



XANADU PRIVATE SCHOOL

012 000 9250 | info@xanaduschool.co.za | www.xanaduschool.co.za

CONTRACT

Pre-School:		Primary School:	
High School:			

Full Names & Surname of Student:

Grade:

--

Starting Date:

20__/__/__

Please read all the included documents, initial each page and sign the Final Agreement Form.

NB! Complete Debit Order Form - attached.

Send signed contract and debit order form back to school as soon as possible.

ROOTED IN FAITH

INITIAL AND SIGNATORIES



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Rules and Conditions of Admission to XANADU PRIVATE SCHOOL IMPORTANT NOTICE

By signing or initiating this agreement you agree to the terms and conditions set out in the Final Agreement Form, Conditions of Admission, Code of Conduct and Indemnity Declaration, which together shall be referred to as the "Agreement".

If there are any provisions in this agreement that you do not fully understand, please ask for an explanation before signing.

In particular the Agreement contains clauses which:

- (i) May limit the risk or liability of **XANADU SCHOOL**, an educational brand of the independent institute of Education (PTY) Ltd, the IIE or a third party;
- (ii) May create risk or liability for you; and/or
- (iii) May require you to indemnify the institute, **XANADU SCHOOL** or a third party; and/or
- (iv) Serves as an acknowledgement by you of a fact

Your attention is drawn to these clauses because they are important and should be carefully noted.

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Final Agreement Form

I/We the parent(s)/Legal Guardian(s) of

Student's Full Names

hereby confirm the admission of the student named above to

XANADU PRIVATE SCHOOL

I/We hereby confirm that the information supplied by us is complete and accurate.

I/ We have read, understood and by our signatures agree to all the rules and conditions as contained in the booklet including:

Rules and Conditions for Admission to **Xanadu Private School**, Payment of Fees, Xanadu Code of Conduct and Indemnity Declaration.

This agreement shall take effect immediately upon signature hereof and shall continue for the duration of the enrolment of the child at **Xanadu Private School**.

Signatories - Parents/Guardians

1. Relationship to Student

ID NO.

(Please Print)

Full Names

Nationality

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Date
YYYY/MM/DD

Signature

2. Relationship to Student

Full Names

ID no.

Nationality

Date
YYYY/MM/DD

Signature

Full Names

Domicilium Citandi et Executandi
(The physical address to which legal documents will be sent)
Student (Grade 4 to 12) and PARENT

Tel:

Fax:

Email:

Date
YYYY/MM/DD

Signature

I have read and accept the terms of the School Code & Conduct

FOR OFFICE USE ONLY:

DATE: _____

SIGNATURE: _____

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CONDITIONS OF ADMISSION

The parties referred to in these **CONDITIONS OF ADMISSION** refer to the Signatories, either one or both parent(s)/guardian(s), and the **Student** to be enrolled as on the **FINAL AGREEMENT FORM** and **XANADU PRIVATE SCHOOL**.

1. General Information

- 1.1 This agreement as amended from time to time constitutes the entire agreement between the parties and no warranties or representations whether expressed or implied, not stated herein, shall be binding on the parties.
- 1.2 The Signatories and the Student undertake at all times to uphold the good name and reputation of XANADU PRIVATE SCHOOL.
- 1.3 The Signatories hereby acknowledge and confirm that they read, understood and are familiar with all the terms and conditions herein, including but not limited to the XANADU Code of Conduct. Accordingly, they are personally responsible for all the terms and conditions in this agreement.
 - 1.3.1 The Signatories agree to all reasonable amendments to the Rules and Conditions as contained in this booklet, including the Conditions of Admission, XANADU Code of Conduct and the Indemnity Declaration as published from time to time.
 - 1.3.2 Notice of amendments will become binding in 3 (Three) weeks after notification in a school publication.
- 1.4 The Signatories accept their responsibility to supply XANADU with any documentation as required by National Legislation, including medical information, study permits, academic records, etc. and accept that failure to produce the same may result in the Student being excluded from the school.

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- 1.5 The Signatories agree that any change in information supplied in this agreement including but not limited to the Signatories' marital status, residential status, employment status or contact details does not invalidate the agreement made herein, and any such change will be reported in writing to XANADU within 30 (thirty) days of such change.
- 1.6 Legal Correspondence between the Signatories and XANADU sent by either party shall be delivered by hand or by e-mail to an address selected by either party or by pre-paid registered post. The correspondence shall be deemed to have been received on the date of delivery by hand or by verifiable e-mail on the 10th business day after posting. In regard to all correspondence by the Signatories to XANADU, the onus of proof of delivery shall rest on the Signatories.
- 1.7 On termination of this agreement for any reason whatsoever, the Signatories undertake to immediately withdraw the student from XANADU and to make arrangements for the Student's attendance at an alternative school, unless agreed otherwise in writing.
- 1.8 No cancellation of this agreement by the Signatories shall be of any force unless recorded in writing and signed by both parties.
- 1.9 The Domicilium Citandi et Executandi of the Signatories shall be as contained in the CONTRACT. (The physical address to which legal documentation is sent.)
- 1.10 The Domicilium Citandi et Executandi of **XANADU** shall be:
Attention: The **Principal**
XANADU Private School
630 Kubla Khan Dr
Xanadu, Hartbeespoort, 0279
Telephone: 012 000 9250
Email: info@xanaduschool.co.za
Website: www.xanaduschool.co.za

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1.11 The **Signatories** hereby agree that 1 (one) school term's notice must be given in writing before a **Student** leaves **XANADU** or transfers to another **School**, or a full term's cancellation fee be paid in lieu thereof. This applies to **Students** not returning in the following academic year except for those **Students** who are currently in Grade 12. The **Signatories** acknowledge that this cancellation fee is standard practice in education and reasonable in the circumstances.

1.12 **XANADU** shall be entitled to cancel this agreement by giving the **Signatories** 3 (three) months written notice to this effect.

1.13 The **Signatories** hereby indemnify and hold blameless **XANADU** and its staff against any loss, damage or injury which may be sustained by the **Student** from whatever cause excluding gross negligence, whether on **XANADU** property or en-route thereto or there from, or in the course of any extra-mural activity or organized outing in which the **Student** may participate.

1.14 The **Signatories** acknowledge and accept that personal possessions of the **Student** are not covered in any risk insurance by **XANADU** and that the **Signatories** are responsible for supplying adequate cover for the **Students'** personal possessions.

1.15 The **Signatories** acknowledge and accept liability for any loss or damage suffered by **XANADU** as a result of any act or omission of the **Student**.

1.16 The **Signatories** acknowledge that **XANADU** shall be entitled to recover all legal costs incurred, in order to enforce its rights under this agreement, including but not limited to attorney and own client fees, collection and tracing charges.

1.17 No indulgence granted by **XANADU** or any failure to enforce any of the terms of this agreement timeously shall constitute a waiver of any of its rights, and it shall not thereby be precluded from exercising any rights against the **Signatories** which may have arisen in the past, or may arise in the future.

1.18 The **Signatories** acknowledge and accept that **XANADU** makes use, inter alia, of electronic methods of communication including bulk SMS and e-mail messaging for correspondence, and that by signature of this agreement acknowledge that they have no objection to receiving such correspondence by such methods.

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2. Contractual obligations in regard to the payment of fees

2.1 By enrolling your child at **XANADU**, you are investing in his/her education. This investment comprises our school fees, levies (which are announced on an annual basis), subscriptions and any other amounts that you have to pay from time to time. Please ensure that you pay the requisite fees on time. For convenience we refer to "school fees" in this agreement.

2.2 "Levies" refers to an amount budgeted each year for compulsory school activities, such as outings and camps. "Subscriptions" refers to amounts due for non-compulsory extramural activities, such as sports and tours.

2.3 The **Signatories** accept jointly and severally liability to **XANADU** for the punctual payment of all fees, subscriptions, levies, and other amounts that become due and payable to **XANADU**, or in respect of participation in, or attendance at school-related activities, regardless of any bursary or sponsorship in favour of the **Student**.

2.4 The Signatories **agree** that they shall be jointly and severally liable to pay tuition fees, as prescribed in the Schedule of Fees, from time to time, and any special levies imposed by **XANADU**, and that they have sufficient funds to meet the financial commitments herein. The school can claim the entire outstanding amount of school fees from either or both of you, regardless of your marital status or divorce order.

2.5 The **Signatories** accept that fees are payable annually in advance on or before the first day of attendance of the **Student** at **XANADU** unless arrangements have been made in writing at the sole and absolute discretion of **XANADU** for the payment of tuition fees, by cheque, debit order or EFT. A debit order instruction form will be provided and must be returned as part of the registration process. No payments in cash will be accepted.

2.6 If arrangements have been made or will be made for the payment of school fees, each instalment shall be paid on the first day of each month or on the first day of each term as the case may be.

2.7 A statement issued by the school **Financial Administrator** certifying the balance owing from time to time shall be valid and sufficient (prima facie) proof for all purposes of the amount owing by the **Signatories** in terms hereof.

2.8 A poor payment record may impact the standard payment terms available to parents.

2.9 The **Signatories** acknowledge that the inability of the **Student** to attend school or the absence of the **Student** from the school does not relieve the **Signatories** of the obligation to pay school fees.

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2.10 The **Signatories** agree to provide a non-refundable admission and application fee as a condition of enrolment, the amount of each to be advised by the particular school.

2.11 In the event of the **Student's** expulsion from **XANADU** (i.e. a parent who has already paid the school fees for the term or for the rest of the year) the parent(s) or guardian(s) will be refunded on a pro-rata basis.

2.12 Failure by the **Signatories** to pay any amount on due date constitutes a breach of this agreement. Should the **Signatories** fail to remedy the breach within the time period specified in any notice, this may result in cancellation of the agreement. On breach, the balance of the annual tuition fee will be immediately due and payable and may be retained by **XANADU** as a cancellation fee.

Serious consequences of late or non-payment

2.13 Any late or non-payment of school fees, levies or subscriptions may have the following consequences at the absolute discretion of **XANADU**:

- Services provided by **XANADU** may be withdrawn if you are 3 months in arrears. Further, the school's contract with the parent may not be renewed, and the school will not re-enrol the child(ren) for further studies at **XANADU**.
- Your child may be prevented from taking part in any extramural activities.
- Any special discount granted by the school will be revoked.
- The full annual fees will become due and payable by the parent(s)/guardian(s).
- The school may report the slow or non-payment of the parent(s)/guardian(s) to our credit bureau and this may affect your creditworthiness.

2.14 **XANADU** charge administrative fees for any cost relating to returned debit orders, refer-to drawer (RD) cheques, reminders, letters of demand or other fees relating to the collection of payment. We recover any legal expenses that we have to incur to collect payment from you, including any attorney fees at the actual rate charged (that is, attorney-and-own-client scale), any collection commission and tracing fees.

2.15 The **Signatories** are entitled to terminate the contract with three calendar month's written notice.

2.16 If no notice is given, you will be liable for three months' school fees in lieu of the notice.

2.17 No indulgence which **XANADU** may grant you will constitute a waiver of any of its rights unless reduced to writing and signed by an authorized representative of **XANADU**.

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3. Personal Information

3.1 Personal information means information that can be used on its own or with other information to identify, contact or locate a person or to identify an individual in context.

3.2 The **Student** and insofar as may be required, the **Signatories**, understand, accept and consent to **XANADU** collecting personally identifiable information about Students and **Signatories** only to the extent necessary in terms of this agreement.

3.3 In obtaining your personal information through this form or related forms, **XANADU** is legally obliged to respect your privacy and that of your child.

Accuracy of and changes to personal information Personal Information

3.4 The accuracy of your child's and your personal information is extremely important to **XANADU**. Please take time to ensure that it is true, complete and accurate. By signing this document, you warrant that this is the case.

3.5 You are required to inform us immediately if any changes of your personal information changes (e.g. your marital status or your contact details or residential address).

Verifying your information

3.6 By signing the contract, you give us permission to conduct enquiries to verify the information that you gave us as part of this application and to check your creditworthiness. This includes contacting your child's previous school(s) and conducting a credit check.

3.7 **XANADU** will not disclose your information to the public or to any third parties without informing you.

3.8 Your child's next school may contact us to obtain information about you and your child in order to verify admission criteria and your creditworthiness. We disclose only the necessary information in response to such enquiries. By signing the contract, you consent to such disclosure.

4. Security

4.1 **XANADU** has implemented reasonable security safeguards designed to protect the personal information that you provide. However, no system is perfectly secure. This means that, while **XANADU** takes all Reasonable steps to protect your information, we cannot guarantee that it will not be accessed, disclosed, altered or destroyed by breach of any of our physical, technical or managerial safeguards.

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4.2 Please note that e-mails that you send us are not encrypted; therefore, we strongly advise you not to communicate sensitive information, such as banking details, by these means.

5. Photographs

Images of the Student and the Signatories whether by photographic or other means may be collected and used by **XANADU** in any publication relating to the achievements of the school.

Electronic Media Policy

This policy refers to any electronic data storage, receiver, transmitter or similar device, including but not limited to Cell Phones, PDA's, Lap Top Computers, i-Pods, MP3 players, hereafter designated as 'electronic devices.

This policy expands but does not replace the **XANADU** School Code of Conduct.

XANADU recognizes that electronic devices are an integral part of social and educational technology, and that Cell phones are also a means of security for many children, hence **XANADU** will allow students to be in possession of electronic devices during school hours, or at school related functions, subject to the provisions below:

General

1. **XANADU** cannot be held responsible for the loss or damage to electronic devices under any circumstances.
2. It is the student's responsibility to ensure that his/her electronic device is secure at all times.
3. **Students** will not be allowed to be in possession of any electronic device during Assessments or Examinations, unless expressly authorized. While the school may attempt to safeguard property during such times, **XANADU** will not be responsible for loss or damage to the same.

Usage

4. Ring tones and volume controls must be set to 'silent' or 'mute' during all teaching and/or organized activities.
5. Students may not respond to calls, text messages or communication of any kind during teaching and/or organized activities.

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6. Students may not make calls, send text messages or access an electronic device in any way during teaching periods or organized activities, unless specifically authorized to do so by the educator in charge.

Transgressions of any of these rules may result in the electronic device being deactivated or set to emergency mode only, by the Principal, or his or her nominated representative. Reactivation will only be allowed at the end of the school term.

Content

7. Crude or unacceptable sounds, text or graphics will not be tolerated.

8. Crude or socially unacceptable content may not be stored on the electronic device.

9. Taking photographs, recordings, videos of an unseemly nature or sending such content, or listening to music/videos during school hours, is prohibited.

“Unacceptable” or “unseemly” content will include any pornographic, erotic, bad language, sexually explicit drawings or cartoons, inflammatory, racist or sexist related content and any other content considered socially unacceptable. A student suspected of using an electronic device in breach of these conditions will be subject to disciplinary procedures for misconduct, under the Code of Conduct. In the case of a guilty verdict, the student may lose the right to carry an electronic device to school in addition to any other censure.

10. Students will be held wholly responsible for all content stored on their electronic devices at all times. No excuses will be accepted for unacceptable programming or content.

11. A student in possession of an electronic device belonging to another person without express permission will be deemed to be in possession of stolen equipment.

12. Although **XANADU** respects the Student’s right to privacy, it reserves the right to monitor and intercept electronic communications in accordance with the provisions of The Regulation of Interception of Communications and Provision of Communications related - Information Act of 2002 which may be in breach of this policy. The Student and Signatories consent to such monitoring and interception. By allowing students the right to be in possession of electronic devices, **XANADU** makes no judgment on, and accepts no responsibility for any health related matters that are possibly associated with electronic devices **XANADU** accordingly encourages parents to ensure that all electronic devices are used in a responsible and appropriate manner by their children.

This policy is capable of amendment as set out in the Rules and Conditions of Admission to XANADU SCHOOL.

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CODE OF CONDUCT

1. STATEMENT OF INTENT

At **XANADU** we endeavour to promote positive behaviour and interaction amongst all our students and staff. In this vein, each school practices a system of positive reinforcement to encourage all our creative and talented students to realize their full potential within a healthy, balanced and safe environment.

2. PURPOSE

2.1 The Code of Conduct governs the conduct of all students and the relationship between the school and its students.

2.2 **XANADU** provides a sound academic footing whilst preparing students for life beyond matric and forms the basis of this Code of Conduct. In line with this philosophy, mutual respect and a mature and dignified interaction are expected at all times.

2.3 Individuality and initiative are encouraged within the parameters set out below, having regard and respect at all times for the interest of all at **XANADU SCHOOL**.

2.4 Signed acceptance of the Code of Conduct by parent(s) / guardian(s) and the student is a prerequisite for admission to the school.

2.5 A copy of the Code of Conduct should be kept by all students for ongoing reference.

3. SCHOOL UNIFORM

3.1 BOYS:

3.1.1 Belt with functional (not decorative) buckle may be worn.

3.1.2 Shirts must be tucked in, socks pulled up and shoes polished.

3.1.3 Pants may not be worn low on the hip, but must be belted, and worn around the waist.

3.1.4 No alterations to be made to pants.

3.1.5 Only caps embroidered with the school badge, as available from the suppliers, are allowed.

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3.2 GIRLS:

3.2.1 Skirt length approximately 4 fingers from top of knee and worn in the waist (not rolled over).

Students are required to wear the correct school uniform smartly and with pride on all occasions unless specified to the contrary.

3.3 HAIR

Hair must be tidy, clean and of natural looking colour.

No inappropriate hairstyles are permitted. Boys must be clean-shaven.

3.4 JEWELLERY

Studs or sleepers may be worn in the ears only, one per ear. A neck chain is not permitted.

No nose, eyebrow or tongue rings/studs are permitted.

Boys are not allowed to wear earrings.

4. GENERAL

4.1 Students are expected to take pride in their school. Littering will not be tolerated.

Cloakrooms are to be kept clean at all times.

4.2 No student may, through his or her behaviour or attitude, disrupt the learning process of other students.

4.3 Ball activities may only take place in the designated areas.

4.4 Students are expected to move in a quiet and orderly fashion in the passageways and stairways. No rough play or unruliness is allowed.

4.5 Teachers and visitors must always be courteously greeted everywhere on campus.

4.6 Students must treat their teachers, fellow students and visitors with dignity and respect.

4.7 Punctuality is essential. Latecomers must report to the secretary at Reception, and a Late Arrival form must be completed. Parents are expected to co-operate in this regard and to provide a note explaining late arrival. Habitual late arrival may lead to correction points.

4.8 While students are encouraged to think independently and to question, insolent or insulting behaviour with regard to teachers or fellow students is unacceptable.

4.9 As students are regarded at all times both on and off campus as being representatives of **XANADU**, misbehaviour or discourtesy will not be tolerated, and may result in disciplinary action.

4.10 Students will not be permitted to leave the school for dental or medical appointments unless they are of an urgent

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nature and a letter is received from the student's parent/ guardian. An Early Departure form must be completed.

4.11 No offensive language will be tolerated.

4.12 Students who fall ill during school hours must report to the school secretary before going to the Sick Room or leaving the school. If permission is granted to leave the school early, an Early Departure form must be completed.

4.13 Cell phones may not be switched on, or used, in a classroom, during Assemblies, or in an examination venue. Cell phones may not be used in place of calculators. .

4.14 Students are responsible for their personal belongings and valuables. Personal possessions and bags should not be left unattended.

4.14 When campuses adjoin each other, students are restricted to the school campus during school hours. Interaction with the Preparatory children during school hours is not permitted.

4.15 Students may not involve themselves in socially unacceptable conduct.

5. CLASSROOM, MEDIA AND COMPUTER CENTRE CONDUCT

The school expects a concentration on, and a commitment to, academic excellence. To achieve this:

5.1 Punctual arrival for all lessons is required.

5.2 No disruption of classroom routine will be tolerated.

5.3 The ambience of the classroom must be one of warmth and mutual respect.

5.4 Homework must always be timeously done, and thorough preparation must be carried out before tests and examinations.

5.5 Students may not change any computer setups whatsoever. For example: no screen savers, autoexec, configurations, prompts, names, backgrounds, hardware or software settings may be changed. Students are not allowed to load software of any kind without written permission from the Computer teachers nor may they delete any files, change passwords/ names or hack into any of the computer systems or fellow students' files.

5.6 No pornographic files/software will be tolerated. Students may not access, display, store or print socially unacceptable files or pictures, or have them in their possession on school premises. The School reserves the right to monitor material accessed by students.

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5.7 Eating or drinking is not allowed in the Computer Centre, Media Centre or laboratories. Eating or drinking is not allowed in the classroom unless specific permission is granted by the teachers.

5.8 Cheating in tests and exams will be regarded as a serious offence. Plagiarism, whether from the Internet or from a printed source, is a form of cheating and will be dealt with appropriately. Any student found in illegal possession of an exam paper will receive the maximum penalty for cheating. Students using Cell phones during tests or exams will be considered to be cheating.

5.9 Students who are accessories, or who provide information to another student during exams, will be guilty of cheating.

5.10 Students found using other students' passwords in the Computer Centre or changing names to gain access to other students' files will be charged with cheating.

5.11 Students may not work in the Computer Centre unsupervised, or without prior consent from the Computer teachers.

6. SPORT, CULTURAL ACTIVITIES AND TOURS

6.1 All students participating in a sporting or cultural activity, whether on or off the campus, are ambassadors of **XANADU** and bound by the provisions of the Code of Conduct.

6.2 Students who travel on tours are not permitted to use illegal substances, whether or not they are in uniform. Such students may not accept alcohol, even if it is offered by their hosts.

6.3 Courteous behaviour and good sportsmanship is required at all times.

6.4 A referee's/umpire's decision must be accepted without argument and dissent.

6.5 Students who are unable to attend a practice or match or any fixture must excuse themselves from the relevant teacher or coach. Students who are ill and unable to attend school must inform reception before the end of the 1st period. For a weekend match, a player who is unable to participate must inform the coach concerned. Absence from a match or fixture without contacting the appropriate person will be dealt with as unauthorized.

6.6 Students must be correctly dressed for every match according to the School requirements for each sport.

7. SUBSTANCE ABUSE

7.1 SUBSTANCE ABUSE AND DANGEROUS OBJECTS

(As defined in Regulations Regarding Safety at Independent Schools - GG 26663 of 2004)

7.1.1 All Independent Schools Are Drug and Dangerous Object free zones. For the purpose of this policy, this extends to the school grounds or during any school activity, outing or tour, or in any other situation where students

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represent or may be identifiable as **XANADU SCHOOL** students. Students suspected of being in possession of dangerous objects, illegal substances, tobacco or alcohol may be required to undergo a search. If found in the possession of the student, the same may be seized and the student may be required to attend a Disciplinary Hearing. (Refer to the school Code of Conduct)

7.1.2 The Principal or his/her delegate may instigate a random Drug Test on any student or group of students, subject to reasonable suspicion or in the best interests of the student population of the school. A Drug Test would be done preferably, but not necessarily, with the students' parent(s)/guardian(s) consent. Students who refuse to undergo such a test, either at their own or their parents/ legal guardians' behest, or for whatever reason, may be required to leave the School immediately. A student found to test positive for illegal drug usage may be required to attend a Disciplinary Hearing. The parents of any student who tests positive for illegal drug use during a drug test initiated by the School, will, in consultation with the School, be required to organize a process of rehabilitation for the student. A second test must be arranged (at the parents' cost) after a period of at least six weeks has elapsed from the date of the first test. If the results of this test prove positive, further disciplinary action in terms of the **XANADU SCHOOL** Code of Conduct will be taken. Should the student and/or parents dissent with regards to rehabilitation and/or a second test is not carried out in response to the Schools' reasonable request, the student may be asked to leave the school immediately.

7.1.3 Any student suspected to be under the influence of alcohol, or participating passively or actively in activities related to substance abuse, the presence of illegal drugs, alcohol or tobacco, or found in the company of persons involved with the same, may be required attend a Disciplinary Hearing, which may result in the student being required to leave the school with immediate effect. If it is reasonable to conclude that a student had had illegal substances, alcohol or tobacco in his/her possession or under his/her control, or had made the same implicitly or explicitly available to other persons, and be expelled immediately.

7.1.4 Any test or search carried out by the Principal or his/her Delegates should be carried out in strict accordance with the manufacturers directives, and with due respect for the students' dignity and privacy.

7.2 STEROIDS:

Illegal Anabolic-androgen Steroids refer to those steroids listed as banned by the South African Institute for Drug Free Sports (SAIDS). It is a violation of conduct for any student to possess, ingest or otherwise use these substances without a written prescription from a licensed Doctor who is recognized as competent by the South African Medical Association. Illegal steroids will be subject to the Testing procedures and penalties as described in 7.1.2. Use of any steroids whatsoever, which lead to unfair competitive advantage, will in addition, be regarded as cheating in terms of the Code of Conduct and may lead to the student being reported to the relevant Sports Controlling Body and banned from participating in the discipline at school for up to 6 months after medical tests have indicated that the student is no longer advantaged by the substance.

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8. THEFT

8.1 Theft, fraud and forgery are criminal offences. Any student found to be committing any of these offences may be required to leave the school with immediate effect. **XANADU SCHOOL** reserves the right, where an incident of theft is suspected, to open and inspect lockers, suitcases and bags. Criminal charges may be laid.

8.2 Removal of any software or hardware from the school computers will be treated as theft.

8.3 Removal of any material from the Computer Centre, Media Centre, laboratories or classrooms, without official authorization, is regarded as theft.

8.4 Unauthorized use, misuse, or removal of any equipment from any venue, will be treated as theft.

9. VICTIMISATION

9.1 Victimization, including but not limited to bullying, fighting, intimidation and any display of racism, or religious intolerance, will not be tolerated.

9.2 Sexual harassment is unacceptable.

10. INITIATION

10.1 In terms of the Education Laws Amendment Act, Act 50, 2002, no person may conduct or participate in any initiation practices of any student in a South African school. This prohibition covers all sports, cultural and additional extra-murals activities.

10.2 Any student who violates this prohibition will be subjected to disciplinary action

11. VANDALISM

Vandalism will not be tolerated. Any damaging or defacing of property belonging to the school and/or other persons are a most serious offence. The school reserves the right to lay claim against the transgressor or parent/guardian for compensation due to loss or damage to the school or any third party.

12. UNAUTHORISED ABSENCE

12.1 Unauthorized absence from school or lessons is a serious offence.

12.2 Students may not leave the campus during breaks.

13. DISCIPLINE

Students who infringe the **XANADU SCHOOL** Code of Conduct may be issued with Official Warnings and/or Demerits, including but not restricted to those offences stated in the Code of Conduct.

13.1 Minor infringements of the Code of Conduct may incur Official Warnings.

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13.2 Students who consistently fail to meet their academic responsibilities may be issued with Official Warnings.

13.3 A student who has been issued with three Official Warnings may face further disciplinary action.

14. DISCIPLINARY HEARINGS

14.1 The Principal, or his/her appointed agent, shall at his/her sole discretion be entitled to call for and convene a Disciplinary Committee in circumstances where he/she deems it necessary to conduct a disciplinary hearing.

14.2 This Disciplinary Committee shall consist of two members being the Principal, or his/ her appointed agent, (Executive Principal as Chairperson), one teacher of the school.

14.3 No legal representative is permitted but the student may nominate a teacher or student of the school as a representative/intermediary. The parents or guardians of the student may attend the proceedings as observers only.

14.4 A student must:

14.4.1 receive written notification of the date, time and venue of any disciplinary hearing.

14.4.2 be informed of the alleged infringements of the Code of Conduct in writing;

14.4.3 receive such particulars of the alleged infringements of the Code of Conduct as he/ she may reasonably be entitled to, if so requested;

14.4.4 be given the opportunity to be heard and to present his/her side of the matter and to present relevant facts;

14.4.5 be heard by an impartial person(s);

14.4.6 be treated with dignity during the process;

14.4.7 be informed of the decision of the Disciplinary Committee on whether or not he/ she is guilty of misconduct and the penalty to be imposed;

14.5 The Chairperson shall cause a record of the proceedings of the hearing to be kept.

15. A student may appeal the decision of the Disciplinary Committee in writing within 3 (three) days of the finding of the Disciplinary Committee.

16. **XANADU** retains the right to act in applicable situations according to the *Regulations Relating to Safety Measures at Independent Schools* as published in the Government Gazette No: 26663 on 20 August 2004.

These regulations deal inter alia with, violence, drugs and trespassing on Independent Schools premises.

INITIAL AND SIGNATORIES



17. **XANADU** reserves the right to revise the **XANADU SCHOOL** Code of Conduct from time to time. Signatories will be advised of any such changes which will come into effect 3 (three) weeks after notification. Copies of the revised Code of Conduct will be available on request from the school.

ACCEPTANCE OF THE PROVISIONS OF THE CODE OF CONDUCT AGREEMENT

I / Dr / Mr / Mrs, _____

Being the parent/guardian of: _____

confirm that I have read, understood and accept the terms and conditions of the **CODE OF CONDUCT** issued by **XANADU**.

Should my son / daughter be found guilty at a disciplinary hearing, I acknowledge that he /she will be required to leave **XANADU SCHOOL** with immediate effect.

Signed at _____

Date: _____

Signature: _____
Parent/Guardian

TO BE COMPLETED BY THE STUDENT

I, (name of student), _____

have read, understood and accept the terms and conditions of the **CODE OF CONDUCT** issued by **XANADU**.

Should I be found guilty at a disciplinary hearing in any school year, I acknowledge that I will be required to leave **XANADU SCHOOL** with immediate effect

Signed at _____

Date: _____

Signature: _____

Grade: _____

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Medical Information

Confidential

Medical Aid

Scheme

Principal Member

Membership No.

Family Practitioner

Name

Telephone No.

Student

Name and Surname

Blood Type Gender

Birth Date

Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

Previous Illnesses - Insert year of occurrence in space provided

Allergy

Y	Y	Y	Y
---	---	---	---

Enteric Fever

Y	Y	Y	Y
---	---	---	---

Drug Sensitivity

Y	Y	Y	Y
---	---	---	---

Asthma

Y	Y	Y	Y
---	---	---	---

German Measles

Y	Y	Y	Y
---	---	---	---

Diphtheria

Y	Y	Y	Y
---	---	---	---

Measles

Y	Y	Y	Y
---	---	---	---

Mumps

Y	Y	Y	Y
---	---	---	---

Whooping Cough

Y	Y	Y	Y
---	---	---	---

Chicken Pox

Y	Y	Y	Y
---	---	---	---

Rheumatic Fever

Y	Y	Y	Y
---	---	---	---

Diabetes

Y	Y	Y	Y
---	---	---	---

Typhoid Fever

Y	Y	Y	Y
---	---	---	---

Scarlet Fever

Y	Y	Y	Y
---	---	---	---

Tick bite

Y	Y	Y	Y
---	---	---	---

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Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

Please insert date of last Tetanus immunization:

Does or has she/he suffer(ed) from any other illness or disability, including emotional instability? If so, please expand:

Please state any current treatment she/he is receiving

Please state any drugs to which she/he is allergic

If she/he is on any maintenance therapy, please ensure an emergency supply is brought to school and/or for outings. Please describe:

Any other relevant information may be recorded below.

Signature 1: _____

Date

Signature 2: _____

Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

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Indemnity Declaration

I / We Full Names and Surnames

Parents

Guardians

(Mark with an "X")

of

Student's Full Name and Surname

1. Consent to the student participating in the activities of **XANADU**, whether conducted on or off **XANADU** property, including but not limited to, games, cultural, social and sporting activities, including contact sport, and tours and excursions of vocational educational, social, sporting or general interest which may entail some risk of physical injury.
2. Consent to the student travelling to and participating in school activities and programs outside **XANADU**:
subject to the **XANADU** taking reasonable care to avoid harm and save for any gross negligence on the part of **XANADU**, its employees or agents. I/we hereby indemnify The Institute and **XANADU** and/or their staff, agents or employees in respect of all loss or damage, whether to person or property of the student, which may be sustained by the student whilst on **XANADU** property or under **XANADU'S** control during any school excursion, activity or outing.
3. Acknowledge that neither The Institute nor **XANADU** shall be responsible for any theft or loss of, or damage or destruction to any property of whatever nature (including school clothing, sporting equipment, books, or any other personal possessions) brought onto the **XANADU** property or to any school excursion, activity or outing, unless **XANADU** or its staff are in possession of that property and damage occurs to that property either because -
 - 3.1 **XANADU** or its staff treated the property as their own; or
 - 3.2 **XANADU** or its staff did not exercise the degree of care, diligence and skill that can reasonably be expected of a person responsible for managing property belonging to another person, when handling, safeguarding or using the property.

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- Acknowledge that in certain situations there may be insufficient time to contact parent(s) or guardian(s), or to refer to Medical Records, and consequently I/we authorize **XANADU** representative to utilize the most appropriate medical service available. I/We therefore delegate to the Principal, or his/her representative, the power to authorize whatever medical treatment he/she in their sole discretion deems necessary for the student, and in doing so agree that the Principal and/or his/her representative should act in loco parentis (with the same authority as a parent or guardian).
- Agree that this indemnity shall commence on the date of signature hereof and shall remain in force and be of effect for the duration of the student's enrolment at **XANADU**.

Signed at _____

Name

_____ Signature of Parent/Guardian

Name

_____ Signature of Parent/Guardian

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Payment

School fee payment options: Please tick the appropriate block below;

Terms of Payment

Payment due at start of each period

Annual	<input type="checkbox"/>	Monthly (10 months) Applicable to Gr 12	<input type="checkbox"/>
Termly	<input type="checkbox"/>	Monthly (11 months) Applicable all other grades	<input type="checkbox"/>

Payment Method

Debit Order (Compulsory)
See attached debit order form

5% Discount if school are paid in full for the year
before 28Feb.

Please Note: We do not accept cash on the premises for school fee payments.

If you wish to pay by cash, kindly deposit directly into our bank account, and submit deposit slip to the Financial Administrator as proof of payment.

Visa and Master Card payments accepted at both Schools.

Debit Order Form Attached

In case a debit order fails, a payment must be deposited into the Schools account within 2 days.

If the debit order is disputed, a penalty fee of R350 will be charged.

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For Internal Use

Checklist

Reports	<input type="checkbox"/>
Birth Certificate	<input type="checkbox"/>
Registration Fee	<input type="checkbox"/>
ID Photo's	<input type="checkbox"/>
ID Copies (Certified)	<input type="checkbox"/>
Proof of Residence	<input type="checkbox"/>
3 Months Bank Statements/Salary advice	<input type="checkbox"/>
Testimonial	<input type="checkbox"/>
Previous school fee reference	<input type="checkbox"/>
Interview done	<input type="checkbox"/>
Application form	<input type="checkbox"/>
Debit order form	<input type="checkbox"/>
Credit check	<input type="checkbox"/>

Admin Checked;	<input type="checkbox"/>
	<input type="checkbox"/>
Debtors Clerk Checked;	
Interviewer's Name: _____	

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