

10.0 ASSEMBLY AND ROTATION

- Learners must at all times keep on the left-hand side when inside of the school building and must walk neatly behind each other.
- Please move quickly and in an orderly fashion.
- Suitcases must be placed in an orderly fashion at the register teacher's class. After which learners must move directly to the designated playing areas without delay.
- After the first bell rings, learners must move quickly to their register class and when the second bell rings they must stand still and in orderly rows.
- No talking or making noise on the corridors.
- When using the stairs always stay on the left side.

11.0 DISMISSAL:

- When the first bell rings, the classes must end-off with prayer.
- Only after the second bell has rung will learners be allowed to leave in a quiet and orderly fashion. Learners must leave the school terrain immediately.

12.0 SCHOOL LEAVERS:

- The parent must inform the school in writing that the learner will be leaving the school (Include learners class number, reason for leaving and / or place of relocation).
- The transfer card will only be handed over when:
 - ❖ All the learner's textbooks have been received.
 - ❖ There are no outstanding school fees.
 - ❖ The replacement value of lost textbooks has been paid in.

13.0 OWN EQUIPMENT

- Sufficient and proper writing utensils must be provided.
- Learners must take good care of their belongings and place them in a safe place. Learner's should respect each other's property.
- All belongings should be clearly marked – this includes learner's clothing, bags, etc.
- No toys will be allowed. Toys found will be confiscated and can be bought back for R5 at the end of the year.

14.0 CELLPHONES

- The school takes no responsibility for cell phones, tablets or balls, etc.
- If your child brings a cell phone it must be switched off and be placed in his / her school bag. No learner will be allowed to make a call or send a SMS during school

hours. If a cell phone is confiscated, the learner must pay R50 in at the office to have it returned. Phones will only be returned on Fridays.

15.0 EXAMS, TEST AND REPORTS

- Every year exams and test are written on predetermined days. The exam- / test timetable is made available to learners about a month in advance of the commencement of the exam / tests.
- At the completion of the exam / test series parents will be provided with a rapport to be handed out on a specific date and time.
- Important issues arising from learner's academic performance can be discussed with the specific subject teachers during these occasions.
- Since the rapports make up an important part of the communication process with parents, parents are urged to study and analyse the rapports very closely. This will allow the parent to contact the school early and discuss any problems that may arise.
- Severe actions will be taken against learners who are dishonest during the exam- or test-series.
- In case a learner's is absent during an exam- or test-day, the school must be provided with a medical certificate.

16.0 REGISTRATION OF NEW LEARNERS:

- New learner's must be accompanied by their parents.
- The following documents are required:
 - ❖ A Transfer card from the previous school.
 - ❖ Latest rapport from the previous school.
 - ❖ Copy of father's ID.
 - ❖ Copy of mother's ID.
 - ❖ Copy of learner's birth certificate.
 - ❖ Copy of clinic card / immunization card.
- Please take note that a learner failing to attend school for 10 days without handing in a medical certificate, will be de-registered. These learners will have to re-apply for admission to the school.

17.0 LATE COMERS TO SCHOOL

- Learners coming late for school will have to sign the late commers register.
- If the learner persistently comes late, the parents will be contacted.
- Learners who are regularly absent, or who has developed the habit of missing school every Friday or Monday, will accordingly to the policy be reported to the Department.

18.0 SUPERVISION OF LEARNERS:

- No learners may play or be on the school grounds in the afternoon after the school was dismissed.
- Learners must be picked up immediately or must be registered with the school's aftercare for supervision.
- All learners waiting for transport to pick them up, must wait inside of the school feeding scheme buildings. No learners are allowed to loiter between classes or on the school terrain. This is done to guard the learner's safety.

19.0 FINAL REMARKS:

The final discretion of the interpretation of these rules lies with the Governing body of Laerskool Tuinrand. The Governing body holds the right to make changes to the school rules as and when deemed necessary.

Undertaking regarding School Rules

Hereby I _____ the parent of _____ (name of learner) in Gr. _____ acknowledges receiving and reading the school rules of Laerskool Tuinrand and hereby commit and undertake to adhere to these rules at all times.

Signature (Learner)

Signature (Parent)

Date