

# LAMBTON CHRISTIAN SCHOOL KIBLER PARK



## **STUDENT INFORMATION**

Full names:	
Grade:	

## **ADMISSION POLICY**

1. A parent must complete an application form for admission, which is made available to him or her by the administrator of the school together with the admission policy and the code of conduct for learners of the school.
2. The principal ensures that parents are given whatever assistance they may require to complete the form.
3. When a parent applies for admission of a learner to the school, the parent must present an official birth certificate of the learner to the administrator of the school.
4. If the parent is unable to submit the birth certificate, the learner may be admitted conditionally until a copy of the birth certificate is obtained from the regional office of the Department of Home Affairs.
5. The administrator must advise parents that it is an offence to make a false statement about the age of a child. (See Births and Deaths Registration Act, 1992 (No. 51 of 1992).)
6. The parent must ensure that the admission of the learner is finalised within three months of conditional admission.
7. On application for admission, a parent must show proof that the learner has been immunised against the following communicable diseases: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B.
8. If a parent is unable to show proof of immunisation, the administrator must advise the parent on having the learner immunised as part of the free primary health care programme.
9. When a learner transfers from one school to another, the principal must complete a transfer card and hand it to the parent, or forward it to the administrator of the receiving school.

**Note:** the learner's permanent record remains with the school and is not passed on to the receiving school.) The learner's transfer card must be attached to the application form for admission to the receiving school.

10. If the transfer card is not available, the principal of the receiving school may admit the learner and place the learner in a grade on the basis of the following documentation:
  - the last report card issued by the previous school;
  - other equivalent documentation from the previous school; or
  - A written affidavit of the parent stating the reason for not having the transfer card and the grade the learner attended at the previous school.

### **Admission of non-citizens**

The South African Schools Act, 1996 and this policy apply equally to learners who are not citizens of the Republic of South Africa and whose parents are in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs.

1. A learner who entered the country on a study permit must present the study permit on admission to the public school.
2. Persons classified as illegal aliens must, when they apply for admission for their children or for themselves, show evidence that they have applied to the Department of Home Affairs to legalise their stay in the country in terms of the Aliens Control Act, 1991 (No. 96 of 1991).

### **Age requirements for the admission of a learner to the school or different grades of a school**

1. Learners admitted to the school in Grade R must be five years old or turning five before 30 June of the year of admission.
2. Learners admitted to the school in Grade 1 must be six years old or turning six before 30 June of the year of admission.
3. Learners admitted to a school at an age above the age norm for a grade, will undergo a diagnostic test to determine their appropriate Grade level.
4. As far as possible, they will be placed in a fast track facility, or with his or her peer group, unless it is not in the educational interest of the learner. In the latter case the learner will be placed in a suitable lower grade, and an accelerated programme will be worked out for the learner to enable him or her to catch up with the peer group as soon as possible.
5. Children with special needs may also be accommodated provided it is within the school's ability to cater appropriately for the learner's educational and other needs (e.g. any physical impairment).

## **SCHOOL EQUITY AND DIVERSITY POLICY**

We believe that God created all men equal, therefore discrimination is not our praxis.  
As an educational institution, we are committed to:

No discrimination on the basis of colour, race, gender or social class,

- Representation of the diversity of the new South Africa within context of Biblical values
- Upholding democratic principals

We strive to express this in Lambton Christian School by:

- Maintaining a fair representation of our society within our student body and staff in compliance with our statement of faith,
- Ensuring that every effort is made to accommodate learners with learning disabilities. This however depends on our capacity at the time to offer such remedial work,
- Offering a curriculum that makes allowance for cross-cultural & democratic practices,
- Endorsing and maintaining a Christian ethos that displays a sensitivity to other cultures, □ Developing and encouraging skills in dealing with Godly conflict resolution,
- Highlighting the plight of the less fortunate.

### **Conclusion:**

We strive to develop a diverse, just and equitable society.

- The dignity of all staff and learners is respected, affirmed and defended.
- A biblical worldview in all learning areas and staff management is promoted.

## **FINANCIAL POLICY**

Lambton Christian School is an independent school and as such reserves the right to charge fees. The payment of school fees is determined by the governing body and is compulsory.

The Policy in this regard is as follows:

### **FEES**

Fees are payable over 12 months. The basic school fee does not include sport levies, computer levies, Science/Math levies, class excursions or for injuries caused on school property. All the above levies are charged separately as follows

Note that all payments must be done before the last day of the month. Any late payments are subject to the procedure set out below:

1. If fees are not paid by the 1<sup>st</sup> day of the new month, a “reminder” letter will be sent to the person(s) liable for payment of school fees
2. If fees are not paid by the 5<sup>th</sup> day of the new month, we will, regrettably, have to send your child home until all outstanding fees are paid.
3. If all outstanding fees are not paid in full by the first day of the new month after suspension, we regrettably have to terminate your child’s schooling at Lambton Christian School.
4. A student whose fees are not paid up in full by the end of November will not be enrolled for the following year. Such a student will then have to re-enrol as a new student and will have to be subjected to the same enrolment procedures as a new student.
5. If your child’s schooling has been terminated, the undersigned person(s) will still be held liable for payment of all outstanding school fees.”

### **NOTICE PERIOD**

One month’s written notice is required for pupils who leave during the year. School leavers will be deemed to have given a one calendar months’ notice. If the above notice period is not adhered to, a penalty equivalent to one month’s school fees is payable prior to the release of their transfer card and report.

NB: No school fees that have been paid to the school, prior to a parent/guardian giving the school notice of their intention to have their child leave the school, will be refunded.

### **ANNUAL FEE INCREASE**

A school fee increase will be effective from one calendar months’ notice in advance.

### **COLLECTION PROCEDURES**

School fees which are not paid by the **1<sup>st</sup> of each month** will be followed up telephonically or email or via a school letter.

School fees which are not paid by the 5<sup>th</sup> of each month will result in students being suspended until such time that the full outstanding fees are recovered.

Non / or late payment of school fees of children who have been awarded special rates could place the continuation of such special rates in jeopardy.

## LANGUAGE POLICY

Tuition is provided using English as the medium of instruction.  
All learners shall be offered English as a subject in Grades R to 8.

From Grade 1 onwards all learners will be introduced to a second language (namely Afrikaans).

All language subjects shall receive equitable time and resource allocation.

The following promotion requirements apply to language subjects:

- In Grade 1 to Grade 2 promotion is based on performance in both languages.
- From Grade 3 onwards, both languages must be passed.
- Subject to national norms and standards as determined by the Minister of Education, the level of achievement required for promotion shall be determined by the provincial education departments.
- Foreign students (classified as such in terms of the Government Gazette No 19484, dated 27 November 1998) must take English as a minimum requirement. The second language will be replaced with an additional major

Students are required to speak only English on school property. Any other language will not be allowed.

We encourage parents to speak English with their children at home to increase their vocabulary.

# LEARNING CENTRE CODE OF CONDUCT OF POLICY

The following will serve as a guideline to our school's approach to maintain effective discipline at LCS.

## 1. Objectives

The main purpose of our discipline system is to encourage and promote appropriate behaviour by using positive incentives. The focus is on the obtainment of merits and rewards.

## 2. Management

Effective management of our Merit/Demerit system requires commitment and support from educators, learners and parents. Parents are encouraged to support the school's discipline program.

## 3. Merit System

Merits can be earned for the following:

- Displaying Christ-like characteristics (politeness, honesty, helpfulness, consideration, co-operation etc).
- Positive attitude, effort & participation in schoolwork.
- Being a good ambassador to the school.
- Monthly Scripture memory verses memorised.
- Excellent effort made in a task/oral/project.
- Good work done in exercise books
- Good progress in spelling/bonds/table tests
- Co-operative behaviour
- Enthusiastic participation in school functions.

## 4. Discipline

“Obey them that rule over you and submit yourselves” *Hebrews 13v17*

Discipline is much more than control or punishment – it is what is done **for** a student, not to him. Training for leadership requires consistency in love and discipline of a student. We will not accept a student unless we are given parental permission to issue necessary punishment to that student when the need arises.

If your child comes home complaining about a policy of discipline, please adhere to the following procedure:

- a) Give the staff the benefit of the doubt: “Foolishness is bound in the heart of a child, but the rod of correction shall drive it far from him.” *Prov.23v13-14*
- b) Realize that your child's reporting *may be emotionally biased* and may not include all the information: “Train up a child in the way that he should go and when he is old he shall not depart from it” *Prov.22v6*
- c) Realize that the school has reasons for all rules, and that they are *enforced without partiality*: “Children, obey your parents in all things, for this is pleasing to the Lord.” *Colossians 3v20*

- d) Support the Administration and *call the school for the facts.*

*The discipline will be firm, consistent, fair and tempered with love*

## **6. Disciplinary Measures**

### **Category 1 violation**

1. Misbehaving /disobedient/arrogance/rude/ill- mannered
2. Fighting
3. Disruption to class routine
4. Forget to bring books
5. Homework not done
6. Not being punctual (school and class)
7. Not handing in of letters/ return slips
8. Not wearing correct school uniform
9. Prohibited areas ( as Specified)
10. Use of strong language/swearing
11. Littering
12. Eating chewing gum
13. Disobeys class rules
14. Class work incomplete/not done

### ***Results regarding category 1 violation:***

- ***Once 3 category 1 violations have been in the homework diary, the parents will receive a letter notifying them about a due detention.***
- ***After the parents have signed the letter, the learner will stay for detention***
- ***Should the learner fail to show up for detention, it will also be regarded as a category 3 violation***

### **Category 2 violation**

Absence without permission

1. Poor behaviour in public when wearing school uniform
2. Poor behaviour during school activities
3. Homework book not at school, lost or pages torn out

### ***Results regarding category 2 violation***

- ***If one CATEGORY 2 violation has been noted in the homework diary, parents will receive a call or a letter.***
- ***The learner will have to stay for detention***
- ***Should the learner fail to show up for detention, it will also be regarded as a category 3 violation***

### **Category 3 violation**

1. Smoking
2. Assault
3. Theft
4. Alcohol and or drug abuse/use
5. Serious disruption to school routine
6. Dishonesty during examinations
7. Purposeful injury to school property
8. Occurrence of racism/ attack on other races
9. Sexual harassment and felony
10. Not showing up for detentions

### ***Results for category 3 violation***

***The Management team immediately contacts the parents by means of a letter or telephonically. A hearing by the Directors with the following possible results-***

- 1. Performing of certain tasks***
- 2. Replacement of danged property***
- 3. Compensation payment***
- 4. Temporary Suspension***

***A learner will appear before the Management of the school if he/she sat detention 3 times.***

### **7. Discipline for Demerits**

- 3 Demerits = Detention Friday afternoon
- 3 Detentions = Parent conference with Supervisor and Principal
- 4 Detentions = Suspension
- 5 Detentions = Possible Expulsion from LCS if needed.

A Corrective Action Notice will be filled out and placed into the homework book. This notice is to be signed by the parent and returned to school the next day, where after the detention time will be served.

All demerits accumulated during a week will be cancelled at the end of each Friday. Students start with a fresh slate each Monday morning.

## **8. Attendance**

Students are to be at school no earlier than 7:15am and no later than 7:40am.

- a. A written excuse is necessary on the day when a student returns after a period of absence. If an absence is foreseeable, a note should be sent in advance.
- b. A student is considered tardy if he/she is not in class by 7:45am. Continued tardiness will necessitate a conference with the parents/guardian and principal.
- c. If there is a need for a student to leave during the day, the teacher must receive a note from the parent/s before the student is allowed to leave the school.

## **9. Grooming**

- Boys' hair must be kept short and neat.
- Girl's hair must be kept neat and out of the eyes. Once it reaches collar length, it must be tied up.
- Girls may have neatly braided hair. Simple extensions must be neat, natural colour and must be tied up if it reaches the collar.
- NO bleaching / colouring allowed. Girls' hair must be tied up or cut as soon as it reaches the collar.
- Only Black/White hair accessories are allowed.
- Girls' dress-length: must just touch the floor when kneeling.
- No jewellery (except watches, tiny gold stud earrings or plain sleeper earrings for girls) may be worn. This includes bracelets made of any material and any "cultural" or religious tokens.
- Learners must keep their shirts tucked in and their socks pulled up.
- Fingernails are to be trimmed and clean. NO nail varnish may be worn.
- Shoes are to be polished daily.
- Broken or torn clothing will not be permitted.

## **Respect**

At LCS we teach the learners respect for others. We, as Christian educators, respect our learners and their parents, and we expect this attitude to be returned. Our attitude is not to speak critically of anyone. It is only as we give respect that we can expect to receive it in return. Disrespect, towards staff or fellow pupils, is therefore viewed in a serious light, and will be dealt with under the school's correction policy.

Please support the school and staff by administering correction in a loving manner, should the need for such discipline arise.

## **10. General Rules**

- Behaviour as unto the Lord at all times. (What would Jesus do?) □ All adults and visitors are to be greeted politely.
- School property, building, furniture, plants and cars are not to be marked or damaged. Chairs are to be neatly pushed in when leaving offices.
- Those who can't attend sport are to be excused either by letter or by a telephone call from the parent.
- Proper sport clothes are to be worn on sport days.
- All clothing to be clearly marked with the owner's name.
- Learners will only be allowed to use the telephone in emergencies.
- Homework notebooks need to be kept neat, written in and signed by parents daily.
- Bad and unsavoury language, fighting, disrespect and dishonesty are not acceptable and will be dealt with in a serious light.
- Students are expected to act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality and honesty.
- Students must agree to strive towards unquestionable character in conduct and attitude.
- Criticizing, teasing and name-calling will not be tolerated.
- No rough play is permitted.
- No littering.
- No knives or weapons will be allowed on the property.
- A six-inch rule applies between girls and boys.
- No-Show penalties will be levied for sport and any official school function where a fee is levied.
- Lambton Christian School reserves the right to search any learner or person on its property for drugs, alcohol, cigarettes or any other items should the need arise.

## **HEALTH AND SAFETY POLICY**

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#### **General Guidelines**

It is the policy of Lambton Christian School, so far as is reasonably practicable, to:

- establish and maintain a safe and healthy environment throughout the school;
- establish and maintain safe working procedures among staff and learners;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- ensure the provision of sufficient information, instruction and supervision to enable all stakeholders to avoid hazards and contribute positively to their own health and safety.
- maintain all areas under the control of LCS in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
- formulate effective procedures for use in case of fire and for evacuating the premises; lay down procedures to be followed in case of accident.

- **Responsibilities**

The management team of LCS is responsible for implementing this policy. In particular they will:

- monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
- prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
- make arrangements to draw the attention of all stakeholders to safety policies and procedures and of any relevant safety guidelines and information issued by the local authority;
- make arrangements for the implementation of the local authority's accident reporting procedure and draw this to the attention of all staff at the LCS as necessary;
- ensure that regular safety inspections are undertaken. (A Health & Safety team will inspect all LCS premises and property once a quarter);
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety officer;
- monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
- identify any member of staff having direct responsibility for particular safety matters.

- **Responsibilities of Staff**

All staff is responsible for the health and safety arrangements in relation to staff and learners and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over all those for whom they are responsible, including learners;
- be aware of and implement safe working practices and to set a good example personally
- identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- provide written job instructions, warning notices and signs as appropriate;
- provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- provide the opportunity for discussion of health and safety arrangements;
- investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training.

## **Responsibilities of Learners**

All learners are expected, within their expertise and ability, to:

- exercise personal responsibility for the safety of themselves and their fellow learners;
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- observe all the safety rules of the training facility and in particular the instructions of the staff in the event of an emergency
- use and not wilfully misuse, neglect or interfere with things provided safety purposes.

- **Visitors**

It is a standard requirement that all visitors/parents/guardians etc, report directly to the school office and not to classrooms. Any visitor/ parent/guardian etc will be turned away should he/she report directly to any classroom.

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of Lambton Christian School.

## **PREGNANCY**

As a Christian school we will treat our learners with grace but will ensure that the reputation of the school and its staff and learners are protected at all times.

In the event of a learner from our school falling pregnant, the school will deal with the matter in the following way:

### **Learner and Parents**

- A learner who is pregnant or has reason to believe she may be pregnant should inform someone in the school immediately, preferably a senior educator. A learner who is aware that another learner is pregnant should also immediately inform the school.
- As soon as the matter has come to the schools attention, either from the student herself, her parents or another person, the parents and student will be contacted to come in for an interview with the Pastor and the Principal. In such case as the learner has not informed her parents, the matter will be dealt with confidentially and parents or guardians will only be informed and involved after consultation with the learner involved.
- Parents and guardians may not be absolved of their responsibilities regarding their pregnant child. Parents and guardians should therefore ensure that the school is timeously informed about the condition of their child, ensure that she attends a health clinic, and that reports are communicated to the school.

- Each situation will be treated individually and all parties will have an opportunity to state their concerns.

### **The School**

- The learner will then not be allowed to attend school once she has reached her 4<sup>th</sup> month of pregnancy (16 weeks) until after she has had the baby and must produce a medical report declaring that she is fit to resume classes. The learner must also be made aware that, after childbirth, the rights of the newly born baby must be protected, and she should be able to demonstrate to the school that proper arrangements have been made for the care and the safety of the child.
- The school will not discriminate against the learner, however, the pregnant learner should also understand that some members of the community might not readily accept and be supportive of their situation because of the value systems to which they subscribe.
- The learner will be allowed to resume class work after the birth of the baby upon receipt of a medical certificate clearing her for resuming her studies (minimum 6 weeks).
- The learner may, however, only resume attendance at the school one year after the birth of the baby.
- The school will strongly encourage the learner to continue with her education prior to and after delivery of the baby
- The learner may do work at home and bring the completed work to school between 14:00-15:00 hours to be scored.
- Termly reports will be issued as per normal.
- The learner will be required to attend counselling session provided by the school. The sessions will be compulsory for the learner if she intends continuing class work whilst she is pregnant or if she intends resuming attendance at the school after the birth of the baby. A record of these counselling sessions will be kept on the learners personal file □ At no time whilst the learner is pregnant should she wear the school uniform.
- Parents will still be liable for school fees for the duration of their daughter's pregnancy and suspension period.
- In the case of a learner falling pregnant due to immoral behaviour, if the learner does not stop this behaviour she may be asked to leave the school.

**Other learners:**

- Once a learner or her parents or guardian has informed the school that a learner is pregnant the children from Grades 4 - 7 will be informed of the situation.
- They will be informed that the learner has contravened Biblical principles and the school Learner Conduct Policy. To protect their reputations and the schools' the learner will not be allowed to attend the school until at least one year after the birth of the baby and then only if she has followed the criteria of counselling and stopped any immoral behaviour.
- Learners will be informed that the pregnant learner has not been expelled, but has been asked to do class work for a time at home and that she may resume attendance after the baby has been born.
- Learners will be informed that although we do not condone this behaviour, we still love the learner according to John 8:1-11 and will provide spiritual support through counselling as well as academic support as outlined above.

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Parent 1/Guardian 1 Names

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Parent 1 /Guardian 1 Signature

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Parent 2/ Guardian 2 Names

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Parent 2/Guardian 2 Signature

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Witness Name and Surname

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Witness Signature