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Brochure 2024 and School Policies

Muhtaram / Muhtaramah **السلام عليكم**

We are honoured that you have chosen Nurul Islam School of Excellence as the institution to further the education of your child.

We endeavour to maintain a high standard of education in an environment, conducive to good character building, good values and morals. Insha Allah with the co-operation of the parents and learners we will achieve this. All prospective parents and learners are urged to familiarise themselves with this brochure and the schools' Code of Conduct.

A. VISION & MISSION

Vision

- Religion is giving good advice
- By the passing of time, surely man is at loss. Except those who believe and do righteous deeds, enjoin one another to the truth, and enjoin one another to be steadfast. [Q103:V1-3]

Mission

- Provide a quality, Islamic-based formal and informal education, to prepare pupils to meet the contemporary challenges of their country and the world.
- Uphold academic attainment with strong Islamic Akhlaaq (Character) as cherished ideals.
- Provide opportunities for learners to develop their skills and develop the Islamic values of brotherhood within the school and the general broader community.
- Establish and participate in forums that will enable the learners and teachers to do community service.
- Focus on current issues affecting the South African nation and the Muslim Community in particular.

Ethos/Values

- Sense of identity and pride in the school.
- Equality, Fairness and Non-racism
- Developing learners as loyal citizens to contribute to the development of South Africa.
- Courtesy to parents, teachers, all other staff and visitors
- Achievement in academic, extra-murals and sports activities.
- Use of praise for achievements and contributions to school life.
- Pupils report that teachers care about them.
- Building responsibility by taking care of the school's property and equipment.
- Create an awareness of the Muslim role to address poverty in South Africa and in the world.
- Pupils are encouraged to work on their own, or in their groups, to do their best.
- The school welcomes suggestions (and contributions) to improve the academic standards and its financial growth.

Service Delivery

- It is our policy to address grievances and/or complaints.
- All complaints shall be directed to the Principal who in some cases may direct the parent and/or learner to do so in writing.
- The Principal shall respond and/or attempt to resolve the complaint/s within 24-hours.
- In instances where the complaint is of a serious nature and may involve investigation, attempts shall be made to resolve the issue/s within five (5) working days.
- If the parent/learner with the outcome, a written appeal shall be forwarded to the Chairman of the Board whose email and/or fax address shall be provided by the Principal. The Board's decision shall be final.

B. HISTORY / BACKGROUND / ACHIEVEMENTS

It was founded in 1989 as a girl's high school. The roots were established by a retired education stalwart, Mr Moosa Lorgat, who as its first acting principle. He handed over the reins to Mr Ahmed Vawda. Four years later the school was re-structured as a co-ed primary school starting with Grades 1 to 4. It was a strategic move to strengthen and develop the school.

In 1997 and 2007 the Board approved expansion programme to build an additional classrooms – including specialist rooms – store-rooms and ablution facilities. A re-structuring took place in 2012 and the new board decided to go back to the original dream of a girls-only school.

Some highlights and achievements:

1. A founding member of the Association of Muslim Schools (AMS) in 1989.
2. First Muslim school in SA to introduce Technology as a compulsory subject in 2006.
3. Hosted and/or organised several workshops in English, Arabic, Technology and Leadership and Governance.
4. Hosted the 1st Conference on Islamic Schools in 1989.
5. Organised a workshop for the entire staff to train as Accredited Assessors in 2007 with funding from the ETDP SETA.
6. Learners participate in and receives several prizes – in local and national events such as Speech Contests, Olympiads and Book Quiz.
7. Participated in Inter-School Athletics, Netball Tournaments, Mini Cricket, World Cup events at regional level.
8. Organised two leadership training camps for senior students (boys and girls) – one of them with funding from the ETDP SETA.
9. Founded and Hosted the 1st National Muslim Schools 7-A-Side Tournament for two-years and placed it under the umbrella of AMS.
10. Top achieving school for JC : 2017, 2018, 2019 & 2022 as well as attained 100% NSC Pass rate in 2017, 2018, 2019, 2020, 2021 & 2022.
11. In October 2019 we opened our Multi Media Lab. It's fully equipped with 30 workstations, an interactive smart board, 3D printer, and wifi capability.
12. In November 2019, we erected our much needed seating benches and jungle gyms for our learners to enjoy during their breaks.
13. A fully equipped & functional kitchen has been renovated to accommodate our new subject selection in FET.

Executive Committee

The School is a non-profit institution which is managed by a Board of Directors on sound education and business principles. The executives are: MI. SM Ravat (Chairman), Hfz. Y. Asvat (Vice Chairman), Mr M. Dadabhay (Treasurer), Mr. I. Hoosen (Secretary), MI. A Mangera (Assistant Secretary), Mr S. Ismail.

C. SCHOOL POLICIES

Some relevant policies have been provided in this brochure. A parent/learner may request (in writing) a copy of any of the school policies. There will be administration fee of R600 if the stakeholder requests a full set of policies. This will be provided to the applicant within five (5) working days (provided load-shedding does not affect the school's priority printing).

School Calendar

The school follows the calendar of the Department of Basic Education. Additional schools holidays shall include the days of Eid-ul-Fitr and Eidul Adha and/or any other Islamic religious observances approved by the Board. This information shall be communicated to all stakeholders seven (3) days ahead.

School Times

Mon to Thur:	Grades 1 and 2	07:30 to 14:00
Mon to Thur:	Grades 3 – 12	07:30 to 14:30
Fridays	All Grades	07:30 to 11:45

Finance/Fees:

The fees structure and payment options for 2024 are as follows:

Grade	Annual Fee amount	Termly X 4 At the <u>beginning</u> of the term	Monthly X 10 By the 05 th of the month (Jan to Oct)
1-3	R 14 650-00	R 3 662-50	R 1 465-00
4-6	R 16 500-00	R 4 125-00	R 1 650-00
7-9	R 18 350-00	R 4 587-50	R 1 835-00
10-12	R 19 000-00	R 4 750-00	R 1 900-00
4-12	R 375-00	<u>ANNUAL TEXTBOOK LEVY</u>	
10-11	R 300-00	CONSUMER STUDIES LEVY FOR PRESISHABLES	
ALL	R 575-00 once off	ADMINISTRATION FEE - NON REFUNDABLE Registration fee for all NEW enrolments – Payable upon submission of enrolment forms	

- a) Fees are payable over 10 months at the beginning of each month starting from **January** and ending in **October**.
- b) **Fees are due in advance.**
- c) A humble appeal is made to parents to ensure that fees are paid timeously.
- d) All Fees and Textbook levies must be by Direct Transfer (EFT) or cash deposit. **NO CASH OR CHEQUES WILL BE ACCEPTED.**
- e) Please submit a copy of proof of payment for all EFT'S, to **school@nurulislam.org.za**.
- f) Please provide the learners **admission number** on the deposit slip / EFT.
- g) **Fees are calculated and contracted to annually.** Termly and monthly payment options are available to parents for their convenience. No adjustments will be made.
- h) Please ensure that you have an updated **valid e-mail address** with the school. All receipts and statements will be issued, via a new accounting system that is exclusively electronic.

Banking details:

Account Name: Nurul Islam School of Excellence
Bankers: Al Barakah Bank
Account No: 786 002 696 43
Branch Code: 800 000
Reference: **LEARNER'S ADMISSION NUMBER** – Please ensure accuracy. *This number can be found on the learner's previous report or you may confirm this with the school.*

Admission Policy (as extracted)

- The school respects and supports the Constitution of South Africa
- Applications must be submitted at least on or before 30 August the year before on the prescribed form.
- For the application to be considered, the form must be completed in full, signed and attach all documents requested on the application.
- Any Muslim shall apply. Non-Muslim may apply but will be required to adhere to the Dress Code and the religious requirements.
- Siblings of learners already at the school will be given preference, provided that all school fees are settled and paid in full, as per the fee policy.
- Order on the waiting list is based on a first come, first served basis.
- **THE SCHOOL RESERVES THE RIGHT OF ADMISSION.**
- **Parents to show evidence that they can afford the fees.**
- Financial commitment to the school and its development is a pre-requisite.
- All learners must re-apply for admission for the following year or next grade.
- This should be done on the prescribed form which will be distributed by the school on before the 5th of August each year. All renewal forms must be completed and submitted not later the 4th of September.
- Parents will be sent a written confirmation of acceptance.
- **Learners whose fees are unpaid, have a poor disciplinary record and who have under-performed academically may be denied re-admission.**

- **Parents / guardians acknowledge, upon application of enrolment of their child / ward, that they are responsible for the due and punctual payment of the fees, and that, by their signature thereto, they irrevocably agree to comply with the School's Fee Policy and agree that should they fail to pay the fees on the due date, then the School shall be entitled to de-register their child and in which event the parent will have no claim against the School whatsoever.**
- **NB. The GDE new regulations now permit independent schools to expel pupils for non-payment of school fees but this may only be done at the end of the year. The school reserve the right to claim unpaid accounts through legal means.**
- All new applicants, at the school's discretion, will be required to undergo a competency test must obtain a 60% pass mark to qualify for the application process, for the applied grade.
- **NB. The GDE new regulations now permit independent schools to expel pupils for non-payment of school fees but this may only be done at the end of the year. The school reserve the right to claim unpaid accounts through legal means.**
- **Learners will NOT be enrolled at the school if not bearing one of the following VALID REGISTRATION DOCUMENTS:**
 1. South African Birth Certificate
 2. South African Smart ID card (learners older than 16 years of age)
 3. Current Passport AND study permit
 4. Current Asylum Seeker Permit
- All learners bearing a **Foreign Passport** are liable **to pay the annual school fee in advance before admission**. In addition, a further levy as agreed by the Board of Governors will be debited to the learner's fee account. Which is payable as per stipulated payment options.
- The Admission of a pupil is subject to the availability of space in the respective grade to which the pupil seeks admission. Space is limited.
- The ability of the learner to cope with the Academic requirement of the grade to which admission is sought for, remains the onus of the learner.
- A learner can be denied admission or re-admission based on his/her academic record or any other reason, what-so-ever, as remains the discretion of the Board of Governors.
- **Learners who fail at the end of the year may re-apply to the school.**
- Conduct of the learner either during school hours or after school hours and the current or previous disciplinary record can be taken into account in this regard.
- The marital status of the learner's parents must be indicated on the application form. Any information or documents pertaining to the learner's well-being must be disclosed and submitted to the school, upon application.

Curriculum / Subjects

- **As a faith-based institution, the School will provide a full Makhtab set of subjects - Islamic Studies and accommodate them in to the general school time-table.**

GRADES 1 – 4	GRADES 5 - 7	GRADES 8 - 10
Quraan	Quraan	Quraan
Surahs	Surahs	Surahs
Oral Deeniyaat	Oral Deeniyaat	Oral Deeniyaat
History	History	History
Fiqh	Fiqh	Fiqh
Akhlaaq	Akhlaaq	Akhlaaq
	Tajweed	Hadith
		Aqaaidh
		Tafseer

- The School follows the core curriculum that has been approved by national Department of Basic Education (DBE) and enacted in law and that are applicable to independent schools.
- The current curriculum is known as CAPS.
- The following GDE subjects are offered at this school:

GRADES 1 – 3	GRADES 4-6	GRADES 7-9	GRADES 10-12
English HL	English HL	English HL	COMPULSORY
Afrikaans FAL	Afrikaans FAL	Afrikaans FAL	English
Mathematics	Mathematics	Mathematics	Afrikaans
Life Skills	Life Skills	Life Orientation	Life Orientation
	Social Science	Natural Science	Consumer Studies
	NSTech	Technology	
		Social Science	ELECTIVES GRADES 10-12
		EMS	Mathematics / Maths Lit
		Arts & Culture	Physics / Business Studies
			Life Sciences / Tourism

Language Policy

The School is an English Language Independent School. Learners seeking admission must be proficient in the English Language. With the exception of Arabic, Afrikaans and isiZulu, all subjects are taught in the English language.

Promotions

The law allows private schools to determine its own promotion policy provided they are not inferior to public schools. In order to provide a high quality education to all our learners, please take note of the following promotion policy. For a learner to be promoted to the next Grade the following needs to be achieved.

Subjects	INTERMEDIATE & SENIOR PHASE (GRADES 4-9)	FET PHASE (GRADES 10/11)
English	50%	50%
Maths	50%	45%
Afrikaans	40%	45%
Remaining learning areas	40%	40 %

A learner has to achieve the criteria for English, Maths and Afrikaans. Failure in any one of the three will result in a not achieved report.

Extra-Curricular Activities

- When necessary, the School may provide tuition and additional classes as well as extra curricular activities on Saturdays, during school holidays or weekday afternoons. **Attendance is compulsory.**
- Where a need arises, tuition is provided in a subject after school. Parents will be informed of the arrangements.
- An independent sports facilitator has been appointed to assist the school with a structured programmed that is aligned to the requirement set out by GDE.

Uniforms and Dress Code

- The school colours as prescribed.
- The prescribed uniforms are to be bought from our service provider Concorde Outfitters also known as Biswear, Concorde Place, Lenasia CBD.
- The wearing of uniforms daily is compulsory.
- No hairstyles are allowed (Fringes, Spikes or Highlights).
- It is compulsory for all Primary School girls to wear a small **royal blue Burkha**. High School girls must wear the **royal blue scarf**.
- No fancy Burkhas / scarves are allowed. This includes no lace trimmings, studs, fancy pins, chains, flowers on Burkha.
- No jewellery – rings, tongue rings, tekkies or make-up.

- Body piercing is also not allowed, however, a single plain stud is allowed as an ear or nose piercing.
- School Tekkies and/or track Suits, up to Grade FIVE ONLY will be worn for the P.E. period ONLY eg. Mondays and Thursdays.
- **Section D explains the disciplinary process for non-compliance.**

Attendance:

- a) It is important and necessary that learners **attend school regularly**. Absenteeism disadvantages the learners.
- b) Kindly schedule **ALL** appointments out of school hours.
- c) In the unlikely event that your child has been or will be absent kindly communicate this with the secretary in writing.
- d) In the event of an emergency kindly communicate in writing with the principal.
- e) Absenteeism during cycle test without a written valid advance notification is not acceptable. This situation must be substantiated by a medical certificate.
- f) Absenteeism from cycle test/s will result in the learner not being allowed to write the test at a later date and will forfeit the mark.

Late-coming:

Punctuality in Islam is a fundamental characteristic taught by Salaah (prayers) five times a day. It is this characteristic which has made Muslims a great nation. This cannot be over emphasized.

- a) It is our collective responsibility and specially the parent, to **ensure that your child is at school by 7:20am** before 7:25am.
- b) We do appreciate that your child is travelling to school. However, in fact more than 90% of learners are travelling to school as well.
- c) In the event that a learner is frequently late for school, he/she will not be permitted to receive any instruction (will not be allowed to attend class) and will be marked absent for the day.
- d) It would therefore be appreciated if you will make the necessary arrangements to have your child timeously at school so the educational process could commence on time.
- e) It is very disconcerting to be booking your child for coming late to school.

Drop off and picking up of learners:

- a) Please ensure that your child is dropped off and picked up timeously. The school will not be held responsible for any learner after school hours due to parental negligence.
- b) In the unlikely event that the transport would be early or late, kindly communicate this with the office.

Consultations with the Principal / Teachers

- Parents are welcome to visit the school to discuss any matter concerning the welfare of their children.
- Please make an appointment with the Principal and/or relevant teacher through the school secretary.
- Parent briefing meetings are held at least one per term
- NOTE: No member of staff is to be approached directly.
- A written record will be kept of the discussions and filed in the Pupil's File.
- In some instances it may be necessary for the school to make an audio recording of the meeting. This too will be kept in the Pupil's File.

Stationery

- a) For effective learning it is necessary for all learners to have their own stationery, **and to label it clearly**.
- b) Borrowing causes unnecessary problems.
- c) Kindly ensure all books are neatly covered. This creates an attitude of efficiency.

Communication

The School will communicate with the parents in the following ways:

D6 Communication system

- a) Please ensure that you download the “D6” communicator app on your desktop, tablet or smartphone from <http://www.school-communicator.com/download.php>
- b) **All communication** from the school will be sent via this app which includes significant resources, such as timetables, homework, circulars, calendar notices, etc.

E-mail system	The school would also send E-mail messages in certain circumstances, including monthly fees statements. Please ensure that the school receives your E-mail address if it has not yet been submitted.
Social Media	Follow our Instagram and Facebook pages to keep abreast of activities / events
Whatsapp	The school would also sends text message in certain circumstances.
Telephone & Cell	These will be used for urgent and important communications.
Printed Circulars	This medium will also be used. To acknowledge receipt, kindly sign and return the completed section.
School Phone	Pupils may be allowed to make calls to parents in emergencies or special circumstances but not for instances such as requesting parent to bring his/her homework or project.

D: CODE OF CONDUCT (DISCIPLINARY RULES) AS EXTRACTED

The School’s Behavioural Expectations

1. Fulfill their Islamic obligations by being honest, considerate and friendly.
2. Obey school rules and meet school requirements.
3. Accept Learner’s responsibilities.
4. Accept responsibility for their behaviour and learning.
5. Abstain from (inappropriate) behaviours that make others uncomfortable.
6. Protect their own interests, property and that of others including that which belongs to the school.
7. Act in ways that do not endanger or injure themselves or others.
8. Complete the assignments and projects set, and permit others to do the same.
9. Arrive at school and for lessons promptly, ready to work.
10. Maintain personal and classroom neatness.
11. Maintain optimism, a cheerful countenance and good posture.
12. Greet fellow pupils, teachers, school staff; parents and visitors.
13. Be ever ready to give aid and assistance.
14. Honour commitments.
15. Go through a problem in order to resolve it and to learn from one’s error and mistakes.
16. Respect other achieving pupils and learn from them.
17. Know what to fight for and what to compromise on.
18. Feel strong enough to be gentle
19. Listen, think and explain.
20. Apologize when necessary because growing human beings learn every day.
21. Participate in voluntary and community service.
22. Participate in the activities of the school’s clubs and societies.
23. Be co-operative and accepting of authority.
24. Be morally sound.
25. Be physically fit and participate in sports meetings/fixtures.
26. Be industrious and motivated.
27. Contributing to class and determined to do well.
28. Strive to serve as members and/or office bearers on committees and clubs established in School.
29. Behave courteously, respectfully and considerately at all times, whether at school, outside school or an excursion or school related activity.
30. Assisting and advising others who are experiencing difficulty with regard to complying with school rules.
31. Report any instances of irregular conduct to a staff member or management.
32. Practice good etiquette and manners as well as knocking at class door and seeking permission to enter, greeting all visitors.
33. Parents and learners understand that **the school reserves the right to search any learners bags /possessions. The school may at it’s discretion, access any phone / social media accounts.**

SCHEDULE OF OFFENCES

MINOR OFFENCES	1 st Offence	2 nd Offence	3 rd Offence
Late-Coming	Reprimand	Written Warning + Notify parents	Detention
Poor attendance	Reprimand	Written Warning + Notify parents	Detention
Teasing, Mocking, Attention-seeking	Reprimand + Apology	Written Warning	Notify Parents & Detention
Interrupting the class and/or the Teacher	Reprimand + Apology	Written Warning + Apology	Detention/Notify parent
Interfering with or annoying others	Reprimand + Apology	Written Warning + Apology	Detention/ Notify parent
Usage of any correcting fluid in school work and possession thereof	Reprimand	Written Warning	Detention
Eating, Drinking in class without permission	Reprimand	Written Warning	Detention
Noisiness, Rowdiness	Reprimand	Written Warning	Detention
Derogatory name calling	Reprimand + Apologize	Written Warning + apology	Detention/ Notify parent
Running in class/corridors	Reprimand	Written Warning	Notify parents/ detention
Spitting	Reprimand	Written Warning	Notify parents/ detention
Cheekiness	Reprimand	Written Warning	Notify parents/ detention
Swearing	Reprimand	Written Warning	Counselling/Notify Parent
Disobeying Prefects	Reprimand	Written Warning	Counselling/
Play fighting, Horseplay	Reprimand	Written Warning + Counselling by Head/HoD	Counselling/Parents
Bringing toys to school	Reprimand	Written Warning + Confiscation of item/s	Counselling/Parents
Idle Gossip / spreading rumours	Reprimand + Rectify	Written Warning+ Rectify	Detention
Littering	Reprimand + Rectify	Written Warning+ Rectify	Community Service
Not Greeting teacher/staff/visitor	Reprimand + Rectify	Written Warning + Rectify	Community Service
Uncooperativeness	Reprimand + Rectify	Written Warning + Rectify	Community Service - Notify parent
Failure to hand in homework assignments or projects on due date/time	Reprimand + Letters + rectify	Written Warning / Counselling by Principal/HoD	Detention + Notify Parent
Not taking circulars and other school communication home	Reprimand	Written Warning	Detention + Notify Parent
Missing/bunking a period/s or school	Reprimand	Written Warning + Parents notified	Detention + Notify Parent
Playing any ball games inside the school and in other buildings of the complex	Reprimand	Written Warning + Parents notified	Detention + Notify Parent
MAJOR OFFENCES	1 st Offence	2 nd Offence	3 rd Offence
Repetition of Minor Offence up to 3 times in 4 months	Parent/ Learner Profile	Detention	Suspension 1 day
Not addressing teachers by proper titles e.g. Muallimah, Apa	Reprimand	Written Warning	Notify parents / Suspension 1 day
Physical abuse (punching, kicking, hair-pulling scratching etc)	Written Warning	Detention + Counselling by Principal/HoD	File Detention Suspension 1 day
Telling lies, Tales	Reprimand	Written Warning	Detention
Arguing about everything	Reprimand	Written Warning+ Counselling by Principal/HoD	Notify Parents/ Suspension 1 day
Disruptive, Irreverent behaviour during Salaah	Reprimand	Written Warning+ Counselling by Principal/HoD	Notify Parents/ Suspension 1 day
Disruptive during lessons	Written Warning + Counselling by Principal/HoD + Notify parent	Detention	Notify Parents/ Suspension 1 day
Disrespect for teacher	Written Warning + Notify Parent	Detention	Notify Parents/ Suspension 1 day
Swearing, Mocking, Insulting	Warning + Notify Parent	Detention	Notify Parents/ Suspension 1 day
Any indication towards or evidence of fraternizing or forming an inappropriate relationship with the opposite or same sex (LGBTQ).	Written Warning + Notify Parent	Suspension 3 days	Expulsion
Telephonic contact with boys/girls in school time	Written Warning + Notify Parent	Counselling + Suspension 3 school days	Expulsion
Plagiarism of homework, Assignments, Tests, etc	Written Warning + loss of marks + Counselling by Principal/HoD	2 nd Counseling + Suspension 3 school days	Expulsion
Bringing musical equipment (eg CDs, tape / mp3 players, radio, flute, mouth organ etc.) and related accessories	Written Warning + Confiscation	2 nd Warning + confiscation and items won't be returned to learner	Suspension 2 school days day
Failing to participate in a school team without a valid reason after being selected	Written Warning + Notify Parent	Disqualification	Banned from any school activities for 6 months.
Disobeying school rules	Written Warning + Notify Parent	Detention	Exclusion from sports, extra murals, excursions for 6 months
Poor sportsmanship	Written Warning + Notify Parent	Detention	Exclusion from sports, extra murals, excursions for 6 months
Dishonesty, Deceitfulness	Written Warning + Restitution	Written Warning + Notify Parents	Suspension 1 day
Not conveying notices, circulars, letters to parents	Written Warning + Notify Parents	Detention	Suspension 1 day
Not doing work set by teachers after letters have been sent	Written Warning	Detention	Suspension 1 day

Meeting with unauthorized visitors at School	Written Warning	Counselling by Principal/HoD Notify + Parents	Suspension 1 day
Avoiding of classes, bunking, sports and recreation / extra curricular activities	Written Warning + Notify Parent	Community Service	Suspension 1 day
Avoiding and/or Missing Salaah (prayers)	Written Warning + Notify Parent	Community Service	Suspension 1 day
Bringing valuable items (novelty stationery jewellery, etc)	Written Warning + Notify Parent	Warning + Confiscation	Detention / Parents
Bringing potentially harmful objects to school	Written Warning + Confiscation	Detention + Confiscation	Suspension 1 day
Non-attendance of school after examination/s and/or class tests.	Written Warning + Notify Parent	Community Service	Suspension 1 day
Using any phones at school without permission	Written Warning	Detention	Suspension 1 day
Disregarding school traffic rules	Written Warning	Detention	School Community Service
Non-attendance of important school functions (Awards Day, Sports Day etc.) without a valid written reason	Written Warning + Apology	Detention	Suspension 1 day
Trading for personal gain in School grounds or on land used by the school	Written Warning + Apology	Detention + confiscation of items	Suspension 1 day
Failing to wear the required uniform or any part thereof	Written Warning	Warning + Sending Home	Detention 1 day and/or 1 Day Suspension
Encouraging fellow pupils not to attend school after Tests, Exams, or for any school related event.	Written Warning + Notify Parent	Detention + Notify parents	Suspension 1 day
Failing to return textbooks and/or school property	Restitution / replacement	Written Warning + Notify parents + Parent invoiced to replace	Suspension 1 day
Using locker outside of prescribed times	Written Warning	Detention + Notify parents	Detention
Leaving class without teacher's permission	Reprimand	Written Warning + Detention + Notify parents	Suspension 2 days
Cell Phones: Use and possession thereof during school hours is prohibited. The school does not take responsibility of loss/theft nor conduct an investigation.	Confiscation + R500 fine + phone handed to parent after payment	Confiscation + R750 fine + phone handed to parent after payment	Confiscation + R1000 fine (only returned at end of school year) + Suspension for 3 days

SEVERE Offences	1st Offence	2nd Offence
Repetition of Major Offence up to 3 times in 6 months	Suspension 5 school days + parents	Expulsion
Brawling, Assault, fighting, playfighting (causing harm) Bullying, Intimidation, Thuggery.	Suspension 3 school days + SAPS + parents Learner to go for counselling at parents costs	Expulsion
Inciting violence and/or harm	Suspension 3 school days + SAPS + parents Learner to go for counselling at parents costs	Expulsion
Initiation of any sort is prohibited	Suspension 3 school days + parents Learner to go for counselling at parents costs	Expulsion
Intimidation and harassment	Suspension 3 school days + parents Learner to go for counselling at parents costs	Expulsion
Insubordination and/or disobeying instructions; back-chatting teachers	Suspension 2 day + Notify parents	Expulsion
Vulgar language and profanities	Written Warning and apology + counselling a parents costs	Suspension 2 school days counselling a parents costs
Physical, verbal, racial or sexual harassment	Suspension 5 days + Parent + SAPS	Expulsion
Theft; Dealing in Stolen goods	Suspension 3 days + Parents + SAPS	Expulsion
Copying, Plagiarizing in test and examinations	Disqualification + Loss of Marks + counselling at parents costs	Suspension 3-school days
Interfering with possessions of others, e.g. bags, school cupboards etc Please note: The school reserves the right to search any learners bags /possessions. The school may at it's discretion, access any phone / social media accounts.	Written Warning + Notify parents	Suspension 1 day
Playing Music or operating music equipment	Written Warning + Confiscation	Suspension 2 days
Indecent Behaviour (eg dancing, promiscuity or other unIslamic behavior, incl homosexuality (LGBTQ))	Written Warning+ Suspension + counselling at parents costs	Expulsion
Unnecessary / Inappropriate mixing of boys and girls incl LGBTQ	Written Warning + Suspension + counselling at parents costs	Expulsion
Abusing any school facility, aids and equipment	Written Warning + Parents + Full Restitution	Suspension 3 days
Deliberately damaging any part of School's land and building (incl. Gardens); property (e.g. furniture, fittings, books, computers etc.)	Warning + Parents + Full Restitution	Expulsion
Damaging any of property of any employee or visitor to the School while on School property	Written Warning + Parents + Full Restitution	Expulsion
Compulsive lying, Dishonesty Warning	External Counselling at Parents Cost	Suspension/Expulsion
Graffiti / vandalism	Written Warning + Restitution	Suspension/Expulsion

Any sexual acts	Suspension for 3 days + External Counselling at Parents Cost	Expulsion
Participation in a gang or gang-related activity	Suspension for 3 days + SAPS + External Counselling at Parents Cost	Expulsion
Truancy, Absence without leave	Written Warning/Suspension +Notify Parents	Expulsion
Vandalism in any form	Suspension + Parents + Full Restitution	Expulsion
Pornographic Material	Confiscation + Suspension + Notify Parents+ counselling at parents costs	Expulsion
Possession of fireworks, explosives etc.	Confiscation + Suspension + Notify Parents	Expulsion
Possession of dangerous weapons	Confiscation + SAPS+ Suspension + Notify Parents	Expulsion
Insubordination and/or failing to carry out an instruction.	Written Warning/Suspension + Parents	Expulsion
Any conduct that impinges and/or infringes dignity of any staff members	Written Warning + Apology + Parents	Suspension/Expulsion
Bringing the school into disrepute during or after school hours	Written Warning + Parents	Suspension/Expulsion
Forging of a parent's or teacher's signature on any official or other document/s	Written Warning + Parents + SAPS Fraud Division	Expulsion
Conviction in a criminal court of law (serious criminal offence)	Expulsion	-
Not conveying school correspondence to parents	Written Warning + Parents	Suspension 2 days and School Community Service
Driving to School and on School Premises without a valid driver's license	Suspension 5 school days + parents	Expulsion (breaking law)
Students may not bring a car or motorbike to school even if he/she is in possession of valid driver's License without the written consent of parent and agreed to in writing by the Principal.	Suspension 3 school days + parents	Expulsion
Promoting Satanism or homosexuality directly or indirectly or any un-Islamic act as deemed by the Ulema Council of SA	Suspension 3 school days + parents + counselling a parents costs	Automatic Expulsion (if serious and evidence is concrete).
Parents refusal to contact school after being sent 2 letters and/or SMS to contact school	Learner sent home	Suspension 3 days
Possession and/or use of harmful substances, drugs, alcohol.	Suspension 3 school days + Parent + SAPS	Expulsion
1. Smoking which is no limited to cigarettes– which harms the body – is not allowed on school premises or while in uniform in or out of school. The possession and peddling of cigarettes, hookah or vaping is also an offence.	(1) Principal is briefed and Parents called in. (2) Suspension for 2 days (7 days maximum)	Expulsion
2. If the school suspects a learner of using any form drugs.	<ul style="list-style-type: none"> Learner to undergo a mandatory drug test, the cost of which will be paid by the parent. If the test is positive, the Learner will <ol style="list-style-type: none"> Face a Disciplinary Hearing Expulsion 	N/A
3. A learner is found to be under the influence of drugs while at school or while taking part in an official function or event	<ol style="list-style-type: none"> Educator on duty will interview learner, and detain him/her separately. Principal will be briefed. Parents will be informed Learner suspended immediately and parent/s to fetch the pupil pending formal DC proceedings Learner to undergo a mandatory drug test, the cost of which will be paid by the parent. If the test is positive, the Learner will <ol style="list-style-type: none"> Face a Disciplinary Hearing Expulsion 	N/A
4. Peddling of drugs and/alcohol	Suspension 5 days + Parent + SAPS+ External Counselling at Parent's cost.	Expulsion + SAPS

Uniform Dress Code	1st Offence	2nd Offence	3rd Offence
School Tracksuit – for Grade 1-5 ONLY	1 st Written Warning DC 01	2 nd Written Warning + Biofile + Sending Home	Detention 1 day and/or 1 Day Suspension Repetition of up to 3 times in 6 months – Suspension 5 School days and Community Service
Kurtha and underpants – for ALL Grades			
Headgear:			
Grades 1-6 : Royal Blue Burkhas			
Grades 7 -10 : Royal Blue Scarves			
Prefects & Grade 12's: Black			

Scarves			
Socks: Dark grey or Black			
Shoes: Grades (4 – 12): Black SCHOOL shoes ONLY (no pumps or tekkies) Grades (1 – 3) Toughees SCHOOL tekkies are allowed (NO other tekkies allowed).			
Hair (Islamic requirement)			
To be covered at all times			
Ensure that neck is also covered			
Fringe must not show			
No hairstyles, Coloured hair, Fringes, Spikes, Highlights or high ponytails, buns or humps.			
No volumising headgear / material			
For PE			
Grades 1-5 ONLY: School tracksuit with school T-Shirt.			
Grades 6-12 : White loose fitting t-shirt. The length must be below the waistline, with the kurtha pants.			
Tekkies Grades 4-6: Plain Black or White – May be worn on PE days.			
Tekkies Grades 7-12: Plain Black or White – To be carried separately.			
WINTER			
Grades 1-5: May wear the school pullover jersey or school tracksuit			
Grades 1-12: May wear a spencer and leggings/long johns under their uniform			
The winter school jacket may be worn over the Kurtha.			
Body Piercing on any part of the body is forbidden etc. A single plain stud on the ear or nose is allowed.			
The following are STRICTLY prohibited			
<ul style="list-style-type: none"> • Cutex or “Halaal” peel-off 			
<ul style="list-style-type: none"> • Eye make-up, eye shadows, mascara, eye-liners or any adornments, blushes etc. 			
<ul style="list-style-type: none"> • Lipstick, nude lipstick, coloured lip-gloss 			
<ul style="list-style-type: none"> • Coloured contact lenses 			
<ul style="list-style-type: none"> • Body Piercing on any part of the body. A single plain stud on the ear or nose is allowed. 			

THE DC PROCESS FOR LEARNERS

1. The Principal establishes a Disciplinary Committee of 5 teachers including herself/himself, but any three shall preside at any formal hearings involving Major and/or Serious Offences.
2. An Appeals Committee shall be established by the Board of Directors.
3. The Appeals Committee shall be comprise two directors and if they deem necessary, a Senior Teacher (who is not serving on the Disciplinary Committee)
4. **The school reserves the right to search any learners bags /possessions. The school may at it's discretion, access any phone / social media accounts**

MINOR	Process	Appeal
The transgressions is generally applied at teacher level – it could be the subject teacher and/or class teacher without a formal investigation.	<ul style="list-style-type: none"> • Form DC01 is completed by the complainant teacher / Prefect • Original is handed to the pupil. • A copy if sent to the Principal to place in pupil's file 	<ul style="list-style-type: none"> • The parent and/or learner) may send a letter to the Principal explaining the reason/s for the offence. • It is placed in the Learner's file. • There is no appeal process.

MAJOR OFFENCES	Process	Appeal
<p>Repeated committing of a Minor or similar related offence will result in progressively more severe and formal action being taken particularly where a clear pattern or behavior trend is indicated by the pupil's continued misconduct.</p> <p><u>The school reserves the right to search any learners bags /possessions. The school may at it's discretion, access any phone / social media accounts.</u></p>	<ul style="list-style-type: none"> • Pupil is referred to the Principal. • The Principal May counsel the learner. • The Principal may direct a member of the DC Committee to conduct an investigation. • A formal letter Form DC 02 is completed and served on the pupil by the Principal. • A copy is place in his/her file. • Parent notified by SMS, Email or Fax that such a notice had been issued. • The sanction is applied. 	<ul style="list-style-type: none"> • The Parent may forward a written appeal to the Principal within three (3) days clearly stating his/her argument. • The Principal appoints 2 members of the Disciplinary Committee to consider the appeal. • The Disciplinary Committee gives their ruling in writing. • The Principal notifies the appellant in writing of the ruling. • Sanction is applied.

SERIOUS OFFENCES	Process
<p>Repeated committing of a Serious or similar related offence will result in progressively more severe and formal action being taken particularly where a clear pattern or behavior trend is indicated by the pupil's continued misconduct.</p>	<ul style="list-style-type: none"> • The Principal appoints a member of the Disciplinary Committee to investigate the transgression/s • The investigator takes down written statements from witnesses and the offender. • An audio recording could also be made of the interview/s provided the parties concerned have been given due notice. • The Learner is allowed a parent/guardian during the interview. • The investigator presents the findings and makes his/her penalty recommendations to the Disciplinary Committee for expulsion or suspension
<p>SUSPENSION PENDING A HEARING WHERE EXPULSION IS AN OUTCOME</p> <ul style="list-style-type: none"> • The Learner is served with a letter of suspension for a specific number of days pending a hearing or further investigation. • Principal serves of suspension to the pupil. • Parent is notified of above. • Learner must leave school premises by parent/guardian. • A Charge Sheet on which the hearing date/s must be given is also served on the Learner 72-hours after the suspension. • If the learner and/or parent submits an appeal against the suspension, the suspension will remain in effect pending the outcome of the Hearing. 	<p>GOOD PRACTICE</p> <ul style="list-style-type: none"> • The suspension period should not be of a duration that prejudices the education rights of the pupil. • The DC hearing should take place as soon as possible after the suspension takes effect - possibly happen within 5 days is recommended. • School should clearly indicate to the learner and parent that this suspension is not a form of punishment and is a practical arrangement to remove the pupil temporarily in the best interest of the School, other pupils and the learner.
<p>THE PROCESS DURING A SUSPENSION AS A SANCTION OR PENDING THE EXPULSION PROCEEDINGS</p> <ul style="list-style-type: none"> • Suspended pupil/s are not permitted to be on the school property during the period of suspension. • The Learner/s are excluded from all academic, sporting and other activities at the school. • The Learner/s are also not permitted to be present or attend any of these events at any other venue where the School is participating. 	<p>GOOD PRACTICE</p> <ul style="list-style-type: none"> • Teachers are expected to forward notes and other information (such as required reading) to the learner for the duration of the suspension. • This work may be: <ul style="list-style-type: none"> ○ Left at Reception for a family member to fetch; ○ Sent via pupil;

<ul style="list-style-type: none"> • On his/her return from suspension, it is the Learner's responsibility to catch up with any missed work in the curriculum or that requires clarification. • The Learner/s may approach the Principal and/or Heads of Department to guide him/her for the catch up process. • The suspended learner/s are expected to complete all work sent home to produce it on their return after suspension. 	<ul style="list-style-type: none"> ○ Sent electronically. • Where the suspended person forms part of a group assessment, the teacher must ensure that the other members of the group will not be penalized by the absence of any of their members by making an informed adjustment of the requirements of the task. • If the suspended learner is matriculant, the learner: <ul style="list-style-type: none"> <input type="checkbox"/> Will allowed to come to school to complete any assessments which form part of his/her SBA portfolio to complete curriculum. (this will fall away after the sanction is expulsion). <input type="checkbox"/> May NOT wear ay part of the school uniform; <input type="checkbox"/> Complete the assessment in a separate venue to the rest of the class (School to arrange for a staff to supervise the assessment/s; <input type="checkbox"/> Leave the property immediately after completing the assessment/s.
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COLLECTIVE DISCIPLINARY ACTION	GOOD PRACTICE
<ul style="list-style-type: none"> • An investigation into the alleged misconduct is conducted with all of the pupils concerned. • A single disciplinary hearing can then be conducted with the pupils concerned, with their parents present. • In certain cases however, it might be considered appropriate by the School to conduct separate investigations or hearings with individual pupils. • The School reserves its right to exercise its option to conduct individual or collective procedures. • Any differences in verdict, or penalties imposed, between different pupils involved in the same incident / infringement, will obviously also have to be justified if the School is called upon to do so. 	<ul style="list-style-type: none"> • The same procedures as provided for above are followed in a collective situation. • Individual pupils must still be provided [during or immediately after the hearing process] with the opportunity of demonstrating that their own circumstances may be different to that of other pupils or the group involved, and of showing why they should be treated differently

THE DISCIPLINARY COMMITTEE HEARING	THE APPEAL
<ul style="list-style-type: none"> • Principal shall appoint one of the DC members as Chairperson • The DC hearing shall be procedurally fair in practice • The offender/s and their parents/guardians should be present. • The Investigator leads evidence of the witness/es • The offender is given an opportunity to cross examine. • DC Panel adjourns to consider evidence. Give a date and time for decision. • DC Panel gives outcome and sanction. 	<ul style="list-style-type: none"> • The learner may appeal in writing within five (5) days. • The Appeal must clearly set out the reasons. • The Appeal shall be handed to the Principal who will forward it to the Appeals Committee (AC). • The AC shall set a date and time to consider the appeal. • The AC rules on the Appeal in writing. • Sanction is applied (if not overturned).

EXPULSION FOR NON-PAYMENT OF FEES	
<ul style="list-style-type: none"> • This process is handled by the Bursar and/or Board Treasurer. 	
<ul style="list-style-type: none"> • This is the result of parent/s breaking the contract 	
<ul style="list-style-type: none"> • The School will follow due process for unpaid fees: 2 phone calls; 2 written reminders and a letter of expulsion. 	
<ul style="list-style-type: none"> • The parent will be given a written notice that their child/ren will not re-admitted to the school for the next academic year (this is in terms of the new regulations by the GDE). 	
<ul style="list-style-type: none"> • The parent withdraw his/her child at one month's notice to avoid extending their debt. 	
<ul style="list-style-type: none"> • In either case the School will issue a transfer card and a report. 	
<ul style="list-style-type: none"> • There is no DC process for this 	
<ul style="list-style-type: none"> • There are no reductions for fee if a learner is placed on suspension for misconduct 	