Stanford Lake College

STUDENT INFORMATION HANDBOOK

2027

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 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

1. 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, and I must treat others with respect.
- I understand that cheating, bullying, vandalism, plagiarism, theft and substance abuse (including, but not limited to, smoking in any form, 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 put at risk my continued stay at the College.

- I have, if I behave in the 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 not accepted 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 of the ethos of the College.

2. 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 students to develop strong spiritual and moral values.

- Taking an active and supportive interest in the College's aspirations.
- Taking an active interest in students' work and progress and in this regard attending parents' meetings.
- Supporting the values, authority and discipline of the College.
- Ensuring students abide by the College rules.
- Reading and committing themselves to the relevant policy documents that pertain to them at this College.
- Listening to students.
- Holding discussions with students at a time and place that permits full and confidential exploration of issues.
- Concerns will be directed at the teacher in the first instance.
- The issue / problem will be articulated clearly and fully. Students will be afforded the opportunity to work towards a solution, which will require sufficient time.
- Recognising that:
    - Members of staff are trained professionals.
    - Staff perspectives may differ from those of parents.
    - Staff have multiple time commitments.
- Meeting the financial commitments of their students at our school.

3. GENERAL INFORMATION & BACKGROUND

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. 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.

Stanford Lake College is a diverse and welcoming community nestled in the heart of nature. We bring together students from all cultural, language, and religious backgrounds, fostering an environment where every child belongs. Operating on a Christian calendar while fully supporting the practices of our Hindu and Muslim families, we leverage our tranquil country setting to nurture empathetic, open-minded young leaders.

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
- **Updated:** October 2026

INTRODUCTION & MANAGEMENT STRUCTURES

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.

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, Discipline and Culture, Deputy Head – Academics, Head of Boarding, Direcotr of Sport, Head of Adventure, Head of Operations and Cocurricular, Head of Marketing and Communication, Human Resource Manager 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 14h30 on Mondays and Tuesdays, 14h50 on Thursdays and 13h20 on Wednesdays and 13h10 on Fridays. Sport is compulsory for all grade 8 and 9 students as well as participation in the Adventure programme. Students must remain at school until 17h00, Monday to Thursday. 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

At Stanford Lake College, tutors serve as the primary bridge between home and school, acting as the first point of contact for parents and dedicated mentors for students. Tutors champion the holistic development and wellbeing of each tutee—guiding them across academic, social, emotional, cultural, and sporting spheres while upholding our core values of respect, empathy, responsibility, and resilience. Through regular individual check-ins (at least twice per term), weekly tutor group sessions, and continuous monitoring of academic progress and emotional wellbeing, they provide personalized pastoral care, assist with goal-setting and time management, and build a strong sense of belonging within the House system. By maintaining open, proactive communication with families and sharing both achievements and concerns promptly, tutors ensure every student feels supported, understood, and empowered to thrive throughout their journey at SLC

.**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 student 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. One debenture per child.

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 one year in advance by 30 April each year. Re-application must also be done before 30 April.
- 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. Some of the criteria for eligibility for this programme is linked to being in good financial standing with the school and students disciplinary record.

Adventure

At Stanford Lake College, learning stretches far beyond traditional classroom walls and deep into the natural world. Our Adventure Curriculum is a core cornerstone of every student's education, designed to build resilience, self-reliance, teamwork, and genuine leadership through scaffolded wilderness expeditions from Grade 8 through Grade 10. Guided by professionally qualified expedition leaders, these compulsory experiences challenge you to unplug from digital distractions, step out of your comfort zone, and discover what you are truly capable of—whether pitching your first tent on campus, navigating mountain trails, or exploring the remote wilderness of the Wolkberg. Outdoor education at Stanford is not just about hiking; it is about forging lifelong grit, supporting your peers through real-world challenges, and developing a deep respect for nature and yourself that will define your journey as a Stanfordian.

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).

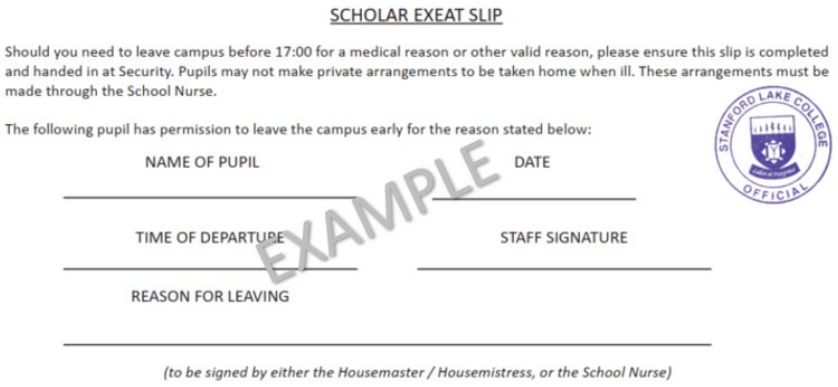
Students are placed into houses randomly unless they have siblings in a house. Houses compete in various sports, cultural and other activities for the Inter-House Shield, which is awarded at the end of

the year. Academic performance will also contribute towards calculating the winner of the Inter-House Shield.

BOARDING SIGNING OUT PROCEDURES (EXEAT POLICY)

Signing Out During the Week

Students may only sign out during the week to spend the night at their own homes for valid reasons. The House Master/Mistress (HM) must receive digital permission (email, WhatsApp, etc.) from the parents the day before, stating the reason for going home, who will be collecting the student, and when the student will return. For regular weekly trips (e.g. ballet, extra lessons, etc.), one letter may be given to the HM to cover the entire term. Before leaving, the student must get a completed and signed weekday exeat slip from their HM, School Nurse, or the Boarding Logistics Manager. This slip must be handed to the security guard upon exit.



SCHOLAR EXEAT SLIP

Should you need to leave campus before 17:00 for a medical reason or other valid reason, please ensure this slip is completed and handed in at Security. Pupils may not make private arrangements to be taken home when ill. These arrangements must be made through the School Nurse.

The following pupil has permission to leave the campus early for the reason stated below:

NAME OF PUPIL _____ DATE _____

TIME OF DEPARTURE _____ STAFF SIGNATURE _____

REASON FOR LEAVING

_____

(to be signed by either the Housemaster / Housemistress, or the School Nurse)

Signing Out for the Weekend

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

Surname	First name	Out	In	Area	Destination	Drivers name	Drivers number	Signature
Blogg	Joe	Friday	Monday	Tzaneen	Home	Mr Brazo	082 678 9425	

It is presumed that, at the weekends, as a rule, students are going to their own homes and being signed out by a parent.

Exceptions to the weekend pattern:

1. **Going home with someone other than a parent:** It is possible for parents to nominate certain people who are regularly allowed to sign their student out (e.g. in the case of a lift club). A permanent record is kept of each student's signing out list. To add people to your student's

signing out list, send a letter to the HM with the details of the person you wish to be added. The student's signing out list is kept by the HM 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 student to produce ID as proof of their identity.

2. **Going to someone else's house:** Parents must send digital permission the day before, stating which adult (not a fellow student) their student will be signed out by and where they will be going. Please ensure that your student has planned their outing and is not trying to make last-minute changes. Once a person signs a student out, they are legally responsible for them until they return to school; that responsibility may not be passed over to a third party. Should anything happen to that student, the person who signed them out may be held legally responsible. The teacher on duty may ask the person fetching your student to produce ID as proof of their identity when collecting and signing out students on Fridays.

Members of the boarding house staff will not be involved in lifting students to and from their destinations. If a student 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 email to the school. The school needs to know that parents know where their student 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 student from the school to a parent or third party during the week or over the weekend and is designed to protect your student.

- 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.

STUDENT LEADERSHIP POLICY
Student Representative Committee (SRC)

At the College, it is a core value that every Matric student is regarded as a leader. Matrics are expected to take pride in their role and assume responsibility for governing the student body and supporting its welfare.

The Student Representative Committee (SRC) serves as the core student leadership body. To ensure effective leadership and distribution of duties, specific leadership roles with defined responsibilities have been identified:

Responsibility	**Nominated by:**
1. Head and Deputy Head Students (male and female) – SRC	Whole School

Responsibility	Nominated by:
2. Heads of Boarding (male and female) and Day Scholar Representative (one student only) – SRC	Students and Staff in respective houses
3. Chairpersons of Committees	Staff allocated to each committee
4. Heads of School Houses (male and female) – Fenwick, Loomis, Orvis	Staff and students within those houses

Appointment Process

- All Grade 11 students are invited to apply for Committee and SRC positions.
- Candidates must be ratified by the Senior Management Team (SMT). Students may be excluded due to disciplinary concerns or other relevant issues.
- Positions listed in categories 1, 2, and 3 above will involve interviews to ensure the most suitable candidate is appointed.
- A nomination process will follow to confirm that candidates have the support and trust of the broader school community.
- The College follows a "one person, one nomination" procedure.
- In the event of any unresolved issue, the Head of School will make the final decision.
- Role descriptions will be provided for each role, with clearly defined responsibilities and expectations.
- The role of the Matrics and the respect associated with their seniority will be clearly communicated to the rest of the school.

Leadership Expectations

The College seeks student leaders who not only uphold the school's core values but also demonstrate the following leadership-specific qualities:

- **Integrity** – consistently honest and trustworthy
- **Responsibility** – reliable and accountable for their role
- **Service** – willing to put others before self
- **Initiative** – takes action without being prompted
- **Influence** – able to positively guide and motivate others
- **Respect** – for peers, staff, the school, and the broader community

Candidates will be expected to demonstrate the values above through their conduct, participation, and engagement in school life. Leadership at the College is not merely a title, but a commitment to serve and lead by example.

CAMPUS RULES & POLICIES

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 water reservoir, 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 the School Nurse, 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 the School Nurse.

UNIFORM & DRESS CODE

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) OR blue slacks with white ankle socks and tie and blazer.
    - **Tues, Wed, Thurs:** 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, Thurs:** 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, Thurs:** 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, Thurs:** White short-sleeve shirt, grey longs with black leather belts and blue school socks, Tie, (school scarf, puffy jacket and jersey optional).

General Uniform Guidelines:

- 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. Only sports uniform purchased from the uniform shop should be worn no 'outside clothing' is permitted
- Puffy jackets may only be worn when there is wet weather and permission has been granted by a Senior Management Member. It may not be worn on formal occasions. It may not be worn under the blazer.
- 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 wearing sports uniform students are expected to wear badger socks, unless they are in a specific sports kit then the relevant socks to said kit should be worn.
- Only the SLC cap or sunvisor 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

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.

Hair Policy -please see annexure G

The following rules have been agreed to by a representative group of students and staff. Infringements of these rules will result in punishments being meted out. Depending on the transgression, a time frame will be given by the Head of Discipline to rectify the transgression. Likewise, should a student be uncertain about a rule or need clarity on what is permissible and what is not, please approach the Head of Discipline for clarity BEFORE breaking the rules.

General Rules Regarding Hair:

- Hair must be neat and tidy.
- No hair may hang in/over the eyes.
- Hair types differ and certain styles may be considered in relation to hair type.
- Hairstyles including afros, braids, twists, cornrows, bald and dreadlocks are allowed, given that hair does not hang in / over the eyes.
- Highlights of a natural colour and extensions are allowed. Highlights that are contrary to the natural hair colour are not allowed.
- Ombré, balayages and split dying of hair are not allowed.

4. DISCIPLINE POLICY

4.1. DEFINITIONS

1. **“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.

2. **"The surrounds"** includes local forests and plantations, roads, farms, dams (Troutbeck, Ebenezer and Stanford), Haenertsburg village, grasslands and Magoebaskloof.
3. **"Caution"** refers to an informal verbal warning by a Deputy Head, warning the student that more punitive measures will be taken if the negative behaviour continues.
4. **"Deputy Head's Enquiry"** refers to an Informal Disciplinary Enquiry, conducted and chaired by a Deputy Head.
5. **"Formal Disciplinary Enquiry"** is a process where a serious alleged incident involving a student is investigated by the Deputy Head and chaired by the Headmaster or an appointee of the Headmaster of the College.
6. **"Discipline Committee"** is a group of teaching staff who overview the disciplinary processes and procedures of the College from time to time. Any change to the Code of Conduct, or a document of a disciplinary nature, has to be approved by the Headmaster.
7. **"DH"** is a common term used by the students of the College, and is synonymous with a "Formal Disciplinary Enquiry".
8. **"Drug"** refers to a chemical substance that produces a psychoactive effect. For the purpose of this policy, it includes, but is not limited to, e-cigarettes, vapes, herbal cigarettes, tobacco, cannabis, inhalants, alcohol, pharmaceutical drugs (without medical approval), illegal substances, as well as image and performance-enhancing drugs.
9. **"Substance"** is taken to have the same meaning as "drug" outlined above.
10. **"Staff"** is taken to mean all individuals employed by the school as academic, coaching or teaching personnel.
11. **"Excessive"** use of alcohol, or "abuse" of alcohol, is taken to mean sufficient use to bring persons into a clearly visible state of intoxication.

4.1.2 Principles Guiding Disciplinary Actions:

a) To create a consistent procedure where the punishment is appropriate for the offence as well as the circumstances surrounding the offence.

b) To guide students towards self-discipline and responsible behaviour and to foster College spirit and tradition in a constructive manner that reflects the Values and Vision of the College.

c) The College may initiate various forms of informal and formal disciplinary measures and is entitled to apply disciplinary action that it believes is appropriate in circumstances, but within the guidelines provided in this procedure. The judgement and discretion of the College to apply disciplinary measures will, therefore, not be rigidly restricted by the procedure or the Code.

d) The severity of action taken by the College will depend on the circumstances, the seriousness of the infringement(s) and any mitigating or aggravating factors being of relevance. For this reason, the guidelines enclosed seek to ensure consistency, but not to remove the necessary discretion of the teacher or the College to apply a lesser penalty should circumstances so dictate.

e) To distinguish between a misdemeanour and a severe transgression, the College has implemented a system where offences are categorised, dependent on the seriousness of the offence. Disciplinary measures applied in response to student misconduct will, therefore, require that the teacher or College officials involved exercise their own judgement in deciding on the appropriate and fair action to be taken.

f) A Disciplinary Enquiry will not be held if the possible sanction is anything less serious than suspension or expulsion.

4.2. DISCIPLINARY MEASURES

Generally initiated by a teacher:

- Constructive discussion.
- Verbal warning.
- A strike logged onto the detention file.

Generally initiated by a teacher, through a Deputy Head:

- Friday afternoon detention for repeated infringements.
- Meeting with College Disciplinary Committee.
- Informal Enquiry.
- Interview with the student and his/her parent/guardian.
- Behavioural counselling.
- Formal warning of a Disciplinary Enquiry.

May only be considered after a Disciplinary Enquiry:

- Formal warning of expulsion.
- Suspension from the College as punishment – usually no more than five (5) school days.
- Suspended Expulsion.
- Expulsion.

Discipline must, wherever feasible, be applied progressively. Repeated committing of a minor, similar or related offence will result in progressively more severe and formal action being taken, particularly where a clear pattern of behaviour is indicated by the student's continued misconduct.

Notwithstanding the principle of progressive discipline, a serious first offence may justify a formal and severe penalty and mitigate against the imposition of a lesser form of action.

4.3. DISCIPLINARY PROCESS

Level 1 offences are dealt with directly by the member of staff. Such minor infringements are communicated to the student's Tutor who will discuss the matter with the student and the student's parents where appropriate.

Incident Reports – Level 2 Offences

In all cases, the people involved with the misconduct will be asked to write an incident report. This document should contain all the information relating to the author's perspective on the alleged incidents and include a detailed description of the version of events. These reports remain the property of the College and are protected by the Access to Information Act (No. 2 of 2000) and will not be released unless due process is followed. It is paramount that the students requested to write the report are absolutely truthful.

4.3.1. Deputy Head's Enquiry (Informal Disciplinary Enquiry)

When an alleged Level 2 or Level 3 offence is reported, the member of staff (or other complainant) will report the matter to a Deputy Head. This will initiate a 'Deputy's Enquiry' (Informal Disciplinary Enquiry). The Deputy might ask and/or include one of the Discipline Committee members or a Boarding House Parent to assist with the initial investigation.

This Deputy's Enquiry must include an opportunity for the student to state his/her case in response to the complaint. If, after the investigation, the infringement is confirmed but is considered to be of a nature which does not require severe action, the student may be counselled and an appropriate sanction issued.

4.3.2. Formal Disciplinary Enquiry

When a serious (Level 3) alleged infringement occurs, or in the case of repeated lesser infringements where formal disciplinary action has not had the required effect, notification of a Disciplinary Enquiry is given to the student as well as his/her parents. This notification must provide sufficient information to ensure that the student/parents are properly informed of the alleged complaint, the seriousness of the allegations and the College's intention to convene a Formal Disciplinary Enquiry to investigate the alleged infringement.

When convening a Disciplinary Enquiry, the following must be noted:

1. The student's parents should wherever possible be notified of the hearing at least 48 hours (two working days) before the scheduled hearing. A Deputy Head can use their own discretion and decide to give the parents five working days as prescribed by the South African Schools Act, but only in highly irregular circumstances.
2. The student may be suspended pending the hearing, only if this is considered appropriate bearing the alleged misconduct in mind. This is enforced if it is deemed to be in the best interests of the College. The suspension of the student should be indicated in the notification to the parents, the period of suspension preferably not exceeding a period of five (5) school days prior to the conducting of the enquiry.
3. The student and parent(s) must be advised that they are expected to attend the hearing and that their non-attendance may prejudice their case – and result in the hearing being held in their absence, with a decision being made without their involvement.

4. The student and parent(s) must be advised of the serious nature of the allegations, and the possibility of severe disciplinary action being taken should the student be found guilty of the allegations made against him/her.
5. Legal representation at a Disciplinary Enquiry is not permitted, unless both the College and the parents agree that it is appropriate for both parties to be professionally represented. The hearing is an internal College procedure and the involvement of legal counsel can lead to unnecessary over-complication and hindrance of the process.

The conducting of the Disciplinary Enquiry is of great importance and must be chaired by an objective senior College official, member of the Letaba Trust or a suitably qualified person from outside the College. The Enquiry Chairperson will be responsible for leading and managing the enquiry process, and making critical decisions as to:

- **Verdict:** The guilt or innocence of the student relative to the allegation made;
- **Penalty/Sanction:** The appropriate penalty/action to be taken, taking into consideration both mitigating factors and aggravating factors.

To ensure a fair procedure, the Accused Student:

- Should be given adequate notice of the hearing (a minimum of 48 hours) and must properly understand the allegations being made.
- Should be presented with all facts and information relating to the allegations and must be given the opportunity to question evidence presented.
- Is entitled to present their own perspective and explain/defend their actions, and be heard by an impartial chairperson.
- Must be accompanied by a representative (a current member of the College community, either a student or staff member).
- May have their parent(s)/guardian present at the enquiry.
- Must be treated with dignity and respect throughout the enquiry.
- Is to be assured of reasonable confidentiality.
- Must be offered an opportunity to make a statement in mitigation after being advised of the verdict but before sanction is imposed.
- Must be notified of the outcome of the enquiry (verdict, decisions made regarding penalties, and reasons).
- Must be offered the right to appeal against any decision made by the Chairperson.

4.4. BURDEN OF PROOF

As the onus rests with the College 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 College if challenged.

4.5. COMPLETION OF A DISCIPLINARY ENQUIRY

After the completion of the enquiry, any decision made regarding guilt or innocence and disciplinary sanctions should be formally communicated in writing by the enquiry chairperson (preferably distributed within 5 working days). This notification must include a reminder that the student/parents have the right to appeal against a decision within 5 working days of receiving the enquiry outcome.

4.6. APPEAL PROCESS

(Refer to Annexure C for full procedures).

4.7. COLLECTIVE DISCIPLINARY PROCESS

Alleged misconduct by a group of students, where the infringement(s) are of a similar nature or with related intent, is considered as being "collective misconduct".

1. Generally, collective misconduct is dealt with on a collective basis. An informal investigation is conducted initially by the teacher or Deputy Head: Discipline with all students concerned.
2. Should the infringement be considered serious, a single Head's Enquiry may be conducted with the students concerned following standard disciplinary process guidelines.
3. Individual students must still be provided with the opportunity of demonstrating that their own circumstances may be different from that of the group.
4. The College reserves its right to conduct individual or collective enquiry procedures as appropriate.

4.8. SANCTIONS & PROBATION

4.8.1 Penalties, Consistency, and Probation

The penalties set out in the disciplinary code indicate the recommended maximum penalty that can be imposed. A lesser penalty may be applied should mitigating considerations indicate that the maximum penalty is not appropriate.

Probation: All sanctions, other than expulsion, imposed after a Disciplinary Enquiry carry an automatic minimum 6-month probation period. During this period, students will not be considered for awards or positions of leadership and must report once a month to a Deputy Head for a behaviour appraisal. Should the same or similar serious offence be committed within the probation period, expulsion is the likely outcome.

4.8.2 Cumulative Action

Imposing a more serious penalty for repeated misconduct is appropriate if the second misconduct is of a similar nature to the previous misconduct and previous warnings have not expired.

4.8.3 Suspension

- **Leave of Absence:** Pending an enquiry, a student may be asked to go home to receive family support while circumstances are evaluated.

- **Suspension Pending Enquiry:** Practiced temporarily when expulsion is considered or to protect the interests of the College/student. Preferably does not exceed 5 school days.
- **Suspension as Punishment:** Full exclusion from College activities (usually up to 5 school days) following a proven finding of guilt in a Disciplinary Enquiry. While on suspension, a student may not participate in or represent the College in any activity, tour, trek, or trip.

4.8.4 Expulsion

Expulsion is a last-resort sanction imposed only after conducting a Formal Disciplinary Enquiry where no reasonable alternative or lesser penalty is appropriate.

4.8.5 Disciplinary Records

Disciplinary Records remain on the student file for the duration of their time at the College and a further year. Disciplinary records are not forwarded to institutions of higher education.

4.9. MISCONDUCT OFF SCHOOL PREMISES

Imposing disciplinary action for misconduct that took place "off-site" (after hours and/or off College premises) requires that the College demonstrate the negative impact of off-site misconduct on the College/student relationship or College reputation. Proven off-site misconduct may result in leadership positions being rescinded.

4.10. SEARCH AND SEIZURE

The Headmaster or authorized teacher, upon reasonable suspicion (sufficient information), has legal authority to conduct a search of any student or property in their possession for dangerous weapons, firearms, alcohol, drugs, harmful/dangerous substances, stolen property, or pornographic material brought onto College property.

Guidelines for Search and Seizure:

- Searches must respect privacy and human dignity.
- Must be authorized by the Headmaster (or SMT / Housemaster / Housemistress after hours if urgent).
- **Random searches of individuals are prohibited.**
- Searches of students can only be carried out by persons of the same gender, in private, as part of a structured intervention in a decent and orderly manner.
- The search must take place in the presence of the student concerned, a support person of their choice, and a second adult witness of the same gender.
- If a student refuses a search and it is not urgent, parents will be called. If permission is denied by parents, the matter may be referred to the police.
- **Strip-searches and body cavity searches are strictly prohibited.**

5. SUBSTANCE ABUSE POLICY

5.1. RATIONALE

This Substance Abuse policy has been established to:

1. Publish guidelines and sanctions relevant to Stanford Lake College.
2. Address prevention and intervention with regard to substance abuse.
3. Be consistent with Government legislation.

At Stanford Lake College, substance abuse is considered an unacceptable practice as it is illegal and detrimental to the physical, mental and psychological wellbeing of a student. We strive to encourage a healthy drug-free way of life. We realise that students may be exposed to illegal, detrimental substances through various channels, and it is our policy to help students who fall victim to drug abuse while maintaining a safe, supportive, and drug-free educational environment.

By signing the acceptance of the College handbook, parents agree to and support the College's Substance Abuse Policy.

5.2. GUIDING PRINCIPLES

1. The possession, use, or distribution of illegal drugs, including alcohol and tobacco (including e-cigarettes/vapes, etc.), is strictly prohibited in South African schools.
2. Policy priorities focus on:
    - Developing a safe, supportive College environment that values human dignity.
    - Educating the College community regarding illegal substances.
    - Managing substance abuse incidents with due regard for confidentiality, student wellbeing, and College safety.
3. Confidentiality cannot and should not prevent the identification and prosecution of drug dealers and pushers.

5.3. POLICY REGARDING SUBSTANCE ABUSE

1. The use of any drug without a doctor's prescription is strictly forbidden on College premises, in College uniform, during extracurricular activities, or at College functions.
2. Should a student be found in possession of, or under the influence of, any drug (including alcohol), the College will take immediate action according to the Code of Conduct.
3. Dealing in and possession of drugs is a criminal offence. Dealing or acting as an agent in selling drugs will result in College investigation and referral to the South African Police Service (SAPS).
4. The Headmaster (or delegate) reserves the right to test students for substances without prior parent permission if there is reasonable suspicion of use.
5. Any positive test will be dealt with according to the Code of Conduct regardless of whether the substance abuse occurred on campus or off campus.
6. A student abusing drugs/alcohol at school or arriving under the influence will be suspended immediately pending a full investigation.

5.4. DRUG TESTING PROCEDURES

Drug testing facilitates a drug-free community at Stanford Lake College.

1. **Reasonable Suspicion:** Testing is conducted when reasonable suspicion exists.
2. **Costs:** Testing costs involved with suspicion-based testing will be charged to the relevant school account.
3. **Medical Certification:** Parents must provide a Doctor's certificate for any chronic medication prescribed to a student.
4. **Immediate Suspension:** A student caught in physical possession of illegal substances/drugs will be suspended immediately pending a Formal Disciplinary Enquiry.
5. **Testing Conditions:** Tests will be conducted by authorized College staff using reliable test kits under strictly controlled, confidential, and sensitive conditions.
6. **Notification:** Results will be conveyed confidentially to the Headmaster, Deputy Head: Discipline, student, and parents.

Action Subsequent to a Positive Drug Test:

- Parents will be informed and called to an immediate meeting with the student and the Headmaster to discuss the extent/reasons for abuse, student/parent attitudes, and required interventions.
- A positive test may result in a Disciplinary Hearing and sanctions according to the Code of Conduct.
- The College will assist parents in finding appropriate counselling/rehabilitation support for identified students.

5.5. EDUCATION AND PREVENTION

As an educational institution, Stanford Lake College remains committed to continuous proactive education and substance abuse prevention programmes integrated into the curriculum and pastoral care framework.

ANNEXURE G – HAIR POLICY COLOURS AND IMAGES

Accepted hair colours for girls:



Example of accepted hair styles for boys:



Without ponytail

