



# APPLICATION PACK 2027

"Providing structured, disciplined and affordable high-quality secondary education that transforms learners into confident, employable and university-ready young leaders."

## OUR CORE VALUES

<b>Discipline First</b>	We believe discipline is the foundation of all achievement.
<b>Academic Excellence</b>	We pursue excellence in all academic endeavours.
<b>Integrity &amp; Accountability</b>	We hold ourselves to the highest ethical standards.
<b>Respect &amp; Dignity</b>	We honour the dignity and worth of every individual.
<b>Character &amp; Leadership</b>	We develop principled leaders who serve their communities.

KWAZULU-NATAL DEPARTMENT OF BASIC EDUCATION



## HOW TO APPLY — 6-STEP REGISTRATION PROCESS

01

### SUBMIT APPLICATION

Complete the Application for Admission form in full and submit it together with all required supporting documents and the non-refundable Application Fee of R300. Submit to our offices at 31 Tracy Watts Road, Manors, Pinetown, or email to the admissions office.

02

### APPLICATION ASSESSMENT

All submitted application forms will be assessed and verified by the Admissions team. Academic records, disciplinary history and supporting documentation will be reviewed. The school reserves the right to contact previous schools for references.

03

### PROVISIONAL ACCEPTANCE / NOTIFICATION

IF SUCCESSFUL: Parents/Guardians will receive via email a provisional acceptance letter, together with the Learner Admission Contract (LAC) and an invoice for the once-off non-refundable Registration Fee.

IF UNSUCCESSFUL: Parents/Guardians will be notified accordingly in writing.

04

### PAY REGISTRATION FEE

Pay the non-refundable Registration Fee of R2 500 and send proof of payment to the admissions office.

Banking Details: Account Name: GRACE ACADEMY Schools Bank: Standard Bank Account Number: 10 25 897 8579 Branch Code: 2527 Reference: Learner's Name and Surname

05

### SIGN LEARNER ADMISSION CONTRACT

Complete, sign and return the Learner Admission Contract (LAC) and all supporting documents. The learner's place is only confirmed once the LAC is signed and the Registration Fee is paid in full.



06

### RECEIVE WELCOME PACK & COMMENCE

Upon successful completion of all steps, parents will receive a Welcome Pack via email. The Welcome Pack contains the school's uniform requirements, stationery list, timetable information, and all other relevant orientation details. The learner may then commence attendance on the agreed start date.

## DOCUMENTS REQUIRED WITH APPLICATION

- Certified copy of learner's birth certificate / identity document
- Certified copy of parent's / legal guardian's identity document
- Copy of learner's latest academic progress report (most recent)
- Copy of learner's final progress report from previous grade (once available)
- Transfer / clearance certificate from previous school (once available)
- Completed and signed school fee clearance certificate from previous school
- Proof of household income / salary advice (latest 1 month)
- Latest 3 months' bank statements (account holder)
- Proof of current residential address (not older than 3 months)
- Completed Learner Admission Contract (LAC) – compulsory
- Proof of payment of Application Fee of R300 (non-refundable)
- Two recent colour ID-size photographs of the learner (submit in person – do not email)
- Copy of medical aid card (front and back), if applicable
- Copy of study permit / asylum permit / refugee permit (foreign nationals only)



## 2027 FEE STRUCTURE

### TUITION FEES

Fees are payable over 12 months (January to December).

GRADE	MONTHLY FEE	ANNUAL FEE
Grade 8	R 2 000	R 24 000
Grade 9	R 2 000	R 24 000
Grade 10	R 2 100	R 25 200

### ONCE-OFF FEES

Fee Type	Amount	Notes
Application Fee	R 300	Non-refundable. Payable upon submission of application.
Registration Fee	R 2 500	Non-refundable. Payable upon acceptance to the school.

### PAYMENT TERMS & DISCOUNTS

<b>Invoicing</b>	Fees are invoiced monthly in advance on the 1st of each month.
<b>Early Bird Discount</b>	5% discount if annual fees are paid in full by 31 January 2027.
<b>Sibling Discount</b>	5% for the second child; 6.5% for the third and subsequent children. Discounts are forfeited if the account falls into arrears.
<b>Annual Liability</b>	Once a learner is admitted, parents are liable for the full year's school fees. Fees may be paid in monthly instalments; however, default renders the full year's balance immediately due and payable.
<b>Interest on Arrears</b>	The school reserves the right to charge interest at 1% per month on overdue accounts.
<b>Debt Collection</b>	Overdue accounts may be handed to debt collectors. All collection costs are for the account of the parent/guardian.



## BANKING DETAILS

<b>Account Name</b>	<b>GRACE ACADEMY Schools</b>
<b>Bank</b>	<b>Standard Bank</b>
<b>Account Number</b>	<b>10 25 897 8579</b>
<b>Branch Code</b>	<b>2527</b>
<b>Reference</b>	<b>Learner's Full Name and Surname</b>

Please note: Proof of payment must be sent to the admissions office with the learner's name as reference. The school will not accept liability for payments made with incorrect references.



## LEARNER ADMISSION CONTRACT

This Learner Admission Contract ("Contract") is entered into between **GRACE ACADEMY High School** ("the School") and the Parent(s)/Guardian(s) identified below ("the Parents"), in respect of the learner identified in the Application for Admission Form ("the Learner").

**IMPORTANT NOTICE:** Clauses appearing in bold may limit the liability of the School and/or require Parents to indemnify the School and/or place obligations on Parents. Read carefully before signing.

### 1. INTERPRETATION

**"Account Holder" means** Each person listed in the Admission Application Form as the Account Holder, including Parents, who accept joint and several liability to the School for payment of all fees.

**"Additional Fees" means** Any monetary contribution not included in School Fees or Registration Fees, including but not limited to excursion fees, stationery costs, and school uniform costs.

**"Application Fee" means** The once-off, non-refundable fee of R300 payable upon submission of the application.

**"Code of Conduct" means** The GRACE ACADEMY High School policy describing expected conduct from all learners, including conduct on and off school premises.

**"Learner" means** Any child accepted and admitted to GRACE ACADEMY High School following successful application and execution of this Contract.

**"Learner Admission Contract / Contract" means** This document read together with the Admission Application Form and all School Policies.

**"Parents" means** Each person listed in the Admission Application Form as parent and/or legal guardian who signs this Contract. Where one parent/guardian signs, all references to "Parents" apply to that person.

**"Parties" means** The School and the Parents collectively.

**"Registration Fee" means** The once-off, non-refundable fee of R2 500 payable upon acceptance to the School.

**"School" means** GRACE ACADEMY High School, registered as a Non-Profit Company, EMIS: 500506900, NPC Reg: 2025/881786/08, operating from 31 Tracy Watts Road, Manors, Pinetown, KwaZulu-Natal, 3610.

**"School Fees" means** The tuition fees payable in accordance with the applicable fee structure as published annually by the School.

**"School Head / Principal" means** The Principal of GRACE ACADEMY High School, or his/her duly authorised representative.

**"Schools Act" means** The South African Schools Act, No. 84 of 1996, as amended.

**"School Term" means** Each term of the school year as notified by the School to Parents from time to time.

### 2. GENERAL TERMS OF ENROLMENT

2.1 Should the Learner's application for admission be successful, the School agrees to enrol the Learner subject to the terms and conditions of this Contract. The School reserves the right to conduct a credit check on the Parents and to contact previous schools attended by the Learner.

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2.2 A Learner shall be enrolled for one academic year only. Re-admission is required annually and is at the sole discretion of the School. Re-applications may be declined due to, among other things, disciplinary issues, academic failure, or contractual breach by the Parents.

2.3 School attendance is compulsory in terms of the Schools Act. The School must be notified in writing of any absence. Parents agree to comply with the School's attendance policy.

2.4 This Contract shall only be binding once signed by both Parties and the Registration Fee is paid.

2.5 Parents must raise any queries, concerns or complaints in writing with the School Head.

### 3. OBLIGATIONS OF THE SCHOOL

3.1 The School shall exercise reasonable care in respect of each Learner's education and welfare during School Hours and when the Learner is on School Premises.

3.2 The School shall provide quality education services in accordance with its constitution and core values.

3.3 The School shall monitor each Learner's academic progress and communicate with Parents on a regular basis through progress reports and parent meetings.

3.4 The School shall maintain school facilities to a reasonable standard.

3.5 The School shall provide the Parents with up-to-date banking details for the payment of all fees.

3.6 The School shall deal fairly and consistently with all learners in accordance with the Code of Conduct and the Schools Act.

3.7 Nothing in this Contract shall be construed as a guarantee of a specific academic outcome for the Learner.

### 4. OBLIGATIONS OF THE PARENTS

4.1 Parents must fulfil all obligations contained in this Contract.

4.2 Parents must encourage and support the Learner in his/her studies at home.

4.3 Parents must maintain a positive, respectful relationship with the School, staff and other learners.

4.4 Parents must attend meetings when requested by the School and keep communication channels open.

4.5 Parents must ensure the Learner arrives at school on time and attends regularly.

4.6 Parents must provide the School with updated contact information within two weeks of any change.

4.7 Parents must confirm that all information provided to the School is true and correct.

4.8 Parents must inform the School in writing and prior to commencement of any special educational, physical, behavioural or medical needs of the Learner.

4.9 Parents must return all school-supplied textbooks, academic and sporting equipment in good condition upon withdrawal or at the end of the academic year.

4.10 Parents must ensure the Learner complies with the Code of Conduct at all times, including off school premises.

4.11 Parents acknowledge that they have read and accepted all School Policies as binding upon them and the Learner.



### 5. FEES AND PAYMENTS

#### 5.1 2027 Fee Schedule

Grade	Monthly Fee	Annual Fee
Grade 8	R 2 000	R 24 000
Grade 9	R 2 000	R 24 000
Grade 10	R 2 100	R 25 200

5.2 Once-Off Fees: Application Fee R300 (non-refundable, due on application). Registration Fee R2 500 (non-refundable, due upon acceptance).

5.3 Fees are invoiced monthly in advance. School Fees for the year are due and owing from the commencement of the school year.

**5.4 Once a Learner is admitted, Parents are liable for the full year's School Fees regardless of how many months the Learner attends.**

5.5 Parents may pay fees in monthly instalments. Should Parents default, the full balance for the year becomes immediately due and payable.

5.6 Early Bird Discount: 5% discount if annual fees are paid in full by 31 January 2027.

5.7 Sibling Discount: 5% for the second child; 6.5% for the third and subsequent children. Discounts are forfeited upon default.

**5.8 The School reserves the right to charge interest at 1% per month on all overdue accounts.**

**5.9 Where Parents fail to pay fees, the School may hand the account to debt collectors. All collection costs, including tracing charges and legal costs on an attorney-own-client scale, shall be for the account of the Parents.**

5.10 The School may deny a Learner access to extracurricular activities and school events if fees are in arrears.

5.11 A Learner will not be re-registered for the following year if there is an outstanding fee balance.

5.12 Where there is more than one Parent, all liabilities under this Contract are joint and several.

5.13 Banking Details: Account Name: GRACE ACADEMY Schools | Bank: Standard Bank | Account No: 10 25 897 8579 | Branch Code: 2527 | Reference: Learner's Name and Surname.

### 6. SUSPENSION AND TERMINATION OF ADMISSION

6.1 Parents may terminate the enrolment of a Learner by providing the School with at least three (3) calendar months' written notice. Parents remain liable for the full year's School Fees unless otherwise agreed in writing by the School Head.

6.2 To terminate enrolment prior to the commencement of a new school year, written notice must be received by the School no later than 7 December of the preceding year. Failure to provide such notice may result in liability for three months' school fees for the subsequent year.

**6.3 The School may summarily terminate this Contract and the Learner's admission with immediate effect if the conduct of the Learner or Parents is, in the reasonable opinion of the School Head, so unreasonable as to negatively affect other learners, staff welfare or the School's reputation.**



6.4 The School Head may suspend a Learner pending the outcome of a disciplinary hearing. Following the hearing, the School may terminate admission in accordance with the Code of Conduct.

**6.5 Upon termination due to misconduct or breach, the full year's School Fees become immediately due and payable. Parents remain liable for any damage to School property caused by the Learner's misconduct.**

6.6 The School may give three (3) months' notice to terminate this Contract where it is unable to adequately accommodate the Learner's special educational needs.

6.7 The admission of a Learner terminates automatically upon the Learner's death.

## 7. BREACH

7.1 If either Party breaches any provision of this Contract, the aggrieved party may give written notice requiring the breach to be remedied within seven (7) days.

7.2 Should the breach not be remedied within seven (7) days, the School may cancel the Contract and/or institute legal proceedings for recovery of all amounts due.

7.3 The School may claim the full balance of School Fees for the current school year as liquidated damages in the event of cancellation due to breach.

## 8. PROTECTION OF PERSONAL INFORMATION (POPIA)

8.1 The School processes personal information of learners and parents in accordance with the Protection of Personal Information Act, No. 4 of 2013 ("POPIA").

8.2 By signing this Contract, Parents consent to the School collecting, processing and storing their personal information and the Learner's personal information for the purpose of administering the learner's education and related school functions.

8.3 The School may contact previous schools to obtain academic and disciplinary records for the Learner.

**8.4 The School and its staff may take photographs of learners at school events and use such photographs on the School website, social media platforms and other media. Parents and Learners consent to such use through the signing of this Contract.**

8.5 The School will not sell or share personal information for commercial purposes.

8.6 Should the application be unsuccessful or withdrawn, all personal information will be destroyed in accordance with POPIA.

8.7 Parents consent to the School distributing their contact details to other parents, staff, and authorised school personnel for school-related purposes.

## 9. ACKNOWLEDGEMENTS, INDEMNITIES AND WAIVERS

9.1 Parents confirm that they are fully aware of the nature and extent of all school activities and the risks involved.

**9.2 Parents undertake to indemnify and hold harmless the School, its staff and management against any claims arising from theft, loss, damage or destruction of the Learner's personal property on School Premises, save where such damage results from gross negligence or intentional acts of the School.**

**9.3 Unless specifically notified to the contrary, Parents grant consent for the Learner to participate, under supervision, in sports, excursions and any other school activity. The School shall not be responsible for any injury, loss or damage except where caused by gross negligence of school staff.**

**9.4 Parents accept that the School may have to make urgent medical decisions on behalf of the Learner where they are not contactable. Parents authorise the School Head and/or staff to take all**

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necessary steps to provide the Learner with emergency medical care. Parents indemnify the School against any claim arising from emergency medical treatment.

9.5 Parents acknowledge responsibility for all medical and related costs for the Learner.

9.6 Parents acknowledge that they will not withhold or delay payment of fees in the event of a dispute about the School's obligations.

9.7 Parents confirm that they have read, understood and accepted the Code of Conduct and all School Policies as binding on themselves and the Learner.

## 10. COSTS

In the event that the School engages legal representatives to enforce its rights under this Contract or any School Policy, it shall be entitled to recover all legal costs on an attorney-own-client scale, including collection commission and tracing charges, against the Parents.

## 11. DOMICILIUM CITANDI ET EXECUTANDI

11.1 The School's domicilium for service of all legal notices is: 31 Tracy Watts Road, Manors, Pinetown, KwaZulu-Natal, 3610.

11.2 Parents' domicilium is the address stated in the Admission Application Form unless changed by written notice to the School.

11.3 Notice to one Parent constitutes notice to all Parents.

11.4 Parents agree to keep all contact details updated at all times.

## 12. JURISDICTION AND GOVERNING LAW

12.1 This Contract is governed by the laws of the Republic of South Africa.

12.2 Parents consent to the jurisdiction of the Magistrate's Court in respect of all proceedings arising from this Contract, notwithstanding that the amount in dispute may exceed the Magistrate's Court's normal jurisdiction, in terms of Section 45 of the Magistrate's Court Act 32 of 1944, as amended. The School is not obliged to institute proceedings in the Magistrate's Court.

12.3 The School may, at its sole election, refer any dispute to arbitration in accordance with the Arbitration Act, No. 42 of 1965, as amended.

## 13. WHOLE AGREEMENT AND VARIATION

This Contract constitutes the entire agreement between the Parties. No variation shall be binding unless in writing and signed by both Parties. Should any provision be held unenforceable, the remaining provisions continue in full force.

## SIGNATURE PAGE — LEARNER ADMISSION CONTRACT

We, the undersigned, confirm that we have read the content of this Learner Admission Contract, understand its contents and agree to be bound by its terms and conditions.

### PARENT / GUARDIAN ONE

Full Name: \_\_\_\_\_

Identity Number: \_\_\_\_\_

Domicilium Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

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

As Witness 1: \_\_\_\_\_

As Witness 2: \_\_\_\_\_

## PARENT / GUARDIAN TWO

Full Name: \_\_\_\_\_

Identity Number: \_\_\_\_\_

Domicilium Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

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

As Witness 1: \_\_\_\_\_

As Witness 2: \_\_\_\_\_

## ON BEHALF OF GRACE ACADEMY HIGH SCHOOL

Full Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

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

School Stamp:



### LEARNER ACKNOWLEDGEMENT AND PARENT UNDERTAKING

#### GRACE ACADEMY HIGH SCHOOL — LEARNER PLEDGE

I, as a learner of GRACE ACADEMY High School, acknowledge that I am an integral part of this school community. I recognise that my behaviour, attitude and actions reflect not only on me as an individual but also on the school and my family. My primary purpose at school is to learn, grow and develop into a confident, disciplined and principled young leader.

In furtherance of the values of GRACE ACADEMY High School — **Discipline First, Academic Excellence, Integrity & Accountability, Respect & Dignity, and Character & Leadership** — I hereby pledge that I will:

- **Attend** school regularly, punctually, and prepared to learn every day.
- **Allow** every learner the right and opportunity to learn without disruption or interference.
- **Refrain** from any action that disrupts classroom teaching or jeopardises the learning of others.
- **Use** every opportunity to learn from my educators, fellow learners and independent study.
- **Conduct** myself at all times in a manner that upholds the South African Constitution and the reputation of GRACE ACADEMY High School.
- **Immediately** report all incidents of social misconduct, bullying or unsafe behaviour to a member of staff.
- **Maintain** a neat, tidy and respectful environment at school and at all school events.
- **Complete** all homework, assignments and tasks punctually, neatly and to the best of my ability.
- **Learn** from my mistakes, grow from challenges and continuously strive to improve.
- **Refrain** from leaving the classroom during instructional time without the permission of my educator.
- **Refrain** from any action that discredits my school, my family or myself.
- **Respect** and make maximum use of all school facilities, equipment and resources.
- **Preserve** school property, including buildings, gardens and equipment, for the benefit of all learners.
- **Return** all equipment and property issued to me in the same condition it was provided, fair wear and tear excepted.
- **Compensate** the school for any loss or damage to property resulting from my negligence or misconduct.
- **Display** loyalty to GRACE ACADEMY High School through my behaviour, speech and actions.
- **Uphold** the traditions, rules and values of GRACE ACADEMY High School at all times.
- **Uphold** the qualities of truth, discipline, integrity and diligence in all areas of my life.
- **Strive** to develop emotionally, socially and academically in every opportunity afforded to me.
- **Participate** actively in school life, including academic, sporting, cultural and social activities.
- **Show** respect for the rights, dignity and equality of all persons — learners, educators and visitors alike.
- **Act** with accountability and integrity in all activities within and outside of the school.

I acknowledge that I have read and understood the Code of Conduct and all School Policies. I agree to be bound by the Code of Conduct, the School's disciplinary policy and all other applicable school rules.

#### LEARNER SIGNATURE



**Full Name (Print):**

\_\_\_\_\_

**Grade:** \_\_\_\_\_

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

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

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**PARENT / GUARDIAN ACKNOWLEDGEMENT AND UNDERTAKING**

I, the parent/guardian of the above-named learner, acknowledge that I have read and understood the Code of Conduct, the Learner's Pledge, and all applicable GRACE ACADEMY High School policies. I undertake to explain the contents of these documents to my child and to do everything reasonably within my power to ensure that my child adheres to the Code of Conduct and the values of GRACE ACADEMY High School.

I agree that, should my child commit any transgression, the School has the right to follow the applicable disciplinary procedures as set out in the Code of Conduct. I agree that my child and I will comply with any sanction imposed.

**PARENT / GUARDIAN ONE**

**Full Name (Print):**

\_\_\_\_\_

**Relationship to Learner:**

\_\_\_\_\_

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

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

**PARENT / GUARDIAN TWO**

**Full Name (Print):**

\_\_\_\_\_

**Relationship to Learner:**

\_\_\_\_\_

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

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



**GRACE ACADEMY HIGH SCHOOL — LEARNER CODE OF CONDUCT POLICY**

<b>Document Name</b>	Learner Code of Conduct Policy
<b>Policy Area</b>	School
<b>Applies To</b>	All Learners, Educators, Parents/Guardians
<b>Legislative Framework</b>	Constitution of RSA; South African Schools Act No. 84 of 1996; National Education Policy Act No. 27 of 1996
<b>Review Period</b>	Biennially
<b>Approved By</b>	GRACE ACADEMY High School Board

**1. POLICY PURPOSE STATEMENT**

It is the policy of GRACE ACADEMY High School to expect conduct of the highest standard from all learners. This includes conduct in the classroom, on the sports field, at all school events, on the school campus, and at any other time where a learner is, through association, representing GRACE ACADEMY High School.

This policy is drafted within the legislative framework of the Constitution of the Republic of South Africa, the South African Schools Act No. 84 of 1996, and the National Education Policy Act No. 27 of 1996.

This policy aims to provide a structured, safe and disciplined environment in which teaching and learning can thrive. It expects all stakeholders to uphold the principles of integrity, honesty, respect, high moral standards, consideration for others, good manners and punctuality — consistent with the core values of GRACE ACADEMY High School.

**2. RESPONSIBILITIES OF STAKEHOLDERS**

**2.1 Responsibilities of GRACE ACADEMY High School**

- Ensure that copies of the Code of Conduct are maintained by the Principal, the administrative department, and are made freely available to all learners and parents/guardians.
- Implement the Code of Conduct consistently and fairly across all learners.
- Provide training and awareness to all staff on the application and enforcement of this policy.

**2.2 Responsibilities of Educators**

- Ensure that all stakeholders are at least annually made aware of the content and implementation requirements of this Code.
- Enforce the provisions of this policy consistently, fairly and without discrimination.
- Make the Code of Conduct and any other school policy available to learners and parents/guardians upon request.
- Apply the Code of Conduct equally and in a manner that promotes a positive learning environment.



- Model the values and standards expected of learners at all times.

### 2.3 Responsibilities of Learners

- Familiarise themselves with and comply with the contents of this Code of Conduct.
- Sign the Acknowledgement Form (Addendum A) confirming receipt and acceptance of this Code.
- Comply with all reasonable instructions from educators and the School Head.
- Behave responsibly and avoid endangering the safety or welfare of others.
- Respect and care for the property of the School and others.
- Maintain sound, courteous and respectful relationships with all members of the school community.
- Observe timekeeping and punctuality practices at all times.
- Act honestly and with integrity in all their dealings.
- Accept and comply with disciplinary sanctions imposed in terms of this policy.
- Demonstrate a positive, diligent attitude toward learning.

### 2.4 Responsibilities of Parents / Guardians

- Familiarise themselves with this Code of Conduct and ensure their children understand its contents.
- Sign the Acknowledgement Form confirming receipt of this Code.
- Actively participate in the learner's education and support the School's disciplinary structures.
- Encourage and support their children's full participation in school life and extracurricular activities.
- Ensure that learners attend school regularly, arrive on time and meet all school requirements.
- Inform the School in writing of any changes to their contact details.
- Ensure that school fees are paid timeously.
- Work constructively with the School to address any learner behaviour that negatively impacts the school environment.

## 3. GENERAL RULES AND GUIDELINES

3.1 Every learner at GRACE ACADEMY High School is bound by this Code of Conduct on and off the school premises, wherever their conduct may impact the School or its community.

3.2 Learners must support the School Head and staff in maintaining good order, discipline and a positive learning environment. Learners must promptly carry out all reasonable instructions given by the Principal, any educator or any authorised class leader.

3.3 Learners must show mutual respect and tolerance toward fellow learners, educators, staff, parents and visitors.

3.4 GRACE ACADEMY High School is a smoking-free, alcohol-free, drug-free, weapon-free, gun-free and gambling-free zone.

3.5 Educators have the right to set and display additional conduct rules for their own classrooms. Learners must adhere to all classroom rules.

3.6 The property rules of this Code apply to all school property, including buildings, equipment, vehicles, computers, books and materials, and extend to the property of staff, fellow learners and visitors.

**3.7 The School reserves the right to take disciplinary action against a learner for off-site misconduct, including behaviour occurring after school hours or away from School premises, where such behaviour has a negative impact on the School, its learners or its reputation.**

3.8 Every learner has a fundamental right to education. The School will uphold this right while ensuring that no learner's conduct infringes upon the rights of others.



3.9 Learners must adhere to the prescribed school dress code at all times during the school day and at all school events.

3.10 Learners are not permitted to display any form of tattoo or visible body art while in school uniform or school sports attire.

3.11 Learners are not permitted to display political support or ideology through physical appearance, clothing or jewellery.

3.12 Learners may display religious orientation through physical appearance at the discretion of the School Head, provided written parental permission has been received.

#### 4. MISCONDUCT CATEGORIES AND RECOMMENDED SANCTIONS

Every matter shall be dealt with on its own merits. The offences and sanctions below are guidelines. The School may deviate from these guidelines where the circumstances justify a different response. This list is not exhaustive.

##### TIER 1 — VERY SERIOUS MISCONDUCT

The following constitute Very Serious Misconduct. A first offence may result in a formal disciplinary hearing, suspension and/or expulsion. There is no “second offence” category — if found guilty, the sanction from the first offence hearing applies.

No.	Transgression / Misconduct	Recommended Sanction
1	Violent, abusive, intimidating or threatening behaviour — verbal or physical; fighting; assault; victimisation; bullying; initiation of any sort, including cyber bullying; possession of a dangerous weapon (including guns, knives, clubs, explosives, fireworks); gang-related activity; inciting others to commit violence.	<b>Formal hearing with suspension and/or Expulsion</b>
2	Being in possession of or under the influence of alcohol, prohibited substances or hallucinogens; distributing, storing or consuming such substances at school or school events; suspected habitual use/abuse.	<b>Formal hearing with suspension and/or Expulsion</b>
3	Theft, attempted theft, possession of another’s property without consent, or sale of stolen property.	<b>Formal hearing with suspension and/or Expulsion</b>
4	Gross insubordination; cheating, plagiarism, tampering with exam results; extortion, bribery, fraud; off-site criminal misconduct affecting the school; serious breach of security procedures.	<b>Formal hearing with suspension and/or Expulsion</b>



<b>5</b>	Obscene, indecent or sexually explicit behaviour; sexual harassment; sexual offences; storing or distributing pornographic or offensive material; racist, lewd or abusive behaviour.	<b>Formal hearing with suspension and/or Expulsion</b>
<b>6</b>	Sabotage or wilful damage to school property; unauthorised occupation of school facilities; blocking access or egress; participating in or inciting unlawful industrial action.	<b>Formal hearing with suspension and/or Expulsion</b>
<b>7</b>	Actions that expose others to serious danger or injury; unsafe acts endangering the welfare of others.	<b>Formal hearing with suspension and/or Expulsion</b>
<b>8</b>	Serious misconduct bringing the School's reputation into disrepute.	<b>Formal hearing with suspension and/or Expulsion</b>

### TIER 2 — SERIOUS MISCONDUCT

Serious Misconduct is dealt with through parental contact and counselling on first offence, escalating to a formal hearing if repeated.

No.	Transgression / Misconduct	1st Offence	2nd / Repeated Offence
<b>9</b>	Truancy — absence from school without valid reason.	Parental contact, counselling, and/or final warning	<b>Formal hearing; suspension/expulsion</b>
<b>10</b>	Dangerous or obscene games; gambling on school premises or in uniform.	Parental contact, counselling, and/or final warning	<b>Formal hearing; suspension/expulsion</b>
<b>11</b>	Inappropriate behaviour at public or school events bringing the school into disrepute; abuse of seniority or authority.	Parental contact, counselling, and/or final warning	<b>Formal hearing; suspension/expulsion</b>
<b>12</b>	Smoking or possession of tobacco products on school premises or at school events.	Parental contact, counselling, and/or final warning	<b>Formal hearing; suspension/expulsion</b>



<b>13</b>	Forgery or falsification of school documents, reports or correspondence; dishonesty.	Parental contact, counselling, and/or final warning	<b>Formal hearing; suspension/expulsion</b>
<b>14</b>	Vandalism — damaging, marking, defacing or misusing school or others' property; removing school property without consent.	Parental contact, counselling, and/or final warning	<b>Formal hearing; suspension/expulsion</b>
<b>15</b>	Wilful disruption of school activities; conduct prejudicial to good order or discipline; creating a hostile school environment.	Parental contact, counselling, and/or final warning	<b>Formal hearing; suspension/expulsion</b>

### TIER 3 — MINOR TRANSGRESSIONS

Minor Transgressions are managed through counselling and reprimand on first offence, escalating through parental contact and ultimately to a formal hearing if the behaviour persists.

No.	Transgression / Misconduct	1st Offence	2nd Offence	3rd/Subsequent
<b>16</b>	Disrespect or defiance toward school authority; discourtesy toward educators, staff or visitors; intolerance of others.	Counselling, reprimand, warning	Parental contact, counselling, final warning	<b>Formal hearing</b>
<b>17</b>	Excessive force in games/sport; playing in prohibited areas; unsafe use of vehicles/bicycles on school property.	Counselling, reprimand, warning	Parental contact, counselling, final warning	<b>Formal hearing</b>
<b>18</b>	Noisy, disruptive or unruly classroom behaviour; trespassing or entering school premises after hours.	Counselling, reprimand, warning	Parental contact, counselling, final warning	<b>Formal hearing</b>
<b>19</b>	Swearing or use of vulgar, profane or foul language.	Counselling, reprimand, warning	Parental contact, counselling, final warning	<b>Formal hearing</b>
<b>20</b>	Tardiness; littering; failure to have correct learning materials; non-	Counselling, reprimand, warning	Parental contact,	<b>Formal hearing</b>



	compliant dress or grooming; eating/drinking during class.		counselling, final warning	
<b>21</b>	Tampering with the possessions or equipment of others without serious consequences.	Counselling, reprimand, warning	Parental contact, counselling, final warning	<b>Formal hearing</b>
<b>22</b>	Failure to keep school premises clean and tidy; graffiti on school surfaces; blocking or leaving bathroom facilities unsanitary.	Counselling, reprimand, warning	Parental contact, counselling, final warning	<b>Formal hearing</b>
<b>23</b>	Failure to complete homework or assignments by due date; poor application to studies; general uncooperativeness.	Counselling, reprimand, warning	Parental contact, counselling, final warning	<b>Formal hearing</b>
<b>24</b>	Unexplained absences; late-coming; leaving class or school premises without permission; persistent poor timekeeping.	Counselling, reprimand, warning	Parental contact, counselling, final warning	<b>Formal hearing</b>
<b>25</b>	Persistent misuse of personal electronic devices (cell phones, earphones) during school activities without permission.	Counselling, reprimand, warning	Parental contact, counselling, final warning	<b>Formal hearing</b>
<b>26</b>	Failure to greet educator; failure to maintain silence when required; unmannerly or inattentive behaviour in class.	Counselling, reprimand, warning	Parental contact, counselling, final warning	<b>Formal hearing</b>
<b>27</b>	Any other infringement warranting corrective action not specifically listed above.	Counselling, reprimand, warning	Parental contact, counselling, final warning	<b>Formal hearing</b>

### 5. AMENDMENTS

This policy may only be amended with the approval of the GRACE ACADEMY High School Board of Directors. This policy must be reviewed biennially. Any amendments will be communicated to all stakeholders with at least one school term's notice.

# GRACE ACADEMY

Independent High School



## CODE OF CONDUCT — ACKNOWLEDGEMENT SIGNATURE PAGE

I, as learner, acknowledge that I have received and read the GRACE ACADEMY High School Learner Code of Conduct. I understand its contents and agree to comply with and be bound by this Code of Conduct, the School's disciplinary policy and all other applicable school policies and rules.

### LEARNER

**Full Name (Print):**

\_\_\_\_\_

**Grade:** \_\_\_\_\_

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

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

I, the parent/guardian of the above-named learner, acknowledge that I have read the Code of Conduct and all applicable policies. I undertake to explain the content to my child and to support the School in ensuring compliance. I agree that if my child commits any transgression, the School has the right to follow the applicable disciplinary procedures and I agree that my child and I will comply with any imposed sanction.

### PARENT / GUARDIAN ONE

**Full Name (Print):**

\_\_\_\_\_

**Relationship to Learner:**

\_\_\_\_\_

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

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

### PARENT / GUARDIAN TWO

**Full Name (Print):**

\_\_\_\_\_

**Relationship to Learner:**

\_\_\_\_\_

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

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