

STAR COLLEGE PRETORIA



# PRIMARY STUDENT HANDBOOK

7<sup>th</sup> Edition

STAR COLLEGE is committed to providing educational excellence by empowering students with the means for success and challenging them to become productive members of society.

Dear Students and Parents/Guardians

We, the staff at Star College Pretoria, would like to welcome you as students and parents/guardians to the new school year. We are looking forward to yet another exciting year at Star College Primary. As a centre of learning, we continue to acknowledge the extraordinary talent of our student body, the remarkable dedication of our staff, the supportive involvement of our parents and the community at large. Together, we have accomplished a great deal and we continue in our mission to provide the best possible education to the students who have a wide range of needs. To achieve this, we have a variety of programmes designed to address our students' aspirations, both personal and professional, and to challenge them academically.

These objectives are embodied in our mission statement which reads:

***“Our mission is to educate for lifelong learning, to prepare learners for the challenges they will face in life and to become tomorrow’s leaders in an ever-changing world.”***

Information is of great importance to all of our families. This booklet is designed for the benefit of the whole school community. These aspects are vital to the students' optimum success at Star College Pretoria and they are expected to fulfil their obligations at all times.

Please read all of the information carefully and keep this manual as a reference to use throughout the school year. We want to extend a personal invitation to all students and parents to become active members of our school community. There are many ways for families to become involved with our school. Please join us as we continue the tradition of excellence at STAR COLLEGE PRETORIA.

Have a great academic year!

The Administrative Team of Star College Pretoria

## **Introduction**

This handbook, though not all-inclusive, is intended to inform parents and students about how our school operates and also to establish the expected standards of our school community. This handbook also aims to familiarize parents and students with the school rules and regulations so that we can avoid future misunderstandings.

## **Preamble**

**Horizon Educational trust (No I TRUST 11837/98)**, founded in **1998**, and has played a significant and extensive role in fostering a good relationship between South Africa and Turkey in the educational, cultural and social fields.

HET's **1<sup>st</sup> project was Star International School in Cape Town in 1999.**

The **2<sup>nd</sup> project was Horizon High School in Johannesburg in 2000.**

**In 2002**, Horizon Educational Trust declared its **Third school in Durban as Star College.**

**In 2012**, Horizon Educational Trust opened its **Fourth school in Pretoria as Star College.**

Star Colleges are committed to empowering learners to achieve their goals and realize their potential through **HOLISTIC APPROACH, UNIVERSAL VALUES and QUALITY EDUCATION.**

In January 2013, HET's board of Trustees passed a resolution to unite all its schools' name as **STAR COLLEGE**

Star Colleges are independent schools established by Horizon educational Trust, which provides instruction from Grade RR to Grade 12.

Star Colleges maintain a disciplined environment, in which courtesy, consideration, respect and manners are central to the atmosphere we create.

Star Colleges strive for the development of each individual so that he might reach his full potential and we recognise the importance of belonging to, and of bonding with each other.

At Star Colleges we have committed ourselves to embrace and celebrate diversity.

In all that Star Colleges value the emphasis on all-roundedness, requiring of all pupils that they involve themselves in the academic, sporting, cultural and spiritual life of the school and its community.

Star Colleges attempt to share the expertise and skills with all groups who share common aspirations for the greater good of the country and its people, and where possible, Star Colleges offer service and leadership to others.

Star Colleges strive to develop a love for learning that goes beyond school. Star Colleges value the history and the traditions that have been established, while at the same time recognizing the need to keep abreast or ahead of contemporary trends in education and society.

## **Vision and Mission Statements**

### **Vision:**

To offer all children, a quality education with holistic approach of nurturing and encouraging each child's moral, physical and educational well-being, irrespective of race, religion or background.

### **Mission:**

1. To develop individuals who are skilled in their fields of study, and are productive and innovative, with a broad worldview and respect for human values.
2. To develop individuals qualified to compete in international arenas and who could successfully represent the Republic of South Africa.
3. To develop a generation with deep knowledge of Mathematical Sciences, Science and Technology who are able to adapt to the requirements of global market place.
4. To lay ground work for the disadvantaged students of South Africa for the benefit of Science, Mathematics and Technology.

### **School Ethos:**

Ethos at Star College is formed on a desire to learn, to participate, to compete at the highest levels and fulfill ones potential. The learners at Star College are encouraged to achieve in the classroom and to combine this success with involvement in sporting and cultural activities. This balance enables them to be challenged, extended and motivated in many facets of real life, preparing them for their pathway beyond Star College.

### **Motto:**

"Excellence in Education" and on the logo: "Ruh, Akil, Beden" (Soul, Mind, Body)

### **Colors:**

Red and Blue

### **Values:**

1. **Respect**
2. **Reliability**
3. **Responsibility**
4. **Loyalty**
5. **Solidarity**
6. **Unity**
7. **Ubuntu**
8. **Friendship**
9. **Leadership**
10. **Compassion**
11. **Dignity**

## SECTION A

### 1. ADMIN INFORMATION

#### 1.1 IMPORTANT CONTACT DETAILS

School Telephone Number: 012 807 2346  
School Fax Number: 086 610 5853  
Web Address: [www.starcollegepta.co.za](http://www.starcollegepta.co.za)  
E-mail Address: [info@starcollegepta.co.za](mailto:info@starcollegepta.co.za) /  
[admin@starcollegepta.co.za](mailto:admin@starcollegepta.co.za)  
AFTERCARE: 072 921 8592

#### 1.2 ADMINISTRATION AND EDUCATORS:

- Principal Mr Isak Turan
- Deputy Principal – Senior Phase Mr Nurulan Khabsatar
- Deputy Principal – FET Phase Mr Ugur Kizilkaya
- Junior Primary HOD Ms Tracy Edgar
- Intermediate Phase HOD Mrs Praloshnee Moodley
- Accounts/ PA Mrs Zurita Theart
- Administration Ms Michelle Labuschagne

#### **FORM EDUCATORS (2018):**

Grade RR	Mrs L. Middleton
Grade R	Mrs K. De Oliveira
Grade 1A	Ms C. Dinkel
Grade 1B	Mrs T. Mahoney
Grade 2A	Mrs A. Perumall
Grade 2B	Ms. T. Edgar
Grade 3A	Mrs J. Yorke-Hart
Grade 3B	Mrs D. Heathcote
Grade 4A	Mrs. M. Koortzen
Grade 4B	Ms A. Ross
Grade 5A	Ms M. Botha
Grade 5B	Mr J. Lakey
Grade 6A	Mr. M. Ntsike
Grade 7A	Mr M. Capriati
Primary Assistant	Mrs N. Bridglall

### 1.3 SCHOOL OFFICE HOURS:

- Monday-Thursday 07h30-15h00
- Fridays 07h30-13h00

**Uniform shop:** 07:30 – 14:30 Mondays AND Thursdays only

**Accounts:** 09:00 – 12:00 and 13:00 – 14:00 Mondays to Thursdays only

**NB: Our College is a child friendly environment – NO SMOKING or ALCOHOL is allowed inside of the school gates.**

### 1.4 PAYMENTS

The School Administration would like to maintain a cash free office. We therefore request that **ALL** school fees be deposited directly into the school's bank account, using your **ACCOUNT NUMBER as reference**. Incorrect reference may lead in your payment captured to another student's account. Monthly payments are to be made before the 3rd of every month, IN ADVANCE.

**Failure to do so will result in the student's non-acceptance into class and also in the following term and retention of progress report.**

Statements will be updated once a week, and bulk statements are sent out on the 1st of each month, when the system carries over. The FULL "AMOUNT DUE" reflected on that statement, is payable on the 3rd of THAT month, as your fees are payable in advance.

Should you not receive your statement on the 1<sup>st</sup> of each month, it is YOUR responsibility to contact the school to request your statement.

School Banking Details: HORIZON EDUCATIONAL TRUST  
FIRST NATIONAL BANK  
Menlyn Square  
Branch Code: 252445  
Acc No: 6225 532 5013

School Uniform deposits are required and must be paid prior to visiting the Uniform shop.

NO orders will be processed without payment and uniforms will not be despatched without proof of full payment. Please note that we do not have card facilities at the school office and do not accept cash.

### LOGISTICAL INFORMATION

#### 2.1 TRANSPORTATION

Students, together with their parents/guardians, are responsible for transportation to and from school. Drivers need to observe strict rules concerning the drop-off of students and to respect the property of local residents by not parking on the verges or blocking their driveways. Please make use of the drop off zone when dropping off your child in the morning.

## 2.2 SCHOOL TIMES

ALL students are to be at school 07:30 daily, when attendance will be taken. Please note that classes start at 07:45 every day. After 07:30, tardy students must report to the office to collect a "LATE SLIP" before going to their classroom. No tardy student will be allowed into the classroom without a late slip signed by the respective HOD. A record is kept of all students who arrive late and de-merits will be given to frequently late students.

**Parents should NOT disturb or enter a classroom after 07:30. Tardy students should report to the school office.**

The school day ends at different times for different grades:

Grade RR & R finishes @ 13:00 Mondays – Thursdays, and 12:35 on Fridays.

Grade 1 - Grade 3 finishes @13:45 on Mondays to Thursdays, and 12:35 on Fridays.

Grade 4 – Grade 7 finishes @ 14:30 on Mondays to Thursdays, and 12:35 on Fridays.

**Please collect your child on time!**

Sport activities will commence after school, finishing no later than 15:30 (Grade R—Grade 7), unless informed otherwise.

**Tardy students who arrive at school after register taking will be marked absent and de-merited.**

**IMPORTANT NOTICE TO ALL PARENTS:**

Students **NOT** enrolled for aftercare **MUST** be collected **within 15 minutes of class dismissal.**

**No children will be allowed to wander around the school premises without supervision. Students not collected on time will be seated at the waiting area for collection and a levy of R100 per incident will be charged to the child's school account for late collection.**

\*We once again remind parents that they **may not** leave their children at school as a matter of convenience (Grade RR – Grade 7) and that arrangements have to be made for the children to go home or attend an after school facility, by parents contacting either the school office or Aftercare supervisor **PRIOR** to the time of collection.

Private transport: It remains the responsibility of the parent to ensure that your transport is aware of collecting times. Late collection fees will still be charged, whether you make use of transport or collect your child yourself.

## 2.3 STATIONERY/TEXTBOOKS

For effective teaching and learning to be achieved at our school, each student is expected to have his/her own stationery and relevant textbooks as stipulated by the school. A list of stationery needed as well as textbooks will be provided to each student. These are to be purchased and labelled before the start of the new school year in January. All stationery and textbooks will be checked by the respective teachers in the first week of the first term. It is the student's/parent's responsibility to ensure that they have sufficient stationery and to replace any stationery as required.

## 2.4 SCHOOL LETTERS/STATEMENTS/CORRESPONDENCE

ALL circulars and letters are distributed via **D6 School Communicator**. Please download this app onto all your electronic devices for easy access to school information. Select the class and grade your child is in to receive all relevant notifications.

The school uses D6 School communicator to keep all parents up to date with events, newsletters and important notices. Please note that alerts are only sent out for urgent matters, thus please check your communicator daily!

Please also ensure that the school have your CORRECT email and contact details at all times! It is the student's responsibility to hand all letters/statements to their parents/guardians. STAR COLLEGE PRETORIA will not be held responsible for any letters/statements that have NOT been given to parents/guardians or checked on the communicator. Parents must also regularly check their child's homework books for correspondence from the school.

## 2.5 HOMEWORK

Students will receive homework on a daily basis according to the requirements of their relevant grades. Parents are to ensure that their child completes all homework, projects and assignments on time. Homework is given to consolidate and ascertain a student's understanding of the class work. Parents are therefore requested NOT to do the homework on behalf of the student. Assistance must be given only to a certain degree and if requested by the educator. Homework is usually set out in a roster for Foundation Phase, however, in the Intermediate and Senior Phase, students are expected to record their own homework in their homework books. Parents are advised to check and sign homework books daily.

## 2.6 MESSAGES

To minimize classroom disruptions, we do not deliver messages from parents/guardians to students in lesson time. In case of an EMERGENCY, you may contact the School Office to convey the message to your child. **We kindly request that Parents/Guardians refrain from contacting educators directly.**

**All appointments must be made through the School Office.**

**NB: Our security guard or terrain caretakers are not allowed to leave their post to deliver items to the school office on your behalf.**

## 2.7 STUDENT ACTIVITIES AND EXCURSIONS

Students attend different outdoor activities throughout the academic year. Fees will be levied according to the trip or activity. All relevant fees must be paid before the date of the activity. All school trips are COMPULSORY. **Students absent on the day will still be liable for the applicable fee as group bookings are done in advance and paid according to numbers.**

## 2.8 EXTRA-MURAL ACTIVITIES

These activities are planned for the holistic development of all students. We would like to encourage and expect all students to participate in at least one activity per term.

Students should commit to their extra mural choice. ALL students participating in Extra-Mural activities must be dressed in their School PE shirt and BLACK shorts.

**Students chosen to participate in the school team or league games, need to have a school tracksuit.**



## 2.9 LIBRARY

Books taken from the library should be signed out. This book now becomes the sole responsibility of the student who signed it out. The reading book should be treated with respect and handled with care, as it remains the property of the school. In cases where the book has been damaged, the student will be de-merited and will receive a R50 fine. If the student does not return the book on the specified date of return, he will receive demerits (1 for every day that the book is late). In the case of a missing or lost book he will receive 10 demerits and needs to pay the amount equal to the value of the book. This amount ranges from R100 up to R300. **This also apply for readers given to children by their class teacher.**

## 2.10 LOST AND FOUND (Clothing etc.)

Please check your child's belongings and uniform daily to ensure that they did not pack someone else's clothes or shoes. Students often take the wrong items home, and we need our parent's co-operation to return those items to the rightful owner. If your child accidentally took someone else's clothes or items, please return it to school the very next day. If everybody cooperates, we can minimise lost items. Lost and Found Property is located at school. Students can obtain permission from their teacher to check for missing items and are requested to hand in any found items.

**Please ensure that ALL your child's possessions are clearly marked.** No name, no claim! Please note that lost property will only be kept for 30 days, thereafter if no claims are made, such property will be donated to charity or home for the under-privileged.

## 2.11 TEACHER/PARENT MEETINGS

Teacher/Parent Meetings is a formal opportunity for parents/guardians to meet with some of their child's teachers. The school will organise at least 1 Teacher/Parent Meeting each term of the year. Parents/Guardians will be duly informed of the dates of these meeting. **It is imperative that ALL parents attend these important meetings.**

Parents/Guardians wishing to meet with a student's teacher at other times should call the School Office to make an appointment with the teacher concerned.

**No parent is allowed to meet with an educator in the morning without an appointment or to visit an educator in the classroom during teaching time or before school. ALL visits should be scheduled through the school administration office.**

## 2.12 TUCKSHOP

Although a tuck-shop is available, we want to encourage you to provide your child with a healthy packed lunch. A healthy lunch provides sustenance for a school day. Lunch boxes should include sandwiches, sugar free juice or water and a fruit. We strongly discourage "junk food" (chips, sweets, chocolates, etc.) being part of the daily lunchbox.

Students are also encouraged to have a healthy breakfast every morning before coming to school. The tuck-shop at our school operates during break times only and after school until 15h30. No student is permitted at the tuck-shop during lesson time.

**\*We would like to request that you do not give your child notes larger than R20.**

## 2.13 AFTER-CARE FACILITIES

The School Aftercare offers a safe, secure environment for students in the Junior and Senior Primary. They will have time to attend to their homework as well as play and social time.

Fees for aftercare are paid directly into the School's bank account. Details of the fee structure will be forwarded to the relevant parents on request, together with the Aftercare Application Form that needs to be completed and returned to the School Administration Office.

**The aftercare is operational until 17:30 daily, except for the last day of each term, when school closes @ 10:00.**

Please ensure that all students' belongings are clearly labelled as aftercare givers will not be held responsible for lost items of clothing, etc.

As careful as we all can be, accidents do happen whilst children are playing. First-aid will be rendered for minor cuts and bruises by the care givers.

If you would prefer this NOT to be rendered, please inform the office thereof.

Parents/Guardians are requested to furnish all contact details to the School at the beginning of each year and to update any information that has changed during the course of the year.

On rainy days, a movie will be shown or students may play board games, puzzles, etc.

Please make the necessary arrangements for your child to be collected on time!!

**\*A levy of R100 per incident will be charged to accounts of students collected after 17:30.**

## 2.14 CIVVIES

Students are only allowed to wear civvies on specific days communicated via school newsletters (i.e. last school day of each term) or by a teacher via a letter or circular.

On these days, there are also certain requirements that need to be met. Please take note of the following:

- No t-shirts with unsuitable logos, words or pictures are allowed
- No tattered/torn or cut off shorts
- No visible underwear with low slung jeans
- Hairstyles should still be according to specified hair regulations
- No make-up or nail polish
- No low cut front tops showing cleavage or chest
- No mini-skirts or skimpy short-skirts
- No shorts shorter than the knee
- No string strapped tops or dresses with bra straps visible
- No bare midriffs
- No jewellery (watch only)
- No fancy high-heeled shoes

**\*\*If your child is inappropriately dressed, you will be contacted to collect him/her from school.**

## 2.15 BIRTHDAYS

As a school, we want children to feel special on their birthdays, and we would love to celebrate with them. You are welcome to send something to school for the class to celebrate with your child, but please inform your child's class teacher about your plans in advance.

Please take note of the following "RULES" for birthdays:

- Please understand that we cannot host parties! We have to celebrate in between lessons, not to disrupt the other classes.
- **Please do NOT send big cakes to school.** It takes too much time to cut the cake and gets very messy for the children to eat. Big cakes will unfortunately be sent home again, without being cut.
- NO CANDLES! We will not be lighting any candles.
- Cupcakes OR individually packed party packs ONLY.
- If you send cupcakes or party packs to school, you need to cater for your child's entire class so that they all can enjoy the celebration.
- Your child may wear age appropriate home clothes to school **on the day of their birthday.**  
**Please see clause 2.14.**

### 3. STUDENTS' ATTENDANCE AND LEAVE TAKING

Parents/guardians are requested to observe and adhere to the following procedures:

#### 3.1 LEAVE TAKING

Students must produce a note signed by their parents/guardians requesting leave. Students are to first inform their class teacher and then the respective HOD.

Transport arrangements must be made prior to the student arriving at school.

- No learner is to leave the school without the permission from the relevant school authority.
- No parent is permitted to take their child out of school without informing the school office.
- **ALL medical appointments**, except in the case of an emergency, must be scheduled for after school. Leave will not be granted for medical appointments under any circumstances.

**All family holidays must be arranged to coincide with the school holidays.**

**Absence during the school term disadvantages your child/ward and disrupts their studies.**

**LEAVE WILL NOT BE GRANTED AS A MATTER OF CONVENIENCE.**

**\* Students absent from tests or exams need to provide a doctor's note. No special arrangements will be made for a student to be assessed on a different day for a matter of convenience or holiday travel arrangements.**

#### 3.2 REPORTING ABSENCES

- Parents/Guardians are required to contact the School Secretary by 07h45 on the day if their child is absent. A letter/medical certificate explaining why your child was absent must be handed to the Class Teacher the first day that the child returns to school.
- Any communicative/infectious disease(s) that a student may have contracted are to be reported to the School Secretary immediately.
- Students who become ill or are injured while at school are required to go to the office so that parents/guardians can be notified.
- A permission form to leave school early will be issued to the student which must be signed by the parent/guardian and returned to the School Office on the day of return.
- It is also compulsory for the parent/guardian to collect the student from the School Office. Students will not be allowed to wait for their parents outside the School building.

**IT IS THE STUDENT'S RESPONSIBILITY TO ENQUIRE ABOUT WORK COMPLETED DURING THEIR ABSENCE AND COMPLETE ALL OUTSTANDING WORK UPON HIS/HER RETURN.**

### 3.3 ILLNESSES

Students who are ill are expected to stay at home to aid their recovery and to avoid infecting other students in the classroom. Any student who becomes ill during school or classroom activities, are to report to their Class Teacher or respective HOD's. The student's parent/guardian will then be notified and will be expected to make the necessary arrangements for the student to leave the School premises. It is therefore vital for all parents/guardians to update contact details with the School Secretary or Class Teacher. No learner is permitted to contact their parents/guardians without the permission of the relevant school authority.

### 3.4 AUTHORISED ABSENCES

A Student will be deemed absent at any time that he/she is not physically present in class. Authorised absences are categorised as follows:

- Illness
- Participation in school related activities
- Bereavement
- Verifiable family functions
- School-sponsored functions
- Other absence approved by the School Principal
- Suspension arising from disciplinary hearing/s

An absence must be supported by professional documentation (doctor, etc.) or other criteria as approved by the Principal.

### 3.5 UNAUTHORISED ABSENCES

An unauthorised absence is any non-acceptable absence from class, and are categorised as follows:

- Leaving the school premises without authorisation from the Administration Office.
- Excuses such as oversleeping, car trouble and "missing the bus"
- Truancy, defined in the South African Schools Act (1998) as an unauthorised and invalid absence from school.
- Any absence not deemed appropriate or valid by the Principal or other school administrator.
- Tardiness

## 4. ACADEMIC PROGRAMME

### 4.1 CONTINUOUS ASSESSMENT (Grades R-7)

Continuous assessment is a compulsory component of the promotion marks. This can include formal tests, homework tasks, assignments, projects, oral work, practical work, etc. Students are encouraged to complete their assessment tasks on their own with great care, responsibility and honesty. The number of tasks required per learning area is specified by the Department of Education and is not negotiable and require consistent application from students. Students who are absent for a test/exam, must produce a medical certificate on their return to school. **Failure to comply with this requirement will result in your child not receiving an assessment mark.**

## 4.2 GRADING POLICY

Progress reports are issued at the end of each of the four academic terms.

## 4.3 PROMOTION POLICY

Star College has devised an internal promotion policy to ensure that the students aspire to the highest academic standards.

The promotion criteria are as follows:

50% constitutes a passing grade

45% constitutes a condonation

Alternative criteria will apply to English, Afrikaans and Mathematics. A committee headed by the Principal and including the Deputy Principal will review the promotion criteria and will make promotional decisions according to the discretion of the panel.

## 4.4 TESTS AND EXAMS (Grades 4-7)

1st Term:	No exam. Continuous assessment is done throughout the term (Tests/Projects/Assignments/Oral Work)
2nd Term:	Continuous assessment + June Exam. An Exam week is scheduled and a timetable is sent to all parents.
3rd Term:	No exam. As per Term 1.
4th Term:	Final Exam (November) As per Term 2. Final Promotion Mark is calculated as 75% Year Mark + 25% November Exam Mark.

In certain grades, students are expected to write external exams (Departmental or Cluster). Timetables regarding these exams will be issued to your child in advance.

## 4.5 OLYMPIADS / PROJECT COMPETITIONS

Besides lessons, Star College pays great attention to NATIONAL and INTERNATIONAL Olympiad studies and Project competition. We encourage all of our students to participate in the various Olympiads and Project competitions. This takes place throughout the year to widen the student's knowledge and gain experience and practice in the subject matter outside their curriculum. Some of the Olympiads our students are required to participate in are:

Mathematics, AMESA Challenge and SAASTE (Science Olympiad), Conquesta, Challenger, World Knowledge Olympiad, Young Scientist Expo, etc.

Please note that it is compulsory for all learners in Grades 4 to 7 to work on a science project for participation at a Science Fair to be held at school, thereafter at a Science Expo organised by Eskom.

## 4.6 SCHOLARSHIP FOR SENIOR PRIMARY LEARNERS (Grades 4-6)

Senior Primary learners (Gr. 4-6) will be awarded an Academic Scholarship based on the final year's result of the previous year (i.e. year end result of 2017 for a scholarship in 2018). Scholarship amounts will be awarded as follows:

- 1st in Class (average of 90% or higher) – 10% off the School Fees (please note that this amount is for school fees only and excludes excursion, uniform, textbook, workbook and extra-mural fees)

- Learners who achieve top positions in National Olympiads: AMESA, JET AMESA, SAASTE (Science) will be awarded as follows:  
Overall 1st Position 15% off the school fees  
Overall 2nd Position 10% off the school fees  
Overall 3rd Position 5% off the school fees
- Learners who achieve top positions in SAASTA (Science) will be awarded scholarships as follows:  
Overall 1st Position 50% off the school fees  
Overall 2nd Position 25% off the school fees  
Overall 3rd Position 15% off the school fees

Please note that this does not include Gold, Silver and Bronze Awardees but rather the overall top position. A child who participates in all Olympiads and achieves top results will get the highest scholarship amount applicable. This means that if a learner achieves 1st position in AMESA and 3rd position in SAASTE, the amount awarded will be 15% (for 1st position) and not 20% (adding 15%+5%).

**1 Achievement bursary per child only.**

Any other scholarship awards not listed maybe reviewed under the discretion of the Board of Trustees. Scholarships are awarded for the YEAR ONLY and will be reviewed each year taking into consideration the learners' results. The Board reserves the right to withdraw these Scholarship Awards if necessary.

**4.7 ANNUAL RE-REGISTRATION PROCESS**

The re-registration process is compulsory for all learners (Grade RR-7) currently studying at Star Colleges. Each student will receive a form that needs to be completed and returned by the given date, and security deposit payment must be made by the **end of August**. This process is necessary for the school to determine the amount of new intake we can accept for the following school year, and to confirm your child's return. The security deposit is an advance payment/portion of your January fee for the next school year, and NOT an additional fee. This amount is also non-refundable.

If your child/ward is not returning (re-registering), please return the form with your child's name on it with a line across the form. If we do not receive your re-registration form, we will conclude that you will not be re-registering your child/ward and your child/ward will be de-registered from the following academic year's enrolment list.

Re-registration is only available to those learners whose **school fees' account is up-to-date** at the time of re-registration. If the fees are outstanding this will jeopardise the learner's enrolment for the next academic year. When you have signed and returned the re-registration form, you will be responsible for a **Term fee for the academic year** because a **term's notice** has to be given if a pupil intends to leave the school. In the case where you move your child to another school without giving the proper notice, you will be liable to pay the equivalent of 3 months tuition fee upfront, before a transfer card will be issued. Please ensure that you give the proper notice of a FULL TERM (3 months) when you decide to move your child to another school.

Kindly note that the **school reserves the right not to re-register** your child/ward for reasons such as disciplinary issues, high demerits, absenteeism, outstanding fees, etc. despite your attempt to re-register him/her. If so, you will be notified with a letter.

## SECTION B:

### SCHOOL RULES AND CODE OF CONDUCT

#### 1. LEARNER'S PLEDGE:

As a STAR COLLEGE student,  
I pledge to be  
**RESPECTFUL**  
Of the rights and safety of the STAR COLLEGE learning community;  
**RESPONSIBLE**  
In my academic, behavioural and personal choices;  
**RELIABLE**  
As a partner in the process of my education.

- Being **RESPECTFUL** of the rights and safety of the STAR COLLEGE learning community means that I:
  - Strive to be tolerant of others and eliminate harassment.
  - Solve disagreements in a responsible and non-violent manner.
  - Work toward keeping STAR COLLEGE free of drugs, alcohol, tobacco, gangs and weapons.
  
- Being **RESPONSIBLE** in my academics, behavioural and personal choices means that I:
  - Participate in my education by taking a course of study that will prepare me for my future.
  - Use appropriate language and dress in the classroom, hallways, on school property and at school functions.
  - Keep the hallways, parking lots, and school property LITTER FREE.
  - Refrain from graffiti and damaging school property.
  - Protect school property and report any damage to valid school authority.
  
- Being **RELIABLE** as a partner in the process of my education means that I:
  - Arrive punctually at school and at all lessons.
  - Come to school prepared by doing assigned homework timeously and neatly.
  - Complete all academic work honestly without cheating or plagiarizing.
  - Assume responsibility for educational decisions and difficulties and seek advice or help as needed.

## 2. STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

Students in STAR COLLEGE PRETORIA shall be extended the following rights and be expected to take responsibilities related to them:

<b>IT IS THE STUDENT'S RIGHT TO:</b>	<b>IT IS THE STUDENT'S RESPONSIBILITY TO:</b>
Be treated with respect and dignity.	Treat others with respect and dignity.
Attend school in the district in which the parent(s) or legal guardian resides.	Attend school daily in accordance with the South African Schools Act (1998), the school rules and to be punctual at all times.
Express opinions verbally or in writing.	Expresses opinions or ideas in a respectful manner so as to not offend or slander others and to refrain from using obscenities or personal attacks.
Dress appropriately for learning.	Dress in accordance with the school's dress code.
Expect that the school will be a safe place.	Be aware of rules and regulations relating to student behaviour and conduct oneself in accordance with those regulations. Inform school personnel regarding contraband, illicit activities, or weapons that could result in an unsafe situation.
Expect a reasonable degree of privacy relative to school property (desk, etc.) and protection from inappropriate seizure of personal property.  Have the protection of the law in relation to searches of one's person, personal property, or assigned school property.  Receive fair and reasonable consequences for violation of school rules.	Not have on their person, personal property or assigned school property, any prohibited items, as stipulated in the School rules. If a student is suspected of having on their person, personal property or assigned school property any prohibited items, then such a student will be searched and such items seized. Be familiar with school policies and procedures regarding search and seizure. Be familiar with school rules and be accepting of fair and reasonable disciplinary procedures imposed and to follow prescribed procedures for appealing any discipline imposed.
Acknowledge that academic performance be the only criterion for academic assessment.	Attend all classes, complete all tasks assigned honestly and to the best of one's ability and to avoid dishonest practices in tests and examinations.
Be free of discrimination and racial, ethnic, religious, personal or sexual harassment from other students or school personnel.	Know the rules pertaining to discrimination and harassment as stipulated in the school rules and to address any questions or concerns related to these issues with a staff member. Respect the religious beliefs and cultural practices of all students.



### **3. SCHOOL RULES AND CODE OF CONDUCT:**

**Students are expected to be courteous and responsible, and to obey all school rules.**

The following is an abbreviated list of school rules:

#### **3.1 TOYS, AUDIO AND ELECTRONIC DEVICES**

Students are not allowed to bring ANY toys or electronic devices to school. (Radios, beepers, pagers, MP3 players, CD players, i-pods, PSP's, Games, etc.) These devices are not allowed on campus as they distract from the educational process. Use of any of these devices during the school day or at school functions will result in confiscation until the end of the school year.

#### **3.2 CELL PHONE POLICY**

Learners are NOT allowed to bring cell phones to school. Cell phones will be confiscated for a minimum period of 3 months including weekends and holidays. No exceptions will be made.

#### **3.3 BEHAVIOUR**

Disruption of class is unacceptable. Disruptive, insubordinate, dishonest, deceitful or rude behaviour is not permitted at any time and will result in strong disciplinary measures taken, including suspension and if warranted, expulsion.

#### **3.4 CHEATING**

Honesty, trust and integrity are vital components of the education process. As such, cheating is a serious offence. Anyone who copies another's work or turns in someone else's ideas as his own has engaged in cheating. Collaboration with another student or students could be considered cheating if students are expected to complete an assignment independently. Teachers have a responsibility to supervise tests carefully and to explain to students when collaboration is and is not appropriate for assignments completed inside and outside of class.

Examples of cheating include:

- Copying homework.
- Allowing someone else to copy your work including tests/exams.
- Plagiarism (passing off another's ideas, writing, etc. as one's own).
- Copying from another's exams.
- Improperly obtaining and/or using tests, questions, or keys.
- Using unauthorized notes/materials in a test/exam.

**Star College Primary views ALL test/ exam irregularities in a very serious light.**

#### **3.5 FOOD IN CLASS**

Gum may **NOT** be chewed at any time on the school premises.

### 3.6 LANGUAGE

Students will not abuse or offend others verbally, in writing, or actions. Students will always use English in the class unless another language is being taught.

### 3.7 HARMFUL SUBSTANCES

We are committed to combating substance use and abuse amongst young people in our community. Our goal is to enhance the quality of life in our school community and to promote awareness and education of young people. Substance abuse will not be tolerated. The School reserves the right to search students if such a student is suspected of substance use and abuse. As a result of the understanding between the police departments and the school, school officials and police officers are required to take action in any case involving the use of prohibited substances on or near campuses or at school functions. Depending upon the frequency or violations, the following may occur:

- Suspension from school.
- Notification of the local police department.
- Suspension or expulsion from co-curricular activities.
- Community service.
- Referral to a social service agency or a rehabilitation centre to complete a substance abuse program.
- And /Or expulsion from school.

The School reserves the right to administer random drug tests during the course of the year.

## 4. SCHOOL UNIFORM AND HAIRSTYLE:

### 4.1 DRESS CODE

In order to provide a safe school environment, maintain order and promote academic excellence and discipline, appropriate uniform is required of all students. Students must ensure they wear the correct school uniform stipulated in the uniform requirements on entering the school premises. The school administration will not permit any student to commence lessons until he or she has complied with the regulations concerning hairstyles and school uniform. Students entering the administration offices must be in full school uniform. **Students who wear inappropriate clothing will be sent home, or asked to remove the items immediately.**

### 4.2 SCHOOL UNIFORM

- Students must show pride in their school by ensuring that their uniform is always neat.
- Students must ensure they are dressed in the correct school uniform at school, between school and home, on excursions and to all school functions.
- Worn out or lost items must be replaced!

### **4.3 HAIR REGULATIONS**

**All students' hair must be tidy, clean and must be in its natural colour. Inappropriate hairstyles will not be permitted.**

#### **BOYS**

- Hair must be short, neat and well groomed.
- Hair may be shaved.
- Hair should not touch the shirt collar, ears or eyebrows.
- No bleaching, highlighting or dyeing permitted.
- No patterns, no gelled spikes or Mohawks or any other fashion hairstyles.

#### **GIRLS**

- Hair must be well off the face, fringes not touching the eyebrows.
- White Alice-bands or hair bands may be worn.
- Long hair (touching the collar) must be tied into a ponytail or plaited using white hair bands.
- Long braided hair should also be tied back neatly and well off the face.
- No hair tinting, highlights, colouring or dying will be permitted.

Please note that learners will be first given a verbal warning to correct any deviation regarding the school's dress code. Thereafter, the learner will be sent home if this is disregarded. In the case of boys' haircuts, a learner will be given two days to have their hair cut, thereafter failure to comply will result in the parent/guardian being called to fetch the learner to sort out his hair and return him to school thereafter.

### **4.4 GENERAL APPEARANCE**

- Only 1 pair of earrings (girls only) - small, plain stud earrings OR small sleepers only, 1 in each lower lobe, are allowed.
- A plain watch may be worn.
- A Medic-Alert bracelet or Medic-Alert neck chain may be worn.
- No other jewellery or piercings of any kind will be allowed.
- Nails must be kept short and neat, no nail polish or false nails will be allowed.
- Fashion items may not be worn, including coloured contact lenses or any other pieces of jewellery.
- No tattoos or henna markings.
- No make-up, including lip gloss, eye pencil or mascara or nail enamel.
- Nails must be kept short and clean!

### **4.5 SCHOOL BAGS**

School bags must be plain and provide sufficient protection for textbooks. No graffiti or stickers are permitted on any bags.

## 5. DISCIPLINARY MEASURES

Besides striving for academic excellence, Star College Primary School supports a values-based education and respect and tolerance is of utmost importance. Therefore discipline at our School is vital to promote and uphold dignity and pride amongst our learners. Unacceptable behaviour will not be tolerated and necessary disciplinary measures will be meted out. These measures are not meant to be punitive, but used as corrective measures to change unacceptable behaviour amongst learners. Depending on the seriousness of the misconduct, learners will be given warnings to rectify their behaviour and actions. Failure to do so may result in the learners' parents being notified and or called for disciplinary hearings with the School's Disciplinary Committee. The Disciplinary Committee comprises of the Principal, Deputy Principal, HOD and an educator.

### 5.1 UNACCEPTABLE BEHAVIOUR LEADING TO SCHOOL SUSPENSION AND POSSIBLE EXPULSION INCLUDES:

- **Fighting, Violence, Bullying** - causing, attempting to cause, or threatening to cause physical injury to another person (Teacher or Learner).
- **Truancy / Absconding** from lessons / leaving school without proper authorization.
- **Rowdy / dangerous games.**
- **Possession** - using, providing, selling, offering or being under the influence of drugs, alcohol, or intoxicants.
- **Vandalism / Causing** or attempting to cause damage to school or private property (including graffiti).
- **Stealing** - attempting to steal, or receiving stolen school or private property.
- **Destroying / stealing** books or learning material.
- **Possession** or use of tobacco or products containing tobacco or nicotine.
- **Swearing** at teachers or other learners
- **Committing** obscene acts or indulging in intimate & sexual behaviour or engaging in profanity or vulgarity.
- **Disruption** of school activities including protests, disrespect for/and defiance of authority of school personnel in the performance of their duties.
- **Sexual harassment.**
- **Hate violence** (committing or inciting acts of intolerance).
- **Harassment / threats** or intimidation of a witness.
- **Terroristic & Racist threats** towards teachers and/or other learners.
- **Creating a hostile educational environment** (including aggressive, discriminatory, Insulting, demeaning behaviour).
- **Gang related activity.**
- **Possession** of or use of a real or an imitation firearm / dangerous or illegal weapons or fireworks or any other explosive material.
- **Possession / distribution / viewing or receiving** of pornographic material through any means e.g. Internet, cell phone or hard copies.
- **Failure to complete homework** or assigned tasks on a regular basis.
- **Not attending detention.**
- **Misconduct** on excursions, or any occasion where the school is being represented.
- **Negative attitude** towards school rules (bad remarks about the school), may lead to a possible disciplinary hearing.

## 6. MERIT—DEMERIT SYSTEM

STAR COLLEGE works on a Merit-Demerit System. Merit and Demerit points are accumulated when a learner obeys or disobeys the school rules. When the learner accumulates a specific number of points then the rewards / consequences are as follows:

### 6.1 MERIT POINTS

EXPLANATION	MAX. POINTS
Politeness	2
Helpfulness towards school community	2
Neatness	2
Good leadership qualities	3
Full marks in a Test	3
Good Representation of the School (extra/co-curricular)	3
Good Work Award	3
Top 3 in the Term	5

### 6.2 DEMERIT POINTS

Level	Explanation	Min. Points
1	Late coming to class	1
1	Screaming or being noisy or excessive talking	1
1	Rocking chairs	1
1	Combing hair in class	1
1	Late coming to school	2
1	Violating school uniform and dress code	2
1	Wearing non-regulation accessories e.g. jewellery or non-uniform items	2
1	Not attending school excursions / sports days or any other compulsory school activity	2
1	Disregarding library, tuck shop rules	2
1	Disobeying prefects	2
1	Lack of necessary material (books or stationery items etc.)	2
1	Not turning homework or assignments on time	2
1	Not complying with school uniform including PE kit	2
1	Not being in the assigned location	2
1	Late to assemblies	2
2	Arguing continuously	2
2	Displaying unsportsmanlike actions on the sports field	2
2	Clowning about	2
2	Bringing toys, games and cards to school	2
2	Disregarding the feelings of others	2
2	Disobeying the school sports rules	2
2	Antagonistic behaviour towards learners	2
2	Interfering with or annoying other learners	2
2	Interrupting a teacher during class or class activities	2

2	Running around in the class or in corridors	2
2	Disruptive behaviour in class or any other areas in school	2
2	Bringing any stereo, tape decks, radio, CD players etc.	2
2	Derogatory name-calling or mocking or teasing	2
2	Attention-seeking behaviour	2
2	Not returning Reply Slips or not relaying information i.e. Circulars, notices, letters etc.	2
2	Eating/drinking in class or chewing gum	2
2	Disturbing and hindering the progress of others	2
2	Uncooperativeness or avoiding work	2
2	Littering or Spitting	2
2	Pushing, Play-fighting or Horseplay	2
2	Leaving the classroom during lesson time without permission.	2
2	Misbehaviour outside the school	2
2	Sleeping/ wasting time in class or refusal to follow instructions	2
2	Telling tales/lying	2
2	Absent from school without valid excuse	3
3	Unauthorized use or removal of school property	5
3	Swearing	5
3	Rudeness and verbal abuse	5
3	Deceitful and dishonest behaviour	5
3	Lying and tale telling on a regular basis.	5
3	Continuously not meeting deadlines for homework, projects, assignments etc.	5
3	Plagiarism, copying of information in homework, assignments and projects	5
3	Avoiding classes by 'bunking' lessons.	5
3	Bringing non-regulation cell phones/electronic devices or using cellular phones at the school premises.	5
3	Consistently disregarding the school uniform regulations/dress code after warnings.	5
3	Continuously being disruptive and displaying attention-seeking behaviour	5
3	Playing Truant or absence without leave from school.	5
3	Intentionally not conveying official correspondence to Parents / Guardians.	5
3	Interfering with the possessions of others including contents of desks, uniform, bags, pencil cases.	5
3	Not attending detention.	5
3	Selling or trading something without authorization	5
3	Talking back to the teacher in a disrespectful tone.	5
3	Disregarding Media Centre & Library rules / procedures.	5
3	Disregard and disrespect for the property of learners	5

**Note: For any misconduct not covered in above Section, punishment will be met out at the discretion of the SCHOOL DISCIPLINE COMMITTEE.**

### **6.3 Result of Demerit Points:**

10 demerit points	detention
20 demerit points	community service or exclusion from sports, school functions and extracurricular activities
40 demerit points:	consultation with parents/guardian (yellow letter)
80 demerit points:	written warning (orange letter) and possible 1 day Suspension
100 demerit points:	written warning (red letter) and possible 2 days Suspension
120 demerit points:	Final Warning and 3 days Suspension or possible declining of re-registration for the following year
150 demerit points:	POSSIBLE EXPULSION at the discretion of disciplinary Committee or immediate change of institution.

### **6.4 DETENTION (Senior Primary School)**

**Foundation and Intermediate Phases** - In the Foundation and Intermediate Phase, learners are detained only in the event of continuous misbehaviour during their break and parents are notified in their message books. In extreme cases, afternoon detention will be given.

### **7. SUSPENSION**

Suspension is a temporary suspension from school attendance. A student is considered absent, and the days count against the students' class attendance. Students are not allowed on the school campus or at school events while suspended. It is the responsibility of the student to complete all class assignments during the suspension, though teachers have discretion in awarding credit.

### **8. BODY SEARCH**

STAR COLLEGE will do random body searches and inspections of personal belongings/possessions in order to prevent cell phones, illegal substances, objects and weapons being brought to school.

**ANY OTHER TRANSGRESSION NOT REFLECTED IN THIS STUDENT HANDBOOK WILL BE DEALT WITH AT THE DISCRETION OF THE SCHOOL'S MANAGEMENT TEAM.**