

Stanford Lake College



STUDENT INFORMATION HANDBOOK 2025

OUR VISION

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

OUR MISSION

Together we will:

- Build on a Christian foundation while 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

Value	Description
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 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

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 core values at 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 the same respect.
- I understand that cheating, bullying, vandalism, plagiarism, theft and substance abuse (involving smoking, alcohol or drugs—whether at the College or outside, and whether in school uniform or not) are very serious offences. If I am found guilty of such offences, I may jeopardise my continued enrolment at the College.
- I have the right, if I behave appropriately, 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. I will ensure that my behaviour in class does not impact others' opportunities to learn or the teacher's ability 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 undertake not to do anything that may damage its reputation.



- I understand that my general conduct at the College is part of my education. I will greet and be courteous to all staff, visitors, fellow students, seniors, and other adults on campus. The use of foul or abusive language is unacceptable.
- I will observe the regulations relating to 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 always strive to act in a way that reflects well on Stanford Lake College, demonstrating my loyalty and support for the ethos of the College.

COLLEGE CHARTER

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

- Instilling in each student a sound ethical and moral attitude, based on values of love, justice, compassion, respect, care, acceptance and tolerance.
- Developing and implementing a curriculum of excellence, setting the highest standards of work and behaviour for all students.
- Being professional in the allocation, review and return of students' work.
- Protecting the dignity of all members of the school community and creating a loving and caring environment.
- Fostering strong communication with parents as the basis for close cooperation.
- Conducting ourselves in accordance with the Code of Professional Conduct of the South African Council for Educators.
- Listening to parents and students, understanding concerns raised, and providing a suitable time and place for full and confidential discussion.
- Establishing reasonable expectations for solving issues or problems.
- Creating a written action plan for any proposed or agreed solution, and ensuring its reporting and review.
- Providing parents and students the opportunity to work collaboratively towards a solution.

Recognising that:

- Parents have deep insight and experience with their children.
- Parental and teacher perspectives may justifiably differ.
- Parents have multiple time commitments.

Parents / Guardians are committed to:

- Helping and encouraging their children to develop strong spiritual and moral values.
- Taking an active and supportive interest in the College's aspirations.
- Taking an active interest in their children's work and progress, including attending parents' meetings.
- Supporting the values, authority and discipline of the College.
- Ensuring their children abide by the College rules.
- Reading and committing to the relevant policy documents pertaining to them.
- Listening to teachers and addressing concerns directly with them.
- Holding discussions with teachers at appropriate times and places that allow full and confidential exploration of any issues.
- Articulating issues clearly and fully. Teachers will be given adequate time to work towards a solution.



Recognising that:

- Teachers are trained professionals.
- Teachers' perspectives may differ from those of parents.
- Teachers have multiple time commitments.
- They must meet the financial obligations associated with their child's education at the 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

Stanford Lake College, founded in 1998, is an independent co-educational high school situated in the Limpopo Province of South Africa, 350 km north of Johannesburg, between Tzaneen and Polokwane.

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

The College is located on the edge of Troutbeck Lake and Stanford Lake, across from the Ebenezer Dam, in the mountains of the Wolkberg — part of the northern Drakensberg range. The surrounding slopes are covered with indigenous forest as well as vast pine plantations, a distinctive feature of Magoebaskloof.

We integrate our unique environment into 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. Entire year groups camp and hike in the mountains at various times throughout the year.

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

ACADEMICS

The academic programme for Grades 8 and 9 places emphasis on Mathematics, Languages, and skill acquisition by integrating subjects such as Life Sciences, Physical Sciences, and Geography, within the Round Square Discovery Framework.

In Grades 10 to 12, students prepare for the Independent Examinations Board (IEB) Matriculation examination. Most graduates continue to tertiary education.

SPORTS, CULTURE & FACILITIES

The College offers extensive sporting, cultural, and outreach programmes. Students participate in traditional sports such as tennis, football, hockey, netball, cricket, and rugby. Athletics and water sports are also well-supported.

The High Performance Centre features squash courts, a fully equipped gym, and a heated indoor pool with touch-pad timing technology. An exercise area supports aerobics and other activities. In 2018, a world-class AstroTurf hockey pitch was constructed, enhancing the facilities for students and attracting training groups from across Limpopo and beyond.



STUDENT LEADERSHIP

We have moved away from the traditional "Prefect" system. Each matric student is part of a leadership committee covering all aspects of school life and aligned with the Round Square IDEALS. These committees organise inter-house competitions, excursions, and school events.

DIVERSITY AND INCLUSION

Stanford Lake College reflects post-apartheid South Africa, with students from diverse cultural, religious, racial, and linguistic backgrounds. While the school follows the Christian calendar, it also accommodates the needs of Hindu and Muslim students — the two next-largest religious groups.

As a small, young, but growing school, Stanford Lake College fosters mutual understanding and friendship in a rural setting, contributing meaningfully to nation-building and transformation in the new South Africa.

WELCOME

Stanford Lake College is more than a school. It is a warm, inclusive community where students are nurtured to thrive both academically and personally. Here, each student is known, challenged, supported, and inspired.

Our environment encourages curiosity and creativity while also developing resilience, leadership, and a strong sense of responsibility. With the freedom to explore and the guidance to grow, our students become confident individuals ready to contribute meaningfully to the world.

MANAGEMENT STRUCTURES

The College is managed by the Executive Head, supported by a Deputy Head (Academic), Deputy Head (Pastoral), and a Deputy Head (Co-curricular). The broader management team includes the Director of Boarding, Grade Heads, and Heads of Department.

Strategic governance lies with the Board of Governors, who oversee financial sustainability and policy direction, ensuring alignment with the school's vision and values.

FINANCIAL MATTERS

Stanford Lake College operates on a non-profit basis. All income is reinvested into the school's facilities, staff development, and student experience.

School fees are reviewed annually by the Board. Fee structures are transparent and include tuition, boarding (where applicable), and other core elements of school life. Scholarships and bursaries are available to promote access and excellence.



BOARDING

Boarding lies at the heart of our community. Approximately 70% of students are boarders, supported by dedicated Houseparents and Resident Staff who provide a caring, structured, and family-oriented environment.

There are four boarding houses:

- **Founders** for boys
- **Ken Shuter** , Lakeside and **Serala** for girls

Each house fosters a sense of identity, pride, and camaraderie. The boarding experience builds independence and lifelong friendships.

ROUND SQUARE

Stanford Lake College is a proud member of the Round Square network — a global association of schools that share a commitment to character education and experiential learning, built around six IDEALS:

- Internationalism
- Democracy
- Environmentalism
- Adventure
- Leadership
- Service

These values are embedded into every aspect of school life, enriching students' education and preparing them to be active, compassionate global citizens.

CONTACT INFORMATION

Physical Address:

A22 on the R71 at Troutbeck Lake, 5 km north-east of Haenertsburg

Nearest Airport:

Polokwane International – 68 km

Postal Address:

P.O. Box 271, Haenertsburg, 0730

Telephone: +27 15 276 6103

Email: info@slc.co.za

Website: www.slc.co.za

Updated: May 2025



PART 2 UNIFORM AND APPEARANCE

The uniform has been designed after extensive consultation with parents and students and should be worn with pride. Students must appear neat and tidy at all times. All items of clothing must be clearly labelled. Mondays and Fridays are formal days and the formal uniform must be worn. Matric jackets may not be worn with the formal uniform.

Summer terms: Terms 1 and 4 Winter terms: Terms 2 and 3

GIRLS

Summer Uniform – Terms 1 and 4 Monday and Friday (Formal Uniform):

- White short-sleeved shirt
- Skirt
- White ankle socks
- Blazer (no tie)
- Jersey optional

Tuesday, Wednesday, Thursday:

- White short-sleeved shirt
- Skirt
- White ankle socks
- Jersey optional
- Puffy jacket and jersey optional (no tie)

Winter Uniform – Terms 2 and 3 Monday and Friday (Formal Uniform):

- White short-sleeved shirt
- Skirt and blue stockings OR blue slacks with white ankle socks
- Tie
- Blazer
- School scarf and jersey optional

Tuesday, Wednesday, Thursday:

- White short-sleeved shirt
- Skirt and blue stockings OR blue slacks with white ankle socks
- Tie
- School scarf, puffy jacket and jersey optional

Note: Monday and Friday are always formal uniform days, except where students have Phys Ed lessons before tea (not applicable to LO lessons).

BOYS

Summer Uniform – Terms 1 and 4 Monday and Friday (Formal Uniform):



- White short-sleeved 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

Tuesday, Wednesday, Thursday:

- White short-sleeved 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
- Puffy jacket and jersey optional

Winter Uniform – Terms 2 and 3 Monday and Friday (Formal Uniform):

- White short-sleeved shirt
- Grey longs with black leather belt and blue school socks
- Tie
- Blazer
- School scarf and jersey optional

Tuesday, Wednesday, Thursday:

- White short-sleeved shirt
- Grey longs with black leather belt and blue school socks
- Tie
- School scarf, puffy jacket and jersey optional

GENERAL RULES REGARDING UNIFORM:

- Only appropriate black school shoes are allowed (no ankle boots).
- Tracksuits, Dad uniform, and sports kit may only be worn with track shoes.
- The school puffer jacket may only be worn in very wet weather and not on formal occasions or under blazers.
- White scarf (matrics) and navy scarf may be worn when it is cold.
- Top buttons must be fastened when wearing a tie.
- Shirts must be tucked in at all times.
- When not in uniform, students may wear short white and navy blue Badger socks.
- Only the SLC cap may be worn with sports kit.
- Formal uniform must be worn when attending sports or cultural events unless the school tracksuit is explicitly permitted.
- Athletics shorts may only be worn to sports practices; full tracksuit or Quantex shorts must be worn in class.
- Stockings must be neat and not laddered or torn.
- Boys must wear a black leather belt with an appropriate silver buckle.
- Students may change into sports kit at lunchtime.
- Girls must have a full school swimming costume.



- Students must wear appropriate sports kit for practices.
- The school jersey may not be worn with sports kit or the Dad uniform.
- Tracksuit tops may not be worn under blazers or in place of school jerseys.
- No visible T-shirts may be worn under the sports uniform.
- School shirts (e.g., 1st team, trek, house) other than the green golf shirt may only be worn after 16:45.
- 1st team shirts may only be worn by Grades 10–12 students currently in a 1st team.
- Girls' skirts must be no shorter than four fingers above the knee.
- Only sport-type running/track shoes may be worn with Dad/house/sports kit – no canvas takkies or non-sport shoes.
- Grade 12 students may wear the white 'matric jersey' on non-formal days and only the matric jacket for their year.

SPORTS KIT

Changing into Sports Kit Day scholars may return home in a school tracksuit or sports kit after sport/clubs. Students must arrive and depart in the correct uniform.

Afternoon dress options:

- Official practice/match kit with school tracksuit (or blazer for cricket matches) and navy sports shorts of appropriate length
- Dad clothes with track shoes only
- School tracksuit with house shirt or green golf shirt
- Full school uniform

Travel to/from fixtures (as per coach discretion):

- Full school tracksuit with top or puffy jacket (not Dri-Mac)
- Full school uniform
- Cricket whites and blazer
- Sports kit / 1st team golf shirt and blazer
- Other approved travelling uniform

HAIR POLICY

Rules were agreed upon by staff and student representatives. Transgressions will be sanctioned. Timeframes to correct breaches will be provided by the Head of Discipline. Queries or requests for clarity should be directed to the Head of Discipline **before** rules are broken.

General Hair Rules:

- Hair must be neat, tidy, and tied before arriving at school or boarding the school bus.
- Hair must not cover or hang over the eyes.
- Styles may be considered according to hair type.
- Afros, braids, twists, cornrows, bald cuts and dreadlocks are permitted, provided hair is not in/over the eyes.
- Natural-coloured highlights and extensions are allowed. Contrasting colours are not allowed.



Girls' Hair:

- Ombré, balayage and split-dye styles are not allowed, including in braids.
- Light hair may not be dyed darker (e.g., blonde to dark brown).
- Braids/twists may use hairpieces in colours #1, #1B, #2, #4, #6. Colours #30 and #33 are allowed only if the brand EXPRESSION is used.
- Blending of colours #1 to #6, or #30 and #33, is allowed (see Annexure G).
- Elastics, hairbands, and beads must be in school colours (navy blue, bottle green, white, clear).
- Hair accessories must be functional and in school colours. No decorative accessories.
- One small, round clear or wooden bead (or two) is allowed at braid ends. No mixing of clear and wooden beads.
- Undercuts must be covered when tied up.
- Hair longer than shoulder-length must be tied up according to hair type.

Boys' Hair:

- Hair must not go beyond the top of the collar.
- Sideburns must not extend beyond mid-ear.
- Facial hair must be shaved as necessary. Boys who fail to shave will be sent to do so.
- No hair accessories allowed.
- Hairstyles must suit hair type (see Annexure G).
- Mullets are not permitted.

Special Conditions:

1. Cultural/religious exemptions must be submitted in writing by the relevant leader to the Principal.
2. Medical exemptions must be supported by a valid certificate.
3. Temporary hair issues must be communicated to the Principal in writing.

FINGERNAILS

- Only clear gloss polish allowed
- Nails must not extend beyond fingertips

JEWELLERY**General Rules:**

- No jewellery allowed except:
 - Family signet ring (girls only), with Head of Discipline's permission
 - One sleeper/plain silver/gold stud earring per ear lobe (girls only). Studs must not exceed hole punch size.
- No pearl jewellery
- No rings, nose/tongue studs, bracelets or visible necklaces

Girls' Jewellery:

- Only one earring per ear lobe in the lowest piercing
- New piercings must be done during holidays and not worn in term



- Hoop earrings must be smaller than a pinky. Studs must be plain or diamond-sized as per hole punch.
- Religious jewellery requires written permission from parent and religious leader, signed off by Head of Discipline

Boys' Jewellery:

- No earrings, bracelets, necklaces, or piercings
- Must wear a plain black belt with standard buckle (no branding or silver)
- No jewellery may be worn at school, during sport, or on sports tours
- Religious jewellery requires written permission from parent and religious leader, signed off by Head of Discipline



Boarding Houses

The College has five boarding houses:

- **Founders House North** (boys)
- **Founders House 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 founding teacher at the College
- **Serala House** (girls) – named after a peak in the local mountains visible from the campus

Every effort has been made to provide boarding facilities that support students' development.

Telephone

Students may receive calls (but not make them) on the following numbers when they are not engaged in class, sport, or prep, and not after lights out. Refer to page 17 for mobile phone regulations.

- **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 House (girls):** 015 276 6103 ext. 268
- **Lakeside House (girls):** 015 276 6103 ext. 265

Trunks or Suitcases

Boarders are advised to bring their belongings in a marked tin trunk, which must be taken home during the Easter, June, and October holidays. Surplus items such as sports equipment and valuables may be stored in the trunk; therefore, locks are necessary to secure it. Students from cross-border countries may store their trunks at the College over the holidays but must not leave items in their lockers.

Personal Belongings

Boarders may bring posters (subject to approval), music centres, sports equipment, and other personal items. The College does not carry insurance for such items; parents must ensure that their child's belongings are covered under their own short-term insurance.

The College is not responsible for the security of mobile phones and other valuables; students must take responsibility for safeguarding these items. Please note that cupboards in the boarding houses are not considered secure. Only econo-heaters may be used in student rooms.

Students should provide a spare key for their cupboard lock to the Housemaster or Housemistress. Combination locks are discouraged.

Bedding

Boarders must supply the following:

- Two sheets (fitted optional)
- Two pillowcases
- Two duvet covers
- One duvet



- Two pillows

Laundry

A laundry service is available to boarders. All clothing items must be marked with sewn-on name tapes; permanent marker tags are not permitted. Boarders must use the prescribed laundry bags and sock bags.

Dress

Boarders must adhere to the dress regulations for weekday evenings and weekends as outlined 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 or House Mistress will draw up a set of guidelines for boarders.

In general, boarders have free evening time for leisure before and after showers and supper, followed by supervised homework sessions in their rooms. During these sessions, the Houses will be secured for the evening. Lights out is generally at 21:30. Seniors may have extended study at the discretion of the House Master or House Mistress. Boarders will rise at 06:15 and have breakfast.

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

Holidays

All boarders are expected to go home over the half-term long weekend or spend that time with friends (with parental permission and knowledge). All rooms must be cleared completely at the end of each term. Permission to leave school earlier than the published dates and times will only be granted in exceptional circumstances.

Valuables

All electronic items must be registered with the House Master or House Mistress. Boarders should look after their belongings by locking them away or handing them in to the House Master or House Mistress. Valuable items should not be brought into the boarding house.

Boarders may not borrow anything without the express permission of the owner. Buying or selling items without the House Master or House Mistress's consent is prohibited.

Communication

Parents are requested to follow the appropriate channels when contacting boarding staff. All matters relating to the Boarding House should be directed through the House Master or House Mistress, or the specific tutor. 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 closure or it being placed out of bounds.
- Look after all equipment in the common room. You will be charged for repairs if found responsible for any damage.
- The TV may only be watched at the following times: 17:00–18:30 on weekdays and 06:00–21:30 on weekends.

Morning Inspection

- Your room must be kept tidy at all times. Clothes should be packed away neatly in the cupboard. Your desk and bookshelf must be neat and organised.
- Nothing may be left on the floor except bedding on your bed.
- You must be in your room for morning inspection at 07:05. Only after your room has been cleared by the House Master, House Mistress, or duty staff may you leave to go promptly to school.
- Adhere carefully to the school's clothing regulations.

Sick Report / Serious Injury Weekdays

If you are sick or seriously injured:

1. Inform your Class Teacher, House Master or House Mistress, or Assistant House Master/Mistress immediately and obtain a Sanatorium slip.
2. Report to Sister Zandile Moagi. You may not stay in bed unless specifically instructed by Sister Zandile Moagi, who will inform your House Master/Mistress and teachers. You will be required to stay in the Sanatorium while sick.
3. A decision will be made whether you need to see a doctor or be medicated on campus.

If you are ill enough to leave class, you must report to Sister Zandile Moagi, who will either send you back to class medicated or allow you to remain in the Sanatorium. If you do not attend class, you may not attend afternoon activities. Pupils may not make private arrangements to be taken home when ill; all such arrangements must be made through Sister Zandile Moagi (this includes Day Scholars).

Please report to Sister Zandile Moagi with a Sanatorium slip from your Class Teacher or House Master/Mistress.

Weekends

If you are sick or seriously injured:

1. Inform the Duty Staff, House Master/Mistress, or Assistant House Master/Mistress immediately.
2. The Duty Staff, House Master/Mistress, or Assistant House Master/Mistress will contact Sister Zandile Moagi or Mr Friedrichs.
3. A decision will be made whether you need to see a doctor or be medicated on campus. You will be required to stay in the Sanatorium.

Medicine



Boarders may not keep any medicine in their possession. All medicine must be handed in at the Sanatorium. 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 from your House Master or House Mistress. Adhere carefully to meal times and behave in a civilised 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, and you must clear up any mess you make.

After supper, boarders must be in their houses by 18:30 or 18:45.

Visitors

No visitors are allowed in the house without the consent of the duty teacher. No girls are allowed in the boys' houses and no boys in the girls' houses, not even in 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 started.

Prep Rules

Prep is a time for study and homework. Misconduct during prep will not be tolerated.

There will be silence during prep. All doors must remain open.

Cell phones must be turned off and put away or placed on top of the bookshelf — they will be confiscated for one week if used during prep.

Late study for Grades 11 and 12 is allowed with permission from duty staff and is a privilege, not a right.

Signing Out Procedures

Signing Out During the Week

Pupils may only sign out during the week to spend the night at their own homes for valid reasons. The House Master or House Mistress must receive digital permission (email, WhatsApp, etc.) from the parents the day before, stating the reason for leaving, who will collect the pupil, and when the pupil will return.

For regular weekly trips (e.g. ballet, extra lessons), one letter may be given to the House Master or House Mistress to cover the entire term.



Before leaving, the pupil must obtain a completed and signed weekday EXEAT slip from their House Master/Mistress, School Nurse, or 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 Mrs Willson.

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 Mrs Willson)



Signing Out for the Weekend

Pupils must complete the signing-out file in their boarding house (example below) by **Wednesday** to allow time for details to be checked by the House Master/Mistress (HM). The driver’s full name, contact number, and destination must be included

Surname	First name	Out	In	Area	Destination	Driver’s name	Driver’s no.	Signature
Average	Joe	Fri	Mon	PLK	home	Mrs Average	082 345 678	P. Average

It is presumed that, as a general rule, pupils are going home at the weekend and being signed out by a parent. However, there are exceptions:

1. Pupil going home but not with a parent

Parents may nominate specific individuals who are permitted to sign their child out regularly (e.g. a lift club). A permanent record is kept of each pupil’s authorised signing-out list.

To add someone to your child’s list:

- Send a letter or email to the HM with the person’s full name and contact details.
- This list is checked before the signing-out files are submitted to the office on Friday mornings.

The teacher on duty may request identification from anyone collecting a pupil.

2. Pupil going to someone else’s house



- Parents must provide **digital permission** (email or WhatsApp) **by the day before**, stating:
 - Which **adult** (not a fellow pupil) will be signing the child out
 - The **destination**

Parents must ensure that their child has made proper arrangements in advance. Last-minute changes are discouraged and may not be accommodated.

Important: The person signing a pupil out assumes **legal responsibility** for that child until they return to school. This responsibility **may not be transferred** to another person. If an incident occurs, the person who signed the pupil out may be held legally accountable.

The teacher on duty may request identification from the person collecting the pupil.

Additional Information

- **Boarding staff are not responsible** for transporting pupils to or from their destinations.
- Pupils wishing to attend a function must arrange:
 - Transport
 - Accommodation
 - **Parental consent via a detailed email** to the school outlining:
 - Where the pupil will be
 - With whom they will be travelling

Pupils **may not sign each other out** under any circumstances.

Note: The signing-out book is a **legal document**. It transfers responsibility for a pupil from the school to a parent or third party and is designed to ensure pupil safety.

- Pupils may return to the boarding house on **Sunday after 14:00**, but not before or during the weekend.
- Pupils **must** be in the boarding house by **18:00** on Sunday.

Use of Mobile Devices in the Boarding House **Preamble**

Stanford Lake College (SLC) recognises the importance of technology in modern education. Laptop and tablet computers can significantly enhance pupils' academic progress. However, if misused, they can hinder learning. To this end, the following rules apply to the use of these devices in the SLC Boarding Houses.

Laptop and Tablet Use

Laptop and tablet computers may be used **conditionally** in the boarding houses:

- The **primary purpose** is to support academic work.
- During **prep sessions**, devices may be used for:
 - Word processing
 - Spreadsheets
 - Presentations
 - Research (using CDs or the internet)

All activities must be done in **silence** or with **headphones** if sound is required.



Restrictions

- Devices may **not** be used to:
 - Watch DVDs
 - Listen to CDs
 - Play games
 - Stream entertainment
- Usage by year group:
 - **Grades 8–10:** No use after **21:15** (Quiet Time)
 - **Grades 11–12:** May use devices until **23:00** if granted extended prep permission
- All devices are the **sole responsibility** of the owner.

SLC accepts **no responsibility** for loss or damage to laptops or tablets brought to the boarding house.

- Misuse may result in **confiscation** of the device for a specified period.

Mobile Phones: Refer to **Annexure K – Mobile Device Policy** for full regulations.

Care of the Boarding Houses

- At the beginning of each year, pupils must complete a **Room Condition Form** listing any pre-existing faults or damage.
- Once signed, pupils are **responsible for any additional damage** and may be charged for repairs.
- Any breakages must be reported **immediately** to the HM or AHM.
 - The HM will compile a weekly report for the **Estate Manager** every **Tuesday** to coordinate repairs.

End of Term Room Clearance

- Pupils must **clear their rooms** before holidays to allow for thorough cleaning.
- Termly boarders may **arrange with the HM** to store trunks containing some belongings.

Boarding Reference

For full boarding regulations, routines, and procedures, refer to: **Annexure F – Boarding House Rules, Routines and Procedures**



PART 4 ACADEMICS AND AWARDS

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 (RSDF)** captures and describes the essence of a student who develops and demonstrates competencies and attitudes aligned with the six Round Square IDEALS:

- **Internationalism**
- **Democracy**
- **Environmentalism**
- **Adventure**
- **Leadership**
- **Service**

Stanford Lake College has placed these Discoveries at the heart of the **junior phase** curriculum to ensure students focus on **values-based learning**, rather than solely on academic achievement.

Academic Subjects

Grades 8 & 9

- English HL
- Afrikaans FAL
- Mathematics
- Physical Sciences
- Life Sciences
- EMS (Economic and Management Sciences)
- History
- Geography
- Arts & Culture
- Art
- Cognitive Education
- Conversational Sepedi
- Dad (Adventure)
- Computer Studies

Grades 10–12

Compulsory Subjects:

- English HL
- Afrikaans FAL
 - (Immigrant and cross-border students may take an alternative subject)
- Mathematics **or** Mathematical Literacy
- Life Orientation



Elective Subjects:

(Three must be selected; offered in pre-determined subject groupings)

- Life Sciences
- Physical Sciences
- Geography
- Accounting
- Business Studies
- Visual Arts
- History
- Sepedi
- Computer Applications Technology (CAT)
- Information Technology (IT)

Deadlines

- All **academic deadlines** for projects and assignments must be met.
- A *project* is defined as work completed in addition to regular homework or classwork.
- Work must be **submitted at the start of the lesson** on the due date.
- Late work will be penalised in accordance with the Academic Policy.

Teachers must:

- Clearly communicate project expectations
- Outline criteria for evaluation
- Include an interim (halfway) mark if applicable

Plagiarism or copying may result in:

- Both students receiving a **zero**
- Disciplinary action in line with the **Student Code of Conduct**

Missed Tests

- Students who know in advance that they will miss a test must notify the relevant teacher **before** the test date to arrange an alternative.
- In the case of unforeseen absence, students may be asked to:
 - Provide a **doctor's certificate** or appropriate proof.
 - Complete the assessment later or be given an **assessed mark**.
 - This applies to both tests and examinations.

Homework

- All students are expected to complete **1 hour and 45 minutes** of homework **each weekday**.
- Weekend project/homework may be assigned.
- **Grade 12** students are expected to **self-manage** their homework time effectively.



Computing Facilities

- College computers and internet are provided for:
 - Research
 - Assignments
 - Educational communication
- Access is a **privilege, not a right**.
- The Computer Centre has a dedicated **Acceptable Use Policy**.

Violations may result in:

- **Loss of access**
- **Disciplinary action**
- Possible **legal action**

Academic Assessment

Assessment at Stanford Lake College is **continuous and multifaceted**, including:

- Ongoing assessment tasks
- Tests
- Portfolio work
- Examinations

Examination Timetable:

- **June:** Grades 8, 9, 10 & 11
- **Prelims:** Grade 12
- **November:** Grades 8, 9, 10 & 11

Term Assessment Requirements:

- **Grades 8 & 9:**
 - At least **three different written assessments** in Terms 1 and 3
 - Examinations in Terms 2 and 4
- **Grades 10–12:**
 - At least **three written assessments** in Terms 1 and 3
 - Grade 12 includes **Prelim Examination**

In the case of **examination absence**:

- An assessed mark may be awarded, or the exam may be written later.
- A **doctor's certificate** may be required.
- The assessed mark will be calculated based on the student's previous rank position.

Note: Examination results may **not be published** until all exams are completed.

Awards

A comprehensive **awards system** exists for recognition in academics, sport, leadership, culture, and



other extra-curricular activities.

- **Half Colours** and **Full Colours** may be awarded from **Grade 10** onwards.
- **Honours** may be awarded in **Grades 11 and 12**.

Refer to the **Awards Policy** on the school website for details.

Awards Committee

- Composed of:
 - A Deputy Head (Chairperson)
 - Elected/co-opted staff members representing:
 - Academics
 - Sport
 - Culture
 - Adventure

No award will be made without approval from a representative committee across all disciplines.

Senior Prize Giving / Valediction Ceremony

- Held in **October**, before matric study leave.
- Awards include:
 - **Subject prizes** based on Prelim results
 - **Best Results in Prelims** (distinct from the Dux award)
 - **Dux Award** (based on previous year's IEB results)
- **Heads of School** deliver **Valedictory Speeches** during the ceremony.

Non-School Activities

- **Formal recognition** may be given for **external achievements**, though the school will not provide:
 - Financial support
 - Equipment
 - Transport

Students must:

- Submit a **formal application** to the Awards Committee
- Include a **full motivation**
- Be assisted by their **tutor**
- Applications are assessed **individually**

Recipients are entitled to wear the **Full Colours tie** from **Grade 10 onwards**.



PART 5 BEHAVIOUR AND DISCIPLINE

Student Expectations and Conduct

A student's entry into the College makes him or her a member of the wider **Stanford Lake College community**. As such, there are expectations regarding conduct and the benefits that come from being part of this community.

This association **extends into weekends and holidays**, and while enrolled as a student, the **Student Code of Conduct** must be adhered to at all times.

Remember: the public is quick to judge and may form lasting impressions based on poor behaviour.

Please refer to the **Student Code of Conduct** to remind yourself of what is expected of you.

It is clear that if the influence of the **College** and the **home** work together in the same direction, much can be achieved. Equally, very little will be accomplished if these two influences are in opposition.

Substance Abuse

Substance abuse is a global problem. At Stanford Lake College, we aim to address it with clear expectations and an educational approach that promotes awareness and responsibility.

However, the **possession or use of any drug or illegal substance** is **strictly prohibited** and may result in **suspension or expulsion** from the College.

- **Smoking in any form**, as well as the **possession or consumption of alcohol**, is not permitted:
 - On campus
 - During any school outing or activity
 - In public, while wearing attire that identifies a student as a member of Stanford Lake College

Drug Testing

The College reserves the right to **administer drug tests** where there is reasonable suspicion that a student is using drugs or other illegal substances. This includes the use of **performance-enhancing substances**.

Public Displays of Affection

Inappropriate public displays of affection are **not permitted**. To avoid any misunderstanding, the College maintains a **"No Physical Contact"** policy.

Definition of School Time

School time is defined as:

- The period of the term between the start and end dates shown on the school calendar
- Any official school functions or tours held during holidays

School time excludes the **half-term break**, except for students who remain at school during this period.

Students who are **not in residence** or who are **outside official school hours** fall under the responsibility

of their parents or designated guardians.

Mobile Phones

Grades 8 & 9:

- **Mobile phones are not permitted during academic time.**
- **Boarders** must hand in their phones to the duty teacher before school and may retrieve them after school. Phones must be handed in again before evening prep.
- **Day scholars** may not use phones from the start of the school day until after lessons have ended.

Grades 10–12:

- Students may have phones at school but may **not use them during lessons** unless permission is granted by the teacher.

Earphones may not be used in public spaces.

Detention

Detention is scheduled on **Thursday or Friday afternoons** for students who commit **minor infractions** of the school's code of discipline.

- Detention may not be rescheduled except for:
 - **Official school functions**, or
 - At the request of a teacher
- Students must receive **at least 48 hours' notice** in advance.

ANNEXURE A – TRANSGRESSIONS AND SANCTIONS

Pupil Code of Conduct Interpretation of “At School”

All transgressions are considered in the context of being "at school".

For the purposes of this document, “The School” or “The College” refers to Stanford Lake College. “At school” includes, but is not limited to:

- Being on the school premises at any time.
- Participating in a school function, at any location and time.
- Wearing the school uniform in any public place, whether or not on school business.
- Being associated with the school in any context.
- Being present in surrounding areas, including local forests, plantations, roads, farms, dams, Haenertsburg village, grasslands, and Magoebaskloof.

Examples of Infringements and Recommended Sanctions

Please note: The sanctions stated in this Code of Conduct are recommendations. The School reserves the right to impose alternative or additional sanctions as deemed appropriate.

Level 1: Less Serious Infringements

Possible Sanctions:

- Verbal reprimand or warning
- Strike on ADAM
- 3 strikes = Friday detention
- 3 detentions = Informal Disciplinary Hearing (DH) / warning
- Formal DH and suitable sanction determined by the Discipline Committee
- Any other sanction deemed appropriate

Examples of Level 1 Infringements:

1. Being in prohibited areas or engaging in unsafe activities that may cause injury or property damage.
2. Noisy, disruptive, or unruly behaviour; trespassing; failure to identify oneself when asked.
3. Littering, poor grooming, hygiene issues, untidy dress, eating/drinking in class.
4. Tampering with others’ possessions; using school equipment without permission (non-serious).
5. Refusal to complete homework; poor attitude towards academic work; non-cooperation.
6. Truancy; unexplained absences; unauthorised departures from school or classes.
7. Misuse of personal electronic devices.
8. Any other minor infringement deemed to require corrective action.

Level 2: Serious Infringements

1st Offence Sanctions:

Informal DH, counselling, community service, final warning, parental contact, or other suitable sanction.

2nd Offence Sanctions:

Formal hearing, suspension, expulsion, or any appropriate sanction.

Examples of Level 2 Infringements:

9. Disrespect, defiance, swearing, intolerance, persistent rule violations.
10. Dangerous or demeaning games, teasing, intimidation, physical aggression.
11. Inappropriate behaviour or comments that damage the school's reputation; abuse of seniority or privileges.
12. Lying or dishonest conduct with less serious consequences.
13. Vandalism or carelessness with property or equipment.
14. Wilfully creating a hostile environment or disrupting school activities.

Level 3: Very Serious Misconduct

("Zero Tolerance Offences" – may lead to expulsion even for a first offence)

Possible Sanctions:

Formal Disciplinary Hearing, suspension, expulsion, or any other appropriate sanction.

Examples of Level 3 Infringements:

15. Violent or threatening behaviour, assault, bullying, harassment, possession of dangerous weapons.
16. Possession, use, or distribution of drugs, alcohol, hallucinogens, or dangerous substances; smoking or vaping; testing positive during term time.
17. Theft or attempted theft; possession or sale of stolen goods.
18. Serious dishonesty, including exam cheating, forgery, falsifying documents, security breaches.
19. Obscene, indecent or sexually inappropriate behaviour; sexual harassment or offensive material.
20. Behaviour that endangers others or school property; unauthorised filming or sharing content online.
21. Misconduct that seriously harms the school's reputation.
22. Any other offence considered serious enough to justify expulsion on the first offence.

Disciplinary System and Process (ADAM)**Level 1: Less Serious Behaviour**

- 3 Strikes = Detention & parental contact by Tutor
- 3 Detentions = Informal DH
 - Student appears before the Discipline Committee
 - Sanction determined, including written warning
 - Parental contact by Tutor or Housemaster/mistress
- Next Detention = Formal DH

Discipline Committee Composition:

Head of Discipline, Male and Female Discipline Representatives, and other PEX members as needed.

Key Disciplinary Principles**1. Penalty and Consistency**

Penalties listed represent the maximum recommended responses. Lesser penalties may apply based on

mitigating factors. While consistency is important, individual circumstances must always be considered.

2. Cumulative Action

A more serious penalty may be imposed for repeat offences only if they are of a similar nature and any prior warnings remain valid.

3. Expulsion

Expulsion can only occur following a formal disciplinary hearing. Even if the student admits guilt, a hearing is required to ensure procedural fairness. The school must be able to justify why lesser sanctions were not appropriate.

4. Suspension

4.1. Suspension as Punishment:

May be used for serious offences as an alternative to expulsion.

4.2. Suspension Pending a Hearing:

Used to safeguard the interests of the school and student. Not a punishment. The hearing must be conducted promptly.

5. Disciplinary Procedure

The school bears responsibility to demonstrate fairness and reasonableness. All procedures outlined in this code must be followed. Deviations must be justifiable if challenged.

6. Misconduct Off School Premises

Disciplinary action may be taken for off-site misconduct where a clear negative impact on the school/student relationship is demonstrated.

Conclusion

To uphold the good name of the College, we remind all members of our community that gossip and speculation are unproductive. If you have concerns, please address them directly with the College.

If this Code appears old-fashioned, it is because Stanford Lake College proudly endorses timeless values of character, respect, and integrity.

ANNEXURE F - BOARDING HOUSE RULES, ROUTINE AND PROCEDURES

Daily Routine in SLC Boarding Houses

Term 1 and 4

Time Activity

06:00 Rise and shine

06:30 Roll call and house inspection

06:40 Breakfast – all pupils to be in the dining room by 06:40

06:40 Sanatorium open for medication

07:10 Sanatorium open for sick pupils

07:10 End of breakfast – clean-up team to clear and tidy the dining room

07:20 All pupils must vacate the boarding houses and report to their first lesson (starts at 07:30)

Note: Boarding houses are out of bounds during class time. They will be reopened at lunchtime and after the final lesson.

Time Evening Routine

17:30 Prayer

17:35 Supper

17:40 Sanatorium open for medication

18:00 Sanatorium open for sick pupils

18:45 All pupils to be in their houses / Roll call

19:00 Prep begins – pupils must be at their desks, doors open, phones off

20:00 Break

20:15 Second prep

21:00 Break – brush teeth, prepare for bed, etc.

21:15 Quiet time – all pupils to be in their rooms; silence in the house

21:30 Lights out for Grades 8 and 9

House silence applies: No TV, games, radios, DVDs, or walking around.

Third optional prep for Grades 10–12 may continue **only with permission from the duty staff**.

Time Lights Out

22:00 Lights out for Grades 10, 11 and 12 – **House silence in effect**

Term 2 and 3

Time Activity

06:00 Rise and shine

06:30 Roll call and house inspection

06:40 Breakfast – all pupils to be in the dining room by 06:40

06:40 Sanatorium open for medication

07:10 Sanatorium open for sick pupils

07:10 End of breakfast – clean-up team to clear and tidy the dining room

07:20 All pupils must vacate the boarding houses and report to their first lesson (starts at 07:30)

Note: Boarding houses are out of bounds during class time. They will be reopened at lunchtime and after the final lesson.

Time Evening Routine

17:30 Prayer

17:35 Supper

17:40 Sanatorium open for medication

18:00 Sanatorium open for sick pupils

18:30 All pupils to be in their houses / Roll call

18:45 Prep begins – pupils must be at their desks, doors open, phones off

19:45 Break

20:00 Second prep

20:45 Break – brush teeth, prepare for bed, etc.

21:00 Quiet time – all pupils to be in their rooms; silence in the house

21:15 Lights out for Grades 8 and 9

House silence applies: No TV, games, radios, DVDs, or walking around.

Third optional prep for Grades 10–12 may continue **only with permission from the duty staff.**

Time Lights Out

22:00 Lights out for Grades 10, 11 and 12 – **House silence in effect**

Adopted by the School Board of Trustees

ANNEXURE G – HAIR POLICY COLOURS AND IMAGES

Accepted hair colours for girls:



Example accepted hair styles for boys: without ponytail



https://www.stpeters.co.za/uploads/girls_files/HAIR_POLICY_Updated_Feb_2018.pdf
<http://www.deltapark.gp.school.za/wp/wp-content/uploads/2016/02/HAIR-POLICY.pdf>