

Stanford Lake College



STUDENT INFORMATION HANDBOOK

2022

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 students as socially responsible and empowered citizens.
- Instil an awareness of the need to protect our environment for future generations.
- Motivate students 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 have Courage
- I have Respect
- I value Quality
- I have Commitment
- Tshanduko
- Ubuntu

I am honest and trustworthy
I stretch myself beyond the ordinary
I show it and earn it
I will ignite a passion for excellence
What I start, I will finish: I am accountable
I learn for life
We are a Family, celebrating the strength in our diversity



STUDENTS' CODE OF CONDUCT

A document created for, and by, the students 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 smoking, 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 students, 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 student 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 setting the highest standards of work and behaviour for all students.
- Being professional in allocation, review and return of students' 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 Educators.
- Listening to parents and students and understanding any concerns raised and providing 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 student to work towards a solution.
 - Recognising that:
 - Parents have a depth of experience with the student.
 - Parental and teacher 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 teachers and directing their concerns to the teacher only.
- Holding discussions with teachers at a time and place that permits full and confidential exploration of issues.
- The issue / problem will be articulated clearly and fully. Teachers will be afforded the opportunity to work towards a solution, which will require sufficient time.
- Recognising that:
 - Teachers are trained professionals.
 - Teachers' perspectives may differ from those of parents.
 - Teachers 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 Student 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 'dream and do' programme uses adventure activities such as kayaking, rafting, rock-climbing and ropes courses to develop problem-solving skills. Whole year groups are taken camping and hiking in the mountains at various times of the year.

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 Life Sciences, Physical Sciences and Geography and is delivered within the Round Square Discovery Framework. In the senior three years the students focus on the requirements of the Independent Examinations Board Matriculation examination written at the end of Grade 12. Most of the students proceed to tertiary educational institutions.

There is extensive sporting, cultural and outreach programmes involving teachers and students. The students play the traditional sports such as tennis, soccer, hockey, netball, cricket and rugby while there is an extensive athletics and water sports programme. The addition of the High Performance Centre facility has increased the range of extra-mural activities on offer to include squash courts, a fully equipped gym and a heated indoor pool with touch-pad timing technology. An exercise floor area is also used for aerobics and other activities. In 2018, an international standard Astro-turf hockey pitch was built on the top sports field, adding great value to the facilities on offer for both students and sporting and training groups from Limpopo and further afield.

The students have moved away from the traditional "Prefect" system of leadership with each senior student belonging to a committee. The committees cover all aspects of school life and are aligned with the Round Square IDEALS. The number and types of committees may change from year to year. The students themselves organise the inter-house competitions, excursions and special functions.

The students 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 students from different cultures, religions, races and languages. The school follows the Christian calendar and festivals while acknowledging the needs of the Hindu and Muslim students, the other two largest groups at the school. As a small, relatively young, but expanding 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

Postal address: P.O. Box 271, Haenertsburg, 0730

Tel no: +27 15 276 6103

Email: info@slc.co.za

Website: 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 student 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 and a minimum of 10 elected members, (3 elected by parents, 3 elected by debenture holders, 2 elected by the remaining trustees and 2 elected by the School SMT).

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, Deputy Head – Pastoral Care, Deputy Head – Academics, Director of Boarding, Director – Transformation and Diversity, Director - Sport and the Bursar.

This body is responsible for the general management of the school and attends to the day-to-day running of the school. It is the responsibility of the SMT 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 7-day cycle. The day is comprised of a total of eight lessons. The school day begins with the first lesson at 7h30 and ends at 15h00 on Mondays and Tuesdays, 15h10 on Thursdays and 13h30 on Wednesdays and Fridays. Students must remain at school until 17h00, 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. Student 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 runs a tutor system to take care of the day to day administrative and pastoral needs of the students. Tutor groups are small and usually contain students 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 student is nurtured.

The Hatchery

An orientation programme is run at the start of every year for the Grade 8 students 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 Friday before term starts or a debit order should be in place with the Bursar's office. 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. Please refer to the Debtor Policy for more detail.**

Boarding fees are not transferable. Students who are on exchange are liable for their boarding fees.

The only additional charge onto the school account on top of the quarterly College fees will be textbook charges.

All additional costs such as uniform, tours, weekend meals, bus tickets, diaries etc will have to be purchased through the online platform, Allxs.

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

Similarly, **one term's written notice** is required in the event of a student 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 student 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 students attending the College.

A debenture is a certificate issued by the College entitling a student to attend the College to complete their secondary education, subject to the student fulfilling the entrance requirements. Debentures must be bought and sold through the bursarial department and the system will run on a 'first in first out' basis. The Holder is entitled to keep the debenture and enroll another student. 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 needs basis. A completed application form with supporting documents must be submitted before 31 August each year. Re-application must also be done before 31 August each year.



- A limited number of Scholarships may be 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 may be requested to write an academic scholarship exam.

Student exchange

Stanford Lake College has a local and international exchange programme that allows students 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 worldwide.

These exchanges are arranged by the school and students are only responsible for the cost of travel and spending money. School and boarding fees at Stanford Lake College are liable while students are on exchange. Students applying for exchange are subject to a selection process, as places are limited. Students 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 students are expected to participate in these activities. Students 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.

Lunches

All students will receive lunches during normal school times.

Stationery and Text Books

All textbooks are available at the College. Students 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 students' accounts and are then handed in at the end of the year when a credit is passed on the books.

Sport and Clubs & Societies

Students 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 student participation and involvement.

Sport Houses

Three sports houses have been named after prominent makes of trout rods: Fenwick (blue), Loomis (red) and Orvis (yellow).

Students 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 (Student 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 in, 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:

<u>Responsibility</u>	<u>Elected By</u>
1. Head and Deputy Head; boys and girls (PEX)	All students, academic and admin support staff
2. Head (boys' and girl's boarding) and Day Scholar House (one Student only) (PEX)	Students and staff in each of those houses
3. Chairpersons of Committees	Staff allocated to each Committee
4. Heads of School Houses; boys and girls – Fenwick, Loomis, Orvis	Staff and students allocated to 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 SMT. Individual students may be excluded on disciplinary grounds.



- Candidates will be interviewed for positions 1, 2 and 3 indicated above and this interview process will carry an equal weight to the voting process when final selections are ratified.
- The College has a one person one vote procedure.
- In the event of a tie or some other major problem, the Head will have the deciding vote.
- 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.

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

Students with learner's driving licenses may drive on the school site only under the supervision of **their parents**.

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

- Providing the school with a copy of their full driver's license.
- 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:

- Providing the relevant House Master/House Mistress with a copy of their full driver's license.
- 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.

Students may not transport other Stanford students 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 students who break these rules from bringing vehicles onto, or 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 students to make full use of the surrounding areas for such activities as mountain biking, orienteering, cross-country etc. Students 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 students 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 for non-school activities must be asked of the Deputy Head: Academics.

Reporting ill

If a student 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 student to lie down. If a student does not attend class, he/she may not attend afternoon activities. **Students 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 students and should be worn with pride. Students 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: White short sleeved shirt, skirt, white ankle socks, Blazer (no tie) (jersey optional).

Tues, Wed, Thursday:

White short sleeved shirt, skirt, white ankle socks, jersey optional, (no tie) (puffy jacket and jersey optional).

Winter Uniform – Terms 2 and 3

Mon and Fri:

Formal uniform: White short-sleeve shirt, skirt and blue stockings OR blue slacks with white ankle socks, Tie, Blazer, (school scarf and jersey optional).

Tues, Wed, Thursday:

White short-sleeve shirt, skirt and blue stockings OR blue slacks with white ankle socks, Tie, (school scarf, puffy jacket and jersey optional).

Note: Monday and Friday always a Formal Uniform except where students have Phys Ed lessons before tea. (This does not apply to LO lessons.)

Athletics shorts may only be worn to sports practices. Full track suit or Quantex shorts must be worn in the classroom.

Boys:

Summer Uniform – Terms 1 - 4

Mon and Fri:

Formal uniform: White short-sleeve shirt, grey longs with black leather belt and blue school socks OR regulation grey shorts with black leather belt and blue school socks to the knee, Tie, Blazer, (jersey optional).

Tues, Wed, Thursday:

White short-sleeve shirt, grey longs with black leather belts and blue school socks OR regulation grey shorts with black leather belt and blue school socks to the knee, Tie, Blazer, (puffy jacket and jersey optional).

Winter Uniform – Terms 2-3

Mon and Fri:

Formal uniform: White short-sleeve shirt, grey longs with black leather belt and blue school socks, Tie, Blazer, (school scarf and jersey optional).

Tues, Wed, Thursday:

White short-sleeve shirt, grey longs with black leather belts and blue school socks, Tie, (school scarf, puffy jacket and jersey optional).

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

- Only appropriate 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 may not be worn on formal occasions. It may not be worn under the blazers.
- White scarf – (matrics), navy scarf may be worn when it is cold.
- Top buttons must be done up when the tie is worn.
- Shirts must be tucked in at all times.
- When not wearing school uniform, students may wear short white 'sport' socks, short or long blue school socks only.
- Only the SLC cap may be worn with sports kit.
- Formal uniform is to be worn when attending sport and cultural activities at the College except where the wearing of the full school track suit has been permitted.



- Boys must wear a black leather belt with an appropriate silver buckle with the uniform trousers.
- Students are allowed to change into sports kit at lunch time.
- Girls must have a full school swimming costume.
- Students 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, 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 students.
- 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 students may wear the white 'matric jersey' in place of the blue College jersey.

The word "Uniform" means "the same". We wish to allow students some choice in what they wear, but that, in general, the corporate spirit within the school is accentuated by looking "the same".

SPORTS KIT

Changing into Sports Kit

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

During afternoons students may wear the following:

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

Note: Students 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 puffy 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 SMT.

Girls' Hair

Hair must be neat and tidy, of a natural colour (no ombrés) **and must not draw undue attention to the student.** (Infringements of this rule may be determined by the student leadership and 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 and hair bands must be in school colours only i.e navy blue, bottle green, white.

Hair accessories need to be functional and not decorative. One clear bead is permitted at the tip of each braid.

No other beads are allowed.

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 must not draw undue attention to the student.** (Infringements of this rule may be determined by student leadership and 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.

Boys must shave facial hair when and where necessary. If not shaved, they will be sent to the boarding house or to Mrs Willson to shave.

Jewelry

No jewelry may be worn with the exception of:

Family signet ring (girls only) may be worn with permission from the Head of Discipline.

Sleeper/plain silver/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.

Boys may not wear earrings, bracelets, visible necklaces or any other jewelry.



A necklace of religious significance may be worn as long as it is not obviously visible.

PART 3 BOARDING

Boarding Houses

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 students' development.

Telephone

Phoning through to the Boarding Houses (Common rooms)

Founders House North (boys) 015 276 6103 ext. 255

Founders House South (boys) 015 276 6103 ext. 254

Serala House (girls) 015 276 6103 ext. 290

Ken Shuter (girls) 015 276 6103 ext. 268

Lakeside (girls) 015 276 6103 ext. 265

Students 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. **See page 17 for cell phone regulations.**

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. Students 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 for 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 students must take responsibility for the safe-keeping of valuable items. Please note that the cupboards in the Boarding Houses are not considered to be secure. Students may only use econo-heaters in their rooms.

Students should also leave a spare key of their cupboard lock with the House Master/Mistress. Students 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 must adhere to the dress regulations for week-day evenings and weekends as set out in the boarding house rules.

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. Seniors may have extended study at the discretion of the House Master/Mistress. Boarders will rise at 06h15 and have breakfast.

Students and parents are expected to familiarise themselves with the weekend (and other) signing out procedures using the **BoardWell App**. 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

All electronic item must be registered with the HM. Look after your belongings, lock them away or hand them in to the HM. Don't bring valuable items into the boarding house. You may not borrow anything from anyone without their express permission. You may not buy or sell anything to anyone without the HM's consent

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. Abusing it will result in it being closed or placed out-of-bounds
- Look after any equipment in the common room. You will be charged for the repairs if you are found to have cause any damage.
- The TV may only be watched at these times: 17:00 – 18:30 on weekdays and weekends from 06:00 – 21:30

Morning Inspection

- Your room is to be kept tidy at all times. Clothes are to be packed away neatly in the cupboard. Your desk and bookshelf must be neat and organised.
- Nothing may be left on the floor and only bedding on your bed.
- You must be in your room for the morning inspection at 07h05 and, only after your room has been cleared by the Housemaster/Housemistress (HM) or duty staff, may you leave it and go quickly to school.
- Adhere carefully to the school clothing regulations.

Sick Reporting/Serious Injury

Week Day

If you are sick or seriously injured:

- Step 1: Inform the HM or Headmaster immediately.
- Step 2: Report to Mrs Willson. You may not stay in bed if you are sick unless you have specifically instructed to do so by Mrs Willson who will inform your HM and teachers.
- Step 3: A decision will be taken if a student will need to be taken to the doctor or medicated on campus.

If a student is ill enough to leave class, he/she will report to Mrs Willson, who will neither send him/her back to class or allow the student to lie down. If a student does not attend class, he/she may not attend afternoon activities.

Students may not make private arrangements to be taken home when ill. These arrangements must be made through Mrs Willson.

Weekend

If you are sick or seriously injured:

- Step 1: Inform the DS, HM or Headmaster immediately.



- Step 2: DS, HM or Headmaster will contact Mrs Willson or Director of Boarding.
- Step 3: A decision will be taken if a student will need to be taken to the doctor or medicated on campus.

Medicine

Boarders may not keep any form of medicine in their possession. All medicine must be handed into Mrs. Willson or to your HM. Please refer to the Medicines Policy on the website for more details.

Meal times

All meals are compulsory. You may not miss a meal without permission to do so from your HM. Adhere carefully to the meal times. Behave in a civilized manner, showing respect for other students, teachers and staff. No crockery or cutlery may leave the dining area. Eat what you take – please do not waste food. All food must be consumed within the dining area. Clear up whatever mess you make. After supper boarders must be in the houses by 18:30 or 18:45.

Visitors

No visitors are allowed into the house without consent of the duty teacher. **No girls are allowed into the boys' houses and no boys are allowed into the girls' houses not even the common rooms, under any circumstances.** There is to be no communication with other houses after first prep has begun. You may not leave your house after first prep has begun

Prep Rules

Prep is a time to study and do homework. Misconduct during prep will not be tolerated. There will be silence during prep times. All doors must remain open. Cell phones must be turned off and put away / placed on top of bookshelf – they will be confiscated for a week if used during prep. Late study for Grade 11 & 12 boarders is allowed with the permission of duty staff and is a privilege not a right.

SIGNING OUT PROCEDURES

Signing out during the week

Students may sign out during the week to spend the night at their homes. Guardians will need to apply for mid-week leave using the BoardWell App. This leave must be approved by the HM. The Guardian must apply for this leave by 11:00 on the day the leave is requested. Any special leave must be sent via email to the HM.

Signing out for the weekend

Students must complete weekend arrangements on the BoardWell App by Tuesday evening so they can be confirmed by the Guardians before Wednesday 19:00. These details can then be checked and approved by the HM. If a student doesn't apply for leave or the Guardian does not approve the leave, the boarders will remain in the house for the weekend. They will then be required to purchase weekend stay-in vouchers and book meals on the BoardWell App. The driver's **full name**, contact number and the **destination** is required whether going home or going to a friend's house.

The teacher on duty may ask the person fetching your child to produce an ID as proof of their identity when collecting and signing out on Fridays.

Members of the boarding house staff will not be involved in lifting students to and from their destinations. If the student wants to attend a function they need to have arranged their transport and somewhere to stay and have and have the full, informed consent of their parents as expressed in a detailed email to the school. The school needs to know that the parents know where their child will be and with whom they will be travelling. Students may not sign each other out.

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

When a student is signed out they are only allowed to return to the boarding house on Sunday after 14:00 and not before or during the weekend.

Students returning on Sunday must be in the boarding houses by 18:00

USE OF MOBILE DEVICES IN THE BOARDING HOUSE

Preamble:

Stanford Lake College (SLC) is mindful of the technological advances that are taking place in the world around



us. It also recognizes that laptop and tablet computers can play a significant role in advancing educational objectives of students at SLC. IT is also important to accept, however. That laptop computers, if not made use of in an appropriate way, can detract from the educational process. It is for that reason that a clear set of rules is presented below with regards to the use of laptop computers in the SLC Boarding Houses.

- Laptop and tablet computers may be used in the SLC Boarding Houses conditionally. These conditions are as follow:
- The primary purpose of using a laptop or tablet computer at school is to enhance the learning process. Laptop and tablet computers may, therefore, be used during prep sessions under the following conditions:
 - They may be used for work processing, spreadsheet work, preparing power point presentations and doing research from CD's or the internet. All these activities should be done in silence or with headphones if sound is required for any of the activities mentioned
 - The use of a laptop or tablet computers may not be used to watch DVD's or listen to CD's during prep or after lights out.
 - Laptop or tablet computers may not be used, in any form, by Grade 8 to Grade 10 students after 21h15(start of Quiet time) in the evening.
 - Grade 11 and 12 students may use laptop or tablet computers after 21h30 in the evening but not later than 23h00, if they have permission to do an extended prep session.
 - All laptop and tablet computers remain the complete responsibility of the owner. SLC will not take responsibility in any form for damages or loss of a laptop or tablet computer that has been brought to a SLC Boarding house.
 - There will be consequences for the misuse of laptops or tablets which may include having these confiscated for a stated period.

CELLPHONES: Refer to Annexure K – Mobile Device Policy

CARE OF BOARDING HOUSES

At the beginning of every year students must update a condition of Room Form. This form lists any faults that might exist in the room and damaged this is pre-existing. Once students have correctly filled in the form and signed it they will be held responsible for any further damage that occurs to the room and will be charged for the necessary repairs.

Students should report any breakage/repairs to their HM or AHM immediately as they occur. The HM will coordinate these and report all breakages and repairs to the Estate Manager weekly on Tuesday mornings so that he can coordinate the repairs.

Boarders must clear their rooms for holidays so that the rooms may be thoroughly cleaned during this time. Termly boarders may arrange with HM's to leave trunks containing some of their possessions.



PART 4 ACADEMICS AND AWARDS

Academic Policy

RSDF academic structure

“I see it as the foremost task of education to ensure the survival of these qualities: an enterprising curiosity, an undefeatable spirit, tenacity in pursuit, readiness for sensible self-denial, and above all, compassion” – Kurt Hahn

The Round Square Discovery Framework captures and describes the essence of a student who develops and exhibits competencies and attitudes in relation to each of the six Round Square **IDEALS** (Internationalism, Democracy, Environmentalism, Adventure, Leadership and Service). Stanford Lake College has embarked on a programme of placing the discoveries at the centre of the syllabus for the junior phase, to ensure that our students make the most of their learning journey with a focus on values rather than simply on marks.

Academic Subjects

Grade 8 & 9:

English HL, Afrikaans FAL, Mathematics, Physical Sciences, Life Sciences, EMS, History, Geography, Music, Art, Cognitive Education, Conversational Sepedi, dad (Adventure), Computer Studies.

Grade 10, 11 and 12:

Compulsory subjects: English HL, Afrikaans FAL (immigrants/cross-border students take another subject), Mathematics OR Mathematical Literacy, Life Orientation.

Three elective subjects: Life Sciences, Physical Sciences, Geography, Accounting, Business Studies, Visual Arts, History, Computer Applications Technology and Information Technology.

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

Deadlines

The College expects all academic deadlines for projects and assignments to be met. (A project is defined as work in addition to regular homework or class work). Late work will be penalized as per the Academic Policy. 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 students receiving zero and facing disciplinary action as per the Student Code of Conduct.

Missed tests

Students who know they will miss a test must communicate with the relevant teacher before the test date to arrange to make up the assessment. A student who misses a test due to unforeseen circumstances may be required to produce a doctor's note or other appropriate evidence and will be given an assessed mark – this will also apply to exams.

Homework

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

Computing Facilities

The computers and internet are provided for students 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 Acceptable Use Policy. Violations of this Policy 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

Exams: June (Grades 8, 9,10 &11) Prelims (Grade 12) and November examinations (Grades 8, 9, 10 & 11)



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 /Grade 10

In the event of a student being absent for an examination, he/she may be awarded an assessed mark or be required to write at a later date. A doctor's certificate may be required. The assessed mark will be calculated by the relevant staff by giving the student the mark that would place the student 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 students 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 a Deputy, Head as Chairperson, as well as elected/co-opted staff members from sport, culture, academics and adventure.

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. Students will receive acknowledgement and recognition but not support in terms of finance, equipment, transport etc.

The onus will be on the student 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 student'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 student of the College, the Student 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 Student 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/illegal substance is strictly forbidden and may result in suspension or expulsion from the College.

Smoking in any form, and the possession or drinking of alcohol by Stanford Lake College students is not permitted at the College nor when on any outing/activity arranged by the College. At no time may a student, whose dress distinguishes him/her as a Stanford Lake College student, 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 or illegal substances. This includes the use of any **Performance Enhancing Substances**.

Public Displays of Affection

Inappropriate public displays of affection will not be permitted. 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 students remaining at school). Students 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

Grade 8 & Grade 9 students may not have cell phones at school during academic time. Boarders will hand their cell phones in to the duty teacher before school and may get them back after school. They will again hand them in before prep begins each evening.

Day scholars may not use cell phones from the beginning of school until after lessons have ended for the day.

Grade 10, 11 & 12 students may have cell phones at school but may not access them during lessons unless permission has been granted by the teacher.

Earphones may not be used in public spaces.

Detention

Normal detention will run on Friday afternoons for students who are guilty of minor infringements of the school code of discipline. Detention may not be changed except for official school functions or by request of a teacher and students must be given at least 48 hours' notice.

COVID-19 Policy

The College has developed a policy to ensure the safety of all students and staff once school reopens during the different levels of COVID-19 lockdown as prescribed by the Government.

It is of utmost importance that this policy is strictly adhered to at all times by all students. The instructions regarding sanitising, wearing of cloth face masks and social distancing are of utmost importance.

Any student who does not abide by all the instructions of the policy will be subjected to the school disciplinary procedure and may face suspension from school or any other suitable punishment.

The College will not tolerate any victimisation of any student or staff member who, as a result of the screening process, is asked to remain at home for a period of time or who tests positive for the COVID virus.



ANNEXURE A – TRANSGRESSIONS AND SANCTIONS

All transgressions are seen in the light of being ‘at school’

“The School / College” is taken to mean Stanford Lake College. For the purposes of this document, “at school” includes all of the following:

- On the school premises at any time.
- Participating in a school function in any place and at any time.
- In school uniform in any public place, whether on school business or not.
- In any context in which the student is clearly associated with the school.
- The surrounds. Local forests and plantations, roads, farms, dams, Haenertsburg village, grasslands and Magoebaskloof.

PUPIL CODE OF CONDUCT: Examples of Infringements and Recommended Sanctions	
	<ul style="list-style-type: none"> • Sanctions stated in this Code of Conduct are recommendations. • The school reserves the right to impose sanctions other than recommended below should it be deemed appropriate to do so.
LEVEL 1: LESS SERIOUS INFRINGEMENTS	
	<ul style="list-style-type: none"> ➤ <i>Reprimand or Warning</i> ➤ <i>Strike on ADAM</i> ➤ <i>3 Strikes on ADAM = Friday Detention</i> ➤ <i>3 x Friday Detentions = Informal DH/Warning</i> ➤ <i>Formal DH/Suitable sanction decided by Discipline Committee</i> ➤ <i>Any other sanction deemed to be appropriate</i>
1.	<ul style="list-style-type: none"> • Being involved in activities in areas where such activities are prohibited or in such a manner as may cause injury to others or damage to property
2.	<ul style="list-style-type: none"> • Noisy or disruptive behaviour, disturbing the activities of others • Disruptive or unruly classroom behaviour • Trespassing or entering School premises without permission or without supervision, during or after School hours • Refusing to identify oneself upon request by a School authority
3.	<ul style="list-style-type: none"> • Tardiness, littering and poor housekeeping • Poor grooming, unhygienic personal habits, improper use of School facilities or ablutions • Hair, dress or apparel that is not in accordance with School standards or rules • Eating or drinking during class or School events/activities when consumption is not permitted
4.	<ul style="list-style-type: none"> • Tampering with the possessions or equipment of others • Use of School equipment without permission (with no serious consequences)
5.	<ul style="list-style-type: none"> • Refusal or failure to complete homework or assignments • Unreasonable and unexplained refusal to attend or participate in School activities or compulsory events • General uncooperativeness and/or being wilfully obstructive • Poor application to studies, schoolwork or assignments
6.	<ul style="list-style-type: none"> • Truancy, poor timekeeping practices • Unexplained absences from classes or from compulsory events or activities



<ul style="list-style-type: none"> • Leaving class or School premises without permission • Persistent late-coming or early unauthorised departure from class/School
<p>7.</p> <ul style="list-style-type: none"> • Misuse of personal communication devices/electronic devices
<p>8.</p> <ul style="list-style-type: none"> • Any other infringements that may be considered serious enough to warrant the implementation of corrective action and taking of disciplinary measures

<p>LEVEL 2: SERIOUS INFRINGEMENTS</p>	
<ul style="list-style-type: none"> ➤ <i>1st offence: Informal DH/Counselling/Community service/Final Warning/Parental contact/any other sanction deemed to be appropriate</i> ➤ <i>2nd offence: Formal Hearing/Suspension/Expulsion/any other sanction deemed to be appropriate</i> 	
<p>9.</p>	<ul style="list-style-type: none"> • Disregard for rules, directions, instructions or for any persons in authority • Defiance or disrespect towards School authorities, parents, visitors or peers • Being discourteous towards School authorities, adults or peers, or displays of insolence • Being unreasonably intolerant of others and their personal beliefs, traditions, appearance or diversity • Persistent violation of School rules (with less serious initial consequences) • Swearing and use of vulgar, profane (foul) language
<p>10.</p>	<ul style="list-style-type: none"> • Playing of obscene, insulting or demeaning games • Dangerous horseplay • Malicious teasing • Intimidation or threatening behaviour (attempted or actual) • Fighting • Physically aggressive behaviour
<p>11.</p>	<ul style="list-style-type: none"> • Inappropriate behaviour or comments in public or at School events that brings the School into disrepute • Abuse of School privileges or seniority/status, abuse of position of authority
<p>12.</p>	<ul style="list-style-type: none"> • Smoking or being in possession of cigarettes, including e cigarettes or any other form, on the School premises or at School events
<p>13.</p>	<ul style="list-style-type: none"> • Lying and unfair behaviour (with less serious initial consequences)
<p>14.</p>	<ul style="list-style-type: none"> • Vandalising property or equipment (School or others), improper use or not taking due care of property or equipment
<p>15.</p>	<ul style="list-style-type: none"> • Acts or behaviour designed to create a hostile or threatening School environment, or that may reasonably have resulted in such an environment • Wilful disruption of School activities, interference with School authorities
<p>LEVEL 3: VERY SERIOUS MISCONDUCT ('Zero Tolerance Offences')</p>	
<ul style="list-style-type: none"> ➤ <i>All infringements in this category could lead to expulsion even for a first offence.</i> ➤ <i>Formal Disciplinary Hearing/Suspension/Expulsion/any other sanction deemed appropriate.</i> 	



16.	<ul style="list-style-type: none"> • Violent behaviour (verbal or physical) • Assault • Victimization, bullying or initiation of any sort • Using or being in possession of a dangerous weapon (at School or at School events) • Inciting, advising, rewarding others to perform violent, offensive or threatening acts • Behaviour that may threaten the safety and welfare of others (at School or at School events or in relation to School) • Harassment (sexual, racial, religious or any other form)
17.	<ul style="list-style-type: none"> • Being in possession of, or under the influence of alcoholic, hallucinogenic or dangerous/prohibited substances, or distributing, storing or consuming any of these substances (at School or at School events) • Strong suspicion of habitual use (abuse) or regular use of medication, drugs or alcohol at School or at School events • Testing positive for alcohol, hallucinogenic or dangerous/prohibited substances during term time, or on any school excursion, regardless of whether such substances were consumed off school campus or not.
18.	<ul style="list-style-type: none"> • Being in possession of another's property without their knowledge or consent, or attempting to remove another's property without their consent or knowledge • Theft or attempted theft • Sale of another's/stolen property
19.	<ul style="list-style-type: none"> • Serious dishonesty (actual or intended) • Cheating, copying or tampering with test or exam results, reports or assignments • Any form of cheating in assessments or exams (actual or intended) • Being in possession of or distributing material or information that may give an advantage in an assessment or exam • Serious breach of School security procedures, unreasonably refusing to submit to a search • Forgery or falsification of School reports and documents • Off-site criminal misconduct that disrupts or substantially damages the School/student relationship and the educational process
20.	<ul style="list-style-type: none"> • Obscene, indecent or sexually explicit behaviour or gestures, or attempts to make unwanted physical contact • Sexual harassment, inappropriate sexual innuendos/suggestions or graphic comments • Intentional and offensive, insulting, abusive, racist or lewd behaviour • Storage, creation, sale or distribution of pornographic, obscene or offensive material of any sort or in any form
21.	<ul style="list-style-type: none"> • Actions that expose others to serious danger or injury, or exposes the School to potential accidental loss or damage – whether due to wilful, grossly negligent or unintended acts • Unsafe acts or behaviour that endangers the safety and welfare of others • Filming, recording teachers or students without their permission and sharing, placing such material on social media.
22.	<ul style="list-style-type: none"> • Serious misconduct or actions that may bring the reputation of the School, students or other stakeholders into disrepute
23.	<ul style="list-style-type: none"> • Any other misconduct considered to be very serious and possibly justifying expulsion as a first offence



ADAM:

LEVEL 1: LESS SERIOUS BEHAVIOUR

- 3 strikes = Friday detention/parental contact by Tutor
- 3 Friday detentions = Informal Disciplinary Hearing – student must appear before a Discipline Committee to explain why they continue to display uncooperative behaviour – Committee then decides on appropriate sanction – must include a letter of warning of a Formal DH – parental contact by Tutor/Housemaster/Housemistress. Discipline Committee = SF; AT; LL; + any members of PEX decided on by the DC.
- Next Friday detention = Formal Disciplinary Hearing.

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 student 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 of the student from class/school activities/boarding is acceptable (and possibly appropriate in certain circumstances) as a severe form of punishment and as an alternative to expulsion.

4.2 **Pending a hearing**: Suspension of the student from class/school activities/boarding 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 student. 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 student that this suspension is not a form of punishment and is rather a practical arrangement to remove the student, temporarily and in the interests of the School and the student.

5. PROCEDURE

As the onus rests with the school to prove the reasonableness and fairness of disciplinary action taken against a student, 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/student relationship.

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.



ANNEXURE F - BOARDING HOUSE RULES, ROUTINE AND PROCEDURES

• Daily routine in SLC Boarding Houses

TERM 1 AND 4

05:30 HPC – Arrangements must be made

06:15 Roll call

06:30 Breakfast – all students to be in the dining room by 06:50

07:20 End of Breakfast – clean team to clear dining room and clean up

07:20 All students in their houses

07:20 House inspection after which boarding house doors will be locked until lunchtime. No student will be allowed entry during this time.

07:25 All students out of boarding houses – report to first lesson which starts at 07:30

Houses are out of bounds during class!

Houses will be opened at lunch and after the last lesson

17:30 Supper

18:45 All students in their houses/roll call

19:00 Students at their desks to begin prep, doors open, phones off

20:00 Break

20:15 2nd Prep

21:00 Break (brush teeth, get ready for bed, etc)

21:15 Quiet time - All students to be in their rooms and silence in the house. 21:30 Lights out for Grade 8 and 9

House silence – no TV, games, radios, DVD's etc, no walking around - 3rd optional prep for Grades 10, 11 & 12 only

22:00 Lights out for grade 10's

22:30 Grade 11 & 12 lights out – NB: House silence

Grade 11 & 12 may do extended prep to 23h00 with permission from duty parent.

23:00 All lights out – no exceptions!

TERM 2 AND 3

05:30 HPC – Arrangements must be made

06:15 Roll call

06:30 Breakfast – all students to be in the dining room by 06:50

07:20 End of Breakfast – clean team to clear dining room and clean up

07:20 All students in their houses

07:20 House inspection after which boarding house doors will be locked until lunchtime. No student will be allowed entry during this time.

07:25 All students out of boarding houses – report to first lesson which starts at 07:30

Houses are out of bounds during class!

Houses will be opened at lunch and after the last lesson

17:30 Supper

18:30 All students in their houses/roll call

18:45 Students at their desks to begin prep, doors open, phones off

19:45 Break

20:00 2nd Prep

20:45 Break (brush teeth, get ready for bed, etc)

21:00 Quiet time - All students to be in their rooms and silence in the house. 21:15 Lights out for Grade 8 and 9

House silence – no TV, games, radios, DVD's etc, no walking around - 3rd optional prep for Grades 10, 11 & 12 only

22:15 Lights out for Grade 11 and 12

Grade 11 & 12 may do extended prep to 22h45 with permission from duty parent.

22:45 All lights out – no exceptions!

ADOPTED BY THE SCHOOL BOARD OF TRUSTEES

