

Prospectus Southdowns College



Enlightened Minds



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1. History

Southdowns College, a member of the Centurus Colleges group, was founded in 2007 and is an Independent School affiliated with the Independent Schools Association of South Africa. Southdowns College is situated next to the beautiful Southdowns Estate and Irene farmlands of Centurion. The school operates from grade 000 – grade 12 and has a highly qualified staff which facilitates a dynamic level of education and interaction with the pupils. The distinctive architecture of the Irene rock inspires a sense of ownership amongst the pupils and staff

2. Vision

Creating dynamic, independent leaders for a global society

3. Mission

To provide a dynamic and progressive education for all pupils who respect individual needs and embrace diversity and change in pursuit of academic, sporting and cultural excellence, while providing social and leadership skills and nurturing spiritual growth.

4. Values and Expectations

To live our lives according to the Christian values of:

- Integrity
- Humility
- Compassion
- Courage in service to our community and Country
- Stand for, greet and assist any visitors to the school.
- Obey and assist all teachers and prefects to the best of their ability.
- Greet teachers and prefects.
- Report any breach of the Code of Conduct to someone in a position of authority.
- Have all stationery and school uniform/kit clearly marked with his/her name

5. Facilities

New school buildings have been added during 2010 and now comprise four large teaching blocks, a hall, Science laboratory, Biology laboratory and a new technology centre. The teaching blocks include administrative offices, an audio-visual room, Technical Drawing rooms, an Art room, a Drama Studio and a dedicated AutoCAD room.

Southdowns College is in the forefront of South African schools in the field of Technology, and can offer its pupils the following facilities:

- ✓ 2 x computer centres
- ✓ 27 classrooms
- ✓ 1 x rugby field
- ✓ 1 x hockey field
- ✓ 2 x cricket fields (4 x practice nets)
- ✓ 4 x netball/tennis courts
- ✓ Athletic Track
- ✓ 1 x Indoor swimming pool

- ✓ 1 x modern gymnasium
- ✓ 6 x music studios
- ✓ 1 x ballet studio
- ✓ Campus Restaurant
- ✓ Boarding Facility – College House

6. Reputation and Educational Philosophy

Southdowns College's Reputation:

Southdowns College is acknowledged as one of the leading schools in the country, and enjoys a reputation built on the achievements of the past. Its pupils have over the years distinguished themselves in all fields of endeavour. Academically, Southdowns College pupils have regularly featured among the top pupils in Gauteng.

Southdowns College enjoys regular contact with other major schools throughout the country, and the world, in a variety of cultural and sporting activities. Southdowns College pupils have excelled at Provincial and National level, and have also become renowned for its Creative arts Department. Southdowns College pupils have distinguished themselves as lively, interesting speakers in public speaking and debating competitions. The various Academics of Excellence continue to encourage the desire for group success.

Southdowns College's Educational Philosophy:

Southdowns College is concerned with the education of all its pupils. It stresses the striving after excellence and takes pride in the achievements of the talented and exceptional individuals. This education taken in the broader sense includes an increased responsibility for the pupils' social, moral, spiritual and emotional development, in addition to our traditional interest in academic proficiency. It recognises the individuality and worth of every pupil and aims to:

- ✓ provide opportunities for each pupil to grow as an individual and realise his/her unique potential through the achievement of realistic self-set goals;
- ✓ enrich the lives of its pupils through encouraging their participation in the School's varied cultural and sporting programme;
- ✓ educate for life in a changing society through the development of a social conscience and the recognition of the importance and dignity of every human-being, regardless of status, colour, race or religion;
- ✓ cultivate in our youth a love and understanding of our country and a desire to participate intelligently in the solving of its problems; and
- ✓ Socialise within a school climate which is characterised by mutual respect and the happy, friendly interaction of its members.
- ✓ Support and promote the School's strong scientific bias in terms of subject offering

7. Admission Policy

Grade 7

Entry at this level is determined by the academic performance at Southdowns College Preparatory. Pupils entering from the surrounding areas are determined by previous academic performance, a satisfactory confidential report from the pupils Principal, and an interview with the Senior Headmaster or member of senior Management.

Grade 8

Entry at this level is determined by previous academic performance, a satisfactory confidential report from the pupils Principal, and an interview with the Senior Headmaster or member of senior Management

Grades 9 - 12

Pupils are admitted to these grades only if places become available. Entry is determined by previous academic performance, a satisfactory confidential report from the pupil's previous school, and an interview with the Senior Headmaster or member of senior management.

GENERAL CRITERIA

- No acceptance of weak academics
- Concern for well rounded candidates
- Recognition for good sportsmen and good musicians
- Recognition for a balance of racial intake
- Recognition for pupils who really want to come to Southdowns College
- Order of priority of acceptance:
 - ✓ Siblings
 - ✓ Estate Residents
 - ✓ Availability

ADMISSIONS PROCEDURE:

APPLICATION

Completion of a Registration form and a fee of R750.00

ADMISSIONS CRITERIA

Entry is determined by:

- Applicant's academic record
- Headmaster's confidential report
- Personal interview with the Senior Headmaster or Senior Member of Management

ADMISSIONS PROCESS

All prospective pupils are contacted in order to:

- Confirm registration for the relevant year
- Update applicant information
- Request a school report and a confidential report from the applicants previous school
- Request that applicant attends a personal interview with the Senior Headmaster or member of senior Management
- Invite applicant to orientation weekend

ORIENTATION CAMP

Held during the second week of the first term for all grade 7 pupils registered for the following year - this weekend provides an opportunity for pupils to experience all aspects of Southdowns College first hand. All staff and prefects are involved.

SCHOLARSHIPS

Academic, Sports and Music Scholarships are awarded to pupils of outstanding ability, entering Southdowns College in Grade 10, 11; they are valid for the year duration of a pupil's career at the School. Scholarship examinations / interviews/ auditions take place by invitation.

- a. **Academic Scholarship**: Candidates must have achieved an aggregate of 75% or more at the end of their Grade 9, 10 year in order to apply to write the scholarship examination.
- b. **Sports Scholarship**: Candidates are invited to apply for a sports scholarship, and will be short listed for an interview, based on the following criteria:
 - Highest level of representation in one or more sport
 - Cross section of sports played
 - Level of commitment to sport
 - Sportsmanship
- c. **Music Scholarship**: Candidates are invited to apply for a music scholarship, and will be short listed for an audition, based on the following criteria:
 - Highest level of competence in one or more musical instruments
 - An interest in musical development

All scholarship applications must be supported by a written motivation, outlining the applicant's achievements.

OFFERS OF PLACES

The Admissions Committee meets at the start of the 3rd term to decide on selection of pupils:

- Acceptances
- Waiting list
- Refusals

Selection Process is based on the following procedure:

All applicant files are circulated, over a period of several weeks, amongst members of the committee, and graded by each member on the following scale:

- | | |
|----------|---|
| A | Certain entry to Southdowns College - meets all attributes required |
| B | Very strong candidate - almost certain of a place |
| C | Strong candidate - with some reservations |
| D | Waiting list candidate |
| E | Not to be considered |

Grades as rated by the members are based on the following:

- ✓ personal interview
- ✓ academic ability
- ✓ application of ability
- ✓ leadership potential
- ✓ sporting potential
- ✓ any other exceptional qualities

The object of the Admissions Committee is to reach consensus on ratings of all applicants on a scale of A - E so that offers of places can be made.

8. Language Policy

- ✓ The language of instruction at Southdowns College is ENGLISH.
- ✓ Afrikaans will be offered as an additional language.
- ✓ African languages would be offered depending on the need.
- ✓ Learners should be given ample opportunities to use language in class
- ✓ It is important that learners write , read and speak the language of instruction everyday
- ✓ Learners are encouraged to use dictionaries on a daily basis
- ✓ All communication and correspondence from the Southdowns College will be in English

9. Religious Policy

9.1 Principled Approach of the College as a Christian Based Educational Institution

Against the historical background of Religious Education in South Africa, and the right of independent schools to adopt a secular or single-faith approach to education practices and religion education in the School, Southdowns College actively promotes an education policy based on a Christian approach.

The College's effort to implement an approach to religious expression that recognizes the College's religious tradition, but is reasonably tolerant of all faiths and beliefs, is founded upon the following fundamental principles:

- 9.1.1 As a Christian Institution, it is impractical for the College to attempt to accommodate all faiths in its culture, traditions daily routines and activities. The College therefore does not adopt a "neutral" religious approach to its educational practices, and openly acknowledges that it promotes and advocates a particular faith as an inherent part of its culture and daily life.
- 9.1.2 The College will adopt a Religious Education approach accordingly, which will include instruction in Christian tenets, traditions and practices, a nurturing of the Christian faith and the advocacy of membership. This approach shall not however require a specific religious belief and adherence of an employee or a learner, as this is unquestionably the personal choice and responsibility of the employee or the learner's parents and family, and not the College.
- 9.1.3 The College's declaration of its particular religious faith will not absolve the College from seeking to make reasonable and appropriate provisions for employees and Learners of other faiths where feasible, and from ensuring that it does not engage in coercive religious practices. No other religious belief or non-belief by a Learner or employee should be disparaged. The College's approach to religious advocacy is based on a teaching and not a preaching approach.
- 9.1.4 The College, as an independent education institution is grounded in its own specific religious traditions. While the College will not exclude Learners solely on the grounds that they may not personally share the same beliefs that may inform the College's traditions, Learners will nevertheless be expected to conform to the religious norms and traditional standards of the College. Learners, parents and employees are also expected to respect the religious traditions of the College, and to recognize that the College is entitled to require all its stakeholders to demonstrate this respect in accordance with the accepted practices, customs and activities / events of the College.
- 9.1.5 Religion at the College is not just a topic for study. It is an integral aspect of the College's culture. As such, time will be made for religion within the course of the College day. Confining the practice of religion to extra-curricular activities marginalizes and devalues the beliefs promoted by the College.

- 9.1.6 Religion will however be taught in a sensitive manner that avoids fundamentalism, proselytisation or religious indoctrination. Learners should not be compelled to adopt a particular faith or set of beliefs by their enrolment at the College.
- 9.1.7 In the interests of better understanding and fostering tolerance, the College will also seek to expose its Learners to a range of other religious beliefs and traditions, and highlight the common moral and ethical principles that they may share. Religious education should sensitise Learners to the beliefs of other faiths, cultivate a College culture of religious tolerance and encourage Learners to value and respect other people and their views and beliefs.
- 9.1.8 Should teachers choose to share elements of their own faith with their Learners, they must present these as aspects of their own personal belief, rather than as immutable “facts”.
- 9.1.9 According to our country’s Constitution, every person (employee, parent and learner) has the right to freedom of conscience, religion, thought, belief and opinion. Religious people are free to exercise their rights to religious conviction, expression and association. Equally, non-religious people have a similar right to non-association and non-belief. The College will strive to apply the accepted principles of Religious Education as outlined herein in a manner that promotes its sectoral form of faith, but that is not unfairly discriminatory and is within the bounds of the South African Constitution.

9.2 Religious Holidays and Religion-based Activities

9.2.1 The holidays that are provided for in terms of The Public Holidays Act, which may or may not have a religious or secular basis, will be recognized and enjoyed by all College employees and learners.

9.2.2 The historical and contemporary values and the origins of such holidays will be explained in an unbiased and objective manner, but religious holidays considered to be particularly significant may be celebrated and treated with particular reverence.

9.2.3 Music, art, literature and drama having religious themes or origins will also be promoted as part of the College’s curriculum and culture, as a traditional part of the religious heritage of the College and its faith.

9.2.4 The use of religious symbols that are an essential part of a College religious holiday, event or celebration will be promoted and maintained.

9.2.5 The College’s holiday calendar will be prepared so as to minimize conflicts with religious holidays of all faiths wherever possible. The College may however decide to close on a particular unpromulgated religious holiday as a matter of educational and administrative convenience when large numbers of its employees or learners are likely to be absent.

9.2.6 The College’s aim to seek to accommodate employees who wish to observe (different) religious holidays of their own shall be as hereunder.

Leave for religious ceremony observance:

9.2.6.1 The College recognizes those public and/or religious holidays as provided for in terms of legislation.

9.2.6.2 However, in accordance with the principle of “reasonable accommodation”, but subject to the College’s operational requirements and the approval of the Head, employees will be granted up to two days special (paid) leave per annum for their observance of *bona fide* religious holidays (e.g. Jewish, Hindu or Islamic holidays).

9.2.6.3 The onus for confirming the relevance of the particular day, as well as the employee’s observance thereof, rests with the employee.

9.2.6.4 The College will not be required to accommodate an individual employee's religious needs if doing so will cause undue hardship to the College.

9.2.7 The College recognizes the right for reasonable expression of an individual's religious beliefs and traditions, subject to such expression meeting the College's concerns regarding the safety of others; not creating an unnecessary risk for others; orderly behaviour by all learners and employees; and the maintenance of discipline at the College.

9.3 Excusals

9.3.1 While the College policy seeks to demonstrate sensitivity to the religious beliefs and needs of every employee and learner, the College cannot be expected to approve of an unreasonable number of absences from College to observe religious holidays or events.

9.3.2 Wherever possible, learners and employees will be granted a reasonable number of excused absences, without penalty, they may however be required to complete makeup assignments or examinations in conjunction with such excusals.

9.3.3 Learners may make requests for excusals from events, discussions or lessons on or regarding certain religious holidays, such requests may be granted to strike a sensible balance between the employees or learners own personal religious beliefs and the College's educational and religious interests.

9.3.4. As in the case of religious holidays, the onus for timeously requesting and confirming the relevance of the excusal will rests with the employee or learner.

9.3.5 For the purposes of this policy, the School recognizes the following 5 'religions': Christianity, Judaism, Islam, Hinduism and African Traditional religions.

10. Finance Policy

1. This document is intended to standardise the procedure for the collection of College fees.

2. Details for the payment of fees are available from the Bursar's office. The methods of payment are:

2.1. Annually by the first day of the first school term (i.e. 13 January 2010);

2.2. Monthly debit order for 10 months (January to October), payable by the first day of the month.

2.3 Any debit order returned unpaid will attract an administration fee of R250 per transaction.

2.4 In the event of an unpaid debit order parents/guardians will have ten (10) days to settle the outstanding amount.

3. No school fee payments in cash will be accepted.

4. Overdue fees

Interest on overdue fees is charged monthly on all outstanding tuition fees at a rate of prime plus 2%.

5. Registration

Parents are obliged to complete the "Application Form" and the "Parent Contract" upon enrolment of learners to the College.

6. Annual Registration

Learners are required to be registered at the College annually. Learners may not attend school and their names will be removed from class lists unless a completed Parent Contract has been received by the College at the date determined from time to time. Any outstanding fees from the previous year must be settled before registering at the start of the New Year.

7. Procedures for collection

- 7.1. It is the parent's responsibility to inform themselves of the annual tuition fees of the College and pay according to one of the options available as described in the College Fees per Learner document.
- 7.2. Parents will be invoiced for fees monthly and statements will be sent monthly.
- 7.3 If the account is in arrears the parent/guardian will be notified to settle the account within ten (10) days failing which the contract with the College will be terminated and the learner suspended from attending the College.

7.4 Once the contract has been terminated:

- 7.4.1. Learners cannot be guaranteed a place at the College and parents have to reapply for a position for the learner.
- 7.4.2. Parents will have to complete a new contract for enrolment at the College.
- 7.4.3. The outstanding account will be handed over either to a debt collection agency or to the College's attorneys for collection.
- 7.4.4. In the event that a learner is re-accepted to the College the decision to hand an account over will rest with the Head.
- 7.5. On re-acceptance of the learner, who was previously excluded, a new enrolment fee may be requested.
- 7.6. All procedures and communications concerning the collection of fees will be conducted by the Bursar or head.

7.7. General:

- 7.7.1. All communication with parents will be recorded on a data collection system. The College reserves the right to record any conversations with any parents.
- 7.7.2. All communications concerning arrangements for the payment of outstanding accounts will be confirmed in writing by the College.
- 7.7.3. Collections will be allocated against the oldest outstanding invoice.

11. Academic Policy

Academics – the number one priority

Southdowns College has set itself the goal of 'walking amongst giants' in the academic arena. We hope to achieve this goal by building the foundations on Christian values and therefore adopting this ethos in the classrooms. By setting specific goals and closely monitoring each child's progress, these goals will be achieved.

Learners are inspired and motivated to achieve the best they can in the classroom. The College strives towards an outstanding record of academic achievement in the IEB Matriculation Examinations. There are several examining bodies in South Africa; Southdowns College along with most independent schools has elected to write the examinations of the Independent Examinations Board (IEB), which is fully accredited by the National Governing Education Council, Umalusi. The standards of the IEB are held in high regard by international and South African tertiary institutions.

Academic ethos:

The academic ethos at the College is as competitive as the one enjoyed in sport and cultural arenas. Learners are encouraged to fulfil their full potential and a programme of goal-setting is active throughout the College with a host of academic prizes awarded each year. 'Top Ten' results are displayed after weekly cycle tests to encourage learners to fulfil this academic potential. Assessment is continual and closely monitored by the staff. Problem areas are identified and an individual programme is designed to rectify the problems early.

Our small class sizes and the emphasis on basic teaching as well as the use of state-of-the-art technology in the classrooms and laboratories are reflected in our learners' enthusiasm and excellent results.

Subjects offered by the College:**Junior College (Gr 7 to 9)**

English

Afrikaans

Mathematics

Life Orientation

Economic, Management Sciences

Natural Sciences

Social Sciences

Technology

Arts and Culture

Computers

Learners attend a 'choice' lesson offered twice a week and choose from the following:

SUBJECT	GRADE 7	GRADE 8	GRADE 9
Music	✓	✓	✓
Dance	✓	✓	✓
Cricket	✓	✓	✓
French	✓	✓	✓
Engineering, Graphics & Design		✓	✓
tSepedi	✓	✓	✓

Senior College:*Compulsory Subjects-*

English

Afrikaans

Life Orientation

Mathematics/ Maths Literacy

Three of the following subjects must be chosen-

Life Sciences

Physical Sciences

Geography

History

Business Studies

Accounting

Drama

Visual Arts

Design

Dance

Music

Engineering, Graphics & Design

CAT

IT

Reports:

Our comprehensive report at the end of each term reflects the child's growth and progress throughout the term. Each learning area is defined by the work completed during the term showing marks obtained as well as comments from each teacher. Each continuous assessment mark is compiled of a minimum of three assessments during the term. Parents are invited to a parent evening at the beginning of each new term in order to discuss their child's academic progress. Formal exams are written at the midyear and at the end of the year from grades 7 – 12.

The marks for reports are broken down according to the following ratio:

MID-YEAR EXAMINATION BREAKDOWN		
	CASS MARK	EXAM MARK
	(%)	(%)
GR 7	70	30
GR 8	60	40
GR 9	50	50
FET	40	60
GR 10-12		

END YEAR EXAMINATION BREAKDOWN		
	YEAR MARK (%)	EXAM MARK (%)
GET GR 7-9	70	30
FET GR 10-12	30	70

Moderation:

Moderation of tests and exams is maintained in each department. Moderation of assessments takes place in order to ensure consistency of approach. A special marks meeting at the end of each term occurs with the staff to consider the overall marks reflected on reports.

Tracking of academic achievement:

Each teacher is responsible to record the academic achievements of the learners. This should be professionally undertaken ensuring transparency at all times. Learning outcomes are recorded and reflected accordingly.

Exam information booklet:

Exam information booklets are handed out to parents at a parent information evening, six weeks prior to the start of exams. These comprehensive booklets contain all pertinent information for each grade's examinations including date and time of the exam, the relevant sections of work to be studied and the format of the exam.

Staff academic development:

Staff take part in the annual IEB conference at the beginning of each year. Continual staff development takes place throughout the year undertaken by the Educational Psychologist. Various topics are discussed and implemented.

Staff appraisal:

All staff are required to take part in an annual appraisal process. This process includes a one-on-one discussion with the Senior Headmaster, a classroom visit by an HOD and a comprehensive written report signed by the teacher concerned. This staff appraisal system ensures a high standard of education is maintained throughout the College.

Learner support and intervention:

Staff are available for extra tuition and learners arrange for convenient times to discuss problem areas. Certain learning areas have daily classes in the mornings before school for learners to discuss problems. The Educational Psychologist intervenes when a learner requires additional help on an ongoing basis. Assistance is given with study skills and time management. The Educational Psychologist also gives sessions to the classes in study skills and time management.

Specially arranged panel discussions take place when needed where all relevant staff members, parents, child and Educational Psychologist meet to discuss an individual programme for the child who is being specially monitored.

Concessions for learners with specific problems are applied for from the IEB. In exceptional circumstances concessions are granted for learners who need additional time, a scribe or a reader. These are made in consultation with the Educational Psychologist who assists with processing of the concessions from the examining authority.

Learner profiles:

The College has an extensive database of information relating to the academic progress of all learners within the school. This information is accessed through the school's Intranet, to which all staff have access. The information contained in the database includes: the learner's contact details, parents' contact details, marks, comments from teachers, record of attendance, disciplinary records, class teacher and teachers who run co-curricular activities.

Homework policy:

All pupils are expected to do homework on a daily basis during school terms. The purposes of homework include follow-up from the day's lesson; preparation for the next lesson and working on assignments scheduled in the term planner. Homework also encourages self-study practices and allows for development of self-discipline and time management skills.

A supervised homework venue is available from Monday to Thursday for any learner at school who is not attending an extra-curricular activity.

12. Co-Curricular Policy

- Co-Curricular activities are divided into sports and cultural activities, each of which fall under their own specific set of rules, policies, affiliations and leagues
- The College supplies facilities, coaches and referees for the following sports:
 - Athletics
 - Cricket
 - Netball
 - Rugby
 - Soccer
 - Hockey
 - Tennis
 - Chess
 - Squash
- The College, at its discretion and depending on availability, supplies facilities and trainers for the following cultural activities:
 - Musical Productions
 - Drama Productions
 - One Act Plays
 - Cabaret
 - Public Speaking
 - Redenaars
 - Cheerleading
 - Dance

- Times for practices, matches/performances are fixed by arrangement with coaches/trainers/producers and are followed within organised structures of the discipline they belong to.
- Each sport or cultural activity has its particular code for which this policy has made no mandate.
- It would be up to the discretion of the Senior Headmaster as to what plays or musicals to produce, who to cast in it, to whom they must be performed and for what duration.
- It would be up to the Senior Headmaster as to who the College would compete against.
- **Learners participate voluntarily in the discipline of their choice; however it is compulsory to participate in one activity per term.**
- No learner or educator should be coerced into a discipline not of their choice
- Trials or auditions for specific areas of sport or cultural activities are to be held before the selection of a team.
- At the coach or the producers' discretion a team must be selected on merit.
- Once a learner has undertaken a commitment, he/she may not withdraw. Only exceptional circumstances will be taken into.
- All coaches, team organisers, producers, and production assistants are expected to complete their duties with maximum and optimum efficiency which will be taken into consideration when making the assessments for productivity and success each year
- A coach, team organiser or producer must be present for the full duration of all practice sessions, rehearsals, matches, productions and presentations which result as part of the co-curricular program
- It is the coach, team organiser or producers' responsibility to ensure that safe and acceptable transport, in line with the Education Act, has been organised for all learners involved in co-curricular activities where transport is required.
- An educator of the College must be present for the full duration of all co-curricular activities which takes place on the College campus.

13. Uniform Policy

A student's style of dress and/or grooming may reflect individual preference; however, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective learning atmosphere and good personal hygiene. The School expects each student's attire and grooming to promote a positive, safe and healthy environment within the school.

Although it is recognized that individual students have a right to free expression, that right must be balanced with the School's responsibility to provide a safe, secure and orderly educational environment for all students.

The School solicits the support of parents/guardians in the enforcement of its dress code.

General Rules

A) Jewellery

- 1) Earrings: Only one pair of visible pierced earrings may be worn by girls in the lower ear lobe (one in each lobe), girls are allowed to wear gold or silver studs or sleepers. (No hoops, dangling or bulky/large earrings.)

2) Bracelets: Medic alert and mosquito deterrents may be worn. Watches may be worn.

3) The following may not be worn:

Rings

Necklaces

Brooches

Ankle chains

Body accessories, e.g. nose rings, tattoos, etc.

Hats or caps in the classroom

B) Hair

Hair must be neat and tidy

Shoulder length hair, or hair that falls forward must be tied back

Boy's hair must be clean cut for at least 3 cm above the collar.

Boy's hair must be neatly clipped around the ears.

The length of the longest part of Boys hair must not exceed 3 cm.

Hair may not point away from the head in a permed or gelled style.

Highlights or dyeing of hair is allowed provided it is no more than two shades darker or two shades lighter than the pupil's normal hair colour, is not multi-coloured or a radical colour change.

Boys faces must be cleanly shaven and their sideburns are not allowed to be lower than the centre of the ear

No dreadlocks

No wigs

Girls are allowed braids, which must be tied up if they touch the collar of the shirt.

Girls who have coloured, relaxed or braided hair may not use this as an excuse not to swim.

C) Make-up

Make-up may not be worn by pupils. Blemish stick coverage is allowed.

D) Nails

Nails are to be kept short and neat

Girls are allowed to wear clear, colourless nail varnish.

E) Underwear

The appropriate white or flesh coloured underwear to be worn.

F) "Civvies Days"

Non-revealing appropriate clothing to be worn.

G) Specified Clothing

Only the School Uniform as set out by Southdowns College is permitted.

All High School learners must wear the formal winter uniform for assemblies on Mondays.

DRESS

College Uniform

Term 1:

Senior College Grade 10 – 12 Full Winter Uniform – see term 3

Junior College Grade 7 – 9 Summer Uniform

School Bags + Sport Bags Compulsory
Lunch box optional

BOYS		GIRLS	
1	Official shorts	1	Official skirt
2	Branded short sleeved shirt	2	Branded short sleeved shirt
3	Brown shoes	3	Brown shoes
4	Branded pull-over (optional)	4	Branded pull-over (optional)
5	Branded blazer	5	Branded blazer
6	Beige long socks	6	White socks

CRICKET		TENNIS		SWIMMING	
1	Official cricket shirt	1	Maroon shorts	1	Costume black – no branding
2	Longs (optional)	2	Official tennis shirt	2	Cap SDC
3	White socks & takkies	3	White takkies	3	Towel
4	Beige SDC cap/white brim	4	White socks	4	Tracksuit (full)

PHYS ED KIT	
1	White golf shirt
2	Rust shorts
3	White socks
4	White takkies

Term 2:

RUGBY		NETBALL	
1	Official rugby jersey	1	Official netball top
2	White shorts	2	Maroon skirt
3	Hooped socks	3	White socks
4	Togs	4	White takkies

GIRLS HOCKEY		BOYS HOCKEY	
1	Official hockey top	1	Official hockey top
2	Maroon skirt	2	Rust shorts
3	Hooped socks	3	Hooped socks

Winter Uniform: 3rd of May – 4th of August

BOYS		GIRLS	
1	Blazer	1	Blazer
2	White long sleeved shirt	2	White long sleeved shirt
3	Pull-over	3	Pull-over
4	Jersey	4	Jersey
5	Chinos	5	Skirt
6	Long socks	6	Long socks
7	Brown shoes	7	Brown shoes
8	School scarf	8	School scarf
9	Tie	9	Tie
10	Gloves (half/full)	10	Gloves (half/full)

ATHLETICS KIT	
1	Official athletics vest
2	Rust shorts
3	White socks
4	Running shoes

SOCCER KIT
As per Hockey

TOUCH RUGBY KIT
As per Hockey

SWIMMING KIT
See Term 1

- **Provincial Tracksuit Policy**

If a learner has earned Provincial Colours in any sporting code, they are entitled to wear their full Provincial tracksuit or blazer on Fridays only, with their normal school uniform.

- ***FAILURE TO ADHERE TO THE UNIFORM CODE WILL RESULT IN DISCIPLINARY MEASURES AS SPECIFIED IN THE DISCIPLINARY CODE***

- **Religious and Health Accommodation**

Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

- **Penalties/Sanctions**

Students who elect not to conform to the dress and grooming rules set forth by this policy will be subjected to disciplinary actions and/or sanctions as defined by the district's Code of Student Conduct.

- **Unusual Circumstances**

If any unusual situation relative to dress or grooming arises which is not specifically covered in this policy, the building administrator shall have the authority to rule on the appropriateness of the attire.

14. Code of Conduct

As with any organisation, it is necessary to have a set of rules and regulations in order that all are able to co-operate and interact beneficially. A formal set of rules and regulations is usually unnecessary for the majority of our pupils who conduct themselves sensibly and in a manner that is mutually advantageous. However, there are pupils who need the guidance of rules and regulations and instructions. A number of unwritten procedures apply from time to time. These are always announced and explained at the College. All rules are subject to annual revision. We are satisfied that all our rules, regulations and instructions are educationally based and as such we expect all pupils to co-operate with ALL of them. Any pupil organising, planning, or being involved in, a contravention of Regulations and Rules will be appropriately punished.

1. Participation in the School programme

1.1 a pupil shall participate in the educational programmes as prescribed by the College Council, unless exemption has been granted by the Council.

1.2 When a pupil has joined a co-curricular school activity, he/she shall fulfil his/her obligations and carry out his responsibilities in that connection, unless he/she is granted exemption by the Headmaster.

1.3 Pupils may not enter school premises before or after school hours or use any of the College's facilities and equipment, including those for sport, before or after school hours, without permission.

1.4 Appropriate action will be taken in the case of conduct that discredits the College in the eyes of the community.

1.5 Hitchhiking while in College uniform is not allowed.

2. Appearance

Pupils' general appearance directly influences the way in which the College is perceived in terms of the norms and standards advocated and upheld by that institution.

It creates an undeniable sense of entity within the College context and contributes positively towards issues such as discipline, orderliness and goal-orientated academic achievement.

3. Bounds and behaviour

3.1 Pupils are restricted to certain areas.

3.2 No unsupervised ball games are allowed during breaks.

3.3 Bullying is forbidden.

3.4 Pupils may not remain in the passages during breaks unless they have special permission.

3.5 Where a pupil damages school property, he/she will be expected to pay for the repairs and must report such damage to Reception or to one of the Deputy Principals.

3.6 Fighting will be punished.

3.7 The front foyer is out of bounds during school hours.

3.8 The Hall is out of bounds unless the pupil(s) is/are accompanied by a teacher.

3.9 The stage is out of bounds, unless a teacher instructs the pupil to go onto it, and is present him/herself.

4. Cycles, Motorbikes and Cars

4.1 Cycles, mopeds and motorbikes must be ridden slowly (under 20 km/h) inside the school property.

4.2 Cycle-racks will be in designated areas. Motorbikes may be parked in the designated area provided permission has been granted by the school

5. Classrooms

Pupils may not remain in classrooms before or after school, or during breaks, without the permission of a teacher. Pupils who are found writing on or scratching on doors, tables or chairs will be punished. All apparatus and furniture must be treated with respect.

6. Sport

6.1 Sports Practices and Matches

those who commit themselves to play for a team may not absent themselves from practice or matches without permission. The correct uniform must be worn at all times.

6.2 Pupils who commit themselves to a sport are expected to honour that commitment for the full season. This involves attending all practices, fixtures and meetings including those held during the examination and test weeks.

7. Litter

7.1 Students are encouraged to keep the buildings and grounds free from litter.

7.2 Litter must be placed in the receptacles provided.

8. Displays of affection

Public display of behaviour such as kissing, embracing, holding hands or other indiscreet behaviour violate the norms of good taste and, as such, are unacceptable.

9. Initiation

No form of initiation is allowed.

10. College-sponsored activities

The College rules apply to all College-sponsored activities such as College bus transportation, tours, trips, dances, meetings etc.

11. Off-Campus behaviour

No pupil shall in any manner bring the name of the College into disrepute.

11.1 Behaviour on buses and in public places must be such that no inconvenience is caused to others. The College has the right to take action whenever a pupil is wearing the College uniform or part of it and his/her behaviour is such that it will bring the College's name into disrepute.

11.2 This will also apply when pupils are not in uniform but are in school parties or groups where they may be readily identified as pupils of the College.

11.3 The College reserves the right to take action against pupils who attend private parties and by their behaviour bring the College's name into disrepute.

11.4 Appropriate action will be taken in the case of conduct that discredits the College in the eyes of the community.

12. Health and Safety: General duties of pupils

Every pupil shall:

12.1 take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions;

12.2 not obstruct any staff member in the carrying out of his duties;

12.3 carry out any lawful order given to him, and obey the health and safety rules and procedures laid down by the Headmaster or by anyone authorized thereto by the Headmaster, in the interest of health or safety;

12.4 if any situation which is unsafe or unhealthy comes to his attention, as soon as practicable report such situation to the Headmaster or to a member of staff, as the case may be, who shall report it;

12.5 if he is involved in any incident which may affect his health or which has caused an

injury to himself, report such incident to the Headmaster or to a member of staff as soon as practicable but not later than the end of the particular school day during which the incident occurred, unless the circumstances were such that the reporting of the incident was not possible, in which case he shall report the incident within twenty-four hours;

12.6 not intentionally or recklessly interfere with or misuse anything that is provided in the interest of health or safety e.g. fire extinguishers.

(**Note:** All masculine pronouns are applicable to girls as well. No gender discrimination is intended)

13. Announcements

Pupils are expected to listen attentively to all announcements and respond appropriately.

15. Substance Abuse Policy

REHABILITATION AND COUNSELLING

- It is a policy not to condemn learners but to support those who need help. Where possible, this will be managed in a way that least impacts on the learner's College career
- Learners who voluntarily request help and/or those referred by parents or educators will be sent to the College counsellor. The approach will be one that is non-judgemental and non-disciplinary. The College counsellor will provide assistance in recommending the best possible course of rehabilitation.
- Confidentiality should be maintained at all times by all stakeholders.

The Distribution and Possession of Illegal Drugs

1. Unless authorised by the Head for legitimate educational purposes, no person may bring an illegal drug onto school premises or have such drug in his or her possession on school premises or during school activity.
2. Any form of distribution of any illegal drug to any other person is strictly forbidden.
3. In particular, the selling or purchasing of illegal drugs is a criminal offence. If any learner is suspected of, or caught, selling or purchasing such illegal drugs, the College will investigate and, if necessary, refer the matter to the appropriate authorities for further investigation and action.

Testing for Prohibited Substances

4. In accordance with section 8A of the South African Schools Act of 1996 (“the Schools Act”), the Head or his/her delegate may administer a urine or other non-invasive test to any learner or group of learners that is on fair and reasonable grounds suspected of using illegal drugs. To the extent possible the consent of the parent/guardian and the consent of the learner will be obtained. In this regard, the consents will be provided by the parent / guardian or learner concerned on the prescribed forms. However, the College reserves the right, as contemplated in section 8A of the Schools Act, to test for illegal drugs without such consent.

- The College will be in control of the testing programme. The costs will accrue to the parents / guardians.
- Details of when such tests occur will be kept strictly confidential and only disclosed to those persons who are required to know such details, to ensure that learners cannot determine or anticipate when testing will take place or who will be selected for a test.
- Once a learner has been notified of selection for a drug test, the learner will be accompanied and observed by a member of the testing team from the time of notification until the testing process is complete.
- When the learner arrives at the testing area he/she will be informed of the testing process that is about to take place and the consequence of a positive test result, before testing commences.
- The test will be conducted in the presence of a witness of the same gender as the learner, and out of sight of any other person.
- A test report with a unique reference number will be completed for every test. It will include the full details of the person being tested, details of any medication or supplements which the learner claims to have ingested in the last 48 hours, any comments that members of the testing team or the learner may wish to record, and the test result.

Procedure to be followed if an illegal drug is found on a learner

5. Any illegal drug that has been seized (in terms of the College’s Search and Seizure Policy) must be clearly and correctly labelled with full particulars, including:
- 5.1. the name of the learner in whose possession it was found;
 - 5.2. the time and date of the search and seizure;
 - 5.3. an incident reference number;
 - 5.4. the name of the person who searched the learner;
 - 5.5. the name of the witness or witnesses; and
 - 5.6. Any other details that may be necessary to identify the item and the incident.

6. Any such seizure will be recorded in the school record book. The illegal drug(s) concerned will be handed over to the police for disposal in terms of section 31 of the Criminal Procedure Act, 1977.

Grounds for reasonable suspicion

7. A search or drug test contemplated above will only be conducted after taking into account all relevant factors , including:
 - 7.1. the best interest of the learners in question or of any other learner at the school;
 - 7.2. the safety and health of the learners in question or of any other learner at the school;
 - 7.3. reasonable evidence of illegal activity; and
 - 7.4. All relevant evidence received (which may include rumours, with supporting evidence).
8. Individual symptoms and rumours will not be considered as indicators, but a pattern of indicators (e.g. a decline in academic achievement, a lack of willingness to participate in school activities, change in behaviour, irregular school attendance, etc.) will be investigated.

Disciplinary Action

9. If the rehabilitation and counselling route has not been followed, or has been unsuccessful, the College reserves the right to take appropriate disciplinary action.
10. Save as otherwise provided in this policy, any evidence obtained against the student as a result of a drug test or search, whether in the form of a positive drug test or the confiscation of an illegal substance, will not result in criminal proceedings being instituted against the student.
11. Each case will be dealt with confidentially but parents/guardians will be informed and involved.
12. The College will do its best to create a confidential zone for learners to speak up if their information is motivated by a willingness to help both with the addiction and interface with parents.
13. Selected educators, who will be specifically trained in this area, will undertake the investigations and a professional external organisation will participate in the intervention process.
14. Learners who have been found to have transgressed will be referred to an identified organisation for assessment and treatment.
15. Parents/guardians will be held responsible for any expenses incurred.
16. If it is established that a learner is engaged in the use of illegal drugs, the learner will be required to submit to a rehabilitation programme which will include:
 - 16.1. The treatment option as determined by all parties.
 - 16.2. Urine testing or other non-invasive testing can take place on an ad hoc basis. The control of such testing is the College's responsibility.

- 16.3. An expectation that the learner will improve with respect to behaviour, academic achievement and school attendance.
- 16.4. The authorisation and support by the parents/guardians of the treatment.
- 16.5. That the designated institution undertaking rehabilitation and treatment will supply the College with progress reports addressed to a designated, trained person. Such report is furnished with the learner's written consent.
- 16.6. If necessary, the rehabilitation programme can be adapted after negotiation with the relevant parties.

The proviso that if the parents/guardians and/or learner take it upon themselves to stop treatment, the College will consider the rehabilitation programme suspended and the College reserves its right to implement disciplinary procedures, in terms of the College Code of Conduct.

16. Cell Phone Policy

The occurrence of young children possessing cell phones is certainly a sign of the times. These very useful devices are almost indispensable for adults these days, but they can be extremely disruptive at school. The school policy on cell phones is as follows:

- Cell phones may not be seen at College.
- If a learner brings a cell phone to College it must be switched off at all times and can only be used in an emergency.
- All urgent messages must be relayed via the secretary at reception.
- The College takes no responsibility for lost or stolen cell phones.
- Any cell phone that is misused by a learner will be confiscated for five school days. Repeat offenders will have their cell phones confiscated for the term.
- No individual may misuse or misdirect such cellular equipment in his/her possession
- The individual learner may not use a cell – phone to:
 - Access or distribute pornographic, or any other offensive or harmful matter to fellow learners and /or Educators
 - Invade another individual privacy or expose any individual to ridicule or harm by such invasion
 - Distribute inflammatory, hateful, insulting, degrading statements or harmful gossip or any form of verbal or graphic abuse to individuals, or among groups of individuals, and by doing so prejudice the propriety, the integrity and the dignity of such individuals
 - Communicate with parents or family during the course of a lesson without the express permission of the educator present. The educator must be present in the room to give such consent
 - Transfer SMS messages of any kind while a lesson is in progress
 - Undermine, sabotage or control the integrity and progress of a lesson
 - Undermine an educator or administrator or College official in the course of his/her duties anywhere on College property or off campus
 - To play computerized games while a lesson is in progress
 - To store or transfer academic information for use in examinations, tests and portfolio entries.
 - Trade in cell-phones on College property
- **LIABILITY**
The College does not hold itself responsible for any theft, damage to, or misuse of cell phones on its property. Responsibility for the security of a cell phone is that of the owner.

17. Academic Support

1. Involvement at College Level

Facilitation will take place as follows:

- The Academic Enrichment Centre will organise informative staff development workshops.
- Support Educators in their understanding of learning, behaviour, emotions and special needs
- Constructively participate in the process of school development
- Enhance collaboration between various role players through regular discussion
- Develop educational plans for learners by discussing modifications and accommodations with regards to appropriate goals, strategies and outcomes.
- Promote a healthy school environment and community
- Recognise and respect individual differences and diversity

2. Assessments

The techniques used will be enjoyable and will be conducted in a quiet atmosphere. In an effort to create a holistic image of the learner, assessment practices will include

- Observations
- Personal accounts
- Counselling
- Collecting of portfolio work
- Standardised media

This will enable the counsellor/psychologist to make an informed decision regarding the learners:

- Academic development e.g. reading, writing, spelling, mathematical and learning style
- Social development
- Personal and emotional development
- Physical development
- Neurological development
- Intelligence and achievement
- Behaviour
- Family related concerns
- Career: Interests, aptitude and personality
- Possible resources/assets

3. Therapy and Support

The College Guidance Department in conjunction with the Academic Enrichment Centre will provide the following support:

- Counselling
- Therapeutic
- Emotional
- Learning
- Occupational Therapy
- Remedial
- Speech Therapy

The above support will be facilitated by means of:

- The implementation of a tailor – made programme which will cater for the diverse needs of the learners
- Enhancing the personal development of learners skills which will enable an effective life skill
- Developing appropriate affective, behavioural, physical and/or socialisation goals for learners
- Crisis, trauma and conflict management
- The development of wellbeing, resilience and resourcefulness in learners
- The use of individualised study methods and skills

4. BASIC PRINCIPLES AND PROCEDURES

- All College counselling is done through the Life Orientation Department under the direction, control and maintenance of the Senior Head of the College
- A proper register of counselling must be kept, detailing the name of interviewee, the date and the type of counselling provided or requested
- An interviewee may approach any officially appointed Guidance person and request an interview, OR an interview be requested by a parent OR for an interview by the Headmaster
- The interviewer must keep proper records regarding the nature of the interview, the counsel given and detail any referral to the Academic Enrichment Centre, psychologist or any other counsellor
- The Counselling interview the form as detailed below

<u>ACTION</u>	<u>PROCEDURE</u>
1. Interview required OR requested	Set date time and venue: record in register OR in an emergency, work immediately
2. Contact interview	<ul style="list-style-type: none"> ○ Listening to the interviewee ○ Ask Questions ○ Identify the difficulty ○ Establishing the degree of seriousness ○ Establishing possible cause ○ Verification wherever possible ○ Estimate short/medium/ long term effects ○ Book follow up interview depending on need
3. Follow up interview	<ul style="list-style-type: none"> ○ Evaluation of current situation ○ Improvement ○ No Progress ○ Deterioration ○ Coping strategies ○ Assess possible referral to ACE ○ Contact responsible parent
4. Referral interview	<ul style="list-style-type: none"> ○ Re-Evaluate current situation ○ Assess progress ○ Consider alternatives ○ Suggest referral to Academic Support Centre ○ Contact responsible parent
5. Crises management	<ul style="list-style-type: none"> ○ Entry at critical intervention level : stabilise

- Where the counsellors encounter sensitive, potentially life-threatening or particularly dangerous circumstances they are obliged to report the matter to the appropriate authorities
 - The College Headmaster
 - The Parents
 - The Academic Enrichment Centre – Educational Psychologist
 - The SAPD (through the Headmaster)
 - The Welfare Department (through the Headmaster)
 - Any psychologist to whom the child is referred (through the Headmaster and the Parents)
 - The Family medical practitioner (through the Headmaster and the Parents)
- The right to confidentiality is respected. It may not prejudice the interests of the college i.e. render the College liable to legal action (*criminal or civil*) should the matter not be properly disclosed at the appropriate level, or endangered the College in any way, or put any of its officers or learners in harm's way either by life, limb, liberty, property or reputation. The Headmaster, may at his discretion, call for records of any interview or the disclosure of any information that may prejudice the College
- Counsellors must assess from the degree of seriousness and veracity established in the first interview how far they are able to assist the interviewee and make it known to the interviewee that the matter will have to be referred to a professional practitioner
- No Learner may receive counselling from more than one counsellor on the College campus.

18. College House



The College House Boarding Experience

Boarding life is a very special part of what Southdowns College has to offer. The staff aims to create a caring and disciplined, home from home atmosphere. Please do not hesitate to contact the boarding staff if you have any concerns or queries. The Head of Boarding will be on hand to welcome students back to school at the beginning of each term from 16:00 to 17:30.

Staffing

Senior Headmaster	Mr Vernon Rorich (0798827255)
Head of Boarding	Mr Gregg Hesom (0832315739)
Girls Boarding	Miss Charlee Van Loggerenberg (0824649101)

GENERAL RULES FOR BOARDERS

With boarders living on campus, it is critical that all residents are respectful, considerate of others and cooperate fully with all the staff. Here are some of the basic guidelines that make for harmonious living. These should be read in conjunction with the Southdowns College Code of Conduct, which is applicable throughout.

1. The daily routine of the house is the basic rule and must be adhered to by all boarders.
2. Each boarder is responsible for tidying his/her room and his/her bed prior to morning roll call.
3. The boarding house is out of bounds during the course of the school day, with the exception of the time required to change for the afternoon programme.
4. Attendance is compulsory at all meal times unless the duty staff member has granted prior permission.
5. Entry to a fellow boarder's bedroom, without permission, is forbidden.
6. Television may only be watched at designated times. Failure to adhere to this rule will result in the forfeiture of this privilege.
7. Boarders may not remove cutlery or crockery from the dining room for use in the boarding house.
8. Visitors, other than parents and siblings, may only visit (in the common room) once the duty staff member has granted permission.
9. Cell phones may only be used during designated free time.

CLOTHING AND EQUIPMENT

BOARDING REQUIREMENTS FOR BOYS

- 2 x Pair Pyjamas
- 1 x pair slippers
- 3 x T Shirts
- 2 x Shorts
- 1 x School Tracksuit
- 1 x Spongebag (sponge, toothbrush, toothpaste, shampoo, soap, nail brush, comb, hairbrush)
- 1 x foot powder
- 4 x towels
- 1 x shoe cleaning kit
- 8 x coat hangers
- 1 x small weekend bag
- 1 x torch (It is essential that all boarders own a torch as thunderstorms result in power failures)
- Complete Southdowns College School uniform
- 1 x warm clothing
- 1 x raincoat
- 1 x LAUNDRY BAG

BOARDING REQUIREMENTS FOR GIRLS

2 x Pair Pyjamas
1 x dressing gown
1 x pair slippers
3 x T Shirts
2 x Shorts
1 x School Tracksuit
1 x Spongebag (sponge, toothbrush, toothpaste, shampoo, soap, nail brush, comb, hairbrush)
1 x foot powder
4 x towels
1 x shoe cleaning kit
8 x coat hangers
1 x small weekend bag
1 x torch (It is essential that all boarders own a torch as thunderstorms result in power failures)
Complete Southdowns College School uniform
1 x warm clothing
1 x raincoat
1 x LAUNDRY BAG

CLOTHES MARKING SYSTEM:

Permanent Marking Kits are recommended for each child; they are cost effective and are not time consuming. **EVERY ARTICLE INCLUDING SHOES MUST BE CLEARLY MARKED WITH YOUR CHILD'S NAME.**

SIGNING OUT ARRANGEMENTS

The boarding house will be closed over long **weekends**. Parents are to ensure that arrangements have been made for these weekends, as there are no staff members or caterers on duty during these times.

Weekly Boarders are permitted to be away from the College from closing time on Friday until Sunday 19h30.

Sports fixtures or any other official commitment to a school activity will always take precedence over a weekend away.

When going on weekend exits, boarders must ensure that, not only has the appropriate permission been received but that, an adult signs them out in the appropriate manner.

Monthly boarders may remain at College House over weekends during the term with the exception of half terms and long weekends. All boarders are to be collected at the date and time as printed on the term calendar.

ROUTINES FOR BOARDERS

DAILY ROUTINE

6.00 a.m.	Wake up
6.30 a.m.	Room check, roll-call and uniform check
6.45 a.m.	Breakfast
7.15 a.m.	Exit Boarding Houses
7.20 a.m.	Lock-up
10:50 a.m.	Collect snack and packed lunch
2.20 p.m.	Return to Boarding Houses to change
2.45 p.m.	Lock-up. All boarders out. (Co –Curricular activities are compulsory)
4.30 p.m.	Return to Boarding Houses for free time
4.30 - 5.45 p.m.	Shower time
5.45 - 6.00 p.m.	House Meeting and roll call
6.00 p.m.	Dinner
7.00 – 7.45 p.m.	Prep
7.45 – 8.00	Prep question time and break
8.00 – 8.45 p.m.	Prep
9.00 p.m.	Lights out for Grade 8 and 9
9.00 p.m.	Extra prep / Reading / Quiet Time (Grades 10, 11 and 12)
9.30 p.m.	Lights out for Grade 10 and 11
10.00 p.m.	Lights out for Grade 12

WEEKEND ROUTINE

Friday:

1.15 p.m.	Lunch
1.30 p.m.	Boarders to leave on Weekend exit

Sunday:

6.00 p.m.	Dinner (Monthly Boarders)
8.00 – 8.45 p.m.	Prep
9.00 p.m.	Lights out for Grade 8 and 9
9.00 p.m.	Extra prep / Reading / Quiet time for Grade 10, 11 and 12
9.30 p.m.	Lights out for Grade 10 and 11
10.00 p.m.	Lights out for Grade 12

PREP SESSIONS

The prep sessions are compulsory. Prep is interfered with only for official Southdowns College functions or if parents take **their** child out of prep for the evening. Friends are not permitted on such excursions. Prep sessions will be strictly adhered to. They are supervised and should remain quiet throughout these designated times.

Grades 10 & 11 are expected to do additional work between 9.00 and 9.30 p.m. and the Grade 12's are encouraged to work until 10.00 p.m. Although certain times have been assigned for prep the onus is on each pupil to ensure they manage their time accordingly. Should a pupil have worked consistently during prep and not completed their work, they may request extra lights.

GENERAL PROCEDURE TO BE FOLLOWED WHEN A CHILD IS ILL

The resident staff members, responsible for providing medical attention to all boarders are Mr Gregg Hesom and Mrs Charlee van Loggerenberg. Should your child be confined to bed in the boarding house, the staff will monitor your child on a regular basis and arrangements will be made for meals. Should it be deemed necessary, the school doctor will be contacted and an appointment made. Parents will be kept fully informed.

Records of all medication are kept in the medical register where times and dosages administered are recorded.

You will be contacted if your child has contracted an infectious disease. Arrangements will be made to isolate the child in a comfortable environment; until such time that they are able to be collected to go home.

College house Doctors on call are situated at Intercare Southdowns Shopping Centre.

The contact information:

Drs Frescke, Jurgens, Potgieter – 0126855500

MEDICATION

No pupil may self-administer any type of medication. All medication, both prescriptive and non-prescriptive, must be handed to the head of the boarding house for safekeeping and administering. Please inform the head of the boarding house should your child require any type of prescriptive or non-prescriptive medication whilst at school.

POCKET MONEY

Parents should provide their children with sufficient pocket money appropriate to their needs. Large sums of money should be given to the head of the boarding house for safekeeping. Pupils should have a bank card which enables swift transfer of cash, should the pupil require extra funds during term-time. In unusual circumstances the pupils will be given the opportunity to go to an ATM after Co – curricular activities (under supervision)

MUSIC CENTRES, I-PODS & Cell Phones

Although music centres are allowed they should be small in size. The use of music equipment is limited to leisure time and the use of headphones is compulsory, ensuring the respect of privacy in the boarding houses.

BICYCLES, CARS AND MOTORBIKES

A Boarder may only keep a vehicle on campus with written permission from the Senior Headmaster and the vehicle will be for the sole purpose of transport to and from home for weekends and holidays.

It is important that all car and motorbike keys are left with boarding staff. No pupils are allowed to be transported without written permission.

Pupils are allowed to have a bicycle at school for use on the property or on supervised cycles. It is suggested that a chain and lock are bought to secure the bicycle. **It is strongly recommended that pupils riding bicycles wear helmets.**

PERSONAL COMPUTERS AND LAPTOPS

Please note that the size of a personal computer is impractical for use and storage within the space available to boarders. Boarders may, however, keep a laptop in the boarding house. The Information Technology centre is very well equipped and it is not necessary for a scholar to have his or her own personal computer.

CELLPHONES

Children may have cell phones and all calling times applying to land lines will also apply to the use of cell phones. **Please note that the use of cell phones is not permitted during school hours, except at break and lunch times. Furthermore, the College cannot accept responsibility for the loss of cell phones.**

TORCHES

Due to the unreliable electricity supply, particularly during summer storms, it is critical that each pupil brings a reliable torch.

NOISE

The rule in the boarding houses is to keep the noise level to a minimum. Pupils often study outside the official prep times and respect for low noise level should be observed at all times.

OUT OF BOUNDS

Any pupil leaving the College without the permission of the staff member on duty will result in firm disciplinary action being taken. "Bunking out" will not be tolerated under any circumstances, and will be dealt with in terms of the Code of Conduct. The boarding house is out of bounds to day scholars. No scholar may enter any of the teachers' residences without the teachers consent. Runs, walks and cycle rides are not permitted off the College estate bounds without staff supervision. Bounds are defined as the area within the boundaries of the College fence and various exit roads.

After dinner, boarders must remain in close proximity of the house. The school buildings and any area other side of the road is off limits after dinner.

The campus of Southdowns College Prep is out of bounds for boarders. Boarders wishing to visit the Prep must carry a valid note from their House duty teacher stating the reason and time of their visit. Boarders who are on training runs may run around the perimeter of the Prep campus.

"FAGGING" OR JUNIOR ASSISTANCE

It is incumbent upon all pupils to live in an atmosphere of mutual respect. Junior pupils should regard the senior pupils as they would an older sibling, while the seniors should care for junior as they would a younger sibling.

In this spirit the administration of "fagging" or junior assistance is strictly forbidden at Southdowns College. Any attempt made by a senior pupil to administer a system of this nature should be reported to the Head of House immediately. Pupils will be called upon to perform certain chores to facilitate the orderly running of the boarding houses. These duties will be performed on a roster basis and be administered by the staff members.

FIRE DANGERS

Fire is a very real possibility in a boarding house. Each boarding house is fitted with fire extinguishers, fire hoses and emergency lighting. Each boarder must ensure they are familiar with the evacuation procedures for their house. In the interest of fire prevention, no electric blankets, kettles, element heaters, heaters, matches, candles, fireworks and other fire hazards are permitted in the boarding houses.

19. Grievance procedures

1. Complete the grievance document below in order to facilitate further action on the part of the College.
2. Submit the document to the party concerned and to the Senior Headmaster within 7 days of the issue giving rise to the grievance.
3. Make yourself available for an enquiry into the complaint, or a meeting with a member of the management of the College or the Head.
4. Should the complaint prove to be intractable, reserve your right to remove your child from the College – in the best interests of your child and the College.

Grievance Procedure

5. The parent should fill in a form prepared by the school that requests a range of information that will enable the school to follow up on the grievance. An example of such a form is included below

SOUTHDOWN'S COLLEGE

GRIEVANCE FORM FOR PARENTS

Please note that it is the sincere intention of the management of the College to take all grievances seriously, to investigate them fully and to resolve them as quickly as possible in the interests of the students and family affected and of the school itself. To that end, the school would like to appeal to the parent submitting the grievance to be realistic in their expectations in terms of how the grievance could be resolved.

Name of Student:	Grade of Student:
Name of Parent:	Date of joining College:
Names of staff involved in grievance:	
<p>The Grievance. Define the grievance (in specific terms) – try to restrict your comments to the issues involved. Detail the incident/s relating to the grievance (specify the names of staff/students involved in the incidents, and the dates of specific incidents, if such incidents leading up to the grievance spanned a period of time). Detail any previous actions taken by you to resolve the problems leading up to the grievance – name any members of staff you may have approached and the time-frame when this happened.</p>	
<p>Previous action by the College. Detail any action taken by the College or its representatives to resolve the problem – include examples of where you feel no/unsatisfactory action was taken by the College to resolve the issues leading up to the grievance.</p>	
<p>Your request. (Detail your suggestions on how you would wish the grievance to be resolved i.e. the specific actions you would like to see taken.)</p>	
Signature(s) of Parent(s):	Date: