

KINGSWORD ACADEMY



Policies, Constitution & Code of Conduct

ADMISSION POLICY

PREAMBLE

1. Kingsword Academy, an Independent School, has chosen the Curriculum Assessment Policy Statement (CAPS), Department of Education Curriculum, for the education of its Learners.
2. Our school espouses a Biblical ethos undergirded by Biblical values and principles.
3. Kingsword Academy is under the spiritual and pastoral oversight of Christian Revival Centre (CRC), Chatsworth.
4. Our aim is the promotion of high academic standards of education as required by Umalusi, a government regulatory body that oversees Independent Schools.

ADMINISTRATION OF ADMISSIONS

1. Kingsword Academy is a non-racial education institution and therefore there is no discrimination on the basis of colour, creed, gender or ethnic origin.
2. The admission policy of Kingsword Academy is determined by the Management of the School in consultation with the Parent Teacher Association (PTA) of the School.
3. Parents/Guardians of Learners and the Learners themselves must subscribe to the biblical values and principles espoused by the School.
4. All admissions are at the sole discretion of the School, the Management and the PTA and are subject to the availability of a place in the respective grade.
5. All new Learners are admitted on probation for the first three months.
6. Only Learners who are average and above and who have passed their previous grade will be considered for admission.
7. Learners with special education needs or severe learning disabilities will not be considered for admission.
8. Only Learners in Grade 1-7 transferring from other schools not using the CAPS Curriculum will be considered for admission provided they pass Diagnostic Tests.
9. Learners who wish to attend Kingsword Academy for the first time will have to register before the current school year.
10. Late applications will be subjected to the availability of places in the respective grades but must be lodged by no later than the tenth school day of the year.

LEARNERS WITH SPECIAL NEEDS OR GAPS IN THEIR LEARNING:

1. Parents/Guardians must be prepared to have their children assessed by an educational psychologist if the need arises.
2. The results of the assessment will determine his/her stay at Kingsword Academy and/or assistance to be rendered to the child.

ACCEPTANCE:

Acceptance to the School would be based on:

1. Good standing reports including conduct from the previous school attended. (where applicable)
2. Subscribing to the School's Mission Statement and Code of Conduct (dress code, disciplinary code etc.)
3. Financial standing of parents/guardians and ability to pay all fees.
4. Acknowledgement of liability for the payment of school fees.
5. Subscribing to and supporting the School's programme of activities including attending all School functions/meetings to promote good understanding between Parents/Guardians and the School.
6. Completion/Agreement/Declaration of the following:
 - Admission Policy & Application for Admission Form
 - Financial Policy
 - Consent & Indemnity Form
 - Code of Conduct (Dress & Discipline)

ADMISSION AGE:

A Learner will be admitted to Grade 00 provided that such a Learner:

- Turns four (4) by 30th June in the year of admission

A Learner will be admitted to Grade R provided that such a Learner:

- Turns five (5) by 30th June in the year of admission

A Learner will be admitted to Grade 1 provided that such a Learner:

- Turns six (6) by 30th June in the year of admission
- No Learner aged 6 and above who has never attended School will be admitted.
- The Admission of over-aged Learners will not be considered.

PARENT/GUARDIAN

1. The Application Form must be completed by the Learner's Parents/Guardians.

2. Parent/Guardian means:

- The Parent or Legal Guardian of a Learner
- The person legally entitled to the custody of the Learner.
- Guardian or Legal Custodian
- A Person who undertakes to fulfill the obligations of a parent towards the Learner's education.

ADMISSION DOCUMENTS:

The following documents are required for admission:

- I.D Documents of Parents/Guardians
- Official Birth Certificate of Learner
- Certificate/Card of inoculations
- Transfer Card of Learner (if applicable)
- Progress Reports of Learner (if applicable)
- Psychological Reports (if applicable)
- Conduct Report (if applicable)
- Proof of Income
- Written affidavits (where applicable)

LANGUAGE POLICY:

1. The medium of instruction and first language at School will be English.
2. Afrikaans will be the second language.
3. Teaching of basic IsiZulu will also be offered to Learners provided that the School has a subject teacher proficient in teaching IsiZulu.

FINANCIAL POLICY

PREAMBLE:

- Kingsword Academy is an Independent School
- Kingsword Academy reserves the right to levy fees
- Kingsword Academy is dependent on fees to be economically viable
- Fees are determined for each grade by the Management and PTA of the school.
- Fees are compulsory
- No exemptions are made

- Fees are not subsidized
- Parents have elected to enroll Learners in Kingsword Academy and are thus obligated to pay the school fees.
- Fees must be paid in full irrespective of the number of School days, Resource Materials etc.
- Fees cannot be arbitrarily decided, with-held or reduced for whatsoever reason/s.

PERIOD OF PAYMENT:

- Payable over 12 months (from the 1st January to the 1st December)
- Kingsword Academy reserves the right to change the period of payment.
- Parents who cannot pay fees should seriously consider enrolling their respective child/ward in a government school.

METHOD OF PAYMENT:

- Electronic Bank Transfer
- Cash Deposits
- Debit Orders / Stop Orders
- The school is not responsible for the loss/theft of fees in the possession of learners.

MONTHLY EXPENSES:

Fees are used for, among other expenses, to pay for:

- Salaries of Staff
- Resources Material
- Furniture and Equipment
- Rental, Lights and Water
- Levies
- Telephone, Internet and Photocopier
- Repairs and Renovations
- Purchase of Toiletries etc.
- Events/Training Workshops
- Security
- Maintenance of Buildings
- Purchase of Toiletries etc.
- SARS

SERVICES NOT COVERED BY FEES:

- Field Trips and Excursions
- Provision of stationery items
- Transporting to sporting fixtures unless arranged by the school
- Provision of school uniforms

PROCEDURES FOR COLLECTING FEES:

- Monthly statements to parents
- Reminders sent again on the 7th of each month
- Entries made on statement on daily basis as funds are received
- All cash monies received (for items such as photos, excursions etc.) is receipted, recorded and banked.

DATE FOR FEE PAYMENTS

- On or before month end
- By the 7st of each month

ANNUAL FEE INCREASE:

- Kingsword Academy reserves the right to increase fees
- PTA must be involved in the decision making of fee increase.

REGISTRATION AND RE-REGISTRATION

- A separate fee will be levied for registration of new enrollments.
- The school reserves the right to refuse registration and re-application.
- Registration fees are not refundable.

ARREAR FEES / NON-PAYMENT OF SCHOOL FEES:

The following will apply:

- Step 1 - Fee Statement reminder - 7th of each month
- Step 2 - Friendly reminder telephonically/whatsapp
- Step 3 - Formal letter requesting Parent to come in for a meeting
- Step 4 - If fees still not paid and has reached an unreasonable amount of over 3 months - Learner must be excluded from school and de-registered.
- Kingsword Academy reserves the right to take further action to recover fees.
- Kingsword Academy reserves the right to review/reconsider learners' re-application in the event of habitual on-going arrear payments.

NOTICE PERIOD:

- One month notice for Learners who leave during the year.
- All fees to be paid in full before transfer card and other relevant documents can be released.

BANKING DETAILS:

Nedbank, Chatsworth

Acc. Number: 1322026580

Branch Code: 132226

Reference: Learner's Name

DRESS CODE POLICY

PREAMBLE:

1. Must reflect an image of biblical modesty, refinement and self-discipline (1 Tim 2:9)
2. Must attend School and Formal School functions in the prescribed School Uniform.
3. Parents/Guardians must ensure that their children leave home correctly dressed in their school uniform.
4. The appropriate action will be taken against Learners who violate the dress code policy.
5. Refusal to wear the approved School Uniform may be treated as a disciplinary matter in terms of the Code of Conduct.

DRESS CODE FOR GRADE R

1. Burgundy PE shorts
2. Prescribed school golfer with logo
3. Prescribed school tracksuit for winter (optional)

DRESS CODE FOR GIRLS: GRADE 1-7

Skirts	<ul style="list-style-type: none"> • Burgundy
Shirts	<ul style="list-style-type: none"> • White short sleeves with school monogram
Socks	<ul style="list-style-type: none"> • Plain white ankle socks
Shoes	<ul style="list-style-type: none"> • Black school shoes

Hair	<ul style="list-style-type: none"> • Well groomed and kept away from face and eyes • Pony tails for hair below the collar • Plaits for hair below the shoulders • No tints, highlights, peroxides etc. • No exotic hairstyles
Jerseys / Jacket	<ul style="list-style-type: none"> • Burgundy school jerseys only / Burgundy Anorak Jacket / School tracksuit jacket
Ribbons/Hairbands	<ul style="list-style-type: none"> • Burgundy/White
Make-up	<ul style="list-style-type: none"> • NOT ALLOWED
Eyebrows	<ul style="list-style-type: none"> • No shaping etc.
Jewellery	<ul style="list-style-type: none"> • Studded earrings and sleepers only • Wrist watches allowed
Nails	<ul style="list-style-type: none"> • Must be kept short/pared • No nail polish
Golfer (t-shirt phasing out)	<ul style="list-style-type: none"> • Prescribed school golfer OR • Prescribed school t-shirt if learner already has
Tie	<ul style="list-style-type: none"> • Burgundy school tie with school logo
Tracksuit	<ul style="list-style-type: none"> • Burgundy & white prescribed school tracksuit
Tattoos/Body Marks	<ul style="list-style-type: none"> • NOT ALLOWED

DRESS CODE FOR BOYS: GRADE 1-7

Trousers	<ul style="list-style-type: none"> • Grey shorts (pants for Grade 7 ONLY)
Belts	<ul style="list-style-type: none"> • Black school belts
Shirts	<ul style="list-style-type: none"> • White Short sleeve tucked in pants
Socks	<ul style="list-style-type: none"> • Plain long/medium grey/burgundy socks
Hair	<ul style="list-style-type: none"> • Neatly cut (box cut) • To be clear of collar level and ears • No braids, dreadlocks etc. • No tints, high-lights, peroxides etc. • No extreme exotic hairstyles (Punk, Mohawks, Spikes, Wedges, Shaving the head etc.) allowed • No 2 layers allowed
Jerseys / Jackets	<ul style="list-style-type: none"> • Burgundy school jersey only, Burgundy Anorak Jacket, School Tracksuit jacket
Shoes	<ul style="list-style-type: none"> • Black school shoes • No takkies/grasshoppers allowed

Jewellery	<ul style="list-style-type: none"> • Wrist watches allowed • No earrings, neck chains, rings etc. allowed
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Nails	<ul style="list-style-type: none"> • Must be kept short/pared • No nail polish
T-Shirt	<ul style="list-style-type: none"> • Prescribed school t-shirt
Tie	<ul style="list-style-type: none"> • Burgundy school tie with school logo
Tracksuit	<ul style="list-style-type: none"> • Burgundy & white prescribed school tracksuit
Facial Hair	<ul style="list-style-type: none"> • No side-burns, beards, goaties, moustaches allowed. • Must be clean shaven
Tattoos/Body Marks	<ul style="list-style-type: none"> • NOT ALLOWED

P.E OUTFIT FOR BOYS AND GIRLS

1. Burgundy P.E. shorts
2. Prescribed school golfer or t-shirt if learner already has
3. Takkies (only allowed for P.E and Sports)

UNIFORM OUTLET:

All Kingsword Academy uniforms may be purchased from:

SCHOOL WEAR CENTRE
511 South Coast Road
Clairwood Durban
031-465 7890 / 031-465 1135

ADVANTAGES OF WEARING UNIFORMS:

- Standardises the Dress Code
- Builds Espirit de Corps (School Spirit)
- Promotes Unity
- Commands respect & admiration
- Teaches learners submission
- Contributes to an improved work ethic
- Contributes to higher academics and self-control in Learners
- Helps Learners to dress appropriately, preventing immodest apparel and slovenly appearance.
- Promotes school safety, improves discipline and enhances the learning environment.
- Sets a good example for others.
- Establishes boundaries

DISCIPLINE POLICY

PREAMBLE:

1. At Kingsword Academy we are committed to the fostering of “TEAM” – a culture of “Together Everyone Achieving More” and “Teaching, Equipping and Mobilising” our Learners. Our common focus, therefore, is in creating and maintaining an environment which is conducive to the spirit of “TEAM”.
2. Character development is a priority
3. Here, discipline is maintained which is firm, consistent, fair and tempered with love and which is in accordance with Biblical principles and the discipline policy of the school.

4. This is not a corrective institution. A Learner must not be enrolled with the notion that he or she will be reformed. We are here to work with the home but not to take the place of parents who have experienced difficulty in fulfilling their roles.
5. The Learner is expected to conduct himself in accordance with biblical values and principles. A high standard of discipline and responsibility is expected of them.
6. Staff members will implement methods of motivation and counseling to bolster the Learners desire to achieve and prevent all forms of misconduct.
7. Rewards, among others, privileges, will be granted to Learners who display good behavior and a sense of responsibility.
8. Values, beliefs and attitudes are formed during this important phase of your child's life and it is imperative that parents too, provide a caring home environment with sound rules which include love and respect.
9. The disciplinary policy is aimed at establishing a relaxed, happy, yet orderly and disciplined environment at school, which will encourage each Learner to develop his/her talents and ability to the utmost.
10. With the co-operation of Parents and Staff Learners can develop good habits and learn to take responsibility for their own behavior.

BIBLICAL CORRECTION:

1. Discipline is what is done for a Learner not what is done to him or her. It is preventative action.
2. Controls in the form of, among others, dress codes and conduct standards must be placed on Learners in order to control their carnal desires. Unchecked by discipline, these desires will lead to a life of "pleasurable" activities but not productive achievement.
3. Correction implies inward motivation to help the Learner mature, develop biblical standards and assume responsibilities while preserving his dignity.

AIM OF DISCIPLINE:

1. We believe in accordance with the biblical mandate that "all things should be done decently and in order" (1 Cor. 14:40) and that our Learners should be taught to "Walk honourably before all men" and through this ensure the success and progress of all their activities of the school and attain the goals of the school.
2. The aim of the code of conduct is to establish and maintain a positive and disciplined school environment and to encourage and promote self-discipline and to develop Learner's talents and abilities to the utmost.
3. To ensure that the Learners conduct themselves in a manner which does not bring the school into disrepute or could be detrimental to the maintenance of order or discipline at the school.

THE BIBLICAL MANDATE OF DISCIPLINE:

1. God is a disciplinarian and he expects Learners to be disciplined in all areas of life.
2. Some scriptural injunctions:
 "For whom the Lord Loveth he chasteneth" (disciplines) – (Hebrew 12:16)

 "Now no chastening for the present seemeth to be joyous but grievous: nevertheless after-ward it yieldeth the peacable fruit of righteousness.." – (Hebrew 12:11)

 "Foolishness is bound in the heart of the child but the rod of correction shall drive it far from him" – (Proverbs 22:15)

 "Chasten thy son while there is hope and let not thy soul spare for his crying" – (Proverbs 19:18)

 "Train up a child in the way he should go and when he is old he will not depart from it" – (Proverbs 22:6)

**PROCEDURE TO BE FOLLOWED IN THE EVENT A LEARNER COMES HOME
COMPLAINING ABOUT A POLICY OR DISCIPLINARY ACTION TAKEN:**

1. Give the Staff the benefit of the doubt.
2. Realise that your child may be bringing home “slanted news” which is emotionally biased and may not include all the information.
3. Realise that the school has reasons for all rules and that they are enforced without partiality.
4. Support the administration and call the school for all the facts.

OUTSIDERS ENTERING SCHOOL PREMISES

1. If it is established that any outsider(s) viz. anyone who is not a bona fide learner, member of Staff or Parent of a Pupil at school, has entered the school premises at the request or encouragement of a Learner or Learners, the school in consultation with the PTA reserves the right to:
 - 1.1 Institute legal action against the aforesaid outsider(s),
and or/
 - 1.2 Suspend, transfer or recommend the expulsion of the
aforesaid Learner(s) if the presence of the outsider(s) has contributed to a violation of the
code of conduct and discipline policy of school or has threatened or endangered the well-
being of Learners or Members of Staff at school.

MISBEHAVIOUR DURING CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES:

Learners shall be guilty of misbehavior during co-curricular and extra-curricular activities if they:

1. Manifest behaviour that does not conform to the standards expected by the school and which tarnishes the image of the school before, during and after the said activity.
2. Violates the rules and regulations of the venue which they are visiting, and display disrespect, arrogance, insolence, aggression, and unsporting conduct or threaten the well-being of any person(s) before, during or after the said activity.

Any pupil guilty of the above shall be:

- Liable for exclusion from all co- and extra-curricular activities at and of the school, with the duration of the censure being commensurate with the severity of the offence, and or
- barred from being present at the said venue even in his/her personal capacity; and/or
- liable for suspension or recommended for suspension or exclusion from school.

Pupils convicted on criminal charges:

1. If the continued presence of such person at school is seen to constitute an impediment to the school's image and to the maintenance of discipline at school or to constitute danger or threat to the safety and well-being of pupils and staff at school, the school reserves the right to transfer or recommend the expulsion of such person. This clause relates to the conviction(s) for criminal offences at or outside school.
2. In case of such a breach of any of the aforesaid rules, the pupil or alternatively the parent or legal guardian of the said pupil shall forfeit all claim to a refund or rebate of fees paid or payable to the school as a result of any action taken in terms of this policy.
3. The school reserves the right to discipline pupils for exhibition of behaviour contrary to school policy (code of conduct, work ethic and school rules) even if such behaviour occurs outside the perimeter of the school grounds and school times.

Protocol to be observed in the case of misconduct:

1. To be dealt with at learning centre level by staff members.
2. Referral to the Principal after three repeated warnings of the same infringement.
3. Referral to parents/guardians should the Learner persist with the same offence.

4. Referral to PTA for discipline or Police in the case of serious offences including criminal behaviour at school or outside school whilst in school uniform.

DISCIPLINARY PROCEDURE:

1. Dealing with misconduct:

There are several ways in which the Staff, School Management Team and PTA deals with cases of misconduct and/or infringement of school rules.

This includes (but not limited to):

- 1.1 Verbal and written warnings
- 1.2 Educator/Peer Monitoring/Counselling
- 1.3 Detention during breaks and after school
- 1.4 Extra written work
- 1.5 Withdrawal of privileges
- 1.6 Community outreach programmes
- 1.7 Completion of tasks at school, eg. Gardening, clean ups, etc.

2. Informal Discipline:

- One of the daily tasks of Educators and management personnel is to correct minor behavioural defects and this usually takes the form of informal reprimands or corrective instructions.
- Where the above proves ineffective or if sterner action is warranted, a warning is given by the Educator. This consists of:
 - a) Informing the pupil that his/her behaviour is contrary to school policy
 - b) Instructing him/her to achieve the required standards; and
 - c) Making him/her aware of possible consequences of repeating the undesired behaviour
- If the behaviour is repeated in spite of the verbal warning given, the matter will be referred to the Code of Conduct Committee. All instances of informal discipline will be recorded by the Educator at the School and acknowledged by the pupil concerned.

3. Formal Discipline:

- Formal action is taken when the Pupil fails to respond positively to informal measures or where the conduct or performance is of such a nature as to warrant being recorded and placed on file immediately owing to its seriousness.
- Formal action takes the following steps:

Written Warning:

1. This would entail the grounds for discipline, previous action taken and the consequences of the repetition.
2. This warning (on official letterhead) has to be signed by the Principal, Parent and Pupil concerned. (A copy will be kept on file.)

Suspension

1. Should the behaviour or act be repeated in spite of the written warning, the pupil will be suspended for a minimum period of one week.
2. During the period of suspension, an enquiry, hearing and appeal will be instituted by the School's Code of Conduct Committee. During the appeal suspended pupils may be represented by their Parents or Legal Guardians.

Re-instatement

1. Should the Code of Conduct Committee recommend lifting the suspension, the pupil will be immediately re-instated after his/her period of suspension.
2. In this case, a written pledge by the Pupil and Parent in respect of adherence to school policy will be required.

Dismissal:

Should the Code of Conduct Committee not rule in favour of the pupil, or if the behaviour persists after re-instatement, the pupil may be transferred or recommendation may be made for expulsion.

SERIOUS OFFENCES:

The following offences will result in immediate suspension:

1. Common or indecent assault
 2. Assault resulting in grievous bodily harm.
 3. Using or being in possession of drugs, illegal or banned substances or alcohol.
 4. Being in possession of arms, ammunition or dangerous weapons.
 5. Sex offences
 6. Verbal abuse of or defamatory statements about Pupils or members of Staff.
 7. Theft
 8. Practical jokes or pranks resulting in negative or disastrous consequences.
 9. Possession of pornographic material.
- Upon suspension, the matter will be referred to the Code of Conduct Committee for investigation (and legal action if necessary)
 - If upon the Code of Conduct Committee findings the pupil is guilty as alleged or charged, the pupil will be given an option of a transfer or a recommendation will be made for expulsion.
 - The decision to transfer will be made in accordance with the Code of Conduct Committee's recommendations and Departmental guidelines. Your attention is drawn in particular to the following Departmental regulation:

If any pupil conducts himself/herself in such a way that in the opinion the Principal, his/her continued attendance of the school to which he/she has been admitted would be detrimental to the welfare or discipline of that school, or to any of its pupils, the Principal shall forthwith warn the pupil concerned verbally or in writing that if he/she again conducts himself/herself thus, he/she will be liable to be expelled from the school.

MERITS AND DEMERITS

A system of merits and demerits will form the basis of the disciplinary policy. The focus will be rewarding excellence rather than focusing on the punishment of Learners through demerits. All merits and demerits will be recorded. If a Learner accumulates three demerits for the same offence, his/her behaviour will be deemed unsatisfactory and will result in the necessary action being taken in terms of the disciplinary policy.

LEVEL OF MISCONDUCT:

Level 1 – Minor violations of general classroom discipline

1. Late coming
2. Leaving learning centre/office without permission
3. Failing to complete homework
4. Borrowing without consent
5. Eating and drinking in class
6. Chewing gum

7. Horseplay/practical jokes
8. Noisy – assembly/learning centre
9. Entering a learning centre without permission
10. Disruptive
11. Homework not done/corrected
12. Disorganised notes/files
13. Minor hair and uniform infringements
14. Violation of learning centre procedures, cheating etc.

Level 2 – Minor violations of school code of conduct or rules

1. Frequent repetition of Level 1 infringement
2. Possession or use of tobacco
3. Cheating during tests
4. Verbally threatening the safety of another person
5. Swearing
6. Disrespect/insolence/cheekiness/arrogance
7. Ignoring specific instructions
8. Minor damage to school property
9. Failure to hand in absentee notes, reply slips, etc.
10. Cheating in tests
11. Copying another Learners work
12. Not wearing full school uniform
13. Wilfully wearing incorrect uniform
14. Pea shooting, throwing paper or objects
15. Writing letters/notes to another person which is objectionable

Level 3 – Serious violations of school code of conduct or rules

1. Frequent repetition of Level 2 infringement
2. Minor injury to another person
3. Possession or use of narcotic drugs
4. Severely disruptive behaviour
5. Possession of a dangerous weapon
6. Theft/vandalism
7. Racism
8. Use of offensive gestures
9. Lying
10. Spitting/throwing spit balls
11. Fighting with another Learner
12. Gambling
13. Colouring of hair
14. Exotic hairstyles
15. Playing truant
16. Cheating in a test/examination

Level 4 – Very serious violations of school code of conduct or rules

1. Frequent repetition of Level 2 or 3 infringement
2. Threatening with a dangerous weapon
3. Intentionally causing physical injury to somebody
4. Extortion of another person's property
5. Possession of pornographic material

Level 5 – Criminal – Serious violations of school code of conduct or rules to be carried out by higher authority, SGB and Department

1. Frequent repetition of Level 4 infringement
2. Possession and peddling of narcotic drugs
3. Assault
4. Sexual harassment or abuse or statutory rape
5. Robbery or major theft
6. Intentionally using a dangerous weapon

MISDEMEANOURS AND SANCTIONS:

In the interests of uniformity and consistency, the following would serve as a broad guideline for the Code of Conduct in dealing with disciplinary matters at school.

<u>MISDEMEANOUR</u>	<u>SANCTION</u>
1. Fighting, bullying, teasing	Warning: call in parents, suspension
2. Smoking or cigarettes	Confiscation and suspension, call in Parents
3. Playing truant, absconding from lessons or school	Warning: call in parents, suspension
4. Disruption of lessons	Warning: Referral to counselor, call in Parents
5. Insolence	Warning: Call in Parents
6. Vandalism	Call in Parents and Police, suspension/expulsion
7. Theft	Call in Parents and Police, suspension/expulsion
8. Use of alcohol and/or drugs	Call in Parents and Police, suspension
9. Possession or sale of alcohol and/or drugs	Call in Parents and Police,
10. Academic work not done regularly	Detention, call in Parents

11. Carrying of dangerous weapons	Confiscation, call in Parents and Police, suspension/expulsion
12. Late coming to school and/or class	Warning: Detention, call in Parents
13. Possession of pornographic material	Confiscation, call in Parents and Police, suspension/expulsion
14. Crime/criminal injuries	Warning: call in Parents and Police, suspension/expulsion
15. Pairing off/kissing/ petting etc.	Warning: call in Parents, transfer
16. Uniform	Warning: call in Parents
17. Misbehaviour on excursions	Commensurate with seriousness of offence, may range from suspension from excursions for a specific period (eg. 1 year) to total exclusion from all sports activities.

18. Misbehaviour at sports meeting or matches	Commensurate with seriousness of offence, may range from suspension from sports activities for a specific period (eg. 1 year) to total exclusion from all sports, excursions and activities.
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Please take note of the following:

1. Sanctions will vary according to the circumstances and seriousness of offences.
2. All of the above misdemeanours carry the possibility of suspension and recommendation for expulsion from school if the undesirable behaviour persist or if parents and pupils take no initiative in correcting the undesirable behaviour.
3. In the interest of remedying deviant behaviour, the school would assist pupils and parents with counseling and psychological services.
4. Any item(s) confiscated from pupils will be promptly handed to the Principal and labeled as follows:

Name of pupil; Date; Description of item; Signatures of Principal and Pupil. Confiscated items will be returned to Parent/Legal Guardian at the end of the disciplinary process.

5. The school reserves the right to withdraw a privilege at any time.
6. Please be informed that the sanctions for the various misdemeanours have been agreed to by all the school's stakeholders.

CONSTITUTION

1. STATUS

- 1.1 Independent School
- 1.2 Provides individualized quality education

2. PHASES

- 2.1 Pre-primary - Grades 000 - R
- 2.2 Junior Primary - Grades 1 - 3
- 2.2 Intermediate - Grades 4 - 7

3. REGISTRATION

- 3.1 K.Z.N Department of Education on 20/06/2003
- 3.2 Non-Profit Organisation (N.P.O)

4. NAME

- 4.1 Kingsword Academy
- 4.2 Referred to as K.W.A

5. ADDRESS

- 5.1 Street - 100 Lilac Road, Crossmoor, Chatsworth 4093
- 5.2 Postal - P.O Box 56 965, Chatsworth, 4030

6. DEFINITIONS

- 6.1 "The School" - governed as per constitution.
- 6.2 "The Principal" - professionally qualified teacher as head of educational activities of the school.

- 6.3 “The Administrator” – Staff Member responsible for administering the school.
- 6.4 “Management Team” – Principal and Staff Members responsible for oversight of educational activities of the school.
- 6.5 “The Parent Committee” – Consisting of representative parents to assist and support school in achieving its objectives.

7. **VISION STATEMENT**

Provision of a school of excellence for the Holistic and integrated development of Learners spiritually, physically, psychologically and academically and where respect for our environment and multicultural society is promoted.

8. **MISSION STATEMENT**

Raising Learners as citizens of repute for the future by providing Learning experiences that prepares Learners to accept challenges, welcome opportunities, make informed decisions and which defines each child’s mission in Christ, and in the world.

9. **PROVISION**

- 9.1 A school with a Christian Ethos undergirded by Biblical values and ethical morals.
- 9.2 An environment that is conducive to teaching and learning.
- 9.3 Facilities and resources that will encourage the Holistic and integrated development of each Learner and to enhance the quality of education as a whole.
- 9.4 Strong educational foundations.

10. **CURRICULUM**

Department of Education Curriculum Assessment Policy Statement (CAPS)

11. **EDUCATORS**

Employment of professionally, qualified educators who will be good role models and who will dispense quality education.

12. **ADMISSION POLICY**

- 12.1 Non-discriminatory basis
- 12.2 Compliance to school’s rules and regulations

13. **FORGING RELATIONSHIPS**

- 13.1 Parents, Teachers and Learners
- 13.2 Parent Committee Members
- 13.3 Assist Parents to nurture and admonish children in obedience to God’s Word.
- 13.4 Respect for the worth and dignity of Learners to develop their talents and skills.

14. **VALUES AND LIFE SKILLS**

Equip Learners with sound biblically – based values and life skills such as Godly wisdom, insight and character in order to become stable and productive members of society.

15. **SUPPORT MINISTRY**

Afford Learners an opportunity to empathise and identify with the disadvantaged by developing a significant support ministry and out-reach programmes.

16. **EDUCATIONAL STANDARDS**

Maintain, if not better educational standards in comparable educational institutions by being on the cutting edge of innovation and creativity and by keeping abreast of current trends.

17. FUND-RAISING

The school will endeavour to raise funds by seeking donations and sponsorships and organizing fund-raising initiatives.

18. LEGAL STATUS

- 18.1 Body corporate – exist in its own right separately from its members.
- 18.2 Continue to exist even when it's membership/office bearers change.
- 18.3 Own property and other possessions distinct from its members.
- 18.4 Acquire rights and assumed duties and enter into contracts.
- 18.5 Be able to sue and be sued in its own name and generally act in law.
- 18.6 Power and authority to raise funds or to invite or receive contributions to buy, hire or exchange for any property that it needs to achieve its objectives.
- 18.7 Right to make by-laws for proper management including procedure for application, approval and termination of membership.
- 18.8 Decide on the powers and functions of its office bearers.

19. COMPOSITION OF THE PARENT COMMITTEE

- 19.1 The Administrator
- 19.2 The Principal
- 19.3 Parents of not less than three (3) members who represent the parents of the children at the school will be nominated and appointed by the Administrator/Principal.

20. TERMS AND CONDITIONS GOVERNING PARENT COMMITTEE

(Refer to Policy Document on Parent Committee)

21. DISSOLUTION OF THE SCHOOL

- 21.1 Should the school be dissolved or for any reason whatsoever, cease to exist as a school, then all movable and immovable property shall be ceded to Christian Revival Centre (CRC), Chatsworth (Landlord) or as the Management Committee and Parent Committee decides on an appropriate course of action.

22. AMENDMENTS TO CONSTITUTION

- 22.1 May only amended by a special meeting of the Management Committee and Parent Committee.
- 22.2 A notice of such meeting setting out the proposed amendment(s) with a short motivation of each must be served on all members of the aforesaid committees at 14 days before the date of the special meeting.
- 22.3 A quorum of not less than 3/5 of the members of the committees is required, will not less than 2/3 of those present in agreement before any proposed amendment(s) may be passed.

23. POLICIES

- 23.1 As required by Department of Education and Umalusi (Council for Quality Assurance)
- 23.2 Policies referring to school matters (Refer to Policy Documents)

Kingsword Academy

PRIVATE CHRISTIAN SCHOOL OF EXCELLENCE

Email: kingsword.academy@yahoo.com Tel: 031 4091281 Fax: 086 2755 993
KZN Department of Education No. 400895



POLICY UNDERTAKING BY PARENT/S

I/We _____ Parents/Guardians of

_____ in Grade _____

_____ in Grade _____

_____ in Grade _____

Agree to abide by the terms and conditions governing Kingsword Academy's School Policies.

Policies received:

Admission Policy: _____

Financial Policy: _____

Dress Code Policy: _____

Discipline Policy: _____

School Constitution: _____

SIGNATURES OF PARENT/S

1. _____ DATE _____

2. _____ DATE _____

For Office Use:

School Stamp:

Signature of Principal/Administrator: _____

Date: _____