



New Haven Academy

55 St James Street Somerset West

Cape Town, 7130

☎ : 021 854 3779



: info@newhavenacademy.co.za



: www.newhavenacademy.co.za

EMIS Number: 0100000699

STUDENT INFORMATION

Full names:	
Grade:	

The admissions procedure

1. A parent must complete an application form for admission, which is made available to him or her by the administrator of the school together with the admission policy and the code of conduct for learners of the school.
2. The principal ensures that parents are given whatever assistance they may require to complete the form.
3. When a parent applies for admission of a learner to the school, the parent must present an official birth certificate of the learner to the administrator of the school.
4. If the parent is unable to submit the birth certificate, the learner may be admitted conditionally until a copy of the birth certificate is obtained from the regional office of the Department of Home Affairs.
5. The administrator must advise parents that it is an offence to make a false statement about the age of a child. (See Births and Deaths Registration Act, 1992 (No. 51 of 1992).)
6. The parent must ensure that the admission of the learner is finalized within three months of conditional admission.
7. On application for admission, a parent must show proof that the learner has been immunized against the following communicable diseases: polio, measles, tuberculosis, diphtheria, tetanus, and hepatitis B.
8. If a parent is unable to show proof of immunization, the administrator must advise the parent on having the learner immunized as part of the free primary health care program.
9. When a learner transfers from one school to another, the principal must complete a transfer card and hand it to the parent, or forward it to the administrator of the receiving school.
10. (Note: the learner's permanent record remains with the school and is not passed on to the receiving school.) The learner's transfer card must be attached to the application form for admission to the receiving school.
 - If the transfer card is not available, the principal of the receiving school may admit the learner and place the learner in a grade based on the following documentation:
 - the last report card issued by the previous school.
 - other equivalent documentation from the previous school; or
 - A written affidavit of the parent stating the reason for not having the transferecard and the grade the learner attended at the previous school.

Admission of non-citizens

The South African Schools Act, 1996 and this policy apply equally to learners who are not citizens of the Republic of South Africa and whose parents are in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs.

1. A learner who entered the country on a study permit must present the study permit on admission to the public school.
2. Persons classified as illegal aliens must, when they apply for admission for their children or for themselves, show evidence that they have applied to the Department of Home Affairs to legalize their stay in the country in terms of the Aliens Control Act, 1991 (No. 96 of 1991).

Age requirements for the admission of a learner to the school

1. Learners admitted to the school in Grade RR must be 3 years / turning 4 years before 30 June of current year.
2. Learners admitted to the school in Grade R must be 4 years / turning 5 years before 30 June of current year.
3. Learners admitted to the school in Grade 1 must be 5 years / turning 6 years before 30 June of current year.

TERMS AND CONDITIONS

Students are expected to act in an orderly and respectful manner, maintaining standards of courtesy, cheerfulness, kindness, thankfulness, proper language, morality, and honesty. The school strives to maintain unquestionable character of dress, conduct and attitude.

The following is not allowed and will not be tolerated and could lead to a form of discipline, suspension, or expulsion for the child.

- Any form of cheating in Test's or Exams of any sort
- Disrespecting an Educator or any staff member
- Swearing and foul language
- Stealing
- Fighting and bullying
- Breaking school, staff, or other children's property intentionally
- Intentionally not submitting to the school's authority
- Any pornographic watching on cell phones, magazines, DVD's
- Substance abuse (alcohol and Drugs)

PARENTAL INVOLVEMENT

New Haven Academy exists to provide a quality education based on the Biblical premises that parents have primary responsibility for educating and training their children. To facilitate parental involvement in the child's academic and spiritual growth, parents will be required to participate in parent training sessions and in a variety of classroom activities. The school will provide seminars and other functions. These will provide equipping opportunities and promote good understanding between parents/guardians and the staff of the school. Every parent is required to participate in these informative and helpful programs.

SCHOOL HOURS

Grade RR – 3 (NB: Grade RR has a nap time from 12:30)	Monday to Friday	07:45 to 13:30
Grade 4 – 9	Monday to Friday	07:45 to 14:00

Students can be dropped off from 7:15am when a school staff member will be present. Neither the school staff nor its management can be held liable for the students dropped off earlier in the morning. Please ensure the students are collected by 3pm. If not, a late collection fee at a rate of R250 per day, per student will be billed to your account. If an absence is foreseeable, a note should be sent in advance and an appointment made with the principal to confirm the arrangements.

All students must attend school for the prescribed number of school days unless a child is ill. A note must be written to the school if the child is ill, and after two days' absence a doctor's note is required. If a child is absent from school for more than 13 days per term without a doctor's letter, other than special leave from the school as arranged with the principal, the child may be asked to leave the school.

PROGRESS REPORTS

At the end of every term, parents will receive a report reflecting on the student's academic progress and character development. The report will be sent home which needs to be signed and returned to the school within a week of receiving. Meetings between parents and appropriate staff will be scheduled during the year to discuss individual progress. Report cards will not be given to any students with an outstanding amount on their account.

Academic records will not be forwarded to any new school unless school accounts have been paid in full.

DETENTION

Any violations of school rules may mean the student will have to do detention.

CELL PHONES

Cell phones are not allowed to be in the child's possession during school day, should a cell phone be found on the child in the day it will be confiscated and only returned at the end of the term.

PHYSICAL EDUCATION

All children are required to participate in the required physical education course. A doctor or parent note must accompany non-participants and be presented to the teacher concerned. Students are required to wear their PE uniforms. Students can participate in the following extramural activities at no extra cost. The activities below will take place on a Friday during school hours.

- Physical Education
- Singing
- Crafts and Visual Arts
- Dance & Drama

HOMEWORK DIARIES

Homework diaries and effective staff/parent communications are the backbone of the curriculum. It shows the students' progress, homework required and work speed. You undertake to sign the diary daily and make sure homework is completed. Incomplete homework will require your explanation.

CURRICULUM

We currently implement the CAPS Curriculum for all our classes from Grade RR to Grade 9 which satisfies the basic core curriculum set out for South Africa. We also do the following for academic advancement:

- Group Enrichment
- Individual Attention

All students are required to be equipped with the life skills satisfying OBE curriculum and this is in the form of field trips, student conventions, projects, and computer skills.

The school reserves the right to change the curriculum books being used without prior notice. From time to time as the school grows and the need arises the school will and can change curriculum to any approved CAPS curriculum that the school sees will be beneficial to the advancement of the learners and the school.

UNIFORM

UNIFORM
Drymac jacket with school logo (Waterproof - for rainy weather or for winter with jersey)
White short sleeves shirt with school logo
White Golf shirt with school logo (with PT Shorts – forms PT Uniform)
Black PE Shorts with school logo (with Golf Shirt – forms PT Uniform)
Long sleeve jersey with school logo
Pull over jersey (sleeveless) with school logo
School tracksuit with school logo
School tie with logo

NB: The above-mentioned uniform is available exclusively at the school.

Girls	Boys
Daily Uniform: Summer & Winter	
<ul style="list-style-type: none">• Black skirt and white short sleeve shirt with school logo• Black socks and shoes• Drymac jacket with school logo• V Neck & pullover jerseys with logo• Tie, beanie with school logo	<ul style="list-style-type: none">• Grey pants (short / long) with short white sleeve shirt with school Logo• Black socks and shoes• Drymac jacket with school logo• V Neck & pullover jerseys with logo• Tie, beanie with school logo
PT Uniform: Summer & Winter	
<ul style="list-style-type: none">• Black shorts and white golf shirts – both with school logo• School tracksuit with school logo• Black socks and shoes	<ul style="list-style-type: none">• Black shorts and white golf shirts – both with school logo• School tracksuit with school logo• Black socks and shoes

All the following school uniform items can be purchased from Pep, Ackerman, etc. as per school brochure:

- Black Skirt
- Grey Pants – long / short
- Black Socks
- Black Shoes

Parents can purchase uniforms at the school: Monday to Friday from 8am to 4pm.

MEDICINES

Students are not to have in their possession medicine of any sort without written note of permission from the family doctor, countersigned by the pupil's parent(s). Such medicines are to be brought to the school office immediately upon arrival at school and will be dispensed to the pupil from there. The note should include clear instructions regarding the dispensing of such medicines.

SCHOOL DRESS

Boys:

- Hair is to be cut short back and sides and combed away from the eyebrows. No ultra-modern cuts, highlights or undercuts will be allowed. No gel in the hair. No bald cuts. Minimum hair clipper size to cut the hair is a number 3.
- Earrings / stud rings of any sort on any part of the body are not allowed during school.
- Body piercing of any sort is not allowed.
- Tattooing, permanent and non-permanent is not allowed.
- Chains or other jewellery except for a watch will be allowed.
- No cultural jewellery permitted.

Girls:

- Hair longer than shoulder length must be tied up with accessories appropriate to the school uniform. Hair must be kept away from the eyebrows. No outrageous hairstyles are allowed. No dyes or highlights are allowed.
- Only braids can be used for hair extensions. No accessories should be put on braids. The length of the braids should be at elbow level. No curls are allowed.
- No colored nail polishes.
- Makeup is not permitted.
- Earrings / stud rings of any sort on any part of the body (except one stud per lobe) are not allowed during school.
- Plain gold or silver studs (no stars or heart or other shapes) small sleepers for pierced ears – (only one earring per lobe).
- No other jewellery is allowed.
- Watches are allowed.
- Tattooing, permanent or temporary is not allowed.
- No cultural jewellery permitted.

HYGIENE

Personal hygiene is a matter of importance and parents are requested to ensure that the following items of personal hygiene are attended to:

- Bath daily
- Teeth brushed twice a day.
- Clean school uniform to be worn daily.
- Deodorant to be worn especially in summer.
- Nails are kept short and clean. School shoes are polished.

SCHOOL EQUITY AND DIVERSITY POLICY

We believe that God created all men equal, therefore discrimination is not our praxis.

- We strive to develop a diverse, just, and equitable society.
- The dignity of all staff and learners is respected, affirmed, and defended.
- A biblical worldview in all learning areas and staff management is promoted.

As an educational institution, we are committed to:

- No discrimination based on color, race, gender, or social class,
- Representation of the diversity of the new South Africa within context of Biblical values
- Upholding democratic principals

We strive to express this in New Haven Academy by:

- Maintaining a fair representation of our society within our student body and staff in compliance with our statement of faith,
- Ensuring that every effort is made to accommodate learners with learning disabilities. This however depends on our capacity at the time to offer such remedial work,
- Offering a curriculum that makes allowance for cross-cultural & democratic practices,
- Endorsing and maintaining a Christian ethos that displays a sensitivity to other cultures,
- Developing and encouraging skills in dealing with Godly conflict resolution,
- Highlighting the plight of the less fortunate.

FINANCIAL POLICY

New Haven Academy is an independent school and as such reserves the right to charge fees. The payment of school fees is determined by the governing body and is compulsory.

Fees

Fees are payable over 11 months. The basic school fee does not include book fees, sport levies, computer levies, Science/Math levies, class excursions or for injuries caused on school property. Concerning books fees, the school reserves the right to change the school curriculum without notice, therefore book fees can change without prior notice.

Please also note that any damage caused by a child to the school infrastructure will be for the parents account and will be billed to you school account additionally.

Kindly refer to the detailed fees structure in the brochure which accompanies this policy document.

Please note that as a school we are not a credit provider and therefore no payment arrangements are allowed. Fees need to be paid in full and in accordance with the above policy of being paid by the last day of the month (January to November).

Please note that all school fees payments must be done by no later than the last day of every month. An initial payment for Textbook and Diary fees is payable prior to first day & thereafter:

- January fees are due by 31st January.
- February fees are due by 28th February.
- March fees are due by 31st March.
- April fees are due by 30th April.
- May fees are due by 31st May.
- June fees are due by 30th June.
- July fees are due by 31st July.
- August fees are due by 31st August.
- September fees are due by 30th September.
- October fees are due by 31st October.
- November fees are due by 30th November.

Any late payments are subject to the procedure set out below:

1. If fees are not paid by the **28th day** of the month, a “reminder” letter/SMS and email will be sent to the person(s) liable for payment of school fees.
2. If fees are not paid by the **last day** of the new month, an intent letter to remove learner from the class by the **3rd of next month** if no payment is received will be issued.
3. If fees are not paid by the **3rd of next month**, with no prior arrangements/agreement with the school financial board, we will regrettably have to send your child home until all outstanding fees are paid.
4. If all outstanding fees are not paid in full by the last day of the **month of suspension**, we regrettably must terminate your child’s schooling at New Haven Academy.
5. A student whose fees are not paid in full by the end of November will not be enrolled for the following year. Such a student will then have to re-enroll as a new student and will have to be subjected to the same enrolment procedures as a new student.
6. If your child’s schooling has been terminated, the undersigned person(s) will still be held liable for payment of all outstanding school fees, as well as become liable for the total years books fees outstanding for the year.
7. Non- or late payment of school fees of children who have been awarded special rates could place the continuation of such special rates in jeopardy.

Notice period

One month’s written notice is required for pupils who leave during the year. School leavers will be deemed to have been given a one calendar months’ notice.

Please note that you will need to email this notice to us and only once you have received confirmation from the administrator on email that it has been received can it be seen as official. Telephone calls, written letters, and communication between any other person other than the administrator will not be accepted as official, only a written confirmation that has been received on email will be accepted.

Annual fee increase

A school fee increase will be effective from one calendar months’ notice in advance.

LANGUAGE POLICY

Tuition is provided using English as the medium of instruction.

The additional language is as follows:

Grade RR – 9 Afrikaans is the second language offered. The following promotion requirements apply to language subjects:

- In Grade 1 to Grade 2 promotion is based on performance in both languages.
- From Grade 3 onwards, both languages must be passed.
- Subject to national norms and standards as determined by the Minister of Education, the level of achievement required for promotion shall be determined by the provincial education departments.
- Foreign students (classified as such in terms of the Government Gazette No 19484, dated 27 November 1998) must take English as a minimum requirement. The second language will be replaced with an additional major.

Students are required to speak only English on school property. Any other language will not be allowed. We encourage parents to speak English with their children at home to increase their vocabulary.

CODE OF CONDUCT

The following will serve as a guideline to our school's approach to maintaining effective discipline at New Haven Academy.

1. Objectives

The main purpose of our discipline system is to encourage and promote appropriate behavior by using positive incentives. The focus is on the obtainment of merits and rewards.

2. Management

Effective management of our Merit/Demerit system requires commitment and support from educators, learners, and parents. Parents are encouraged to support the school's discipline program.

3. Merit System

Merits can be earned for the following:

- Displaying Christ-like characteristics (politeness, honesty, helpfulness, consideration, co-operation etc.).
- Positive attitude, effort & participation in schoolwork.
- Being a good ambassador to the school.
- Monthly Scripture memory verses memorized.
- Excellent effort made in a task/oral/project.
- Good work done in exercise books.
- Good progress in spelling/bonds/table tests
- Co-operative behavior
- Enthusiastic participation in school functions.

4. Discipline

“Obey them that rule over you and submit yourselves” Hebrews 13v17.

Discipline is much more than control or punishment – it is what is done **for** a student, not to him. Training for leadership requires consistency in love and discipline of a student. We will

not accept a student unless we are given parental permission to issue necessary punishment to that student when the need arises.

If your child comes home complaining about a policy of discipline, please adhere to the following procedure:

- Give the staff the benefit of the doubt: “Foolishness is bound in the heart of a child, but the rod of correction shall drive it far from him.” Prov.23v13-14
- Realize that your child’s reporting may be emotionally biased and may not include all the information: “Train up a child in the way that he should go and when he is old, he shall not depart from it” Prov.22v6.
- Realize that the school has reasons for all rules, and that they are enforced without partiality: “Children, obey your parents in all things, for this is pleasing to the Lord.”
- Colossians 3v20
- Support the Administration and call the school for the facts.

The discipline will be firm, consistent, fair, and tempered with love.

Disciplinary Measures

Category 1 violation

1. Misbehaving /disobedient/arrogance/rude/ill- mannered
2. Fighting
3. Disruption to class routine
4. Forget to bring books.
5. Homework not done.
6. Not being punctual (school and class)
7. Not handing in of letters/ return slips
8. Not wearing correct school uniform
9. Prohibited areas (as specified)
10. Use of strong language/swearing
11. Littering
12. Eating chewing gum
13. Disobeys class rules.
14. Class works incomplete/not done.

Should 3 x category 1 violations have been recorded in the homework diary, the student will be sent to the disciplinary committee.

Category 2 violation

1. Absence without permission
2. Poor behavior in public when wearing school uniform.
3. Poor behavior during school activities
4. Homework book not at school, lost or pages torn out.

Should 1 x category 2 violation have been recorded in the homework diary, the student will be sent to the disciplinary committee.

Category 3 violation

1. Smoking
2. Assault
3. Theft
4. Alcohol and or drug abuse/use
5. Serious disruption to school routine
6. Dishonesty during examinations
7. Purposeful injury to school property
8. Occurrence of racism/ attack on other races

9. Sexual harassment and felony

10. Not showing up for detentions

Should any category 3 violation occur, the student will be sent to the disciplinary committee. For all the above-mentioned violations, the disciplinary committee will judge each based on its own merits and come to a decision on what the best approach will be going forward. You will receive communication from the disciplinary committee regarding the outcome of your child's meeting with them.

Discipline for Demerits

- 3 Demerits = Detention Friday afternoon
- 3 Detentions = Parent conference with Supervisor and Principal
- 4 Detentions = Suspension
- 5 Detentions = Possible Expulsion from New Haven Academy if needed.

A Corrective Action Notice will be filled out and placed into the homework book. This notice is to be signed by the parents and returned to school the next day, where after the detention time will be served.

All demerits accumulated during a week will be cancelled at the end of each Friday. Students start with a fresh slate each Monday morning.

Please note that the committee's decision is final.

7. Attendance

- Students are to be at school no earlier than 7:15am and no later than 7:45am.
- A written excuse is necessary on the day when a student returns after a period of absence. If an absence is foreseeable, a note should be sent in advance.
- A student is considered tardy if he/she is not in class by 7:45am. Continued tardiness will necessitate a conference with the parents/guardian and principal.
- If there is a need for a student to leave during the day, the supervisor must receive a note from the parents before the student is allowed to leave the school.

8. Grooming

- Boys' hair must be kept short and neat.
- Girl's hair must be kept neat and out of the eyes. Once it reaches collar length, it must be tied up.
- Girls may have neatly braided hair. Simple extensions must be neat, natural color and must be tied up if it reaches the collar.
- NO bleaching / coloring allowed. Girls' hair must be tied up or cut as soon as it reaches the collar.
- Only Black, white, or gold hair accessories are allowed.
- Girls' dress-length: must just touch the floor when kneeling.
- No jewellery (except watches, tiny gold stud earrings or plain sleeper earrings for girls) may be worn. This includes bracelets made of any material and any "cultural" or religious tokens.
- Learners must keep their shirts tucked in and their socks pulled up.
- Fingernails are to be trimmed and clean. NO nail varnish may be worn.
- Shoes are to be polished daily.
- Broken or torn clothing will not be permitted.

9. Respect

At LCS we teach the learners respect for others. We, as Christian educators, respect our learners and their parents, and we expect this attitude to be returned. Our attitude is not to speak critically of anyone. It is only as we give respect that we can expect to receive it in return.

Disrespect towards staff or fellow pupils is therefore viewed in a serious light and will be dealt with under the school's correction policy.

Please support the school and staff by administering correction in a loving manner, should the need for such discipline arise.

10. General Rules

- Behavior as unto the Lord always. (What would Jesus do?)
- All adults and visitors are to be greeted politely.
- School property, buildings, furniture, plants, and cars are not to be marked or damaged.
- Chairs are to be neatly pushed in when leaving offices.
- Those who can't attend sport are to be excused either by letter or by a telephone call from the parent.
- Proper sport clothes are to be worn on sport days.
- All clothing to be clearly marked with the owner's name.
- Learners will only be allowed to use the telephone in emergencies.
- Homework notebooks need to be kept neat, written in, and signed by parents daily.
- Bad and unsavory language, fighting, disrespect and dishonesty are not acceptable and will be dealt with in a serious light.
- Students are expected to act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality, and honesty.
- Students must agree to strive towards unquestionable character in conduct and attitude.
- Criticizing, teasing and name-calling will not be tolerated.
- No rough play is permitted.
- No littering.
- No knives or weapons will be allowed on the property.
- A six-inch rule applies between girls and boys.
- No-Show penalties will be levied for sport and any official school function where a fee is levied.
- New Haven Academy reserves the right to search any learner or person on its property for drugs, alcohol, cigarettes, or any other items should the need arise.

HEALTH AND SAFETY POLICY

1. General Guidelines

It is the policy of New Haven Academy, so far as is reasonably practicable, to:

- establish and maintain a safe and healthy environment throughout the school.
- establish and maintain safe working procedures among staff and learners.
- decide for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Ensure the provision of sufficient information, instruction, and supervision to enable all stakeholders to avoid hazards and contribute positively to their own health and safety.
- maintain all areas under the control of New Haven Academy in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk.
- Formulate effective procedures for use in case of fire and for evacuating the premises; lay down procedures to be followed in case of accident.

2. Responsibilities

The management team of New Haven Academy is responsible for implementing this policy.

They will monitor the effectiveness of the safety policy and the safe working practices described within and shall revise and amend it, as necessary, on a regular basis.

- prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills.
- (Normally at least once a term) to take place and for the results of these to be recorded.
- decide to draw the attention of all stakeholders to safety policies and procedures and of any relevant safety guidelines and information issued by the local authority.
- decide for the implementation of the local authority's accident reporting procedure and draw this to the attention of all staff at the New Haven Academy as necessary.
- Ensure that regular safety inspections are undertaken. (A Health & Safety team will inspect all New Haven Academy premises and property once a quarter).
- arrange for the withdrawal, repair, or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety officer.
- monitor, within the limits of their expertise, the activities of contractors, hirers and other organizations present on site, as far as is reasonably practicable.
- Identify any member of staff having direct responsibility for safety matters.

3. Responsibilities of Staff

All staff is responsible for the health and safety arrangements in relation to staff and learners and volunteer helpers under their supervision. They will monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over all those for whom they are responsible, including learners.
- be aware of and implement safe working practices and to set a good example personally.
- identify actual and potential hazards and introduce procedures to minimize the possibility of mishap.
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
- provide written job instructions, warning notices and signs as appropriate.
- provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
- minimize the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
- evaluate promptly and, where appropriate, act on criticism of health and safety arrangements.
- provide the opportunity for discussion of health and safety arrangements.
- investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
- Provide adequate instruction, information and training in safe working methods and recommend suitable "off the job" training.

4. Responsibilities of Learners

All learners are expected, within their expertise and ability, to:

- exercise personal responsibility for the safety of themselves and their fellow learners.
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous).
- observe all the safety rules of the training facility and in particular the instructions of the staff in the event of an emergency.
- use and not willfully misuse, neglect or interfere with things provided for safety purposes.

5. Visitors

It is a standard requirement that all visitors/parents/guardians etc. report directly to the school office and not to classrooms. Any visitor/ parent/guardian etc. will be turned away should he/she report directly to any classroom.

Regular visitors and other users of the premises (e.g., contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of New Haven Academy.

PREGNANCY POLICY

As a Christian school we will treat our learners with grace but will ensure that the reputation of the school and its staff and learners are always protected. In the event of a learner from our school falling pregnant, the school will deal with the matter in the following way:

1. Learner and Parents

- A learner who is pregnant or has reason to believe she may be pregnant should inform someone in the school immediately, preferably a senior educator. A learner who is aware that another learner is pregnant should also immediately inform the school.
- As soon as the matter has come to the school's attention, either from the student herself, her parents or another person, the parents and student will be contacted to come in for an interview with the Pastor and the Principal. In such cases as the learner has not informed her parents, the matter will be dealt with confidentially and parents or guardians will only be informed and involved after consultation with the learner involved.
- Parents and guardians may not be absolved of their responsibilities regarding their pregnant child. Parents and guardians should therefore ensure that the school is timeously informed about the condition of their child, ensure that she attends a health clinic, and that reports are communicated to the school.
- Each situation will be treated individually, and all parties will have an opportunity to state their concerns.

2. The school

- The learner will then not be allowed to attend school once she has reached her 4th month of pregnancy (16 weeks) until after she has had the baby and must produce a medical report declaring that she is fit to resume classes. The learner must also be made aware that, after childbirth, the rights of the newly born baby must be protected, and she should be able to demonstrate to the school that proper arrangements have been made for the care and the safety of the child.
- The school will not discriminate against the learner; however, the pregnant learner should also understand that some members of the community might not readily accept and be supportive of their situation because of the value systems to which they subscribe.
- The learner will be allowed to resume class work after the birth of the baby upon receipt of a medical certificate clearing her for resuming her studies (minimum 6 weeks).
- The learner may, however, only resume attendance at the school one year after the birth of the baby.
- The school will strongly encourage the learner to continue with her education prior to and after delivery of the baby.
- The learner may do work at home and bring the completed work to school between 14:00-15:00 hours to be scored.
- Termly reports will be issued as per normal.
- The learner will be required to attend counselling sessions provided by the school.

The sessions will be compulsory for the learner if she intends to continue class work whilst she is pregnant or if she intends resuming attendance at the school after the birth of the baby.

- A record of these counselling sessions will be kept on the learner's personal file.
- At no time whilst the learner is pregnant should she wear the school uniform.
- Parents will still be liable for school fees for the duration of their daughter's pregnancy and suspension period.
- In the case of a learner falling pregnant due to immoral behavior, if the learner does not stop this behavior, she may be asked to leave the school.

3. Other learners

- Once a learner or her parents or guardian has informed the school that a learner is pregnant the children from grades 4-12 will be informed of the situation.
- They will be informed that the learner has contravened Biblical principles and the school.
- Learner Conduct Policy. To protect their reputations and the schools' the learner will not be allowed to attend the school until at least one year after the birth of the baby and then only if she has followed the criteria of counselling and stopped any immoral behavior.
- Learners will be informed that the pregnant learner has not been expelled but has been asked to do class work for a time at home and that she may resume attendance after the baby has been born.
- Learners will be informed that although we do not condone this behavior, we still love the learner according to John 8:1-11 and will provide spiritual support through counselling as well as academic support as outlined above.

COVID 19 POLICY (WHERE APPLICABLE)

The following policy has been generated by the school for the procedures relating to 2019- NCOV the National Health Act 61 of 2003, the Disaster Management Act 61 of 2002 and the State of Emergency 64 of 1997.

This policy will be regularly updated in line with The South African Health Department's advice and as needed and where applicable.

Human Coronaviruses are most spread from an infected person to others through:

- The air by coughing and sneezing.
- Close personal contact such as touching or shaking hands.
- Touching an object or surface with the virus on it then touching your mouth, nose, or eyes.

What are the prevention measures?

- There is currently no vaccine to prevent Covid-19 disease.
- Wash your hands with soap and water for at least 20 seconds.
- Use alcohol-based hand sanitizer if soap and water are not available.
- When coughing or sneezing, cover your nose and mouth with a flexed elbow or tissue.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Clean and disinfect objects and surfaces that are frequently touched.
- Avoid close contact with other people.

Current situation

As we all learn to live with this pandemic, we will all need to realize that some of us will contract the virus, but the success in fighting it will be in the cohesive teamwork of abiding by a set of procedures that will allow us to do everything in our power to keep

all of us safe.

To achieve our common objective New Haven Academy has implemented strategies which include:

Implementation of Standard Operating Procedures related to COVID-19 which include:

- Screening
- Management of symptomatic persons
- Management of potential exposure
- Enhanced social distancing measures.
- Enhanced hygiene measures
- Obligatory reporting of Covid-19 symptoms.

Please note:

- Although New Haven Academy will provide hand sanitizer, we request that all learners have their own supply of hand sanitizer as well.
- Each child is required to wear a mask while at school. No mask = no entry to the school.
- The tuck shop will not be open for the foreseeable future. Learners will need to provide their own break time snacks and drinks. No food is allowed to be shared between learners.
- We will be screening the learners daily. This will be facilitated by our staff daily.
- Social distancing will be practiced in all classrooms and other venues throughout the day.
- No learners, staff or other persons presenting with any symptoms related to Covid-19 will be allowed on the premises. Any person presenting with such symptoms will be required to leave the premises as soon as practically possible.
- No learners or other persons who have been instructed or advised by a medical professional to either isolate or quarantine will be allowed on premises. This may apply in situations where another person in the direct household has been advised to isolate/quarantine.
- It is important that we use common terminology, and we therefore emphasize that throughout this document and subsequent communications the following will be used:

Quarantine – the separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic from others who have not been so exposed, to prevent the possible spread of the communicable disease.

Isolation - the separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious, from those who are not infected to prevent the spread of the communicable disease. Isolation for public health purposes may be voluntary or compelled by federal, state, or local public health order.

Symptoms of Covid 19 - fever, chills, muscle pain, headache, sore throat, new loss of taste or smell, difficulty breathing, coughing and diarrhea.

Learners attending school.

- All learners are to be dropped at the school gate from 7h20. No early arrivals are allowed.
- No parents to exit their vehicles, only learners may enter the premises to come to school.
- Report to hall for screening No learner may enter the classroom without being screened. Any learner with a temperature of 37,4°C or above will be taken to the isolation area.
- Late arrivals will be escorted by staff to the waiting area where they will WAIT to be

collected by a staff member to be screened before entering class.

- No meetings to take place at meeting venues unless approved by the Director.
- Parents need to make an appointment beforehand to see any staff member of the school, no walk-in meetings will take place on the school premises.

Students and Academic Staff Procedures

Protocols are to be followed strictly to enable:

- early and timeous identification and diagnosis of students at risk of COVID-19 infection
- early referral for appropriate treatment, care, and timeous return to school of affected students.
- the protection of other unaffected students and staff members at the school.

Recommended Procedure:

- Students should be screened for COVID-19 related symptoms at the designated areas to be pointed out by the involved staff members, e.g., there is going to be a checkpoint for screening before students can enter their classes.
- Symptoms should be reported to the Covid-19 officer immediately.
- Symptoms include fever of 37,4°C or above, coughing, sore throat and shortness of breath.
- Should a student report any of the above-mentioned symptoms, they should immediately be referred to the holding area so that arrangements can be made for parents to collect. Covid-19 testing at the closest testing center is to be done by parents or family member.
- On receiving their results, the student or her parents should notify the school administrator, who will notify the Covid-19 officer, so that the scenario can be managed accordingly.
- All students, on returning to school after isolation or a quarantine period, must have a relevant doctor's note and this must be submitted to the relevant principal who will issue written confirmation that the student may return and should follow general restrictions that will include:
 - always wearing of a fabric mask while on the school campus
 - implementation of social distancing measures
 - adherence to hand hygiene, respiratory hygiene, and cough etiquette
 - inform the teacher who will inform the principal should respiratory symptoms recur.

Students with current flu-like symptoms:

Isolation Room

- Students will be taken to the isolation room where they will be monitored until the student is fetched by parents or a family member.
- The isolation room will be situated in the conference room.
- All students in isolation will be monitored in the designated isolation area until the student can be collected by parents or a family member.
- After a student has left the isolation room, it will be sterilized/decontaminated and cleaned with the required sanitizers to prevent the virus from remaining on surfaces.
- There is only one cleaner appointed to clean the isolation room to further prevent the spread of the virus.
- The isolation room is a short-stay room and is only there to accommodate a student for a short period of time while they wait for their parents or a family member to come and fetch them.

Fabric Face Masks:

The use of a fabric face mask forms part of the official uniform list and acts as a preventative measure against COVID-19. Parents are liable to provide these masks to their children and not the school.

Guidelines when wearing a mask:

- Face masks should never be touched when wearing them; students and staff should avoid touching their faces with their hands.
- Students and staff members should not lower the face masks when speaking, coughing, or sneezing.
- The inner side of the face mask should not be touched with their hands.
- Wash face masks with soap and water and allow them to dry.
- It is compulsory that students and staff always wear masks when on the school premises.
- PLEASE NOTE: The mask must be washed daily by the parents.

Hand Washing:

- Washing of hands is a critical part of preventing the spread of the virus.
- Students and staff are advised to wash their hands often with soap and water, especially before and after eating, after blowing their nose, coughing, or sneezing, going to the toilet and whenever their hands are visibly dirty.
- The use of hand sanitizers is recommended only if soap and water are not readily available.
- Hand sanitizers will be supplied by the school, but students MUST also bring their own hand sanitizers to school.

Visitors to the School

Visitors to the school will be by appointment only. If you need a face-to-face meeting, please contact the school secretary and the principal will decide if the meeting is required. The payment office will be open, parents will be screened before entering the premises.

Confidentiality

Staff, parents/guardians, pupils, or any stakeholder have a legal right to confidentiality regarding their medical details. This confidentiality will never be breached by staff members, except to healthcare professionals on a "need-to-know" basis. School staff will be aware that if they always implement standard precautions there should be no need to routinely disclose confidential information or sensitive diagnoses. Staff, parents/guardians, pupils, or any stakeholder have a right to be treated equally, without prejudice or discrimination.

DRUG POLICY

DEFINITIONS AND DESCRIPTIONS

Illegal drug - any unlawful substance that has a psychological or physiological effect (including alcohol); or any substance having such effect that is possessed unlawfully. Dealing in - in relation to a drug, includes performing any act in connection with the transshipment, importation, cultivation, collection, manufacture, supply, prescription, administration, sale, transmission, or exportation of the drug.

OUR POLICY

The issue of respecting the rights of our learners at New Haven Academy and the implementation of this policy is of paramount importance to the school and is one of the cornerstones of this policy. It is a principle of the policy that the school will work as closely as possible with the parents and other stakeholders of learners in implementing the policy.

The increase in the use and distribution of drugs throughout South Africa, and particularly among the country's youth, is a cause for concern for, schools, parents, and stakeholders. The availability of a variety of drugs is widespread and affordable. The media continue to reflect the seriousness of the situation about addiction and substance abuse.

As part of a greater community New Haven Academy confronts issues head on and deals with them in a structured and considered manner, in partnership with the parents of the school to ensure the best for their children. Substance abuse is detrimental to one's physical, social, emotional, mental, and spiritual health and often has a detrimental effect on those close to the user. The concept of a healthy lifestyle will always, be propagated and encouraged by the school.

THE PURPOSE OF THIS POLICY

To protect and assist any individual learner by outlining the approach taken by New Haven Academy which includes:

Expulsion; Disciplinary process and/or Rehabilitation and counselling.

APPLICATION OF THE POLICY

The policy applies to:

- The possession, and/or use and/or distribution of any illegal drug by a learner whilst on New Haven Academy property, in school uniform or while involved in any school activity which includes any official educational, sporting, cultural, recreational, or social activity of the school within or outside the school premises.
- The use, possession and/or dealing of any illegal drug is strictly forbidden.

If the behavior of a learner or any other circumstances indicate that he/she may be using, possessing, or dealing in an illegal drug, the matter will be dealt with in accordance with the process outlined in this policy.

In the event of the above offences being committed in the environment described, the school will have the right to expel the learner immediately and to report the matter to SAPS.

TESTING FOR ILLEGAL DRUGS

In accordance with section 8A of the South African Schools Act of 1996 the Executive Head of New Haven Academy or his/her delegate may administer a urine or other non-invasive test to any learner or group of learners that is on fair and reasonable grounds suspected of using illegal drugs. To the extent possible the consent of the parent and the consent of the learner will be obtained. However, the School reserves the right, as contemplated in section 8A of the Schools Act, to test for illegal drugs without such consent.

The school will be in control of the testing program. The costs will accrue to the parents. Details of when such tests occur will be kept strictly confidential and only disclosed to those persons who are required to know such details, to ensure that learners cannot determine or anticipate when testing will take place or who will be selected for a test.

SEARCH POLICY

DEFINITIONS AND DESCRIPTIONS

Dangerous object - any explosive material or device; any firearm or gas weapon; any article, object or instrument that may be employed to cause bodily harm to a person or damage to property, or to render a person temporarily paralyzed or unconscious.

Illegal activity - the willful possession of an illegal drug, dangerous object or stolen item or any other activity that is prohibited by law.

PROHIBITION

No person may:

- allow any dangerous object to be brought onto school premises or to a school activity.
- carry any dangerous object on school premises or at premises at which a school activity is carried out.
- store any dangerous objects in school premises or premises on which a school activity is carried out.
- possess illegal drugs.
- possess any stolen item on school premises or at a school activity.
- engage in an illegal activity.

SEARCH AND SEIZURE

The principal at random and without a warrant, may search any learner or group of learners, or the property of a learner or group of learners, for any dangerous object, stolen item, or illegal drug if there is a reasonable suspicion that:

- a prohibited good may be found on school premises or during a school activity.
- one or more learners on school premises or engaged in a school activity are in possession of a prohibited good.

The principal may without a warrant seize any prohibited goods found on school premises or during a school activity or found on any person who is on school premises or engaged in a school activity. A learner's person and/or personal effects (for example book bag, blazer, sports bag etc.) may be searched whenever the principal has a reasonable suspicion to believe that the learner is in possession of a prohibited good or when random searches are executed under direction of the school.

All searches will be conducted in a manner that is reasonable and proportional to the suspected illegal activity. Where a search entails a body search of a learner, such search may only be conducted by a person of the same gender delegated by the principal. A body search includes a visual search and a "pat down" body search. Anybody search will be conducted in a private area and not in view of another learner. Any seizure of a prohibited good will be recorded in a school record book and the prohibited good will be handed over to the South African Police Service, save that where a stolen item is recovered and no criminal charge against the learner in whose possession the stolen good was found is contemplated, the stolen item may be returned to its owner. A learner may be expelled or subjected to disciplinary proceedings if a prohibited good is found in his or her possession.

BULLYING POLICY

DEFINITIONS AND DESCRIPTIONS

Bullying is aggressive behavior arising from a deliberate intent to cause physical or psychological distress to others. It is intentional and harmful in its purpose and is a willful act of abuse.

Forms of Bullying

Bullying includes but is not necessarily limited to actions or activities such as:

Social banter, Hurtful teasing, Aggressive body language, Pushing and shoving, Malicious gossip, Racist comments, Exclusion, Extortion, Telephone and or cell phone and internet abuse, Damage to the personal or allocated property of an individual (e.g., his/her school desk or locker), Physical violence and Cyberbullying.

Harassment

This involves frequently sending a cruel or threatening message to a person's e-mail account or cell phone.

Denigration

This involves sending or posting malicious gossip or rumors about a person to damage his/her reputation or friendships. It also includes posting or sending digitally altered photographs of someone to others, particularly pictures that portray the victim in a sexualized or harmful way.

Impersonation or identity theft

This occurs when someone breaks into someone else's e-mail or social networking account and poses as the person sending messages or other information or pictures online in a bid to damage the victim's reputation and friendships or to get the victim into trouble or danger.

Outing

This involves sharing someone's secrets or embarrassing information or images online with people whom the information was never intended to be shared. It is willful and intentional harm of the other person.

Cyber stalking

This involves threats of harm or intimidation through repeated online harassment and threats. This is through any application, website, or online platforms.

Slapping and recording it for social media

Involves incidents where people walk up to someone and slap them, while another captures the violence using a cell phone camera for the purpose of distributing it on an online platform or messaging service.

The School's Stand on Bullying

- New Haven Academy has a reputation for being a Christian school, which demonstrates Christian values and morals. Within this context, it is accepted that there will be a certain amount of physical interaction, a jockeying for position, a creation of a 'pecking order' and even some normal banter which will be seen as 'fun' by the perpetrators. Great care needs to be exercised to ensure that this physicality, jockeying and play do not overstep the bounds of acceptability and degenerate into bullying.
- Against this framework, the school is committed to taking all reasonable steps necessary for minimizing all forms of harassment.
- It needs all in the school community to work together to ensure that everyone feels safe and 'at home' in the school.
- Teachers and senior pupils must work actively at being role models.
- The school regards bullying as a serious offence in terms of its Code of Conduct and will respond to all proven incidents of bullying based on 'zero tolerance'.

Specific Actions to Underpin the School's Stand on Bullying

- The school has a disciplinary committee which will react immediately when bullying is reported.

- Not only will the school support victims of bullying but will also provide counselling and intervention to the perpetrator.

Failure to abide by this Policy, as with other Policies at New Haven Academy, will result in disciplinary action being taken in accordance with the school’s rules and policies on discipline.

SCHOOL ACCESS POLICY

Kindly note the following:

1. Parents/Guardians are not allowed to enter the classrooms without permission. We have instances where parents/guardians enter the classrooms to engage the teachers without making an appointment. This will be regarded as trespassing. Anyone entering the school premises must report to the administration office and request a meeting with the principal and/or teachers.
2. Parents/Guardians are not allowed to walk around the school grounds without permission. This will be regarded as trespassing.
3. We request Parents/Guardians ensure that the learners arrive at school on time.
4. New Haven Academy does **not** have any WhatsApp group. If you find yourself on a WhatsApp group, it is not official and any information on the group cannot be supported by the school. If you are in a group, we suggest you exit the group.
5. Should any Parents/Guardians have any complaints, please make an appointment with the relevant person/s you wish to speak to. Parents/Guardians are not allowed in our classrooms as this may cause unnecessary altercations which are very unpleasant and upsetting to the staff and learners. This kind of action is viewed as a serious offence which will result in further action being taken against the offending Parents/Guardians.

We endeavor to provide a professional happy learning environment for all our learners. We are committed to ensuring the safety of all our staff and learners and respectfully request that Parents/Guardians adhere to the above requirements.

Name of Parent 1 / Guardian 1	Signature	Date
Name of Parent 2 / Guardian 2	Signature	Date