will be provided with textbooks / study material for use for the year. The textbooks / study material remain the property of the School Providers and the Parents will be held liable for the cost of replacement of any textbooks / study material not returned or for textbooks / study material damaged.
3.4.1	the balance of the instalments, as well as any other amounts owed to the Education Provider and/or to the Facilities Provider in terms of this Contract, will automatically become immediately due and payable without any need for a notice to be given by, or on behalf of the Education Provider and/or the Facilities Provider for this purpose; or	3.6	If the Parents have notified the School Providers in terms of clause 3.5 that they do not accept the proposed changes with respect to a Learner, such Learner's admission to the School will cease with effect from the last day of the School Term preceding the School Term in which such proposed changes are to be implemented. For example, if the proposed changes are to be implemented in the third School Term of a particular School year, the Learner will cease to be a Learner at the School at the end of the second School Term. For the sake of avoiding uncertainty, the Parents will remain liable for the payment of any School Fees or any other amounts owing by the Parents in terms of this Contract until the last date on which such Learner is admitted to the School.	3.9	The School Providers may from time to time notify the Parents of other fees which relate to specific activities or events which may be recurring or once off, by giving at least 5 (five) days advance notice to that effect to the Parents. The notice will stipulate exactly which activities or events the other fees requested relate to.
3.4.2	the School Providers may give them time to make such payment. The giving of such time is not to be regarded as a waiver (giving up) by the School Providers of their rights to insist that all amounts owing be paid immediately or regarded as an agreement that the payment dates for the remaining instalments have in any way been extended; and			3.10	<b>The Parents may elect, in their discretion, to pay such other fees in the manner and within the time period stipulated in the abovementioned notice. All such activities are part of the education of the learner and are therefore compulsory unless otherwise stated in the abovementioned notice. The Learner will only be permitted to participate in the relevant activity or event if such other fees have been paid timeously.</b>
3.4.3	the School Providers do not have any obligation to extend any payment date, but are entitled to	3.7	The Parents will not be entitled to any reduction or refund in respect of School Fees for any period that a Learner is under suspension or absent from the	3.11	<b>If the Admission Application Form provides for the payment of a Deposit by the Parents in respect of a Learner, the Parents hereby agree to pay such Deposit by the date(s) and in the manner and at the places described in such Admission Application Form.</b>

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Parent/guardian signature



3.12	The School Providers will retain the Deposit, subject to the remaining provisions of this clause 3, in one or more separate bank accounts with a view to ensuring that such Deposit is not treated as their property as required by the provisions of Section 65(2)(a) of the Consumer Protection Act. The Parents acknowledge and agree that there is no obligation on the School Providers to retain the Deposit in bank accounts which will provide for interest to accrue on any credit balance in such accounts and that the Parents are not entitled to any such interest.		that no Parent will be entitled to resist any claim on the grounds that it is liable or responsible for only a limited share of such claim.	3.16.3	to use the Deposit for the purpose of settling the Overdue Amount plus any Default Interest or Lower Interest, provided that if the Deposit is insufficient to discharge the Overdue Amount in full, the full amount of the Deposit may then be utilised by the School Providers and the amount remaining of the Overdue Amount that could not be discharged by the Deposit will still be owing by the Parents; and/or
3.13	The Parents agree that each Deposit is to serve as security for any and all amounts owing by them from time-to-time to the School Providers in terms of this Contract and, hereby cede <i>in securitatem debiti</i> for value received all their rights and title in such Deposit to the School Providers which cession the School Providers hereby accept.	3.16	The Parents understand and agree that their failure to timeously and fully pay any School Fees and/or any other amounts due by them in terms of this Contract (hereafter referred to as the "Overdue Amount") is a material breach by them of this Contract, and without prejudice to any other rights or remedies of the School Providers arising out of or as a result of such a breach by the Parents (whether in law or as may be provided for in this Contract or otherwise), the School Providers shall be entitled –	3.16.4	unless provided differently by court order or legislation, to withhold any progress reports or cards, transfer cards or any other results relating to a Learner's performance in any respect until such time as the Overdue Amount plus any Default Interest or Lower Interest has been paid in full; and/or
3.14	If a Learner ceases to be a learner at the School, then as soon as reasonably possible after the liabilities of the Parents under this Contract have been finally determined, the School Providers will refund the Deposit in respect of such Learner to the Parents after (a) any deductions made from the Deposit in terms of clause 3.16.3 have been made, and (b) after deducting all other amounts owing by the Parents in terms of this Contract, whether or not such amounts are yet due for payment.	3.16.1	to charge interest ("Default Interest") at a rate equal to 1 (one) percentage point above the published prime overdraft rate of Nedbank Limited from time-to-time (or if a lower maximum rate is prescribed by law in respect of that amount, then at that lower maximum rate ("Lower Interest") on the Overdue Amount from its due date for payment until its date of actual payment; to charge a late payment penalty or unidentified payment penalty as determined by the School Provider from time to time; and/or	3.16.5	unless provided differently by court order or legislation, to suspend such Learner's attendance at the School until such time as the Overdue Amount plus any Default Interest or Lower Interest has been paid in full; and/or
3.15	Where there is more than one Parent, the liabilities or obligations of the Parents under this Contract will be joint and several. This means that the School Providers will be entitled to look to all or either one of the Parents for the enforcement of its rights and	3.16.2	to institute legal steps or legal proceedings against the Parents to recover the Overdue Amount plus any Default Interest or Lower Interest and to recover from the Parents all the legal costs incurred by them, on an attorney and own client scale, including collection commission, to the maximum extent permitted by law, in taking any such legal steps or instituting any such legal proceedings; and/or	3.16.6	unless provided differently by court order or legislation (including the Schools Act), to terminate the admission of the Learner as a learner at the School by giving written notice to that effect to the Parents and such termination shall be effective from the end of the School Term in which such notice has been given,

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Parent/guardian signature

provided that if this Contract is so terminated, the Parents will after the conclusion of that School Term be provided with any progress reports or cards, transfer cards or any other results relating to a Learner's performance.

#### 4 CONDITIONS OF ADMISSION

4.1 Even though an Admission Application Form has been completed and signed by the Parents, and signed by, or on behalf of the School Providers, and even though this Contract has been signed by the Parties, a Learner will not be allowed to attend the School at the beginning of a School Term or, unless provided differently by court order or legislation, at the beginning of any academic year until all amounts which are due for payment before the beginning of such School Term or, in the case of an academic year, all Overdue Amounts plus any Default Interest or Lower Interest which remains unpaid from the previous academic year by the Parents in terms of this Contract, including any Deposit (if applicable) and Fees have in fact been paid and such Learner (assisted by the Parents) has signed all forms which the Learner is required to sign (in accordance with the requirements of the Schools Act) in relation to the School Rules, bullying, drug and alcohol abuse and/or in relation to any matter prescribed by the Schools Act.

4.2 Subject to the provisions of this Contract, the admission of the Learner to the School will continue for 1 (one) academic year, at which time the Learner's admission will automatically terminate. Learners must re-apply for admission on an annual basis. The Education Provider reserves the right not to readmit

a Learner. Reasons why a Learner is not readmitted will be provided to the Parents.

4.3 School attendance by the Learner is compulsory in terms of the Schools Act. The School must therefore be provided with any information required in respect of casual or prolonged absence from the School by the Learner. The School must be notified by the Parents of any absence of the Learner from the School by no later than 9.00 a.m. on the first day of such absence, the reason for the absence and of the period that the Learner will be absent. Should the period of absence change or be prolonged, the Parents must notify the School immediately.

#### 5 PERSONAL INFORMATION AND THE PROTECTION OF PERSONAL INFORMATION

5.1 The Parents hereby consent to the School Providers

5.1.1 collecting, storing and processing information in relation to the Parents and the Learner including contact names, identity document numbers, residential addresses, name of employer, employer addresses, contact details and contact information, and to such information being made available to staff at the School and to responsible persons / parties engaged or authorised by the School, or as determined by law, for school or government related purposes;

5.1.2 including photographs and the name of a Learner in any School publication or press release (including printed and/or electronic / social media) that celebrates the School's and the Learner's activities, achievements and success;

and/or

5.1.3 supplying information and a reference in respect of each Learner to any other educational institution which the Parents suggest the Learner may attend; and/or;

5.1.4 informing any other school or educational institution (to which the Parents propose sending a Learner) of any outstanding amounts that remain payable by the Parents to the School Providers.

5.2 Neither the School Providers nor any of their managers, representatives, staff members or other employees will be liable for any loss or damage that either Parent or any Learner suffers as a result of the School Providers furnishing any opinion or making any statement or disclosure of information in accordance with the provisions of this clause 5.

5.3 The Education Provider undertakes to exercise reasonable care with a view to ensuring that (a) the provision of any information concerning a Learner is accurate, and (b) any opinion given regarding a Learner's ability, aptitude and character is fair.

5.4 Other than as contemplated in clauses 5.1 and 5.3 (or elsewhere in this Contract), the School Providers will not distribute or otherwise publish any personal

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Parent/guardian signature

	information in its possession in respect of a Parent or Learner unless the written consent of such Parent to do so is given to them. This clause does not prohibit the School Providers or any person acting on their behalf to take any steps, including the institution of legal proceedings, for the enforcement of any of their rights in terms of this Contract nor from disclosing such information when required to do so by law.		that the Education Services provided can no longer be provided adequately for any special educational needs of a Learner (if any), then the School Providers will be entitled to terminate the admission of such Learner at the School by giving at least 30 (thirty) days' notice to that effect to the Parents;		
		6.1.5	in the circumstances envisaged in clause 3.16.5;		
6	<b>SUSPENSION OR TERMINATION OF ADMISSION</b>	6.1.6	if the Parents or either of them breaches this Contract in any other way (other than failing to pay any amount as referred to in clause 3.16.5, it being understood that such clause deals with such failure of not paying) and failure to remedy such breach within a period of thirty 30 (thirty) days after being given notice by, or on behalf of the School Providers requiring the breach to be remedied, the admission of such Learner at the School will terminate on the expiry of the notice period; and		
6.1	The admission of the Learner as a learner at the School may be terminated in accordance with any one or more of the following sub-paragraphs, subject however, always to any relevant provisions of the Schools Act –			6.2	The admission of each Learner at the School will terminate automatically on the death of a Learner.
6.1.1	by the Parents giving at least a complete School Term's notice to that effect to the School Head (the notice must be given before the commencement of the last School Term during which the Learner is to attend the School);	6.1.7	<b>if the School Head is reasonably of the opinion that the conduct and behaviour of either Parent or of the Learner is of such an unreasonable nature that it is negatively affecting, or is likely to negatively affect the progress of a Learner or of other learners in attendance at the School, and/or the wellbeing of any member of the School staff, and/or the School's reputation and good name, the School will be entitled, pending the outcome of a disciplinary enquiry, to suspend a learner from the School, and pursuant to the outcome of the disciplinary enquiry, to terminate the admission of such Learner at the School by giving at least 14 (fourteen) days notice to that</b>	6.3	Any termination of the admission of the Learner under clause 6.1 will not have the effect of reducing, or in any way doing away with any liability for the payment of any School Fees or any other amounts owing by the Parents in terms of this Contract in respect of any period before the end of such termination.
6.1.2	a Learner may only be removed from the School and his/her admission to the School terminated earlier in the case of clause 6.1.1, if the Parents have paid all School Fees and other amounts owing in terms of this Contract;			6.4	The right to terminate the admission of a Learner in terms of either clause 6.1.1 or 6.1.3 is a right which is not dependent on there being any good cause
6.1.3	by the School Providers giving at least a complete School Term's notice to that effect to the Parents (the notice must be given before the commencement of the last School Term during which the Learner is to attend the School);				
6.1.4	if the School Head is reasonably of the opinion				
					<div></div> <div>Parent/guardian signature</div>

justifying such termination, it being agreed and understood that such termination may be effected by the required notice being given entirely within the discretion of the Parents (in the case of clause 6.1.1) and entirely within the discretion of School (in the case of clause 6.1.3).

7.6 The Parents hereby –

the School Facilities;

7.6.1 confirm that the School Providers reserve the right to apply the consequences of its disciplinary policies, including the requirement for a learner to attend detention outside of normal school hours, suspension and/or expulsion, irrespective of whether the Learner commits a breach of its behavioural code on or outside of the School Premises;

7.6.4 consent (except to the extent indicated otherwise in the Admission Application Form or to the extent that such consent is withdrawn in whole or in part by the Parents giving written notice to that effect to the School) to each Learner participating in all the Education Services (including sport, cultural and social activities), making use of all the School Facilities and being transported to and from any School activity that takes place off the School Premises;

7.6.2 confirm that if the School Head is of the reasonable opinion that the conduct and behaviour of either Parent, or of any Learner is of such an unreasonable nature that it is negatively affecting or is likely to negatively affect the progress of a Learner, or of other learners in attendance at the School, and/or the wellbeing of any member of the School staff and/or the School's reputation and good name, the School Head may in his or her discretion suspend any Learner's attendance at the School for such period as the School Head considers appropriate;

7.6.5 agree, subject to clause 7.6.6 that they will not hold the School Providers nor any of their managers, representatives, staff members or other employees liable for any death, injury, loss, damage, costs and/or expenses that a Learner and/or the Parents or either of them may sustain or incur as a result of a Learner participating in any of the Education Services (including any sport, cultural and social activities) and/or using any of the School Facilities;

7.6.3 confirm that they have familiarised themselves with the nature and extent of the Education Services (which includes sport, cultural and social activities) organised and provided by the Education Provider, as well as the School Facilities that have been, and will be made available by the Facilities Provider for the use of learners, including each Learner, and that they are fully aware of the risks and dangers that each Learner may be exposed to as result of his or her participation in the Education Services and use of

7.6.6 record that their undertaking in clause 7.6.5 not to hold a particular person liable applies only in respect of such person, if the person in question has acted reasonably and with the necessary care (and in deciding whether a person has acted

## 7 ACKNOWLEDGEMENTS, WAIVERS AND DECLARATIONS BY THE PARENTS

7.1 The School Provider is reliant on fees to operate and provide quality education and the Education Provider is an independent school.

7.2 Admissions are for a year only – Learners are readmitted every year. The School Provider reserves the right not to readmit a Learner when such a Learner is not of the required age for the grade, as a result of disciplinary issues such as breach of the code of conduct, failure to comply with payment of School Fees, poor academic performance etc. A Learner cannot rely on automatic readmission for the following year. Should a learner not pay the readmission fee (if applicable) by the due date readmission cannot be guaranteed.

7.3 The Education Provider reserves the right to request references from previous schools in respect of Learners and/or Parents.

7.4 This Contract is only binding on the School Provider once it has been signed by all parties to it.

7.5 The School Provider can admit or refuse a Learner in its sole discretion as well as terminate his / her admission in accordance with its policies or this Contract.

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Parent/guardian signature



	reasonably and with the necessary care, due regard must be had to the functions and responsibilities which can reasonably be expected of such person in relation to the incident which causes the death, injury, loss, damage, costs or expenses in question);		or she considers necessary to provide the Learner in question with the best medical care possible under the circumstances;	7.6.13	confirm and agree that they have read and understood the School Rules in existence as at the date of the admission to the School of each Learner, accept the content thereof as binding upon them and each Learner and undertake to abide by them and to properly familiarise themselves with all amendments to the School Rules from time-to-time (they also agree that if they do not understand any aspect of the School Rules, they will approach the School Head without unreasonable delay for the purpose of seeking clarity);
7.6.7	undertake to indemnify and hold harmless the School Providers, any of their managers, representatives, staff members or other employees against any claims arising from or in respect of the theft, loss, damage or destruction of any personal property of whatever nature (including School uniforms, sporting equipment, books, or any other personal possessions) brought onto the School Premises by a Learner (save that this undertaking will not apply to any person in whose care and possession any of the personal property has been placed and the theft, loss, damage or destruction is as a result of such person having treated or used the personal property as its own or such person not having exercised the necessary degree of care, diligence and/or skill when handling, safeguarding or using the property, with due regard to the functions and responsibilities which can reasonably be expected of such person in relation to the handling, safeguarding and usage of the property);	7.6.9	confirm that they have recorded in the Admission Application Form all relevant details of each Learner's medical conditions (if any), prescribed medication (if any) and/or special healthcare needs (if any) and promise to immediately notify the School Head of any changes in a Learner's health, medicine, wellbeing or special healthcare needs;		
		7.6.10	indemnify and agree to hold harmless the School Head, the School Providers and any of their managers, representatives, staff members or other employees from, and against any claim made by any person, including by, or on behalf of any Learner or either Parent, arising from, or in connection with, any physical and/or emotional and/or mental injury or harm or death as a result of any medical treatment or medication administered and/or any steps taken to arrange such medical treatment for a Learner;	7.6.14	confirms that if a parent and/or Learner does not adhere to the consequences of the disciplinary policies of the school, including the requirement for a learner to attend detention outside of normal school hours, the requirement for a parent to avail himself/herself for either a disciplinary discussion or a disciplinary hearing and the refusal to acknowledge, by signing a conditional admission and/or a final written warning given to the learner due to the outcome of a disciplinary discussion, or disciplinary hearing, the admission of the Learner at the school will be terminated as it is seen as an act of breaching this Contract.
		7.6.11	acknowledge and accept responsibility for the payment of all medical and related costs for each Learner's medical treatment;		
7.6.8	accept that a Learner may require emergency medical care at a time that neither Parent is easily contactable and therefore delegate to the School Head and/or staff members of the School, the power to authorise any and all such medical treatment and take any and all such steps that he	7.6.12	acknowledge that their on-going co-operation with the School Providers and good relationships amongst parents of the School and amongst the learners at the School is vital to the provision of a holistic and optimal educational experience for each Learner;		

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Parent/guardian signature

7.6.15	confirm and agree that they are responsible for the behaviour and conduct of each Learner outside School Hours whether or not such Learner is on or off the School Premises at such time;		Parents undertake to –	7.7.8	communicate with the School Head on any issue that is in the opinion of the Parents of importance in supporting and promoting the best interests of each Learner.
7.6.16	confirm and acknowledge that the School Providers (i) are hereby permitted and authorised to contact, request and obtain information at any time from any supplier, service or credit provider (or potential credit provider) or registered credit bureau in order to assess the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the Parent and (ii) hereby give the School Providers permission to provide information about the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the Parent to any registered credit bureau or to any supplier, service or credit provider (or potential credit provider) seeking a reference regarding the Parent's dealings with the School ; and	7.7.1	encourage and ensure that each Learner obeys all School Rules at all relevant times to the extent that they are applicable;	7.8	Each Parent hereby declares that all information provided by the Parents in the Admission Application Form and in this Contract is true, complete and correct in all respects. If any of such information changes, the Parents undertake to notify the School Head of such change without unreasonable delay. Each Parent further declares that all other information provided to the School in connection with a Learner or such Learner's involvement in any of the Education Services (including attendance or non-attendance at the School) will be true, complete and correct at the time that such information is provided.
		7.7.2	uphold and conduct themselves in accordance with the School Rules;		
		7.7.3	fulfil their own obligations on time under this Contract;		
		7.7.4	encourage each Learner in his or her studies and to provide the Learner with appropriate assistance and support in completing his or her homework / assignments;		
		7.7.5	appropriately regulate and control all other matters at home that may have an influence or negative impact on each Learner's well-being and/or academic progress;	8	<b>NOTICES</b>
		7.7.6	notify the School Head of (a) any changes to the contact details of the Parents, (b) any problem or circumstance that is expected to affect a Learner's participation in the Education Services and/or wellbeing, and/or (c) any matter that requires prioritisation with respect to the Learner's best interests;	8.1	Where the Parents have to give a notice to any Party in terms of this Contract, such notice shall be validly given by delivering it to the School's physical address or e-mail address, which details appear on the Admission Application Form.
7.6.17	confirm and acknowledge that the School Head or his or her delegate may, in accordance with the provisions of the Schools Act, (i) at random, search the Learner, or the property of Learner, for any dangerous object or illegal drugs and (ii) at random administer a urine or other non-invasive test to the Learner that is on fair and reasonable grounds suspected of using illegal drugs.	7.7.7	maintain a courteous and constructive relationship with the School Head, all School staff and the parents of learners at the School, and to attend all parent meetings whenever reasonably possible to do so; and	8.2	Where a notice has to be given to the Parents in terms of this Contract, such notice shall be validly given by delivering it to the Parents' physical address or e-mail address, which details appear on the Admission Application Form.
7.7	In addition to, and without relieving the Parents of any of their specific obligations under this Contract, the				

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Parent/guardian signature

8.3 The Parties may change their address details for the purposes of notices to any other physical address, cellular phone number or e-mail address by written notice to the other Parties to that effect.

9 GENERAL

9.1 This Contract sets out the whole of the agreement between the Parties relating to the matters dealt with in the Contract and, except to the extent that this Contract provides otherwise, no undertaking, representation, term or condition relating to the subject matter of this Contract not contained in this Contract will be binding on either of the Parties. No addition to or variation, deletion, or agreed cancellation of all or any clauses or provisions of this Contract will be of any force or effect unless in writing and signed by the Parties. No waiver (in other words, giving up of a right), suspension or postponement by a Party of any right under this Contract will be of any force or effect unless in writing and signed by such Party.

9.2 The School may, without the consent of the Parents, cede, delegate and assign all or any of their respective rights and obligations in terms of this Contract to any third party. The Parents herewith consent to such cession, delegation and assignment and the splitting of any claims as a result of such cession, delegation and assignment.

9.3 This Contract may be executed in counterparts.

SIGNED at \_\_\_\_\_ on

\_\_\_\_\_ 20\_\_\_\_\_

PARENT 1

SIGNED at \_\_\_\_\_ on

\_\_\_\_\_ 20\_\_\_\_\_

PARENT 2

SIGNED at \_\_\_\_\_ on

\_\_\_\_\_ 20\_\_\_\_\_

AMBERFIELD COLLEGE (RF) NPC

SIGNED at \_\_\_\_\_ on

\_\_\_\_\_ 20\_\_\_\_\_

AMBERFIELD PROPERTY RF (PTY) LTD





# DISCIPLINE AND CONDUCT POLICY

## 1. CONSTITUTION AND VALUES

The Constitution of the Republic of South Africa will always guide and inform this policy.

This policy of the school is based on the Amberfield College value system. This system refers to the **PIPE VALUES** and consists of the following:

- P: PEOPLE:** We treat learners, parents, educators, staff and all other stakeholders with care and respect  
**I: INTEGRITY and HONESTY:** We make and keep commitments and we are honest and fair in all our relationships  
**P: PERSEVERANCE:** We finish what we have started and we never give up  
**E: EXCELLENCE:** We always give our best in everything we do and we try to achieve our full potential by learning as much as we can, continuously improving what we do

## 2. SCHOOL RULES

The rules of the school must be adhered to:

- At the school during normal school hours
- When on the school premises
- During extra mural activities and school functions
- When a learner appears in public in a school uniform

School rules are necessary as they play an important role in preparing a learner for the future and to ensure structured and disciplined behaviour. It is also necessary for the effective and efficient functioning of the school

### 2.1 General rules

- Learners must behave in a responsible way so that they do not infringe on the right to education of fellow learners.
- Learners must adhere to the PIPE values of the school.
- Learners must ensure that their class work and home work is done.
- Learners may not break any laws of the Republic of South Africa.
- Learners must endeavour not to accumulate violations as indicated in the demerit policy.
- Learners must bring a letter from the parent/guardian, or the parent/guardian must phone the school, to report absenteeism and the reason therefor.
- For absence of more than 3 consecutive days a letter from a medical doctor is required. If a learner is absent for more than 10 consecutive days without notification, he/she will be deregistered and removed from the administrative system
- Learners feeling ill or learners who are injured whilst at school should report it to the school office. Learners may not contact the parents, the school will phone the parents
- Learners must keep their diaries with them at all times
- Learners may not smoke or be in the possession of cigarettes, tobacco or any other smoking accessories (including E cigarettes and "hubbly bubbly")
- Learners may not use or be in the possession of drugs, alcohol or any other illegal substance. Learners may not smoke on the school premises or when in public dressed in school uniform or when attending functions away from the school

- Learners may not carry or use any weapon, traditional weapon, ammunition or any dangerous object that can cause harm to people or property
- Learners may not be in possession of, or distribute any pornographic or offensive material, regardless of whether it is in print or in electronic format
- Learners may not take or damage school property or any property belonging to another learner or staff member. In case of intentional damage, the learner and his/her parents will be held responsible for compensation or replacement
- Vandalism of any form will not be tolerated. Damaging of textbooks is also considered vandalism and parents will be responsible for replacing or compensating for any damaged textbooks
- Learners must take care of their belongings. The school will not accept responsibility for any loss or damage to personal property. Uniform and other personal belongings must be clearly marked with the learner's details
- School bags must be of good quality and learners may not carry books in plastic bags.
- Learners may not play with, or use the firefighting equipment (except in the case of a fire) and parents/guardians will be held responsible for the cost of any damage to equipment and property as a result
- No gambling of any form is allowed at school
- No cell phones or any other electronic signalling devices are allowed at school. Should cell phones or electronic devices be visible or used at school, teachers may confiscate them and parents will be required to come to school to collect the cell phone
- Learners may not leave the school premises without written permission from the principal or deputy principal. All appointments must be arranged during afternoons
- No eating or drinking is allowed in classrooms and corridors. Chewing bubble gum on the school grounds is forbidden
- The School Management Team (SMT) has the right to search the belongings of a learner at any time without their permission
- The SMT has the right to conduct random drug tests on learners

## **2.2 Procedure for a school day**

- All learners should be inside the school grounds by 07h20
- No learner will be allowed into the school property after 07h45 for safety reasons
- When changing classes learners must do so in a quite orderly manner and in single file
- After entering a class, learners should be seated and take out their work
- After each lesson the educator will ask the learners to stand. Learners should leave the class quietly and in an orderly fashion
- When the bell rings at the end of break, learners should assemble in their lines in the designated areas in a quiet, orderly manner
- No physical contact of a sexual, hurtful, or aggressive nature will be allowed between learners

## **3. DISCIPLINE**

Amberfield College strive to continuously maintain high standards of discipline. The SMT, staff and prefects are responsible for the implementation of the discipline and conduct policy

### **3.1 The school undertakes to:**

- Make learners aware of the school rules, value system and expected standards of behaviour
- Implement a system of merits and demerits in terms of the conduct definitions (annexure A)
- Punish and correct unacceptable behaviour
- Provide learners and parents with feedback in cases of unacceptable behaviour as soon as possible
- Reward and positively reinforce good behaviour
- Be fair and consistent in the application of the disciplinary policy and procedure
- Inform parents about detention and bad behaviour

### **3.2 Parent's responsibilities**

- To support the school in the implementation of the disciplinary policy and merit system

- To encourage learners to behave in a manner which is consistent with the rules of the school
- To ensure that learners attend school as well as extra mural activities

### 3.3 Learner responsibilities

- To acquaint themselves with the rules of the school
- To comply with the rules of the school
- To behave in a manner that is consistent with the values and associated expected standards of behaviour of the school
- To be punctual
- To accept punishment and disciplinary action taken against them and to learn from this

### 3.4 Punishment

- An appropriate punishment (excluding any form of corporal punishment) may be implemented for violation of school rules or negligence and may include the following:
  - Serious reprimanding
  - Demerits
  - Detention classes
  - Charged to appear before a disciplinary hearing
  - Temporary suspension
  - Expulsion from school

## 4. SCHOOL UNIFORM AND APPEARANCE

Amberfield College learners are recognised by their uniform and should be proud of their uniform and appearance. Amberfield College prescribes the uniform to be worn by all learners during school hours as well as during official school functions. Learners should wear full school uniform during exams

### 4.1 School uniform

AMBERFIELD COLLEGE UNIFORM LIST GRADE RRR-R	
GIRLS SUMMER	BOYS SUMMER
School golf T-shirt	School golf T- shirt
School navy sport shorts	School navy sport shorts
Socks – white anklets	Socks – white anklets
Black sport shoes	Black sport shoes
School jersey - L/S pullover or S/S slip over - navy	School jersey - L/S pullover or S/S slip over - navy
School floppy hat	School floppy hat

<b>GIRLS WINTER</b>	<b>BOYS WINTER</b>
School long sleeve golf shirt	School long sleeve golf shirt
School tracksuit	School tracksuit
Socks- navy anklet	Socks- navy anklet
Black sport shoes	Black sport shoes
School scarf	School scarf
School jersey - L/S pullover or S/S slip over navy	School jersey - L/S pullover or S/S slip over navy
School winter bomber jacket	School winter bomber jacket
School floppy hat	School floppy hat

<b>SPORTS UNIFORM</b>
School satchel / trolley bag/ tog bag / lunch cooler bag - optional

### AMBERFIELD COLLEGE UNIFORM LIST GRADE 1 - 3

<b>GIRLS SUMMER</b>	<b>BOYS SUMMER</b>
School blouse - short sleeved - Sky blue	School shirt - short-sleeved - sky blue
School tartan skort	School bermuda shorts - stone or school trousers - stone
Socks - Stone-coloured anklets	Socks - Stone-coloured long socks
School shoes - brown	School shoes - brown
School jersey - L/S pullover or S/S slip over - navy	School jersey - L/S pullover or S/S slip over - navy
School cap	School cap
	Brown leather belt - small buckle

<b>GIRLS WINTER</b>	<b>BOYS WINTER</b>
School golf long sleeve T-shirt	School golf long sleeve T-shirt
School tracksuit	School tracksuit
School jersey - L/S pullover or S/S slip over - navy	School jersey - L/S pullover or S/S slip over - navy
Sport shoes - black	Sport shoes - black
Socks - navy anklets	Socks - navy anklets
School cap	School cap

School scarf	School scarf
School winter bomber jacket	School winter bomber jacket

### SPORTS UNIFORM

School satchel / trolley bag/ tog bag / lunch cooler bag - optional

<b>GIRLS SPORT UNIFORM (Practices)</b>	<b>BOYS SPORT UNIFORM (Practices)</b>
Sport shirt (summer and winter)	Sport shirt (summer and winter)
Sports skort/navy school shorts (summer)	School navy sports shorts (summer)
Navy costume (summer)	Navy swimming jammer (summer)
School swimming cap (summer)	School swimming cap (summer)

Sport shoes - white	Sport shoes - white
Socks - white anklets	Socks - white anklets
School tracksuit (winter)	School tracksuit (winter)
Long blue socks for certain sport (hockey, soccer, rugby, etc.) (Winter and summer)	

<b>Matches</b>	<b>Matches</b>
Match kits must be purchased according to sport code	

### AMBERFIELD COLLEGE UNIFORM LIST GRADE 4-12

<b>GIRLS SUMMER</b>	<b>BOYS SUMMER</b>
School blouse - short sleeved - Sky blue	School shirt - short-sleeved - sky blue (open collar)
School cravat	School tie (if closed collar short sleeve shirt is worn)
School tartan skirt	School bermuda shorts - stone or school chino trousers - stone
Socks - anklets stone	School socks - long stone-colour
School jersey - L/S pullover or S/S slip over - navy	School jersey - L/S pullover or S/S slip over - navy
Brown school shoes	Brown school shoes
School cap	School cap
	Belt - Brown leather with small buckle

Blazer only Gr 8 - 12
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GIRLS WINTER	BOYS WINTER
School shirt - long sleeved sky blue	School shirt - long sleeved sky blue
School cravat	School tie
School skirt or school stone slacks	School chino trousers - stone
Tights - Stone coloured woollen tights	School socks - long stone-coloured
Brown school shoes	Belt - Brown leather with small buckle
School jersey - L/S pullover or S/S slip over - navy	School jersey - L/S pullover or S/S slip over - navy
School winter bomber jacket	School winter bomber jacket
Blazer (only Gr8-12)	Blazer (only Gr8-12)

GIRLS SPORT UNIFORM (Practices)	BOYS SPORT UNIFORM (Practices)
School sport shirt (summer and winter)	School sport shirt (summer and winter)
School sport skort/navy school shorts (summer)	School navy sport shorts (summer)
School costume (summer)	School swimming jammer (summer)
School swimming cap (summer)	School swimming cap (summer)
Sport shoes - white	Sport shoes - white
Socks - white anklets	Socks - white anklets
School tracksuit - (winter)	School tracksuit - (winter)
Long blue socks for certain sport (hockey, soccer, rugby, etc.) (winter and summer)	

Matches	Matches
Match kits must be purchased according to sport code	

School satchel/ trolley bag/ tog bag/ lunch cooler bag - optional
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## **4.2 Appearance**

A learner's appearance is considered a reflection of his/her respect for him/herself as well as for his/her school. Pupils are expected to wear the official school uniform and appear neat and tidy. School dress rules do not change with changing fashion trends.

### **4.2.1 Boys**

#### **4.2.1.1 Hair regulations**

- Hair must be off the collar, ears and eyebrows and must be neatly combed
- Hair may not be bleached, dyed or artificially extended
- Braids, non-plaited dreadlocks, perms and any unusual or fashionable hairstyles with steps or ridges are forbidden
- Neat cornrows are allowed
- Natural Afros are allowed as long as they are neat and don't obscure the view in a class room
- If a boy has a non-conforming hairstyle, he will be expected to make the necessary corrections within a week of the school requesting him to do so, if not parents will be called to the school to meet with the disciplinary manager
- Hair regulations remain in force for the full calendar year and will not be relaxed towards the end of a term

#### **4.2.1.2 Grooming**

- Nails must be short and clean
- Only standard brown school shoes may be worn and brown leather belts with a small inconspicuous buckle.
- Ties must be worn neatly tied with a conservative knot and pulled up to the collar with the button done up. Ties shall not be too long or too short (should reach the navel)
- Shirts are to be in a good condition and tucked in at all times
- Learners should wear full school uniform during exams

#### **4.2.1.3 Shaving**

- Boys are to be clean shaven at all times. No moustaches or stubble is permitted
- Boys will be issued with demerits for not shaving as per the code of conduct and will be required to shave by the discipline manager
- Boys who suffer from skin conditions must provide a medical certificate detailing the reason preventing them from shaving. These letters need to be available at all times

#### **4.2.1.4 Jewellery and adornments**

- No colour contacts are allowed
- Tattoos and piercing (including tongue rings) that are visible whilst wearing school clothing, or whilst participating in the school's sporting or cultural activities, are forbidden. Tattoos should be covered at all times
- No earrings, Studs or rings will be allowed and will be confiscated and kept in the office till the end of the term
- Only cultural and religious necklaces will be allowed as long as it is not visible with school uniform
- Small inconspicuous watches may be worn
- No bracelets are permitted except for medical bracelets
- Jewellery will be confiscated and kept in the discipline manager's office until the end of the term

### **4.2.2 Girls**

#### **4.2.2.1 Hair regulations**

- If hair is longer than 40 mm in diameter, it should be cut or controlled in such a manner that it does not obscure the view of another learner in the class
- If hair is long enough to be tied back, it must be tied back neatly in a ponytail, no lower than the nape of the neck, with a navy blue, white or black elastic
- No crocodile, banana, fancy clips, bows or ribbons are allowed
- All hair must be off the face and may not hang in the eyes
- Hair may not be bleached, dyed or colour washed
- Cornrows, natural dreadlocks and single braids are allowed, provided that they are a maximum of 40 mm in diameter. Single/braids must be the same length and be the natural colour of the girl's hair
- Braids shorter than collar length may not hang in the face
- All hair elastics and ribbons must be navy blue, black or white
- If a girl has a non-confirming hairstyle, she will be expected to make the necessary corrections within a week of the school requesting her to do so, if not parents will be called to the school to meet with the disciplinary manager



#### **4.2.2.2 Grooming**

- Nails must be kept neat and short. No false nails, tips or nail polish may be worn. Only grade 12 girls may wear clear, colourless nail polish
- No make-up, including permanent make-up (e.g. dying of eyelashes) are allowed
- Stone coloured tights may not be worn in conjunction with the stone coloured socks in winter.

#### **4.2.2.3 Jewellery and adornments**

- No colour contacts are allowed
- No jewellery may be worn around the neck except for religious or culture as long as it is not visible with school uniform
- Pupils who have pierced ears may wear a single pair of earrings, provided they are small studs or rings
- No bracelets are permitted except for medical bracelets
- Inconspicuous watches may be worn
- Tattoos and piercing (including tongue rings) that are visible whilst wearing school clothing, or whilst participating in the school's sporting or cultural activities, are forbidden. Tattoos shall be covered at all times
- Jewellery not allowed will be confiscated and kept in the discipline manager office till the end of the term

#### **4.2.3 Casual wear to school/civvies days**

- No feature that brings negative attention to itself is allowed
- Openings must be aesthetic, appropriate and not revealing
- No tummy openings are allowed
- Necklines must be high enough to ensure body parts are covered at all times
- Logos and pictures on clothing may not be of derogatory, degrading, vulgar or discriminating nature
- No torn jeans or clothes revealing underwear are allowed

### **5. SCHOOL RULES**

The rules of the school must be adhered to:

- At the school during normal school hours
- During extra mural activities and school functions
- When a learner appears in public in a school uniform



## MERIT AND DEMERIT POLICY

The main purpose of the Demerit system is to incentivise learners to behave in line with the PIPE values and thereby creating a culture of discipline and a value-based school. The main purpose is not to punish negative behaviour.

The demerit system works as follows:

- Learners start with 0 points
- All Violations and Recognitions are logged on the conduct list (d6 Plus)
- Recognitions and Violations not logged on d6 Plus will not be considered
- Recognitions are given for positive actions for example: Assisting Educator
- Violations are given for misconduct for example: Homework not done
- Recognitions and Violations are indicated separately on the Conduct Report of the learner.
- Some conducts are only for informative reasons for example "Informed parents about concerns regarding academics"
- The learner attends detention should the Violations reach **-50** or less.
- Once the learner has attended detention "Detention attended" is added automatically to the Violations column to reduce the negative marks.
- Where a learner does not attend detention without a valid reason "Bunking Detention" will be added as a Violation.
- Should the Violations again reach **-50** or less the learner must attend detention for a second time
- Once the learner has attended detention "Detention attended" is added automatically to the Violations column to reduce the negative marks.
- If the Violations of the learner reach **-50** or less for the third time the parent(s) must be called in for a "Disciplinary Discussion". The learner must attend detention for a third time.
- For certain serious Violations a Disciplinary Discussion or Disciplinary Hearing could be held immediately
- Should the Violations of the learner reach **-50** or less for the fourth time a Disciplinary Hearing will be held
- The Disciplinary Chairperson will decide on the appropriate outcome and sanction which could include, but is not limited to: Suspension, Conditional Admission, Counselling, Written Warning, Expulsion with Notice or Immediate Expulsion.
- Should the Violations total reach **-350** or less before the end Term 3 a Conditional Re-Admission letter will be issued to the learner indicating under which conditions the learner will be allowed back the following year. If these conditions are not followed the following year, the learner will attend a disciplinary hearing and could be expelled. However, in the case of Expulsion before the end of the previous year, no notice will be given and the punishment will be effective immediately.
- If there are serious transgressions for example the possession of drugs, the learner will be suspended until a disciplinary hearing is held. The outcome of a serious transgression could be immediate expulsion.
- For certain transgressions a learner will be suspended until the Disciplinary Hearing and if the sanction is suspension for the learner, the days the learner was suspended until the hearing will be subtracted from the total number of days for which the learner is suspended
- Parents can at any time request a copy of the Code of Conduct Report of a learner
- A summary of the Code of Conduct Report will be e mailed to all parents once a term.

- Parents can appeal the outcome of a Disciplinary Hearing in writing within 7 days of the outcome of the hearing. The grounds for appeal must be clearly indicated. The outcome of an appeal can be one of the following:
  1. The Outcome is upheld
  2. The Outcome is overturned
  3. The Sanction can be changed

## 7. CONDUCT SYSTEM

Description	Type	Points
Academic Goal Achieved (Quarterly)	Recognition	20
Academic good performance (Quarterly) 75%+	Recognition	30
Academic performance increase 5%+ (Quarterly)	Recognition	10
Academic performance increased 10% (Quarterly)	Recognition	20
Academic performance increased 15%+ (Quarterly)	Recognition	30
Academic performance increased 30%	Recognition	60
Assault - causing serious bodily harm(Disciplinary Hearing)	Violation	-150
Assignment result 75%+	Recognition	20
Assignment(Formal) Submitted Late	Violation	-10
Assignment(Formal) Submitted Early	Recognition	10
Assist fellow learners	Recognition	10
Assist educator/staff member	Recognition	15
Attendance 100% (Quarterly)	Recognition	20
Attention not paid in class	Violation	-5
Attended 3 Detentions - Disciplinary Discussion	Violation	0
Attended 4 Detentions - Disciplinary Hearing	Violation	0
Books left at home	Violation	-15
Bunking class	Violation	-30
Bunking detention (Inform Parent)	Violation	-30
Bunking register	Violation	-30
Bunking school - (Inform Parent)	Violation	-50
Bullying (Disciplinary Discussion/Disciplinary Hearing if continuous behaviour)	Violation	-100
Chewing or eating in the classroom	Violation	-5
Classwork not done / incomplete	Violation	-20
Conditional re-admission given for following year	Violation	0
Conditional Admission for the Year	Violation	0
Confrontation -Physically (Disciplinary discussion)	Violation	-50
Confrontation –Verbally	Violation	-30
Disciplinary discussion held	Violation	0
Disciplinary hearing held	Violation	0
Discrimination (Disciplinary Discussion)	Violation	-50
Discussed academics with learner	Violation	0
Discussed discipline with learner	Violation	0
Dishonest	Violation	-15

Disregard exam/test procedures	Violation	-30
Disregard instructions (Specify)	Violation	-20
Disrepute the name of the school (Disciplinary Discussion) (Specify)	Violation	-100
Disrespectful towards fellow learners (Specify)	Violation	-20
Disrespectful towards staff (Inform Parents) (Specify)	Violation	-50
Disrupting the class (Specify)	Violation	-20
Exam/test results 75%+	Recognition	20
Extra effort with school work	Recognition	15
Fraud (Disciplinary Discussion)	Violation	-50
Face Mask Removed Repeatedly	Violation	-20
Gambling	Violation	-25
Good behaviour (Monthly)	Recognition	20
Good Behaviour / Diligent Academical Work (Weekly)	Recognition	10
Grooming incorrect (Hair, Nails, Make-up, Unshaven)	Violation	-10
Highest mark in subject (Quarterly)	Recognition	10
Homework Copied	Violation	-10
Homework not done/Incomplete	Violation	-20
Honesty	Recognition	20
Irregularity in exam/Formal test(Discipline Discussion)	Violation	-50
Intimidating/Threatening fellow learner(s)	Violation	-50
Late for class	Violation	-10
Late for school	Violation	-10
Leadership abilities displayed	Recognition	15
Letters/test/homework not signed	Violation	-5
Litter	Violation	-10
Neatness (Monthly)	Recognition	10
Noise making during rotation of classes	Violation	-5
Noise making in class	Violation	-15
Noise making during assembly	Violation	-10
Parent informed about academic issues	Violation	0
Parents informed telephonically/via email regarding discipline	Violation	0
Parents informed about late coming	Violation	0
Parents informed regarding absenteeism	Violation	0
Participate in school social activities	Recognition	20
Participate in school sport activities	Recognition	20
Participation in school culture activities	Recognition	20
Petty theft - Value below R50 (Disciplinary Discussion)	Violation	-60
PIPE values achieved quarterly	Recognition	30
Playground / Classroom cleaned	Recognition	10
Playing with Cell phone / Tablet (Device will be confiscated)	Violation	-15
Positive drug test (Disciplinary Discussion and counselling)	Violation	-100
Positive drug test twice (Suspension until hearing)	Violation	-200

Possession/distributing/using of drugs (Drug Test and Suspension until hearing)	Violation	-300
Possession of inadmissible objects - Lighters, matches, medication etc. (Inform Parents)	Violation	-50
Possession of cigarettes/Vape (Disciplinary Discussion)	Violation	-100
Possession of pornography (Disciplinary Discussion)	Violation	-50
Possession of a dangerous weapon(Knife, Brass Knuckles, Hammer, Knobkerrie etc) (Suspension until Hearing)	Violation	-300
Possession of an imitation firearm, airgun or BB gun (Suspension until Hearing)	Violation	-200
Possession of a firearm (Suspension until hearing)	Violation	-300
Possession/Using of alcohol (Breathalyzer Test and Suspension until Disciplinary Hearing)	Violation	-200
Remedial / intervention bunked	Violation	-20
Respectful behaviour (Monthly)	Recognition	20
School uniform incorrect	Violation	-15
Sexual Harassment-persistent unwelcome sexual remarks, looks and physical contact(Suspension-Hearing)	Violation	-200
Sexual Intercourse (Disciplinary Hearing)	Violation	-100
Sexual Interaction-Kissing and fondling (Disciplinary Discussion)	Violation	-50
Sleeping in class	Violation	-10
Smoking cigarettes (Disciplinary Discussion)	Violation	-100
Sniffing glue or other banned substances (Disciplinary Discussion)	Violation	-50
Suspension Completed	Violation	0
Swearing or abusive language	Violation	-15
Talking in class	Violation	-10
Tampering with fire equipment (Disciplinary Discussion)	Violation	-60
Tampering with learner property	Violation	-30
Tampering with staff property	Violation	-30
Tampering with school property (Inform Parents)	Violation	-50
Textbook not covered	Violation	-10
Textbook Lost	Violation	-20
Theft - Value above R50 (Disciplinary Hearing)	Violation	-100
Threaten any staff member verbally/written (Disciplinary discussion)	Violation	-100
Threaten any staff member physically (Suspension until Disciplinary Hearing)	Violation	-200
Threaten anyone with a weapon or firearm (Suspension until Hearing)	Violation	-300
Unacceptable social behaviour - verbal/physical	Violation	-15
Under the influence of alcohol - 0,24 mg and higher(Suspension until Disciplinary Hearing)	Violation	-200
Unsafe behaviour-Causing unintentional injury/or accident (Specify)	Violation	-15
Vandalism (1st offence Disciplinary Discussion)(2nd offence Hearing)	Violation	-100
Verbal warning given (Specify)	Violation	0
Voluntary work	Recognition	10
Walking around outside class/Loitering	Violation	-15
Writing on any school property	Violation	-30



**AMBERFIELD**  
COLLEGE

## DECLARATION

I, \_\_\_\_\_  
parent/guardian(delete non-applicable option) of \_\_\_\_\_  
in grade \_\_\_\_\_ do hereby acknowledge that I have received the Discipline and Conduct Policy  
of Amberfield College. I hereby declare that I have read through and familiarised myself with the  
content of the School's Discipline and Conduct Policy.

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

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



## INDEMNITY FORM

Amberfield College (RF)(Pty)Ltd (Reg no. 2017/161695/07) (The School) and the Board of Directors undertake to implement reasonable and generally acceptable measures with regard to the safety and well-being of all learners, educators and visitors to The School.

Due to the nature of the matter, The School and the Board of Directors do not accept any responsibility for accidents that may take place in the class, on the school grounds or on the sports fields.

Each parent is therefore requested to complete the section below as proof that you accept the position of The School and the Board of Directors as set out above as well as the risks involved therewith.

I, the undersigned,

**FULL NAME AND SURNAME:**

**ADDRESS:**

**CONTACT DETAILS:**

the parent / legal guardian of the under mentioned learner who is enrolled as such and accepted by The School, subject to the terms set out herein:

**NAME AND SURNAME OF LEARNER:**

indemnify The School and the Board of Directors for the time being of the Amberfield College (Reg Nr 2017/161695/07) from any losses or damages in general, however they may occur, that I as parent / legal guardian of the above learner may suffer as a result of any occurrence whereby the learner may be involved, whether as the causing or suffering party, whilst participating in any school activity.

In particular, I authorise that the aforesaid learner may be involved in all excursions undertaken by his / her group or class during school days as part of his / her learning experience and, where applicable, I agree that he / she may utilise the transport arranged by The School for such excursions. I also indemnify The School and the Board of Directors of any damages or losses that I as parent / legal guardian of the above learner may suffer under such circumstances and voluntarily accepts the risks associated therewith.

SIGNED AT \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_.

**WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**PARENT / LEGAL GUARDIAN:**

\_\_\_\_\_