



Application For Admission
JUNIOR SCHOOL

- Submission of this form to the school does not imply acceptance of your child into the school.
- Incomplete forms will not be processed.
- Where deemed needed your child will be required to submit to certain baseline tests.
- An interview with the parents/guardians and the child is mandatory.
- **This form MUST be accompanied by:**

A certified copy of your child's birth certificate.	
A certified copy of your child's latest school report. (Others might be asked for under certain circumstances)	
A certified copy of any professional occupational therapy, speech therapy etc report if relevant.	
A recent head and shoulders/passport type individual photograph.	
Certified copy(ies) of parents / guardians' ID	
Where parents hold custodial responsibility but are not responsible for fees, the ID of the person responsible for fees must also be submitted.	
Parents/guardians and any other person responsible for fees payment must all sign this document.	
Non S.A. residents must supply all relevant permits/documents showing right to education access in RSA.	

Parent/Guardian details			
Full name:			
Daytime contact numbers:			
Email address:			
Full name:			
Daytime contact numbers:			
Email address:			
Learner details			
Full name:			
Date of birth:		Grade applied for & year	

COMMENTS

INSTRUCTIONS AND INFORMATION:

Thank you for your enquiry concerning admission to The King's School Linbro Park.

The admissions document appears a weighty one at first glance - it is the school's opinion that this is a weighty decision for all parties involved, hence the need for as much disclosure as possible on all sides.

We have designed a document that is intended to avoid as far as possible constant repetition of details to be filled in or of information that we feel the need to highlight. This has resulted in the same document being used for either application for one child or more, and across the phases. That does mean that some areas need only be filled in if a child is of a particular grade or phase. Please do read sections carefully to see whether or not they pertain to you. While some policies / information may seem irrelevant to you now, we trust that our relationship will be a long a fruitful one that will see some of those policies become of relevance as your child grows and develops and moves to different phases! In the interests of a relationship that is based on full disclosure, therefore, we include some key ethos and values for you and ask that you acknowledge such under signature.

There are also policies that need not fall under signature yet they are vital regarding full understanding of who and what we are and the parameters under which we operate. They are available through the web site www.kslp.org.za and in printed form in the school administration office. We recommend that you refer to some or all policies in the decision that lies ahead, and caution that part of your acknowledged responsibility is to remain current with changes and growth and additions and removals of policies. .

It is worth emphasising that incomplete forms will not be processed. This includes all supporting documentation such as school reports, photographs, certificates and ID documents as relevant. It also means that all necessary signatures need to have been done. Administration personnel will contact you if possible if there are gaps, but no interview may take place unless everything is complete.

Please do not hesitate to speak to us if you are in doubt as to what to do in any section – we are most anxious to assist where we can.

Key Contact Personnel:

Reception: 087 805 6990

Nicky Fuller – Student Affairs / Admissions: admissions@kslp.org.za

Alison Jacobs – Admissions: admin@kslp.org.za

God's blessings

Terry Currin
Principal

PUPIL PERSONAL INFORMATION:

Basic Details of Child 1

FIRST NAMES:						SURNAME:			
BIRTH DATE:	Day:		Month:		Year:		AGE:		
Current grade			Grade applied for and year						
HOME LANGUAGE:						GENDER: Male or Female:			
Is Aftercare desired? [Please ask for forms.]									

STREET ADDRESS:			
POSTAL ADDRESS:			
CITIZENSHIP:		PASSPORT No. (if not S.A.):	

FULL SCHOLASTIC HISTORY OF LEARNER:

YEARS/MONTHS	GRADE(S)	SCHOOL(S)	REASON(S) FOR LEAVING
<i>Eg: Jan 2003 – Dec 2004</i>	<i>R - 1</i>	<i>Academic Academy</i>	<i>Relocation</i>
LAST OR CURRENT SCHOOL:			
PRINCIPAL / CONTACT PERSON			
TELEPHONE NO:			
LAST GRADE PASSED:		YEAR:	
HAS ANY GRADE BEEN REPEATED?		IF YES, WHICH GRADE(S)?	
REASON FOR REPEAT:			

1.1 ACADEMIC AWARDS/ACHIEVEMENTS:
1.2 Does the learner have any learning difficulties? If yes, please give details and note what support has been given (e.g. medication, therapies, extra lessons, etc.) Please attach copies of any professional assessment reports done. Please be up front – it will assist us in assisting a learner in need and is not intended as information to exclude admission.

2. SPORTING ACTIVITIES/AWARDS/ACHIEVEMENTS:

3. CULTURAL ACTIVITIES AND OTHER INTERESTS: MUSIC/SINGING TALENT/ACTING/ HOBBIES/INTERESTS etc.

4. *Please be open and up front about these matters. The school does do checks with previous schools. Information honestly given may not be used to exclude further consideration, but information withheld certainly will. Information deliberately withheld and coming to light only after acceptance may also result in a learner's enrolment being withdrawn.*

4.1 Has the learner been expelled, dismissed, suspended from, or refused admission to another school? If yes, please give details.

4.2 Has a previous school had to invoke disciplinary measures as a result of this learner's behaviour – e.g. disciplinary hearing, parents called to the school in connection with any incident? If yes, please give details.

4.3 Has the learner ever been in trouble with the law?

4.4 Has the learner ever used tobacco or drugs of any kind?

4.5 Has the learner a track record concerning classwork and/or homework not being done?

4.6 Has the learner a track record concerning non-cooperation with teachers or other authority figures?

FAMILY INFORMATION:

FAMILY MAKE-UP:					
Name of siblings		Age	Gender	Current school	Also applying?
1.					
2.					
3.					
MARITAL STATUS: <i>(Married, *Divorced, *Remarried, *Separated, Widowed, Single)</i>					
*If Divorced, Remarried or Separated, with which parent does the learner live?					
If not with a parent / legal guardian, with whom does the learner live? Please supply all information as relevant.					
Name and relationship					
Address					
Telephone / cell number					
Confirmation of ID also attached					
NAME OF FATHER/LEGAL GUARDIAN: <i>(delete whichever is not applicable)</i>					
Identity Number:					
Residential Address					
Postal Address <i>(if different to residential)</i>					
Place of Employment: <i>(If self-employed, please give details of business)</i>					
Position:				Email:	
Tel. No:	(H):		(W):		Cell:
NAME OF MOTHER/LEGAL GUARDIAN: <i>(delete whichever is not applicable)</i>					
Identity Number:					
Residential Address					
Postal Address <i>(if different to residential)</i>					
Place of Employment: <i>(If self-employed, please give details of business)</i>					
Position:				Email:	
Tel. No:	(H):		(W):		Cell:
PLEASE SUPPLY AN ALTERNATE EMERGENCY CONTACT PERSON'S DETAILS: <i>(a relative, neighbour, friend, etc.)</i>					
Full Name:				Relationship:	
Address:					
Tel. No:	(H):		(W):		Cell:
Please supply any other information that you believe important for the school to know.					
How did you hear of The King's School Linbro Park?					

MEDICAL INFORMATION:

Doctor:		Contact details:	
Medical Aid:		Membership No.	
Allergies or other important medical information or conditions that the school should know. Please remember that the <u>school must be given written permission</u> to dispense doses as might be required by a pupil, so it is vital that we are informed and empowered.			

FAMILY'S CHRISTIAN BACKGROUND:

This information is not for purposes of exclusion but equips the school to understand the background of learners who are entering a Christian environment that is Evangelical in its approach and intentions, and will not be used as a basis for refusal of enrolment.						
Are you a Christian?	Father:		Mother:		Learner:	
Have you made a commitment to Jesus as your Lord and Saviour?	Father:		Mother:		Learner:	
What Church are you currently attending?						
Is the applicant a member of the youth group?						
Name of Pastor:						
If not a Christian, what is your faith?						

FINANCIAL INFORMATION:

The school requires full disclosure of the following information. You are notified that this constitutes your agreement and understanding that we will perform a credit check. Non-disclosure may negatively affect this application.

Who will be responsible for paying fees:	
Is there a judgement against any name designated as responsible for fees?	
Are any of the responsible fee payers under debt review?	

If the responsible person is not one of the parents, then all details of that person are required below, and that person is to be a co-signatory to this document, including the financial aspects such as the Acknowledgement of Debt.

NAME OF PERSON RESPONSIBLE FOR FEES IF OTHER THAN PARENT / GUARDIAN SIGNATORIES:						
Identity Number:						
Residential Address						
Postal Address (if different to residential)						
Place of Employment: (If self-employed, please give details of business)						
Position:			Email:			
Tel. No:	(H):		(W):		Cell:	



FINANCIAL POLICY

[To be kept synced with the Financial Policy published separately to the Admissions Application]

It is The King's School's policy to contain costs within reasonable parameters to enable us to efficiently fulfil the vision. School fees are pitched within the lower range of schools providing a similar education within the Gauteng region. The school operates as a non-profit organisation and therefore has little tolerance level against non-payment of fees; please do note that we are therefore firm on expectation of payment being made on time.

CALCULATION OF SCHOOL FEES:

As far as possible, fees are determined by the end of Term 3 for the following year.

RATES AND REBATES:

FEES ARE BASED ON AN ANNUAL COST PAYABLE OVER 11 MONTHS.

School fees are payable on a monthly basis over eleven months. Fees must be paid by the first of every month, in advance. As relevant, levies are also payable as above.

NOTE:

- **An Admissions fee of R3500 is charged for Pre-School (Grades 000 – Grade R) and R5500 is charged for Grade 1 – 7, on acceptance of all new enrolments into the school.** Payment of this fee must be effected before the pupil commences classes in the school. **This is a non-refundable amount.**
- **Rebates do NOT apply to the Admissions Fee.**
- The Principal may stipulate a greater amount, although not without reason or at an unreasonable level.
- Rebates are not applied to the various **building, subject or fundraising levies**, or any other levies that may be introduced under notice at a later stage.
- Once the **Admissions Fee** amount is paid and should the child not attend the Kings School Linbro Park for any reason, **this amount will not be refunded.**

REDUCTIONS

- **Annual payments:** Should an entire year's fees be paid in advance by end January, a rebate is applied. The rebate will fluctuate according to factors such as CPI and interest rates.
- **Monthly payments – sibling discounts:** A reduction fee is applied to families with more than one child in the school as follows;

1 st child	-	full rate
2 nd	-	R50.00 reduction
3 rd	-	R250.00 reduction
4 th	-	R350.00 reduction

OTHER RELATED EXPENSES

Parents are responsible for other costs related to class outings; sports meetings, school camps etc. including certain materials purchased by the school for use by pupils e.g. Art materials.

PAYMENT OF SCHOOL-RELATED EXPENSES:

Parents receive a statement of their account on approximately the 25th of every month. Reflected on the statement will be the debit of school fees and any other costs such as transport and materials for which they are responsible.

NOTE: All school related expenses are due in the same manner as fees in advance by the 1st of every month, on a monthly basis unless prior arrangement has been made.

METHOD OF PAYMENT FOR SCHOOL FEES

We encourage parents to pay school fees by debit order. The debit order form needs to be completed for a fixed amount. All miscellaneous billings must be paid in cash at reception.

1. All fees and other expenses due by the first of every month, **in advance**. Alternative arrangements will be made where services/goods have been ordered and are available at a later date.
2. Exceptions to the above may be negotiated with the Bursar or the Principal. Where such arrangements are negotiated, they must be strictly adhered to, and will be recorded under contracted addendum for which all penalties and stipulations will be applied as per the usual contract.
3. Please note that The King's School Linbro Park and parents/guardians enter a service supply contract. Should the parent/guardian default and the contract breached, this service will be withdrawn from the signatory/signatories who will then have to withdraw the child/children concerned from the school, either for a period or permanently.
4. Should you decide to remove your child from the school, a term's notice must be given. If the necessary notice is not given, you will be liable for a full term's fees calculated as 3 months.

ACKNOWLEDGMENT OF DEBT AND ACKNOWLEDGEMENT OF CURRENT SCHOOL FEES.

A. TERMS OF AGREEMENT

1. In the event of non-payment of School Fees, the School reserves the right to sue all signatories, irrespective of maintenance and court orders which may exist between the parties.
2. Failure to pay any amount referred to in this Agreement and Acknowledgement of Debt on due date, will entitle the School to proceed for immediate recovery of the total debt, subject to having given 7 (seven) days written notice to correct the arrears on the account.
3. Where parents fail to comply with their obligations in terms of this Agreement, then such parents will be deemed to have committed a breach in terms of the Agreement. Should monthly school fees remain unpaid at any time during the year, for 60 days or more, the Governing Body may at its discretion cancel this Agreement, and without prejudice to any other remedies which the School may have in Law, proceed with the issue of Summons for the recovery of the total amounts due.
4. In the event of the School having to instruct attorneys in respect of a breach of this Agreement and Acknowledgement of Debt, the parents shall pay costs on a scale as between attorney and client incurred by the School in enforcing its rights under this Agreement and Acknowledgement of Debt, the costs including collection, commission and tracing fees.
5. In the event of it being necessary for the School to institute legal proceedings for the enforcement of any of its rights in terms of this Agreement and Acknowledgement of Debt, the parents agree and consent to judgement debt in terms of Section 57 of the Magistrates Court Act, the amount of the judgement debt at the time of institution of the said legal proceedings being determined in terms of a Certificate of Indebtedness to be issued with the final demand for payment. The parents further agree and consent to the jurisdiction of the Johannesburg Magistrates Court in terms of Section 45 of the Magistrates Court Act and to judgement and an order for payment of the judgement debt in instalments in terms of Section 58 of the Magistrates Court Act.
6. In the event that a cheque or debit order is returned unpaid by the bank, an administrative fee will be debited to the account. This figure changes regularly and will be listed on the school's annual notification of fees and charges. Please note that returned cheques will be treated as fraud, while repeated DO returns will also be reported at occasion 3.

7. I / We agree to pay the School Fees as set out on the annexure hereto by the 1st day of each month in advance. School Fees are paid in 11 instalments commencing on the 1st of January each year with the final payment being on the 1st November of each year, but such monthly payments will fluctuate dependent on levies and other charges. All fees need to be settled by the end of each academic year that would include all miscellaneous items that have been debited to the School Fee account.
8. A certified detailed debtors ledger issued by the School as to the existence and the amount of my/our indebtedness at any time to the School, and as to the fact that such amount is due and payable, shall be prima facie proof of the amount of such indebtedness for the purposes of provisional sentence or summary judgement against me.

B. DOMICILIUM AND NOTICES

The parents choose as their *domicilium citandi et executandi* for all purposes the following address:

The parents shall be entitled at any time by written notice to the School, to change the above address to any other physical address in the Republic of South Africa.

All notices given by the School to the parents which:

- Are hand delivered at my/our *domicilium* for the time being shall be deemed to have been received by me/us at the time of delivery, or
- Are posted by prepaid registered post to me/us at the *domicilium* for the time being shall be deemed to have been received by me/us.

C. GENERAL

- No addition to or variation or cancellation of this Agreement and Acknowledgement of Debt shall be of any force or effect unless agreed in writing by the School.
- This Agreement and Acknowledgement of Debt constitutes the sole record with respect to my/our indebtedness to the School.
- No grace or indulgence which the School may grant the parents shall constitute a waiver or novation of any of the past or future rights against the parents which may have arisen in the past or which arise in the future.
- This Agreement and Acknowledgement of Debt shall endure for the entire period during which the Learner is enrolled at the School unless replaced by a subsequent agreement when a Learner intends leaving the School under normal circumstances, the parents must give the required notice period. Upon leaving the School this agreement will automatically terminate, but the parents will remain liable for payment of all amounts owing to the School up to and including the date of leaving, or the notice period, whichever applies.
- The School reserves the right to modify and or change any clause in this agreement that may be deemed necessary by the School Governing Body, or as a consequence of changes in legislation, provided written notice thereof is given to the parents.

Signed in agreement hereof on this _____ day of _____ year _____

Father / Guardian _____ Print Name _____

Mother / Guardian _____ Print Name _____

Any other person / people responsible for fees who are not parents as above should sign here below.

Fee Payer _____ Print Name _____



VISION AND VALUES

THE KING'S SCHOOL LINBRO PARK...

...provides a Christ-centred environment that enables every child to access their own full potential.

PARENT COMMITMENT

As a parent with the primary responsibility of educating my child I am prepared to commit myself:

- To encouraging my child to applying him/herself to their studies and extra-mural activities
- To supporting the staff at THE KING'S SCHOOL LINBRO PARK in their endeavours to assist me in the education of my child by actively involving myself in my child's schoolwork
- To supporting my child by actively participating in the school calendar events
- To the Christian ethos and values thereto inherent irrespective of personal faith orientation.

THE KING'S SCHOOL STAFF COMMITMENT

The staff at THE KING'S SCHOOL LINBRO PARK commit themselves to:

- To developing academic excellence
- To developing a biblical understanding of parenthood
- Partnering parents in their God-given responsibility of educating their children
- Demonstrating righteous principles
- Leading learners in the development of Godly character
- Training and educating learners in righteous principles
- Providing opportunities for learners to practice these righteous principles
- Encouraging learners to positively impact their world with what they have learned

LEARNER'S COMMITMENT

As a learner at THE KING'S SCHOOL LINBRO PARK, I recognize that education at this school is a privilege and commit myself:

- To understanding and embracing the vision and values of the school
- To co-operating with staff in the task of developing a Godly character in me
- To diligently applying myself to the privilege of education afforded me at THE KING'S SCHOOL LINBRO PARK by actively being involved in all academic, non-academic and extra-mural programs. I have read through the document on THE KING'S SCHOOL LINBRO PARK values and have understood the contents thereof. Where I have not understood an issue I have obtained clarity from the staff at THE KING'S SCHOOL LINBRO PARK.

Signed:

Learner: _____

Father / Guardian _____

Mother / Guardian _____



THE KING'S SCHOOL LINBRO PARK APPROACH TO DEVELOPING GODLY CHARACTER

Godly character and its development is inherent to the discipline code of the school. It also serves to reveal the presence of any deviance and prevents its disruptive influence without compromising on standards of righteousness and grace that are revealed in the Bible. We recognise that these consequences need to be tailored to the various developmental stages of learners in the school. Detailed documentation for the various levels is available from the administration office, or you may speak to the relevant educator for clarification.

Benefits to embracing THE KING'S SCHOOL LINBRO PARK values:

We believe that it is God's challenge to us at THE KING'S SCHOOL LINBRO PARK to raise a generation of learners with the following distinctive characteristics:

- **They are uncompromising in holiness and integrity -**
Exhibiting an excellence of character
Developing a personal wholeness in God
Have truth and righteousness as a foundational value for action
- **They have knowledge and understanding -**
Exhibiting great ability to acquire information and in the application thereof.
Exhibiting wisdom.
Knowing God's perspective because they have developed a relationship with Him and know Him, and have spent time getting to know scripture.
- **They are prophetically motivated because they –**
Understand the times – are not motivated by fear or greed, and will not be misled by hollow philosophies.
Are discerning in their relationships and decisions regarding their own and others' lives.
Are courageous in their determination to make a stand for what they have come to believe as the truth.
Are dedicated to God and His Word.

A learner who adheres to the values of THE KING'S SCHOOL LINBRO PARK therefore can appropriate the incredible privilege of God's purpose for their lives as set out in the vision of the school.

Achievement is recognized and learners are encouraged on a regular basis with interventions that are appropriate to their particular developmental level.

What happens if a learner does not uphold THE KING'S SCHOOL LINBRO PARK values?

Enrolment in THE KING'S SCHOOL LINBRO PARK program is deemed a privilege and not a right. This privilege may be jeopardised or forfeited by any learner who does not abide by the values and reasonable expectations of the school.

It is our hope and expectation that all learners will embrace with due seriousness their responsibilities academically, spiritually, morally and socially. In the event, however, that a learner should fail to do so, the school may choose to engage disciplinary procedures.



Parent Pledge

I / We hereby undertake to:

1. Ensure that my/our child will be at school on time each day. On usual days the school requires learners to be on the property by 07:40.
2. Ensure that my/our child's appearance is neat and in compliance with the dress code set down.
3. Ensure that my/our child's homework is supervised and completed daily.
4. Attend Parents' Evenings as and when required.
5. Abide by the school's policy on discipline.
6. Abide by the school's financial policy and ensure that payments are made by the 1st of the month, in advance. I/We understand that failure to do so may result in the suspension of education services to us, and we may have to remove our child/ren from the school.
7. Accept that, should I send money with my child to school, I shall be held responsible for the money until it gets to the correct staff member/administration office and is receipted.
8. Comply with the required term's notice, should I/we need to remove my/our child for whatever reason. I/We understand that I/we am/are liable for a Term's penalty fee if no or insufficient notice is given to remove my/our child. In addition any outstanding monies will be paid before my child leaves the school.
9. Keep open lines of communication with the school and staff and generally do all I / we can to ensure that my/our association with the school is a healthy and happy one.

Declaration

1. I / We have read the above information and clearly understand it.
2. The information furnished by myself / us is true in every respect.
3. I understand that The King's School Linbro Park will be initiating a financial means check on my name and that the results will be kept confidential.
4. I agree to allow my / our child to submit to the training programme, academic and disciplinary regulations and other requirements instituted by the administration and carried out by the Principal and Staff.

Signed Father/guardian: _____

Date: _____

Signed Mother/guardian: _____

Date: _____



QUALIFICATION FOR TKSLP LEADERSHIP ROLES

The King's School Linbro Park was founded by, and exists today as a ministry arm of London Road Church. Our history, beliefs and ethos are, therefore, guided by and grounded in the Christian faith as revealed in the Holy Bible. We are, however, open to considering application for enrolment from those espousing other faiths or belief systems provided that those applicants and their parents/guardians agree to abide and be bound by the following conditions:

1. No learner of The King's School Linbro Park will be excused from attending and fully participating in any school activity. This includes, but is not limited to, Bible Education classes, assemblies, camp activities, and compulsory school or team match days scheduled on Saturdays during the year.
2. As a faith based school The King's School uniform contains direct Christian symbols as a public statement of our conviction. Contradictory symbols are therefore not permitted. No learner will be granted permission to deviate from the dress code of The King's School Linbro Park due to religious, traditional or cultural requirement or conviction. This includes, but is not limited to the wearing of jewellery, scarves or other head coverings, make up or other artificial skin pigmentation, and long hair or facial hair.
3. Leadership duties at the King's School include active Christian mentorship and activity such as prayer, Bible reading and testimony. No non-practising Christian who cannot identify with our statement of belief will be considered for any position of authority within the school (e.g. prefect) unless he/she fully subscribes to all tenets contained in the Statement of Belief of The King's School Linbro Park and London Road Church. A copy of this Statement of Belief is made available for reading and acknowledgement prior to acceptance.

In addition, it is important for you to be aware that if accepted, your child(ren) will daily be exposed to the Christian faith, and will be encouraged in multiple opportunities to understand, and embrace Jesus Christ as their personal Lord and Saviour. It is necessary for there to be agreement on these issues between you and the school before the application process can proceed. If you wish to discuss any aspect of this letter, please make an appointment to see the Principal at your earliest convenience.

I/We, _____ & _____ parent(s)/guardian(s) of _____ acknowledge that I/we have read, understood and agree to abide by the conditions as stipulated in the above letter regarding the values and ethos of The King's School.

Signed Father/guardian: _____

Date: _____

Signed Mother/guardian: _____

Date: _____



SUBSTANCE ABUSE POLICY

This Policy has an attachment regarding acknowledgement. No enrolment at KSLP is considered final without signature of acknowledgement.

1) General viewpoint of The King's School Linbro Park:

Substance Abuse is a growing problem and impacts the lives of many young people and we realise that our school is no exception. Adolescents face an increasing number of threats and challenges to both their code of values and to their right to freedom of choice. Among certain groups of young people, the abuse of substances is perceived as being socially acceptable. In addition, the ready availability of drugs, combined with natural curiosity and so-called "peer pressure", can result in children making decisions which could have negative and long-lasting effects on their lives.

The National and Regional Education Departments insist that schools initiate effective and sustainable substance abuse policies, and the Government Notice No 1040, South African Schools Act (84/1996), declares all schools drug free zones. For these reasons, the management and staff of The King's School Linbro Park wish to create for all a safe and drug free environment that is beneficial to all. Therefore, The King's School Linbro Park has introduced this policy to address this issue. This is a summarised version of the policy. For full details and descriptions, please read the full policy on our website.

We will endeavour to assist learners who experience problems relating to substance abuse. Our emphasis will be on creating an environment where our learners can receive assistance. However, we are also responsible for the safety of our whole school and we will initiate disciplinary measures where and when required to deal with repeat offenders and people found in possession of illegal substances. Each case will be dealt with on its own merits, but we do present a basic guideline in this document of the policies with regards intervention strategies. This document can and will be changed and adapted as time progresses if required.

2) Mission:

The vision of The King's School Linbro Park is to provide a Christ-centred environment that enables every child to access his or her full potential. The abuse of substances poses a threat to the environment of the school and to the ability of individual learners reaching their full potential. The motivation for this policy is to create a safe and secure environment with definite direction for all learners, staff and parents to assist with preventative education strategies.

3) Policy:

The approach of The King's School Linbro Park to the issue of substance abuse is three-fold. The approach includes (a) prevention and education, (b) initial intervention, and (c) structured intervention.

3.1) Prevention and education:

Our first approach will be one of prevention education. The school undertakes to **educate** (through guidance lessons, life skills), to **inform** (using outside speakers, exhibitions) and to **guide and support** (through counselling, peer-counselling). These actions, however, are intended to supplement (not replace) the responsibility of parents or guardians in educating, informing, guiding and supporting their child(ren) in relation to the abuse of substances.

3.2) Initial Intervention:

The school forbids the following:

- The possession and use of any illegal substances.
- The misuses of any prescribed or over the counter pharmaceutical medication. (The school office must be informed if any learner needs to bring prescription drugs to school. Learners may not bring more than one day's dosage to school)
- The use of any solvents, inhalants or any other chemical substances.
- The possession and use of any cigarettes and or other illegal drugs.
- The possession and use of alcohol.
- The possession of drug paraphernalia.
- Dealing in any substances that can be deemed as harmful to any member of the school.

This policy is in effect:

- For any member of the school community (learners, parents, staff, visitors)
- Anywhere on the school property.
- During school functions, outings or any other school activity.
- When members of the school community are representing the school.
- When a member of the school community can be identified as a member of the school.
- When use of the substance affects the performance of an individual at school or during any school function.

Contravention of above-mentioned stipulations will result in one or more of the following:

- Disciplinary measures which could include warnings, suspension or expulsion.
- Initiation of a rehabilitation action plan.
- The drawing up of a contract between all affected parties.

The Education Act has been argued as being a legitimate search warrant in itself, and includes the "obligation" to search under obvious restrictions pertaining to indiscriminate testing and the reservation of rights such as privacy and dignity.

The following parameters pertain:

- Evidence of abuse exists
- In order to assist rehabilitation
- Behaviour indicates reasonable suspicion of drug abuse
- School discipline is threatened
- With parental consent

Any single legitimate reason is sufficient to exercise the obligation inherent in the Act.

Drug screening or testing has been found to have a legitimate role in a school's substance abuse prevention measures. Random drug testing will, therefore, take place periodically at The King's School Linbro Park. In addition, testing of specific individuals will be considered if it is "in the child's best interest" and if a reasonable amount of indicators exist.

Random searches of individuals may also be carried out. In addition, searches of specific individual learners may be carried out if there is reasonable suspicion that the learner is in possession of a prohibited substance or as part of a structured intervention. The right to search under such circumstances is enshrined in the Act, and the Principal or his designated staff member may elect to search possessions and/or a learner. If the learner refuses to submit to the search, then the parents may be called in to effect the search. If the learner and parents refuse to submit to the search, then the police may be called upon to effect the search.

It must be noted that the school will consider as “guilty” and apply sanction as same should any refusal to reasonable search or testing be experienced.

3.3) Structured Intervention:

Each case will be considered on its individual merits. The school has defined three major strategic intervention models, and as situations differ, so will the intervention strategy as required:

Intervention on request for assistance:

This process will not be punitive should initial co-operation be continued. A drugs screening test will still be done. A written agreement will be entered into between the individual, school and parents. This agreement may change from situation to situation. Regular drug testing will be instituted as part of a relapse prevention programme. Individual counselling will be scheduled with an outside professional nominated or agreed to by the school management. In some instances, attendance of a rehabilitation centre may be required. If the individual continues to abuse substances or does not make full use of resources required of him/her or if he/she does not co-operate, usual punitive disciplinary measures for substance abuse will be applied.

Intervention procedures for individual suspected of substance abuse:

This hinges on obligated action by the school. A learner may elect to confess use up to immediately prior to testing. Parents/guardians will be informed and may be called in for a consultation with the management of the school. If the individual admits to use of substances, then the process described for **Intervention on request for assistance** will be followed, inclusive of a confirmatory drugs test that the school deems non-negotiable.

Intervention procedure - dealing in illegal substances:

In all cases of this nature, local law enforcement officials will be included in the proceedings. The parents of the individual will be called in for consultation with the school and with the relevant SAPS authorities. In all cases learners will be subject to the disciplinary code that recommends expulsion in these circumstances.

4) Definitions: Details available on the website under the Substance Abuse Policy

ACKNOWLEDGEMENT OF PARAMETERS

Please note that no enrolment at KSLP is final or binding on the school’s part unless the relevant parties sign this acknowledgement.

I/we PARENTS / LEGAL GUARDIANS of the undersigned prospective learner at TKSLP hereby acknowledge the stipulations and content of the school’s Substance Abuse Policy and hereby consent to the relevant lawful random testing and/or searching therein outlined.

Signed: _____ **PARENTS/GUARDIANS**

Signed: _____ **PUPIL [Grade 7 upwards]**



CELLULAR 'PHONE POLICY

Cellular Phones provide an efficient, convenient means of communication between learners and their families or guardians, especially in the event of unforeseen circumstances. There is a need, however, to set clear guidelines and limit their use during the school day, in particular, to avoid unnecessary interference with teaching and learning.

The King's School Linbro Park has, therefore, established the following Policy that provides educators, learners and parents guidelines and instructions for the appropriate use of cellular phones at school. In order for learners to bring a cellular phone to school, learners and their parents or guardians must first read, understand and agree to the Policy. The Policy for cellular phones applies to learners during school hours. For the purposes of this document, "**school hours**" is defined as including class time, time between classes, breaks, school trips, extra-murals, detentions and any other school-sanctioned event during the school day.

Under normal circumstances, any necessary communication between learners and their family members or guardians during the school day should be facilitated through the school office. Family members or guardians may leave a message with the school receptionist who will endeavour to pass the message on as quickly as possible. Learners needing to make emergency phone calls may do so through the school receptionist. Public phones using both coins and cards are also available to learners to use before or after school and during breaks.

Learners and staff members are permitted to bring cellular phones to school, but are subject to the following general procedures:

1. During school hours, learners are not permitted to have cellular phones on their person or in their school bags.
2. During school hours, all cellular phones brought to school by learners must be switched off and turned in to the school office or kept inside a secured school locker. Cellular phones may be collected again at the end of the school day. Learners participating in any after-school activities or on detention must ensure that their cellular phones are kept inside a secured school locker or switched off and handed in to the manager/coordinator of the activity/detention until the activity/detention is finished.
3. The camera/video/audio recording functions (available on some cellular phones) **must not be used on the school property** as it does not comply with the guidelines of this policy and use of these features may infringe upon the privacy of others.
4. A learner found violating these procedures will be subject to the following consequences:
 - On the first offence, the learner will have his or her phone confiscated for a period of one week, and will be placed in a Friday detention.
 - On the second offence, the learner will lose the privilege of bringing a cellular phone to school. A Saturday detention will be given, and a warning letter regarding refusal to comply with this policy will be issued.
 - If there is a third offence, the learner will face a disciplinary hearing for repeated refusal to comply with this policy.

5. Educators must keep their cellular phones secure at all times and must ensure that their cellular phones are switched off or on silent while they are in class.

6. The school accepts no responsibility for cellular phones that are lost, stolen or damaged during school hours. The school accepts no responsibility for learners, parents or staff members who lose or have their mobile phones stolen while traveling to and from school.

7. It should be noted that it is a criminal offence to use a cellular phone to menace, harass or offend another person. As such, if action as sanctioned by the Principal is deemed ineffective, the school may consider it appropriate to involve the police. Learners using cellular phones to bully other learners will face disciplinary actions as stipulated in The King's School Linbro Park Bullying Policy.

8. While on school property or during school hours, learners may not send, view, download or share any material that is illegal or inappropriate. This includes pornography of any kind; pirated games, music, software or other items; messages containing language deemed to be crude, insulting, racist or sexually explicit. Learners found in violation of these stipulations will have their cellular phones confiscated immediately and the privilege of bringing a cellular phone to school will be withdrawn. Their parent or guardian will be contacted and a disciplinary hearing will be conducted.

Please note, The King's School Linbro Park reserves the right to instruct a learner to submit his or her cellular phone for inspection, along with any relevant passwords, if there is a suspicion that his or her cellular phone contains illegal/inappropriate material, has been used to bully other learners, or has been used for any other activity deemed to be illegal or inappropriate.



e.POLICY - TECHNOLOGY USE: CELL PHONES, TABLETS AND COMPUTERS

A digital environment such as available at the school requires clear understanding as to the "do's and don'ts" expected. While the intention is to educate and to guide and to prepare pupils for ethical use both in the present and the future, it is good to make clear the existence of levels of consequence in cases of transgression.

Cell phones

We have experienced increasing misuse of cell phones. Both staff and fellow pupils have been recorded or photographed, and too many pupils have become adept at illicitly using phones to BBM, SMS or other activities as well. Besides the obvious distraction to the learning process for themselves and others around them we are obliged to protect pupils from invasion of their privacy. While we are aware of the increased blurring of what is strictly a home issue and that which is the school's business, we do need to concern ourselves about media of any description that originates from the classroom or the general school environment, especially that which is illicitly filmed or recorded. Images/data might be uploaded or communicated from home or at least off the school campus, but where it originates through school association we reserve the right to intervene in the interests and protection of others.

In light of this we emphasize that cell phones may not be used in classrooms or other places during lesson or other activity time unless specifically permitted for education purposes by a teacher who is present in that class or at that activity. Where they are used while on campus or under the auspices of the school they must be used in a manner that is acceptable to the school. The censures listed below notwithstanding, should a pupil's actions be found to be criminal and/or deemed a violation of the expectation of safety, privacy or other considerations we will not hesitate to take the utmost serious action.

Teachers may require that pupils place cell phones in full sight on a desk, or may employ other strategies to curb their use.

Should pupils be found misusing the privilege of having a cell phone at school the device, including Sim/SD cards, will be confiscated:

- For 2 weeks as a first offense, with a Friday Detention community service that includes manual labour;
- For a month for a second offense, with 2 Friday Detention community service as above, and withdrawal of being permitted to have a cell phone at school for a full term;
- It is contended that a third or fourth occasion would be indicative of a consistent rebellion showing that pupil as deliberately choosing to defy authority. One the following would be considered:
 1. Permanent withdrawal of the privilege of having a cell phone on the campus or at school events off campus; a week's suspension and community service.
 2. Should the school consider it an ongoing, intentional rebellion that is likely to be repeated despite disciplinary measures already meted out, and that new or future disciplinary measures are likely to be disregarded then the Management would reconsider enrolment.
 3. In the event of 1 above being applied at the third instance it is most likely that 2 above would be applied in an ensuing fourth.

Tablets and Laptops

Confiscation or banning of a tablet or laptop is difficult given the nature of its use as an interactive textbook or their medium of instruction. Nonetheless, the school reserves the right to withdraw from a pupil the *unsupervised use* of their tablet/laptop should it become necessary, but will *ensure that the academic demands are not affected* unduly.

We are able to grant highly specific access to the internet when it is needed, and we do not want pupils to have their own access. 3G cards or any other means, legitimate or otherwise, of accessing the internet during class may not be brought to school even if the device is capable. Cards will be confiscated where applicable.

Tablet not at school:

- Where a pupil forgets their tablet we will expect that:
 - Parents will organise for their delivery to the school, OR
 - If the above is not possible then the pupil will spend the day under severe disadvantage for which the school will make provision within the classroom, but all work done and covered will become the child's responsibility to annotate as was expected.
 - Consequences:
 - Teachers will respond according to grade and circumstances.
 - Repeated leaving of the tablet will see an escalation that will include detentions.
 - Given the relevance and excitement of the medium it is not envisaged that severe repeat issues are experienced. However, if it is the case and it is felt that the education process is being affected the school will take firm action that includes meeting with parents to explore the way forward.
- The school is not responsible for the supply of a spare tablet for a pupil. It is an expectation that all pupils do have one irrespective of situation. Parents are encouraged to include through the recommended supplier the offer quoted below:
- *"Pinnacle offers great after-sale support service through Infracol at an additional once-off fee of only R150 per tablet for 2 years or R250 for 3 years. [At 2013/2014 prices]*

The price includes the following services for a 2 year or 3 year period:

1. *24/7 Call Centre Service*
2. *Web and Email Logging Service*
3. *Onsite engineers for pick-up and repair*
4. *Loan unit supplied at no cost while unit is in for repairs (learner is never without a device)*

Therefore if a tablet is not working, you can simply call the Infracol hotline and they will assist you via the telephone. If the tablet still does not work, they will come to your premises and repair/loan you a unit/or replace the unit at no extra cost."

It is the responsibility of the parent as contract holder to phone and to organise the repair / replacement / temporary swap out. Logging into the network through user name and password will restore the most recently saved status of a pupil's profile and will automatically upload books and content. Excuses for work not done or available through claims of technology issues will not be viewed with sympathy.

Homework recording

The scope of age groups and levels of maturity across the school makes it necessary to differentiate between them. While the Preparatory Phase will continue the use of hard copy diaries with their associated practices, the High School Phase will use the available technology. The following must be noted:

- Pupils may record their homework on any application that they wish, but there must be traceable record of homework being recorded.
- Where pupils do not do homework there will be the usual consequences. Should pattern or other reason cause sufficient concern a letter will be sent home or telephonic contact made.
- If a High School pupil proves devious or not mature enough to make proper and expected use of this device for homework purposes the school will insist on a return to a traditional diary and daily signing route for a specified period.
- Homework will still be published to the D6 for parent information.
 - There is no guarantee that it will be published daily; power failure or a book not submitted may mean that it is not available.
 - No pupil may use an instance of homework not available on the D6 as a reason for not doing what was expected. Irrespective of their use thereof, the D6 homework is a parent resource that will enable them to check on homework expectation.

Security and Insurance

The school bears no responsibility for the daily use of and safe-keeping of any form of technology. Parents should insure items. Loss of or functional damage to a device is not reason for a child to be at school without a tablet or laptop that is essential to the daily education process of the school. Bags with devices therein should never be left unattended irrespective of time of day, activity or proximity of the owner to it.

Lockers will be available for pupils from grade 7 to 12. Lockers are rented out at R75 per year and pupils must supply their own lock. We will not keep spare keys. Locks will be cut open should pupils not be able to reach the contents. Replacement locks should be provided by the parents. Classrooms will be locked during breaks. Some grades will not be permitted to take their devices with them for break times. School Leadership members will patrol corridors as part of their normal course of duties, but not all break times coincide with their duty times.

Cameras will be placed in strategic places.

Battery Life / Charging Facilities

It has proven to be perfectly sufficient to have approximately 5 hours' charge available for education purposes in any given day.

- Pupils are responsible for ensuring that their device is fully charged for arrival at school.
- Part of our intention is pupils learning responsible use that will apply to their work places in the future. There will be a dedicated extension with relevant plug points per venue but pupils are responsible for ensuring:

*They do not exhaust the battery with games or music or other applications

*That they have their own charger should it be needed

- The school will have a limited number of spare chargers but there is no guarantee of their availability, especially at the outset of the new venture and excitable, battery-hungry use of the new devices.
- Should a pupil constantly and irresponsibly run their battery flat a teacher will take appropriate steps to govern a “supervised use only” period with them.

Teacher / Pupil Correspondence: email addresses

Although most work will still have a physical pen-and-paper output, part of educating pupils will include the possibility of email submissions or correspondence.

In order to safe-guard all parties it is imperative that no correspondence between any teacher [or coach] and pupil may make use of any address other than the teacher and pupil’s official school address that runs through our server. Teachers have been instructed not to respond to any mail sent to any other address; please instruct the same for children at home.

With the teacher addresses becoming known it is also imperative for all parties to be professionally acceptable in correspondence. Teachers are not available for assistance via mail outside of work hours, nor are they expected to respond to emails to that account. The school’s server will have a “closed hours” protocol that will delay delivery until the next “working hours” window opens.

Legitimate use of technology

Permissible use of technology should be understood against the kind of actions listed below as unacceptable:

Illegal activity, illegal or immoral content, use of foul language, threats either implied or direct, cyber- bullying, publication of written or image content gained through school enrolment and/or without permission.

Recording people via either audio or image without consent is not permissible irrespective of internal sharing between fellow pupils or via social media. Public sharing of such would intensify the seriousness of our consideration of the action.

General Comment

The above should be understood as protective in design rather than punitive or threatening in intent. While the facts of responsibilities, consequence and seriousness are made clear, by far the majority of pupils will not fall foul of anything except a periodic lapse that will be learnt from rather than lived in, and it should therefore not be read as draconian.



Learner:	Grade:
Learner's Agreement	
I have read and I understand the school e Policy. I will use my device in a responsible way and obey these rules at all times.	
Signed:	Date:
Parent's Consent for Cellular Phone use	
I have read and understand the school's e-policy regarding responsible use of technology. I understand and agree to the consequences if my child does not keep to the rules as set out in said policy.	
Signed:	Date:



CAR ENTRY AND GENERAL ENTRY SECURITY

Security on the KSLP Campus

Car Entry Stickers

The school has printed windscreen stickers valid for a calendar year. We will require issued stickers to be affixed to the upper left inside of the front windscreen so as to make for quick viewing and, to ensure that stickers are not being passed between vehicles we will expect them to be firmly stuck as designed. Where it is noticed that a sticker is not properly peeled and adhered to a windscreen the vehicle operator will be requested to correct the situation. Should this not be complied with, the security or other staff member is instructed to confiscate the sticker if possible and to hand the situation over to the Principal.

Each sticker will have the year, signature of an administration staff member, and also the registration of the vehicle to which entry is granted. Those with legitimate stickers will be given automatic access to the car park, while those without will be required to wait at to sign in. Any sticker found not to match against the registration of the vehicle to which it is issued will be confiscated and will result in withdrawal of entry privilege for the registered vehicle AND individual concerned.

Where a registered user changes vehicle in the course of the year, he/she will need to remove the old sticker from the old car, return it to the school, and then have a new sticker issued with the new registration.

Each parent will be entitled to apply for issue of a sticker, and multiple sticker applicants will need to indicate on the form exactly for who each sticker is intended. **The school retains ownership of the stickers and reserves the right to refuse or to withdraw sticker issue without prejudice.**

It cannot be expressed more seriously the obligation on all to respect the legitimate use of entry stickers. It is essential that all respect that the intention centres on the safety of all pupils, and we take this most seriously. Should any parent or other person assist in fraudulent claim to entry sticker issue and thereby expose learners of the school and other members of the school community to greater risk than otherwise through deliberately breaching regulated use, the school will consider the most stringent action available, namely the immediate cessation of education services to the family concerned without consideration of clemency.

Other or Public Transport

Any parents who make use of a regular transport service that uses the same vehicle will need to apply for regular entry permission.

Legitimate scholar transport services will be granted entry under the following conditions only:

1. There will be no issue of a sticker to any such vehicle irrespective of parent or other ownership of the vehicle or business concerned. The stickers are for private vehicles only.
2. It is the responsibility of parents involved in the hiring of the service to ensure that the school is handed copies of:
 - a. The regular driver's licence
 - b. An operating permit
 - c. Written statement that they have engaged the services on their own recognisance for their child[ren] whose names must be specified.

3. No informal transport service shall be granted access to the premises

Please note that the school will not be tolerant of any form of unacceptable behaviour or driving or parking on these premises and will continue to refuse entry to a specific vehicle, driver or business as has been carried out before.

Visitor Cards

Parents wishing to enter the school will be issued a Parent Visitor card that differs from other visitors. Parents who are recognised or identified will therefore find it quick to gain access, and will simply return that card as they leave. Please do not feel slighted if you are not a very regular visitor or if the guard does not immediately recognise you and asks that you fill in the Visitor's Book!

Car Sticker Application form

Applicant Name[s] 1. _____ 2. _____

Car Registration[s] 1. _____ 2. _____

3rd sticker application * **see below**: car registration 3. _____

Child[ren] _____ Grade _____

Child[ren] _____ Grade _____

Child[ren] _____ Grade _____

Child[ren] _____ Grade _____

Child[ren] _____ Grade _____

I hereby apply for and agree to the terms of use of an entry sticker for the year in question.

Signed: _____ Name: _____ Dated: _____

Signed: _____ Name: _____ Dated: _____

***Please give reasons as to why you need a third sticker. Please note that third stickers will only be issued for personal family and not for Trade Vehicles, Company Drivers or Scholar Transport Services.**

Reason:

Public Transport / Regular entry Application form

Vehicle Registration _____

By signing as addendum to the governance document herein alluded I hereby apply for and agree to the terms of use for the year in question for the Scholar Transport Service * for my child / ward / other [Please state "other" _____]

I have ascertained that the transport service provided is one registered already with the school / or I hereby give details for the school's consideration of registration, and undertake to ensure that the terms of use are followed regarding the regular driver. Where I become aware of change in vehicle and / or driver I undertake to inform the school so as to support the school's security and protection of my and other peoples' children.

Child[ren] _____ Grade _____

Child[ren] _____ Grade _____

Child[ren] _____ Grade _____

Child[ren] _____ Grade _____

Child[ren] _____ Grade _____

Signed: _____ Name: _____ Dated: _____

Signed: _____ Name: _____ Dated: _____

***Also Company Driver, Trade Vehicles and Public Transport**



SIGNATORIES:

Please answer with written "Yes" or "No" in the space alongside	
Have you revealed all personal and academic and behavioural aspects per child as required?	
Have you filled in the Debit Order form?	
Are you aware of the current year's fees?	
Do you understand that fees and levies increase annually?	
Are you aware that there are also subject levies at the High School level?	
Are you aware of the fundraising levy payable over 4 months?	
Are you aware of the building levy paid over 11 months?	
Are you aware that a non-refundable administration fee is due before your child may come?	
Are you able to afford to send your child/children to the school at full fees?	
Do you understand that the school does not offer bursaries or reduced fees?	
Do you acknowledge that you are responsible to see that fees are paid monthly in advance?	
Is the Financial Policy revealed to you as part of this application form?	
Are you aware and accepting of the school's strong evangelical Christian drive?	
Do you accept the specific regulations and approach resulting from the faith drive above?	

All instances referring to "I" are understood to mean all signatories hereto on an individual basis.

I declare that the information supplied in this form is, to the best of my knowledge, correct. I declare that I have disclosed all information relevant to this learner's educational/scholastic history. I have read and understood and hereby accept the various conditions and parameters of service both under specific signature in a section of this document and under general signature here below.

I understand that non-disclosure of relevant information, or incorrect information may result in the immediate termination of the application process, or immediate deregistration of the learner.

Further, I acknowledge the disclosure of other policies and information available for reading in printed form in the school's Administration Office or on www.kslp.org.za for download and reading. I am responsible for ensuring that I am aware of such information and policies and that I am not eligible to claim ignorance in explanation or justification of supporting or perpetrating actions contrary thereto.

Father/Legal Guardian		Date:	
Mother/Legal Guardian		Date:	