

Stanford Lake College



SLC Information Handbook 2016

Our Vision

To optimize our uniqueness to develop balanced, globally astute individuals within the Stanford family.

Our Mission

Together we will:

- Have a Christian foundation delivering a contemporary education.
- Live the Stanford Lake College values in our co-educational, independent school.
- Develop learners as socially responsible and empowered citizens.
- Instil an awareness of the need to protect our environment for future generations.
- Motivate learners to broaden their spiritual, academic, cultural, social and physical potential.
- Promote within our College the Round Square IDEALS of:
 - International understanding
 - Democracy
 - Environment
 - Adventure
 - Leadership
 - Service

Our Values

- I have Integrity I am honest and trustworthy
- I have Courage I stretch myself beyond the ordinary
- I have Respect I show it and earn it
- I value quality I will ignite a passion for excellence
- I have Commitment What I start, I will finish: I am accountable
- Tshanduko I learn for life
- Ubuntu We are a Family, celebrating the strength in our diversity

LEARNERS' CODE OF CONDUCT

A document created for, and by, the learners of Stanford Lake College

- I understand that honesty, truthfulness, integrity, punctuality and respect for the needs and property of others are the core values of Stanford Lake College.
- I have the right to be treated with respect, regardless of age, gender, race, intelligence or religion, but at the same time must treat others with respect.
- I understand that cheating, bullying, vandalism, plagiarism, theft and substance abuse (involving tobacco, alcohol or drugs, whether at the College or outside it and whether in school uniform or not,) are very serious offences and that, if I am found guilty of such offences, I may jeopardise my continued stay at the College.
- I have, if I behave in an appropriate manner, the right to be taught by teachers who are fair, competent and sympathetic to my needs.
- I undertake to do my homework and prepare for tests and examinations properly and to ensure that my behaviour in the class does not affect the opportunities of others to learn effectively or the teacher to teach effectively.
- I have the right to be happy and may not be ridiculed, threatened or harmed in any way.
- I accept that I am a representative of the College and I undertake not to do anything to damage the reputation of the College.
- My general conduct at the College is part of my education and I will greet and be courteous to all staff, visitors, fellow learners, seniors and other adults on the campus. The use of foul and abusive language is unacceptable by the College.
- I will observe the regulations relating to the dress code and school uniform. I accept that if I am to be proud of my uniform it should be neat at all times. I will support and abide by the school rules.
- I will, at all times, endeavour to act in a way that will be a credit to Stanford Lake College and in so doing, acknowledge my loyalty to the College and belief in and support for the ethos of the College.

COLLEGE CHARTER

The Executive and staff of Stanford Lake College are committed to:

- Instilling into each individual learner a sound ethical and moral attitude, based on the values of love, justice, compassion, respect, care, acceptance and tolerance.
- Developing and implementing a curriculum of excellence and set the highest standards of work and behaviour for all pupils.
- Being professional in allocation, review and return of pupils' work.
- Protecting the dignity of all who are a part of our school community and creating a loving and caring environment.
- Fostering strong communication with parents as the basis for close co-operation.
- Conducting ourselves in accordance with the Code of Professional Conduct of the South African Council for Teachers.
- Listening to parents and pupils and understanding any concerns raised and provide the appropriate time and place for full and confidential discussion.
- Establishing reasonable expectations for solving any issues or problems.
- Establishing a written action plan for any proposed or agreed solution and reporting and reviewing the action plan.
- Providing an opportunity to a parent or learner to work towards a solution.
 - Recognising that:
 - Parents have a depth of experience with the learner.
 - Parental and educator perspectives may justifiably differ.
 - Parents have multiple time commitments.

Parents/Guardians are committed to:

- Helping and encouraging children to develop strong spiritual and moral values.
- Taking an active and supportive interest in the College's aspirations.
- Taking an active interest in children's work and progress and in this regard attending parents' meetings.
- Supporting the values, authority and discipline of the College.
- Ensuring children abide by the College rules.
- Reading and committing themselves to the relevant policy documents that pertain to them at this College.
- Listening to educators and directing their concerns to the educator only.
- Holding discussions with educators at a time and place that permits full and confidential exploration of issues.
- The issue / problem will be articulated clearly and fully. Educators will be afforded the opportunity to work towards a solution, which will require sufficient time.
- Recognising that:
 - Educators are trained professionals.
 - Educators' perspectives may differ from those of parents.
 - Educators have multiple time commitments.
- Meeting the financial commitments of their children at our school.

The absence of a specific guideline in the College Charter or Pupil Code of Conduct does not relieve an individual of his or her responsibility to behave in what would be considered a fair and reasonable manner in all situations related to the school.

PART 1 PREAMBLE

STANFORD LAKE COLLEGE, founded in 1998, is an independent co-educational high school situated in the Limpopo Province, South Africa, 350kms north of Johannesburg, between Tzaneen and Polokwane.

We are a people of optimism, imagination and commitment. Stanford Lake College is a place of learning where acceptance and belonging prevails. We value the unique richness of every individual member of the school community.

The College is situated at the edge of Troutbeck Lake and Stanford Lake and across from the Ebenezer Dam in the mountains of the Wolkberg, part of the northern Drakensberg range. The slopes are covered with indigenous forest as well as large tracts of pine forests, the most important feature of the Magoebaskloof.

We have focused on this unique environment in both the curricular and extra-mural programmes. The dad (dream an' do) programme uses adventure activities such as kayaking, rafting, rock-climbing and ropes courses to develop problem-solving skills, which are then used further in the technology classes. Whole year groups are taken camping and hiking in the mountains at various times of the year while river-rafting has proved to be increasingly popular.

Stanford Lake College is a full member of the Independent Schools' Association of South Africa and the International Round Square Organisation.

The academic programme for Grades 8 and 9 focuses on Mathematics, Languages and the acquisition of skills integrating such subjects as Biology, Physical Science and Geography and is delivered within the Round Square Discovery Framework. In the senior three years the learners focus on the requirements of

the Independent Examinations Board Matriculation examination written at the end of Grade 12. Most of the learners proceed to tertiary educational institutions.

There are extensive sporting, cultural and outreach programmes involving teachers and learners. The learners play the traditional sports such as tennis, soccer, field hockey, netball, cricket and rugby while there is an extensive athletics and water sports programme.

Debating and Drama are popular and the Lakeside Barnyard Theatre, built by members of the local community, is used for assemblies, functions, concerts and socials, as well as for professional productions for the enjoyment of the local communities.

The learners have moved away from the traditional "Prefect" system of leadership with each senior learner belonging to a committee. The committees cover all aspects of school life. These include Sport, Culture, Stanfordian, Discipline, Community Service, International, Environment and Adventure. These committees are organised in accordance with the Round Square IDEALS. The number and types of committees may change from year to year. The learners themselves organise the inter-house competitions, excursions and special functions.

The learners of Stanford Lake College have been involved in a number of exchange programmes both with local schools and with schools in other parts of the world.

A product of the post-apartheid South Africa, Stanford Lake College has learners from different cultures, religions, races and languages. The school follows the Christian calendar and festivals while acknowledging the needs of the Hindu and Muslim learners, the other two largest groups at the school. As a small new school, Stanford Lake College has the chance to promote mutual understanding and friendship in a country environment, in the best interests of nation building and transformation in the "new" South Africa.

Physical Address	A22 on the R71 on Troutbeck Lake, 5kms north-east of Haenertsburg.
Nearest airports	Polokwane International 68kms O.R. Tambo International (Johannesburg) 340kms
Postal address	P.O. Box 271, Haenertsburg, 0730
Tel no	027 15 276 6103
Fax no	027 15 276 6114
Email	info@stanfordlakecollege.co.za
Website	www.stanfordlakecollege.co.za or www.slc.co.za

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INTRODUCTION

Welcome

We are pleased to welcome you to the Stanford Lake College Community. This booklet contains information on a variety of aspects of life at the College, which we trust will be of interest and value to you.

This booklet contains information necessary for a learner and parent to settle into Stanford Lake College as easily as possible. It also includes a Code of Conduct, which outlines our expectations of behaviour. Your signature to the document confirms your and your parents' agreement to abide by the policies of the College. Ultimately, however, it must be remembered that the major reason your parents have arranged for you to come to this school is because they wish you to be educated in an environment conducive to fulfilling your talents. You will be measured according to the degree to which you have allowed yourself, and those around you, to fulfil our and your expectations.

Management Structures

Letaba Education Trust (The Board of Trustees)

The purpose of this body is to define policy and direction of the College

It is the function of the Board to act as the custodians of the ethos of the College. In terms of the Constitution, the Board of Trustees will not exceed a maximum of 12 people, being the Head and Bursar, a minimum of 8 elected members, (3 elected by parents, 3 elected by debenture holders, 2 elected by the remaining trustees and 2 elected by the School EXCO).

The term of office of each director will be four years. An election will be held annually according to the rotation of trustees.

Senior Management Team (SMT)

Comprised of the Headmaster, Second Master, Director of Co-curricular Affairs, the Director of Pastoral Care and the Bursar.

The College Executive (EXCO)

This body is responsible for the general management of the school.

The school Executive comprises of the the Senior Management Team and Senior Staff members as deemed necessary and attends to the day-to-day running of the school. It is the responsibility of the Executive to ensure that the primary functions of the College are carried out efficiently.

General Background

Round Square

The Round Square International Association of Schools is based on the philosophy of Kurt Hahn, founder of Gordonstoun School, Scotland, and the Outward Bound movement. He felt that the goal of schools was to prepare students for life, by facing life directly, in ways that would demand courage, generosity, imagination and persistence.

Hahn knew that self-discovery came through challenges, and so advocated the following:

- Give children the chance to discover themselves
- See to it that children experience both success and defeat
- See that there are periods of silence for self-introspection
- Train the imagination, the ability to anticipate, to plan
- Take sports and games seriously but only as part of the whole

- “Free the children of rich and influential parents, from the paralysing influence of wealth and privilege” Kurt Hahn

Round Square schools share a commitment, beyond academic excellence, to nurture personal development, responsibility, and international understanding through service to the community, environmental awareness, challenge and adventure.

School Terms and School Routine

Generally the school dates are similar to those of the Limpopo Provincial State Schools. However, from time to time, the calendar is adjusted to suit the activities offered by the College.

The school timetable runs on a cycle basis, currently a 6 day cycle. The day is comprised of a total of seven lessons. The school day begins with the first lesson at 7h30 and ends at 14h30 on Mondays, 14h45 on Tuesdays and Thursdays, 13h15 on Wednesdays and with a formal assembly at 13h15 on Fridays. Learners must remain at school until 16h45, Monday to Thursday, as they are required to involve themselves in sport, cultural activities and extra tuition. Compulsory attendance on special occasions may be required. Learner commitments to sport on weekends will take precedence over other activities.

These times are subject to change on occasions to suit specific circumstances.

Year Groups

Each year group will be referred to as a Grade. Grade 8 is normally the entry year into the College and Grade 12 normally the exit year.

The Tutor System

The school also runs a tutor system to take care of the day to day administrative and pastoral needs of the learners. Tutor groups are small and contain learners within the same age groups to promote peer-teaching and a sense of community. Members of staff act as tutors which enables them to develop a relationship in which the social, emotional and academic well-being of the learner is nurtured.

The Hatchery

An orientation programme is run at the start of every year for the Grade 8 learners by the staff and the matrics. This is to afford them the opportunity to get to know each other and to learn about the College. The programme is carefully supervised. There is no initiation at Stanford Lake College.

Financial Matters

The fee structure is contained in a separate attachment. All payments due to the College are payable at the Bursar's office, and must be made on or before the 1st day of every term. Parents are requested to pay accounts by way of direct deposit or Internet banking, as the College cannot process large amounts of cash. **Boarders may not be admitted to the boarding house if these requirements are not met and Day Scholars may not be admitted to class if school fee payments are outstanding.**

Boarding fees are not transferable. Learners who are on exchange are liable for their boarding fees. In addition to the quarterly College fees, learners may incur further charges which are payable by the parents on receipt of statement, and that such charges may include the cost of uniforms, outings, books, club/society subscriptions, or IEB examination fees.

PLEASE NOTE : One term's written notice is required in the event of a learner being withdrawn from the College.

Similarly, **one term's written notice** is required in the event of a learner being withdrawn from a Boarding House **before the end of their Grade 11 year**. Parents will be liable for a term's fees in lieu of notice.

Matric Boarders

Enrolment in the Boarding Houses for matrics will be deemed to be effective for the entire year and parents will be responsible for the entire year's fees regardless of whether they remove the child from boarding or not during the matric year. The one term's notice rule is not applicable in matric unless the learner is leaving the College.

It is important that parents take note of the above information. Stanford Lake College draws up its budget for the entire academic year in advance and therefore cannot make exceptions regarding the notice period.

Debentures

The College raised the funds for the development of its infrastructure through the sale of debentures. Access to a debenture is required by all learners attending the College.

A debenture is a certificate issued by the College entitling a learner to attend the College to complete their secondary education, subject to the learner fulfilling the entrance requirements. The Holder is entitled to sell or transfer the certificate to another Holder once the learner leaves the College, or is entitled to keep the debenture and enrol another learner. Debentures must be bought and sold through the bursarial department and the system will run on a 'first in first out' basis. For more information regarding the debenture system please contact the Bursar.

Bursaries and Scholarships

- Bursaries are awarded by the College when funds are available. Such bursaries are allocated on a need basis.
- A limited number of Scholarships are awarded by the College each year. Such scholarships are subject to certain conditions and will be applicable, for the entire 5 years of schooling, as long as the recipient adheres to the values of the school and maintains their involvement in the activities for which the award was made. Such scholarships are allocated on academic or sporting merit and candidates are invited to sit the academic scholarship exam.

Pupil exchange

Stanford Lake College has a local and international exchange programme that allows learners in Grade 10 to attend schools in other parts of South Africa or other countries for a period of up to twelve weeks. These exchange opportunities are awarded on application only and are predominantly linked to Round Square schools world wide.

These exchanges are arranged by the school and learners are only responsible for the cost of travel and spending money. School and boarding fees at Stanford Lake College are liable while learners are on exchange. Learners applying for exchange are subject to a selection process, as places are limited. Learners who are sent on international exchange should be willing to host a foreign student. Boarders may not give notice, prior to exchange, to leave the boarding house.

Adventure

Stanford Lake College has developed an extensive adventure programme as part of the curriculum. A number of outdoor excursions are arranged each year, most notably in Grades 8 and 9, and all learners are expected to participate in these activities. Learners must provide basic camping equipment such as a backpack, raincoat, sleeping bag, tent and cooking utensils. (More details are given when necessary). These activities are compulsory and if they do not participate on an expedition, they are not eligible to go on international exchange.

Lunches

All learners will receive lunches during normal school times.

Lockers at School

Lockers are available in the Day Scholar Annexe for day scholars.

Stationery and Text Books

All textbooks are available at the College. Learners will need to bring with them their own stationery, which will include pens, pencils, calculator etc. Stationery lists will be issued by the College before the start of each year. Textbooks are charged to learners' accounts and are then handed in at the end of the year when a credit is passed on the books.

Sport and Clubs

Pupils are expected to commit themselves to a selection of afternoon activities during the week. These include sport, cultural and academic pursuits as well as community service. One sporting and one enrichment activity per term will be the minimum expectation. The emphasis is always on pupil participation and involvement.

Sport Houses

Three sports houses have been named after prominent makes of trout rods:

Fenwick (blue) Loomis (red) Orvis (yellow)

Learners are placed into houses randomly unless they have siblings in a house. Houses compete in various sports, cultural and other activities for the Inter-House Shield, which is awarded at the end of the year. Academic performance will also contribute towards calculating the winner of the Inter-House Shield.

Student Leadership (Pupil Executive Committee – PEX)

It is a strong value of the College that every Matric be seen as a leader of the school. Matrics must take pride and responsibility for the governing of the student body and its welfare. To help with functionality, particular roles with responsibilities have been identified. They are:

Responsibility	Elected By
Head and Deputy Head; boys and girls	All students, academic and admin support staff
Pupil Executive Committee (PEX) : additional members	All Grade 11 students
Head of School Houses; boys and girls – Fenwick, Loomis, Orvis	Staff and Students allocated to those houses
Heads (boys and girls boarding) and Deputies (boys boarding only) and Day Scholar houses (boy and girl)	Students and staff in each of those houses

- All grade 11 students are invited to put themselves forward for election to the above posts.
- Candidates will need to be ratified by the EXCO. Individual pupils may be excluded on disciplinary grounds.
- Candidates must submit a predefined manifesto for public display.
- Any slandering or conspiring against other candidates will be seen as very poor form and may be subject to disciplinary action and withdrawal from the electoral role.
- Voting for heads, deputies and heads of Boarding and Day houses will take place on a single day before Grade 12 prelim exams.

- Voting for the Sports Houses and the Grade 11 nominated PEX members will take place on the following day.
- The College has a one person one vote procedure.
- Successful candidates will be announced throughout the day before the next ballot.
- In the event of a tie or some other major problem, the Head will have the deciding vote.
- Prior to the elections all Grade 11s will attend a planning and leadership development week.
- Job descriptions will be prepared with clear accountability.
- The nature of the Matrics' duties and the respect due their seniority will be spelt out to the school.
- All Pupil Executive members attend a compulsory leadership camp in the January of their tenure.

Testimonials

The College will write a testimonial for each Grade 12 learner at the end of their matric year, on request of the pupil and dependent on their submitting the relevant information about their career at Stanford Lake College. In the event of unsatisfactory behaviour or conduct by the learner, the testimonial may be withheld.

Student cars on site

The Stanford Lake College site is a community involving students, teachers, staff, staff families including young children and visiting groups of varying ages. It is, therefore, necessary for certain rules regarding vehicles to be made clear to safeguard the needs of the whole community.

Only learners with full driving licences may drive their vehicles onto the school site and they must adhere to the posted speed limits rigidly.

Learners with learner's driving licences may drive on the school site only under the supervision of **their parents** as a driving practice exercise only.

Day learners wishing to drive themselves to school and leave their vehicle on site during the day may do so by:

- Carrying a copy of their full driver's licence signed by the Head.
- Leaving details of their vehicle with reception.

Boarders may bring a car to school for the purposes of their weekend commute only. Should they wish to leave a vehicle on site, they may do so by:

- Carrying a copy of their full driver's licence signed by the Head.
- Leaving details of their vehicle with reception.
- Leaving the keys to their vehicle with their House Master/Mistress during the week.
- Parking their vehicles in the Lower Parking lot only.
- Any deviation to these rules can only be granted in exceptional circumstances.

Learners may not transport other Stanford learners as passengers without the **express** permission of the **Head** as well as the usual necessary permission from all parents concerned.

These rules remain in effect throughout the period of exam leave at the end of Grade 12.

The College reserves the right to ban individual learners who break these rules from driving on its property, regardless of any inconvenience this may cause.

College Environs

The boundaries of the College are as follows:

The line, running up the hill from the Lakeside water pump to the Tank, along the edge of the fields to the cricket nets, along the edge of the Stears' road, past the western boundary of the sports fields to the R71. We encourage our learners to make full use of the surrounding areas for such activities as mountain biking, orienteering, cross-country etc. Learners doing so must have permission and move in groups of at least three and may only be of the same gender. We also encourage our learners to actively care for the environment.

The R71 is out of bounds. You may not run or ride your bicycle on or across the main road unless accompanied by an adventure or sports department staff member. Permission to sign out for runs or rides must be sought from the House Master/Mistress or the Adventure Department duty staff member..

Permission to leave the College during school time must be asked of the Second Master for non-school activities.

Reporting ill

If a learner is ill enough to leave class, he/she will report to Mrs Willson, who will either send him/her back to class or allow the pupil to lie down. If a learner does not attend class, he/she may not attend afternoon activities. **Learners may not make private arrangements to be taken home when ill. These arrangements must be made through Mrs Willson**

PART 2 UNIFORM AND APPEARANCE

The uniform has been designed as a result of much discussion with parents and learners and should be worn with pride. Learners must look neat and tidy at all times. All items of clothing must be clearly marked.

Mondays and Fridays are formal days and the formal uniform must be worn. Matric jackets may not be worn with formal uniform.

Summer terms are terms 1 and 4. Winter terms are terms 2 and 3.

Girls:

Summer Uniform – Terms 1 and 4

Mon and Fri: **Formal uniform:** stockings, short sleeved shirt, skirt, blazer and tie.

Tues, Wed, Thursday. Short sleeved shirt, skirt, blazer, long blue socks or white ankle socks (no tie), stockings (with tie).

Slacks may not be worn in terms 1 and 4.

Winter Uniform – Terms 2 and 3

Mon and Fri **Formal uniform – as for summer, except slacks may be worn instead of a skirt**

Tues, Wed, Thursday Short sleeved shirt, skirt or slacks, jersey, blazer, stockings (with tie) or slacks, puffy jacket.

Note: Monday and Friday always a Formal Uniform

Boys:

Short sleeved shirt, long pants with black leather belt, blue school socks, tie, jersey and blazer. Puffy jacket on non-formal days.

Note **Formal Uniform requires the normal uniform plus a blazer**

There are some issues that need to be made clear with regards to uniform:

- **Only black school shoes are allowed (no ankle boots)**
- Track suits and dad uniform and sports kit may only be worn with track shoes
- **Dri Mac may only be worn when the weather is wet. It must be worn zipped up.** It may **not** be worn on formal occasions. It may **not** be worn under the blazers.
- White scarf – (matrics), navy scarf may be worn in the winter terms.
- Top buttons must be done up when the tie is worn.
- Shirts must be tucked in at all times.
- Socks must be pulled up, especially on the sports fields.
- When not wearing school uniform, learners may wear short white ‘sport’ socks, short SLC socks or long blue school socks only.
- No casual clothes, e.g. baseball caps, may be worn with school uniform or sports kit.
- Strops are only permitted when learners are involved in the dad programme.
- Formal uniform is to be worn when attending sport and cultural activities at the College except where the wearing of the supporters’ shirt has been permitted.
- Formal uniform must be worn by boarders returning to school at the start of each term, after mid-term breaks and by those boarders returning to school on Monday morning after a weekend.
- Boys must wear a black leather belt with an appropriate silver buckle with the uniform trousers.
- Learners are allowed to change into sports kit at lunch time.
- Girls must have a full swimming costume in navy blue or black.
- Learners must wear the appropriate sports kit for practices.
- The school jersey may not be worn with sports kit or the dad uniform.
- The track suit top may not be worn under the blazer or in place of the school jersey.
- No T-shirt may be worn under the sports uniform if any part of it becomes visible.
- School shirts (i.e. 1st team shirts, Kaskar shirts, trek shirts and house shirts), other than the green golf shirt, may only be worn after 16h45 in the afternoons. 1st team shirts may only be worn by Gr 10, 11 and 12 learners. Girls’ skirts may not be shorter than four fingers above the knee when kneeling.
- Only sport-type running/track shoes may be worn with dad/house/sport/etc shirts. No canvas takkies or other non-sport type shoes are permitted.
- Grade 12 learners may wear the white ‘matric jersey’ in place of the blue College jersey.

The word “Uniform” means “the same”. We wish to allow learners some choice in what they wear, but that, in general, the corporate spirit within the school is accentuated by looking “the same”. Civvies may be worn by boarders after school functions have ceased over weekends, but otherwise boarders wear the green golf shirt, house shirt or “ugly” and shorts or tracksuit pants after sport/activities during the week.

SPORTS KIT

Changing into Sports Kit

Day scholars may go home after sport/clubs in a School Tracksuit or sports uniform. All learners must arrive and depart from school in the appropriate uniform on all occasions.

Navy Quantec shorts and golf shirt, long navy socks and running shoes (or strops for water activities), puffy jackets and track suits (optional) are only worn for dad and some sport activities.

During afternoons and weekends learners may wear the following:

- The official practice/match kit, with the school tracksuit (or blazer for cricket matches).
- Secret socks worn underneath track shoes only.
- The school tracksuit with the house shirt or green golf shirt.
- The full school uniform.

Note: Learners travelling to and from sports fixtures will travel in one of the following uniforms at the discretion of the coach:

- Full school track suit with track suit top or padded jacket (Not a Dri Mac)
- Full school uniform.
- Cricket Whites and blazer.
- Sports kit / 1st team golf shirt and blazer.
- Other travelling 'uniform' accepted by the College EXCO.

Girls Hair

Hair must be neat and tidy, of a natural colour **and must not draw undue attention to the learner.**

(Infringements of this rule may be determined by the student leadership or staff.)

Hair types differ and certain styles may be considered in relation to hair type.

All hairstyles below shoulder length must be tied up.

No hair may hang in/over the face. Elastics must be in school colours only i.e navy blue, bottle green, white.

Clips – 2 only, School colours, white or tortoiseshell.

Hair may not be dyed or have "steps".

Finger Nails

Only clear gloss nail polish is permitted.

Fingernails may not extend beyond the fingertips.

Boys Hair

Hair must be neat and tidy, of a natural colour **and not draw undue attention to the learner.**

(Infringements of this rule may be determined by PEX or staff.)

Hair types differ and certain styles may be considered in relation to hair type.

Sideburns may not extend beyond the middle of the ear.

Hair may not touch the ears, eyebrows, or shirt collar.

Hair may not be dyed or have "steps".

Boys must shave facial hair when and where necessary.

Jewellery

No jewellery may be worn with the exception of:

Family signet ring. (Girls only)

Sleeper/plain gold stud earring (girls) (only one per ear), and only in the ear lobe.

No rings, including nose and tongue rings, studs, bracelets or visible necklaces are permitted. Ornate watches, which draw attention to the wearer, are not considered part of the uniform. (Infringements of this rule may be determined by the student leadership or staff.)

Boys may not wear earrings.

PART 3 BOARDING

There are five Boarding Houses at the College.

Founders House was the first boarding house and has been divided into two units :

Founders North (boys)

Founders South (boys)

Lakeside House (girls). Named by the first residents in 2004.

Ken Shuter House (girls). Named after the late Ken Shuter, a remarkable man and founder teacher at the College.

Serala House (girls) named after a peak in the local mountains, which can be seen from the campus.

Every attempt has been made to produce boarding facilities conducive to the child's development.

Telephone

Phoning through to the Boarding Houses (Common rooms)

Founders House North (boys) 015 276 6103 ext. 0255

Founders House South (boys) 015 276 6103 ext. 0254

Serala House (girls) 015 276 6103 ext. 0290

Ken Shuter (girls) 015 276 6103 ext. 0268

Lakeside (girls) 015 276 6103 ext. 0265

Learners may take calls (but may not make calls) from these phones when they are not involved in class, sport or prep, and not after lights out. Boarders may hand in their cell phones for safekeeping or lock them away securely. The school cannot be held responsible for any loss of cell phones.

Trunks or suitcases

It is suggested that a boarder bring to school his/her belongings in a marked tin trunk, which must be taken home over the Easter, June and October holidays. Surplus items such as sports equipment and valuables may be stored in the trunk, so locks will be necessary to secure the trunk. Pupils from cross-border countries may store their trunks at the College over the holidays but not leave items in their lockers.

Personal Belongings

Boarders will be permitted to bring posters (which will be vetted), music centres, sports equipment and other personal items. The College does not carry insurance of such personal items and parents must ensure that their child's belongings are included in their own short-term insurance.

The College is not responsible for the security of cell phones and other valuables and learners are strongly urged to hand such items in for safe keeping or to lock them away securely. Please note that the cupboards in the Boarding House are not considered to be secure. Learners may only use econo-heaters in their rooms.

Learners should also leave a spare key of their cupboard lock with the House Master/Mistress. Pupils should preferably not use combination locks.

Bedding

Boarders must supply sheets (fitted optional) (2), pillow slips (2), duvet covers (2) a duvet and 2 pillows.

Laundry

A laundry service is available to boarders. All items of clothing must be marked with sewed on name tapes. Permanent marker tags are not permitted. Boarders must make use of the prescribed laundry bags and sock bags.

Dress

Boarders will wear school tops, sports shorts and tracksuits during week-day evenings, and will be able to wear civvies over week-ends after their school commitments are completed. Closed shoes (track shoes or school shoes) or outdoor shoes (Rockies or Strops) should be worn to supper. No slops or non-uniform socks will be allowed, except secret socks with track shoes only.

Boarders may return to the Boarding House after weekends and mid-term breaks on the day before lessons start in civvies. Boarders arriving before school in the morning must arrive in full school uniform.

BOARDERS MUST ARRIVE IN FULL SCHOOL UNIFORM AT THE START OF EACH SCHOOL TERM.

House Rules and Times

The resident House Master/Mistress will draw up a set of guidelines for those who board.

In general, boarders will have free evening time at leisure before/after showers and supper and then supervised homework sessions in their rooms, when the Houses will be secured for the evening. Lights out will generally be at 21h30. Boarders will rise at 06h15 and have breakfast. Seniors may have extended study at the discretion of the House Master/Mistress.

Learners and parents are expected to familiarise themselves with the weekend (and other) signing out procedures. Parents are asked to assist in this regard as the safety of the children is paramount.

Holidays

All boarders will be expected to go home over the half-term long weekend, or to spend that time with friends (with the permission and knowledge of their parents). All rooms must be cleared **completely** at the end of each term. Permission to leave school earlier than the dates/times published will not be granted other than in exceptional circumstances.

Valuables

Look after your belongings, lock them away or hand them in to the House Master/Mistress. Do not bring valuable items into the boarding house.

You may not borrow anything from anyone without his or her express permission.

You may not buy or sell anything to anyone without the consent of the House Master/Mistress.

Communication

Parents are requested to follow the appropriate channels of communication when contacting the boarding staff and should work through the House Master/Mistress, or specific tutor, in matters relating to the Boarding House.

Phone calls are not permitted during prep.

General Rules

Common Room

This is your room and the use of it is a privilege not a right.

The accessories in the common room are expensive and must be cared for. The TV may only be watched at times stipulated by the House Master/Mistress. Only videos approved by the House Master/Mistress may be watched.

Game Stations may be used with House Master's/Mistress's permission.

Morning Inspection

Your room is to be kept tidy at all times

Nothing may be left on the floor and only bedding on your bed after 07h15.

You must be in your room for the morning inspection at 07h20 and only after your room has been cleared may you leave and go quickly to school. Adhere carefully to the school clothing regulations.

Reporting Ill

If you are sick please inform the House Master/Mistress at the morning inspection. If you are sick during school please inform Mrs Wendy Willson. You may not sign yourself off sick.

Meal times

- Adhere carefully to the meal times.
- Behave in a civilised manner, showing respect for other students, teachers and staff.
- No crockery or cutlery may leave the dining areas.
- Eat what you take - do not waste food.

- Clear up whatever mess you make.
- All food must be consumed within the dining areas.

Visitors

No visitors are allowed into the house without consent of the duty teacher. The veranda outside the dining room is set aside as a venue to meet with visitors.

No girls are allowed into the boys' houses and no boys are allowed into the girls' houses.

Signing Out Procedures

Signing out during the week

Pupils may only sign out during the week to spend the night at their own homes for valid reasons. The House Master/Mistress must receive a fax from the parents the day before stating the reason for going home, who will be fetching and when the pupil will return. For regular weekly trips e.g. ballet, extra lessons etc, one letter may be given to the House Master/Mistress to cover the entire term. Before leaving the pupil must get a weekday exeat slip (see below) from their common room, fill it in and have the House Master/Mistress sign it. This slip is to be kept on the student as their proof that they are off campus with the correct permission. The driver must sign the pupil out and back in on their return in the weekday signing out book in the common room.

WEEKDAY EXEAT PERMISSION SLIP	
(To be signed by the House Master / Mistress on receipt of a fax of permission from parents)	
Name: _____	Date: _____
The above pupil has permission to be signed out for a weekday exeat to go to:	
Signed _____	

Signing out for the weekend

The pupil fills in the signing out file in his/her boarding house (example below) by Thursday so that details can be checked by the House Master/Mistress. The driver's **full name**, contact number and the **destination** are required.

SURNAME	First name	Out	Area	Destination	Driver's name	Driver's no.	Signature	In	Signature
Average	Joe	Fri	PLK	home	Mrs Average	082 345 678	<i>P. Average</i>	Mon	Joe Average

It is presumed that, at the weekends, as a rule, pupils are going to their own homes and being signed out by a parent. There are exceptions to the above pattern:

1. If the pupil is **going home but not with their parent** - it is possible for the parents to nominate certain people who are regularly allowed to sign their child out. This could be in the case of a lift club. A permanent record is kept of each child's signing out list. To add people to your child's signing out list send a letter to the House Master/Mistress with the details of the person you wish to be added to the list. The pupil's signing out list is kept by the House Master/Mistress and is checked before the signing out books are sent to the office on a Friday morning. The teacher on duty may ask the person fetching your child to produce ID as proof of their identity.

2. If the pupil is **going to someone else's house** - the parents must send a fax the day before stating which adult (not fellow pupil) their child will be signed out by and where they will be going. Please ensure that your child has planned their outing and is not going to try to make last minute changes. Once a person

signs a pupil out they are legally responsible for them for the weekend and **may not pass them off to a third party**. Should anything happen to that child the person who signed them out may be held **legally responsible**.

Permission will not be given to pupils to leave the property to attend a function in the area and then return to school later that same night or the next morning. Neither will members of the boarding house staff be involved in lifting pupils to and from their destinations. If the pupil wants to attend a function they need to have arranged their transport and somewhere to stay and have the full, **informed consent** of their parents as expressed in a detailed fax to the school. We need to know that the parents know where their child will be and with whom they will be travelling. **Pupils may not sign each other out.**

Pupils may sign themselves back in on a Monday morning. If they are returning sooner they must be signed back in by the driver of the vehicle in which they return.

Please note: The signing out book is a legal document transferring responsibility for the child from the school during the week to a parent or third party over the weekend and is designed to protect your child.

PART 4 ACADEMICS AND AWARDS

Academic Policy

Academic Subjects

Grade 8 :

English, Afrikaans, Mathematics, NS, EMS, SS, dad (Adventure), Arts and Culture, Computer Studies, Life Orientation.

Grade 9 :

English, Afrikaans, Mathematics, NS, EMS, SS, dad (Adventure), Arts and Culture, Computer Studies, Life Orientation.

Grade 10, 11 and 12, Compulsory subjects:

English, Afrikaans (immigrants/cross-border pupils take another subject), Mathematics OR Mathematical Literacy, Life Orientation.

Three choice subjects:

Life Sciences, Physical Sciences, Geography, Accountancy, Business Studies , Visual Arts, History, Computer Applications Technology/IT.

Choice subjects are offered in pre-determined groups of options.

Deadlines

The College has a “Zero Tolerance” policy with regard to academic deadlines for projects and assignments. (A project is defined as work in addition to regular homework or class work). Late work will be penalised. Work must be submitted at the start of the lesson on the due date.

Teachers must clearly set out their expectation for project work, criteria for evaluation, and may include a halfway mark as part of the project evaluation.

Any evidence of copying or plagiarism may result in both learners receiving zero and facing disciplinary action.

Catching up missed tests

Learners who miss tests for whatever reason must see the relevant teacher the day they return to school in order to make arrangements to either do the test, or complete the work according to the teacher's stipulation. The onus is on the learner to approach the teacher. If this is not done immediately, all marks may be forfeited.

Homework

All learners are expected to do 1 hour and 45 minutes of homework each weekday and homework/project work as given over a weekend. Grade 12 learners are expected to manage their own homework times.

Computing Facilities

The computers and internet are provided for learners to conduct research, complete assignments and to communicate with others. Access to the computers and the internet is a privilege not a right. The Computer Centre has its own Code of Conduct. Violations of the Code will result in a loss of access to computers or internet at the College as well as other disciplinary or legal action.

Academic Assessment

The assessment programme is ongoing and includes the following:

Continuous assessment tasks

Tests

Portfolio work

June, Prelim (Grade 12) and November examinations

Term Assessment

Grade 8 and 9 Must include a minimum of **three** different written assessments in terms 1 and 3 as well as examinations in terms 2 and 4.

Grade 10, 11, 12 Must include a minimum of **three** written assessments in terms 1 and 3 (or the prelim examination for Grade 12) and examinations in terms 2 and 4.

In the event of a learner being absent for an examination, he/she may be awarded an estimated mark. A doctor's certificate may be required. The estimated mark will be calculated by the relevant staff by giving the learner the mark that would place the learner in the same rank position as in the previous mark order/examination. Examination results may not be published until all examinations are completed.

Awards

A system of awards for academics, sport and culture and other extra-curricular activities has been drawn up in conjunction with input from learners and staff. Half Colours and Full Colours may be awarded from Grade 10 onwards. Honours may be awarded in Grades 11 and 12.

See Awards Policy on the school's website.

Awards Committee

This committee is made up of the Second Master, Director of Co-curricular Affairs and elected/co-opted staff members from sport, culture, academics and adventure. A member of the Letaba Educational Trust also sits on this Committee.

No awards will be made without the approval of an Awards Committee consisting of a full spectrum of disciplines. e.g. academic, adventure, sports and cultural.

Senior Prize Giving / Valediction Ceremony

Senior Prize Giving will take place in October each year, prior to the departure of the matrics for study leave. Achievement awards, subject prizes based on the Prelim mark, and a Best Results in Prelims prize (separate to the Dux prize) will be awarded. The Heads of School will be asked to present their valedictory speeches at the occasion. The Dux award will be made at this assembly based on the IEB results of the previous year.

Non-school activities

It has been accepted that there needs to be formal recognition for achievement in non-school activities along the lines of official school activities. Learners will receive acknowledgement and recognition but not support in terms of finance, equipment, transport etc.

The onus will be on the learner to make application, with full motivation, to the Awards Committee for any award and that they should be assisted in this by their tutor.

Each application will be dealt with on an individual basis.

The recipients will be entitled to wear the Full-Colours tie from Grade 10 onwards.

PART 5 BEHAVIOUR AND DISCIPLINE

A learner's entry into the College makes him or her a member of the larger Stanford Lake College community and as such there are expectations that one should benefit from such an association. It must be made clear that this association extends into the weekends and holidays and that, while a learner of the College, the Pupil Code of Conduct must be adhered to. Remember that the public is quick to judge and quick to form lasting impressions from poor behaviour.

Please refer to the Pupil Code of Conduct to remind yourself of our expectations of you.

It is clear that if the College influence and the home influence are working together in the same direction, much may be achieved, and equally clear that very little will be achieved if the two influences are opposed.

Substance abuse

Substance abuse is a global problem and we seek to counter this with adult expectations and informative educational attitudes towards the problem. However, the possession or taking of any drug is strictly forbidden and may result in suspension or expulsion from the College.

Smoking, and the possession or drinking of alcohol by Stanford Lake College learners is not permitted at the College nor when on any outing/activity arranged by the College. At no time may a learner, whose dress distinguishes him/her as a Stanford Lake College learner, drink alcohol, or smoke in public.

Drug testing

The College reserves the right to administer drug tests where there is reasonable suspicion that the student is using drugs.

Public Displays of Affection

Inappropriate public displays of affection will not be permitted during school time and both parties will be severely dealt with. In order to avoid any misunderstanding, the College has a "No physical contact" policy.

School time is defined as the period of the term falling on and between the dates shown on the school calendar including the time spent on official school functions or tours during the holidays, but excluding the half term break (except for learners remaining at school). Learners not in residence or out of official

school hours do not fall within the responsibility of the school and are the responsibility of their parents or persons designated by their parents.

Cell Phones, i Pods, etc

Cell phones, i Pods etc may not be used, seen nor heard during academic time from 07h30, including breaks, at all meals, or whilst at any official practice, match or other function. Non-compliance may result in the confiscation of the items.

Other Offences

Other major offences that require no further explanation include absconding, theft, and wilful damage to school property, bullying, pornography, carrying of dangerous weapons, sexual harassment and any criminal act. A breach of any of these rules leads, in many cases, to expulsion from the College.

We also believe that any behaviour during the holidays or long weekends, or at any other time, which may reflect badly upon the name of the school, or bring discredit to the school in any way, becomes a school matter and action from the school authorities can be expected.

Daily Report

Learners with poor academic performance will be placed on daily report in order to allow staff to monitor their progress carefully. They will present the report form at the end of each lesson for the teacher to sign/comment. The Second Master/Head of Academics will monitor their progress on a weekly basis.

Detention

Normal detention will run on Friday afternoons for learners who are guilty of minor infringements of the school code of discipline. A 'Headmaster's Detention' will take place on Saturday mornings for four hours for more serious infringements and these detentions take precedence over all other activities. Detention may not be changed except for official school functions or by request of a teacher and learners must be given at least 48 hours notice.

Internal Suspension

Learners with a record of disruptive or non-cooperative behaviour in lessons may be placed on internal suspension after an internal disciplinary hearing. They will be required to collect work from their teachers and work in a designated area under the supervision of a senior teacher during the school day and confined to their rooms after school. Day scholars will have to work in a designated area.

Transgressions and Sanctions

Transgression	Sanction
<p>1. Minor infringements that disrupt the day to day running of the College or damage its image. Examples:</p> <ul style="list-style-type: none"> • Being late for lessons. • Infringing the uniform regulations. • Littering. • Misbehaviour during assemblies. • Chewing gum during official school time including breaks and lunch. • Eating during lessons. • Infringement of the hair regulations. • Infringement of the jewellery regulations. • Homework not done or incomplete. • Shaving offences (boys). • Make-up offences. • Minor insubordination or disobedience. • Inappropriate language or behaviour. • Failure to stand and/or greet adults or visitors to the College. • Having ipods, cell phones etc at school during prohibited times. • Failing to bring the required books and work materials to school. • Failing to hand in required work. • Not paying sufficient attention in class. • Disrupting lessons in a minor way. • Minor transgressions of the 'No physical contact' clause. • Bunking assembly. • Any other transgression not mentioned above which is deemed to be minor. 	<p>These offences will normally be dealt with by the teacher in the first instance and the following could apply:</p> <p>Verbal warning. Written warning. Strike on ADAM for * behavioural or academic transgression.</p> <p>The following could apply for repeat offenders: Friday Detention. Headmaster's Detention. Internal suspension. Disciplinary Enquiry.</p> <p>* 3 strikes will result in a Friday afternoon detention.</p> <p>* 3 Friday detentions will result in a Headmaster's detention</p>

<p>2. Infringements which seriously harm the healthy learning environment or the good name of the College.</p> <p>Eg.</p> <ul style="list-style-type: none"> • Dishonesty • Fighting • Fraudulent actions including plagiarism and cheating • Possession or distribution of pornographic material • Possession of or smoking tobacco or being in the company of those infringing this clause • Racism • Gross insolence or rudeness • Satanism 	<p>Depending on the seriousness of the transgression and the particular context in which it occurs, the following could apply:</p> <p>Verbal warning Written warning Removal from class to prevent further conflict Friday detention Headmaster's Detention Internal suspension Suspension from school for a period not exceeding 5 school days pending a Disciplinary Enquiry Disciplinary Enquiry which could lead to suspension or expulsion from the College.</p>
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<ul style="list-style-type: none"> • Sexism or sexual harassment • Foul or abusive language • Tampering with or damaging the property of others • Theft • Vandalism • Inappropriate physical contact • Verbal or physical threats • Possession of dangerous weapons • Bunking lessons • Bringing the name of the College into disrepute • Failure to arrive for sport fixtures without a legitimate excuse • Transgressing the 'out-of-bounds' rules • Any other transgression not mentioned above which might be deemed to be serious 	
<p>3. Possession of, dealing in or, using alcohol or drugs or being in the company of those infringing this clause.</p>	<p>Disciplinary Enquiry which could lead to suspension or expulsion from the College.</p>

1. PENALTY AND CONSISTENCY

The penalties set out in the disciplinary code indicate the **recommended maximum penalty** that could be imposed. Obviously, a lesser penalty may be applied, should mitigating considerations indicate that the maximum penalty is possibly not appropriate in the circumstances. While consistency of treatment IS important, due consideration of factors relating to each case is of equal importance.

2. CUMULATIVE ACTION

Cumulative action for a repeated offence (i.e. imposing a more serious penalty for misconduct than that imposed previously for misconduct) is only appropriate if the second misconduct is of a "similar nature" to the previous misconduct - the nature and type of offence should be the same, and any warnings issued previously must not have expired.

3. EXPULSION

Expulsion should ONLY be effected after **conducting a formal hearing**. The procedural requirement of conducting a hearing prior to expulsion, *even if the learner admits guilt*, should not be flouted. Justice must be seen to be done, and expulsion without a hearing will almost certainly result in (justified) legal challenge.

The penalty of expulsion is a last resort, if no reasonable alternative or lesser form of penalty is considered appropriate. The school may well be called upon to motivate why a less severe penalty was not imposed, and to provide information on why **alternatives to expulsion** were not considered appropriate.

4. SUSPENSION (Two forms of Suspension)

4.1 As **punishment**: Suspension from class/school activities is acceptable (and possibly appropriate in certain circumstances) as a severe form of punishment - if requested / agreed to by the learner's parents, and as an alternative to expulsion - but ONLY once a hearing has proven guilt. The period of suspension should not be such as to jeopardise the educational interests of the learner as this may lead to (justifiable) challenge on Constitutional rights grounds.

4.2 **Pending a hearing**: Suspension of the learner from school activities pending the conducting of a formal hearing (i.e. if expulsion is being considered) should also not be of a duration that would

prejudice the educational rights of the learner. The hearing should therefore be conducted as soon as possible after the suspension takes effect. In such a case, it must also be clearly indicated to the learner that this suspension is not a form of punishment and is rather a practical arrangement to remove the learner, temporarily and in the interests of the School and the learner.

5. BURDEN OF PROOF

As the **onus rests** with the school to prove the reasonableness and fairness of disciplinary action taken against a learner, care must be taken to follow all the procedural steps outlined in this procedure and code. Any deviation from the recommended procedures and actions set out in this document will have to be justified by the school if challenged.

6. MISCONDUCT OFF THE SCHOOL PREMISES

Imposing disciplinary action for misconduct that took place “**off-site**” e.g. after hours and/or off the School premises requires that the school must clearly demonstrate the negative impact of the off-site misconduct on the school/learner relationship.

To illustrate: If a learner is charged and found guilty of theft of goods at a shopping mall, the school is not automatically entitled to impose any disciplinary sanction on the learner. Proven (criminal) misconduct off the school’s premises may, however, be considered sufficiently serious and relevant in the case of a senior school leader to result in their being de-merited, and their senior leadership being rescinded.

Conclusion

Finally, to revert to the preservation of the good name of the College, we are all aware of how detrimental gossip in any sphere can be. Please contact the College if you are concerned about something, rather than talk about it in public. If the above reads as old-fashioned, Stanford Lake College is proud to endorse those values of behaviour and character, which are timeless.

ADOPTED BY THE SCHOOL BOARD OF TRUSTEES