



The  
**King's  
School**

Green Fountain Farm  
Route 72, Port Alfred  
Telephone: 046 624 3616  
E-mail: [info@kingspa.co.za](mailto:info@kingspa.co.za)  
[www.kingsedgrp.co.za](http://www.kingsedgrp.co.za)

# PORT ALFRED

## APPLICATION FOR ADMISSION 2027



Applicant's First Name: \_\_\_\_\_

Applicant's Surname: \_\_\_\_\_

Into Grade \_\_\_\_\_ for 2027

Contact parent/guardian full name: \_\_\_\_\_

Contact Number Cell: \_\_\_\_\_

Contact Number Work: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

**NOTE:** This application form does not guarantee acceptance into The King's School Port Alfred.  
You will be informed by telephone call or email after relevant interviews have taken place.  
Please only pay the R400 Application/Booking fee at the moment and not any other fees until notified.  
**CONTACT:** The Admissions Officer for any queries: [info@kingspa.co.za](mailto:info@kingspa.co.za) or on 046 624 3616.

**OFFICE USE ONLY: ACCEPTED FOR**

<b>GRADE:</b>		<b>YEAR:</b>		<b>STUDENT NUMBER:</b>	
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Excellence in Education to the Glory of God

Directors: G E Hannington (Chairperson),  
L Harvey, K Langley, D Maithufi, T Matsoso, Z Meas, C Rowe, C Stevis  
The King's School is an association incorporated under Section 21 of Act No 61 of 1973.  
Reg No 92/00889/08. EMIS number: 200100172

Please note that incomplete forms will not be considered. Please complete the following form and ensure that all the paperwork is attached in order to facilitate your application. Thank you.

## ENROLEMENT PAPERWORK CHECKLIST:

		YOUR CHECKLIST	OFFICE USE ONLY
1	The fully completed enrolment form		
2	2x recent ID photos of the learner. Paste one of the photos on the cover page.		
3	The learner's most recent report		
4	A transfer card from the learner's current school		
5	Completed, signed and stamped Confidential Reference from current school		
6	A copy of the learner's immunization card (not optional)		
7	A copy of the learner's unabridged birth certificate		
8	Copy of BOTH parent's/guardian's ID's (Even if separated/divorced/unmarried) OR, copy of death certificate if parent is deceased.		
9	If available, a copy of the medical-Aid Card		
10	Most up-to-date school-fee statement from current school		
11	If applicable, Court documentation indicating guardianship/foster placement		
12	Proof of income, not older than three months <ul style="list-style-type: none"> <li>• <i>If employed, a certified copy of both parents pay slips/bank statements</i></li> <li>• <i>If self-employed, the last three month's bank statements.</i></li> <li>• <i>If the learner is sponsored, proof of income for the sponsor – either bank statements or salary slips</i></li> </ul>		
13	The completed, initialed and signed Contract: Undertaking by Parents/Guardians		
14	The completed and signed PAYMENT OF SCHOOL FEES Form		
15	The signed SCHOOL FEE STRUCTURE 2027 Form		
16	The completed and signed AGREEMENT OF TUITION Form		
17	The completed and signed DEBIT ORDER Form		
18	The CONSENT AND INDEMNITY form		
19	The completed POPI ACT CONSENT, WHATSAPP GROUP and IMAGE RELEASE Form		
20	The signed STATEMENT OF FAITH		
21	The Initialed and signed CODE OF CONDUCT AND DISCIPLINARY POLICY		
22	Foreign Nationals: Copies of work permits, study permits and Passports		
23	R400 Application/Booking fee		

### Enrolment Procedure

**Step 1:** Submit the fully completed Application Pack, together with the required documents and R400 Application/Booking Fee.

**Step 2:** You will be invited to an interview and your child may/may not be required to write a Diagnostic test.

**Step 3:** You will be interviewed by the principal of The King's School Port Alfred.

**Step 4:** You will receive a call stating whether your application is successful or not.

**Step 4:** You will be required to collect the Parent Pack from the school and pay the R3 000 non-refundable registration fee within 30 days of acceptance.

**Step 5:** The learner may attend The King's School Port Alfred on the agreed date if all criteria are met.

**After the applicant has been accepted, the following documents, which are also available to view on The King's School website ([www.kingspa.co.za](http://www.kingspa.co.za)), are to be issued to parents:**

**OFFICE USE ONLY: Parents sign on receipt of documents**

		Parent Signature
1	Vision, Mission and Values	
2	Philosophy of Education	
3	Statement of Family Values	
4	Gender Policy	

## Office Use Only

<b>STUDENT NUMBER</b>		<b>SPORT HOUSE</b>	
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### PERSONAL DETAILS OF THE APPLICANT (THE LEARNER)

Year applied for		Grade applied for		Grade accepted for	
Date of application		Highest Grade Passed to date		Year that the Grade was passed	
Has the learner repeated a grade?		Which Grade?		Which year?	

SURNAME (AS PER BIRTH CERTIFICATE)	
FIRST NAME (ONLY)	
2 <sup>ND</sup> /OTHER NAMES	
PREFERRED NAME	

DATE OF BIRTH		GENDER	<i>Male</i>	<i>Female</i>
RACE	<i>Asian/Indian</i>	<i>Coloured</i>	<i>Black</i>	<i>White</i>
HOME LANGUAGE		NATIONALITY		
CITIZENSHIP	<i>SA Citizen</i>	<i>Immigrant</i>	Year of immigration	
ID/PASSPORT NUMBER				

HOME ADDRESS (of learner)					CODE	
THE LEARNER LIVES WITH	<i>Both parents</i>	<i>Father</i>	<i>Mother</i>	<i>Grandparents</i>	<i>Other. Specify</i>	
HOME TEL. NUMBER		LEARNER CELL NO:				
EMERGENCY NUMBER (Parent/Guardian)		RELATION OF EMERGENCY CONTACT				
EMERGENCY NAME		EMERGENCY SURNAME				
LEARNER EMAIL ADDRESS						

NAME OF PREVIOUS SCHOOL				
CONTACT NUMBER		PROVINCE/COUNTRY		
DEXTERITY	<i>Right handed</i>	<i>Left handed</i>	<i>Ambidextrous (both)</i>	
MODE OF TRANSPORT	<i>Taxi</i>	<i>Car</i>	<i>School</i>	<i>Other</i>

IF PARENTS ARE DECEASED	<i>Both Parents</i>	<i>Mother</i>	<i>Father</i>
RELIGION		CHURCH	

NUMBER OF CHILDREN IN THE FAMILY			
POSITION OF APPLICANT IN THE FAMILY (E.g. firstborn, 2 <sup>nd</sup> , 3 <sup>rd</sup> , etc.)			
DOES THE APPLICANT HAVE SIBLINGS AT TKSPA	<i>Yes</i>	<i>No</i>	WHICH SPORT HOUSE?

**LEARNER DETAILS CONTINUED**

MEDICAL AID NAME		MEDICAL AID NUMBER	
MAIN MEMBER		MAIN MEMBER ID No.	
DOCTOR'S NAME		DOCTOR'S TEL NUMBER	
CLINIC NAME		ACCOUNT REF. No.	
ALLERGIES			
MEDICAL CONDITIONS <i>E.g.: Diabetes, Epilepsy etc.</i>			
BARRIERS TO LEARNING <i>E.g. ADHD</i>			

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**DETAILS OF PARENT/S OR GUARDIAN/S**

**PARENT/GUARDIAN 1**

SURNAME		TITLE <i>E.g. Mr/Mrs/Rev/Dr</i>			
FIRST NAME		GENDER	<i>Male</i>	<i>Female</i>	
ID/PASSPORT No.					
NATIONALITY		RACE			
HOME LANGUAGE		RELATIONSHIP TO LEARNER			
LEARNER RESIDES WITH THIS PARENT	Y	N			
MARITAL STATUS	<i>Single</i>	<i>Married to other parent</i>	<i>Separated</i>	<i>Divorced</i>	
			<i>Widowed</i>	<i>Living together</i>	
			<i>Remarried</i>		
HOME TEL No.		CELL NUMBER			
WORK TEL NUMBER		ALTERNATIVE NUMBER			
EMAIL ADDRESS					
RESIDENTIAL ADDRESS				CODE	
POSTAL ADDRESS				CODE	
OCCUPATION		EMPLOYER			

PLEASE TURN OVER

**DETAILS OF PARENT/S OR GUARDIAN/S****PARENT/GUARDIAN 2**

SURNAME						TITLE <i>E.g. Mr/Mrs/Rev/Dr</i>					
FIRST NAME						GENDER	<i>Male</i>		<i>Female</i>		
ID/PASSPORT No.											
NATIONALITY						RACE					
HOME LANGUAGE						RELATIONSHIP TO LEARNER					
LEARNER RESIDES WITH THIS PARENT		Y	N								
MARITAL STATUS	<i>Single</i>	<i>Married to other parent</i>	<i>Separated</i>	<i>Divorced</i>	<i>Widowed</i>	<i>Living together</i>	<i>Remarried</i>				
HOME TEL No.						CELL NUMBER					
WORK TEL No.						ALTERNATIVE NUMBER					
EMAIL ADDRESS											
RESIDENTIAL ADDRESS											
									CODE		
POSTAL ADDRESS											
									CODE		
OCCUPATION						EMPLOYER					

**IF PARENT/GUARDIAN IS REMARRIED, FILL IN THE STEPPARENTS' DETAILS****STEPPARENT 1 (married to parent/guardian 1)**

SURNAME						TITLE <i>E.g. Mr/Mrs/Rev/Dr</i>					
FIRST NAME						GENDER	<i>Male</i>		<i>Female</i>		
ID/PASSPORT No.											
HOME TEL No.						CELL NUMBER					
WORK TEL No.						ALTERNATIVE NUMBER					
EMAIL ADDRESS											

**STEPPARENT 2 (married to parent/guardian 2)**

SURNAME						TITLE <i>E.g. Mr/Mrs/Rev/Dr</i>					
FIRST NAME						GENDER	<i>Male</i>		<i>Female</i>		
ID/PASSPORT No.											
HOME TEL No.						CELL NUMBER					
WORK TEL No.						ALTERNATIVE NUMBER					
EMAIL ADDRESS											

## PARENTAL/GUARDIAN CONTRACT

I/We, the parents/guardians of (Learner) \_\_\_\_\_ agree to the following:

### 1. GENERAL:

- 1.1. I declare that all the particulars furnished by me on this form are true and correct. I hereby give The King's School Port Alfred the authority to verify any and all information supplied on this application and understand that in the event of incorrect or fraudulent information or documents provided, the application process will be immediately cancelled and no further possibility of application will be made available to me.
- 1.2. I understand that this application form does not entitle the applicant to a place in The King's School Port Alfred. I hereby certify that I am the legal parent/s of the learner or that I have legal custody and/or guardianship in respect of the above named learner.
- 1.3. I understand that the Principal and or any other duly authorized person will act in *Loco Parentis*, this includes consent for medical treatment in case of an emergency once all reasonable efforts have been made to contact the learner's parents/guardians.
- 1.4. I understand that while every reasonable effort will be made to prevent losses or damage to the learner's clothing and equipment, The King's School Port Alfred cannot be held liable for such.
- 1.5. I undertake to give, in writing, three month's intention to remove the learner from The King's School Port Alfred. If such notice is not given, a full term's fees, at the rate applicable for the next term in which the pupil would have been, shall be paid by the Parent. I undertake to return any books and/or equipment belonging to The King's School Port Alfred or pay the replacement value of them.
- 1.6. I will inform The King's School Port Alfred of any changes to personal information/contact details in writing.
- 1.7. I acknowledge the authority of the Principal, the teachers, staff and student leaders.
- 1.8. I agree to ensure that the learner attends school regularly and should he/she be absent from school for any reason, inform the school of that in writing.
- 1.9. I commit to working in partnership with the school. I will be involved in the school by attending functions, parent's meetings, sports events and fun events.
- 1.10. I will support all aspects of the learner's education by supervising homework to ensure that it is neat and completed. I will check and sign the child's homework diary each day and ensure that revision and learning take place at home. In the event of my child experiencing a barrier to learning, I will follow the advice of the educators in regards to assessments and assistance needed for the learner.
- 1.11. I understand that the learner will be taught the Word of God as part of the curriculum and I undertake to support The King's School Port Alfred in all its Christian Principles.
- 1.12. Realising that my/our attitude towards teachers and policies of The King's School Port Alfred affect the emotional and academic stability of the child, I/we will support and uphold the ideals of The Kings School Port Alfred in every way and will abide by its discipline and regulations. At no time will I/we participate in destructive criticism of staff or The King's School Port Alfred to the child or to others, but instead, if a problem arises, will go directly to the teacher or Principal in a Christian manner as indicated in Matthew 18:15 & 16.
- 1.13. I have read the School Rules and the Code of Conduct attached and undertake to encourage the learner to adhere to these. (*Proverbs 29:17 – Discipline your son and he will give you peace, he will bring delight to your soul.*)
- 1.14. I agree to sign all relevant consent forms that allow my personal information to be shared with entities that relate to the collection of outstanding fees and general educational practices.
- 1.15. I understand that smoking in school uniform and the abuse of any drug and/or alcohol is an infringement of school rules and will not, under any circumstances, be tolerated.

Initials of all signatories: \_\_\_\_\_

**2. FINANCES:**

- 2.1 I understand that both parents are jointly and severally liable for the payment of school fees. (Both parents are liable for fees.)
- 2.2 This is a fee-paying school and I/we jointly undertake to pay school fees according to this contract and understand the following:
  - 2.2.1 Payment of annual school fees is compulsory in either eleven installments, per term in advance or paid fully per annum in advance.
  - 2.2.2 Learner’s accounts that run overdue for 37 days will be suspended from school until the outstanding fees are paid in full. Full school fees will still be charged during suspension.
  - 2.2.3 Learners whose accounts run overdue for 60 days will be required to find alternate education.
  - 2.2.4 In the event of no payment of school fees, The King’s School Port Alfred may initiate legal action against both parents irrespective of maintenance and court orders which may or may not exist between the parties. The parents will be responsible to pay all administrative or collection fees over and above school fees.
  - 2.2.5 I am responsible for all bank charges, legal fees and interest on any outstanding fees.
  - 2.2.6 I undertake to reimburse The King’s School Port Alfred for any damage to school property that may be caused by the learner if the damage is caused willfully or through disobedience.

**3. CANCELLATION OF CONTRACT**

I understand that the contract may be cancelled by The King’s School Port Alfred for any reason including, but not limited to:

- 3.1 Non-payment of school fees (No negotiations will be entered into)
- 3.2 Bad behaviour of the learner as per the Code of Conduct
- 3.3 Bad behaviour of the parents (vandalism, riots, intimidation, etc.)

Fair process will be followed in this instance and parents will be informed of the reasons of the termination of the contract and be given opportunity to plead their case in either writing or at a hearing.

The terms of cancellation will depend on the nature of the infringement.

**NO CHILD WILL BE ACCEPTED IN THE KING’S SCHOOL PORT ALFRED UNLESS THIS CONTRACT HAS BEEN SIGNED BY PARENTS AND WITNESSES.**

**THE PARENT/LEGAL GUARDIAN DECLARES THAT HE/SHE IS THE LEGAL PARENT/GUARDIAN OF THE CHILD AND IS ENTITLED TO SIGN THIS DOCUMENT AND SHALL BE BOUND HERETO BOTH AS PARENT/GUARDIAN, AND IN HIS/HER PERSONAL CAPACITY.**

Signed on this.....day of ..... 20..... at .....

- **Witnesses MUST sign.**

Name of Mother/female guardian:	Signature:
Name of Father/male guardian:	Signature:
Name of witness 1:	Signature:

**PAYMENT OF SCHOOL FEES**

Learner First Name and surname: \_\_\_\_\_ Student Number: \_\_\_\_\_

Payment Method(tick):	Annual Payment in advance	Monthly Payment in advance
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**DETAILS OF THE PERSON RESPONSIBLE FOR THE SCHOOL FEES**

SURNAME:											Title: (e.g. Mrs/Mr/Dr/Rev)
FIRST NAMES:											
IDENTITY NUMBER:											
Telephone Numbers:	Home:					Work:					
	Cell:					Fax:					
Email Address											
Residential Address:											Postal Code:
Postal Address:											Postal Code:
Occupation:						Employer:					
Employer Tel:											

**THIS SECTION MUST BE FILLED IN BY THE PERSON RESPONSIBLE FOR PAYING THE ACCOUNT:**

- 1) It is hereby agreed that I/we the Guardians/Parents of the Learner shall be **liable jointly and severally** (meaning both parents) for the payment of the School Fees and additional charges as per the terms of The King's School Port Alfred.
- 2) It is hereby acknowledged that three month's written notice is required for any learner being removed from The King's School Port Alfred.
- 3) Should the notice not be given, I/we will be responsible for the payment of the forthcoming month's fees in lieu of such notice.
- 4) As per the contract I/we understand that should any legal action be taken to recover outstanding school fees, I/we will be held responsible to pay these legal fees.
- 5) I/we furthermore understand that my/our child/ren will be suspended from The King's School Port Alfred, while being charged full school fees, until such outstanding fees are paid.
- 6) I/we agree to pay interest on outstanding amounts as well as a nominal administration fee set by The Kings School Port Alfred to cover the cost of additional paperwork and calls that The King's School Port Alfred may have to make to secure overdue payments.
- 7) The King's School Port Alfred will not accept cheques.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_

- It is essential to have the witnesses sign this document.

Name of Mother:	Signature:
Name of Father:	Signature:
If person other than parents is responsible for fees:	Name:
	Signature:
Name of witness 1:	Signature:
Name of witness 2:	Signature:

Information checked by school representative: \_\_\_\_\_

## CONSENT AND INDEMNITY FORM

Full name of learner: \_\_\_\_\_

I hereby give consent for my child:

- a) To take part in school trips and other activities that may take place off the school premises.
- b) To be given first aid or urgent medical treatment during any school trip or activity, allowing a staff member to act "in loco parentis" – in place of the parents.
- c) Participate in sport activities and other academic related activities at school.

If you are not in agreement with this, please furnish relevant information to explain the reasons.

Please note the following important information before signing this form:

- a) The trips and activities covered by this consent/indemnity include
  - Any activities on regular any school day.
  - All visits by learners to offsite property which can take place during school hours, after school, holidays or weekends.
  - Adventure activities at any time.
  - Offsite sporting fixtures.
- b) The school will send you information about each trip before it takes place.
- c) You may, if you wish, tell the school that you do not want your child to participate in any particular school trip. (School trips may only be attended if fees are up-to-date.)

### DECLARATION:

I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anesthetic or blood transfusion, as considered necessary by the medical authorities present. I agree that all of these treatments will be for my personal account and that the school cannot be held responsible to cover costs incurred.

Initial: \_\_\_\_\_

### INDEMNITY:

I hereby indemnify, hold harmless and absolve the staff, other members of the touring party including accompanying parents and the Governing Body of The King's School Port Alfred against any or all claims that may arise in connection with the loss of or damage to the property of or injury to my child/ward in the course of activities during school hours and on any trips or during the course of activities on the trip, in the knowledge that the trip manager will endeavor to take all precautions for the safety and welfare of my child/ward.

**I have read, understood and agree to the above.**

Parent/Guardian 1 signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian 2 signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness name: \_\_\_\_\_ Witness signature: \_\_\_\_\_

## POPI ACT CONSENT FORM

**Learner's full name:** \_\_\_\_\_

Under the POPI Act, I am obligated to inform you with whom we share your and your child's personal information.

The personal information that we collect is used specifically for school purposes. The following persons or entities are involved in the collection or processing or use of your information:

- The administration staff who collect the data and capture it on our various data-bases to create class lists, contact sheets, report cards and various other school related requirements.
- The teachers and principal have access to information for the same reasons as well as for educational purposes.
- SAGE – Our accounting system, this is also viewed by a third party to ensure that all our practices are credible.
- SASAMS – Our Data Base where we capture all the information required. This information is shared with the Department of Education
- The Department of Education has access to personal information and academic information of learners
- NAISA – Have access to information, but only as anonymous surveys, they are not privy to personal information.
- ACSI – This is our Covering Body. They have access to minimal learner information, but mostly also in survey form.
- Specialist, Like Occupational Therapists, Audiologists, etc. – They have access to information once you, as a parent, have granted permission for us to pass this information on.
- Debt Collectors and Lawyers – Your information will be handed to them to enable us to collect outstanding fees.
- Doctor/Hospital/Medical Personnel – Relevant information in case of an emergency.
- Other Schools – To hand over portfolios and profiles in the event of transfer to another school. We also give information to other schools who request references from schools before enrolling their children.
- UMALUSI – The matric examination body to enable the printing of reports.
- Auditors – Have access to some personal information for auditing processes.
- SACCSA – Our sports association where we give specific information about specific learners if required.
- SGB – Relevant information is required by the SGB to enable it to make decisions for the future benefit of the school.
- Various events at school – e.g.: Eisteddfod, Art competitions may require names, ages and contact numbers.
- Newspapers, Facebook and the TKSPA Webpage – For marketing, and of course, to brag about your beautiful children.
- WhatsApp Groups – Telephone numbers are easily accessible on the various groups.

The school cannot function without sharing appropriate and relevant information with each of the above.

Sign your consent for the sharing of information:

**Parent/Guardian 1 signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian 2 signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness name:** \_\_\_\_\_ **Witness signature:** \_\_\_\_\_

## WHATSAPP GROUPS

WhatsApp groups need special permission and understanding:

- We use WhatsApp groups for fast, efficient communication with parents and learners.
- Your permission is required to be on the groups.
- By signing this, you give permission to the school to add your name to any relevant class, sport, tour or information group that will benefit you and your child. Specific groups will be deleted after they have served their purposes.
- By signing this, you also agree not to share any parent's numbers with any third party unless you have obtained permission from that person to share their number.
- You also agree not to use any of the numbers for marketing purposes other than The King's School Port Alfred marketing.

WhatsApp number: \_\_\_\_\_

Parent/Guardian 1 signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian 2 signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness name: \_\_\_\_\_ Witness signature: \_\_\_\_\_

## IMAGE RELEASE

As the parent/legal guardian of \_\_\_\_\_ (*learner's name*), I have legal authority to execute this release on his/her behalf. I hereby grant The King's School Port Alfred irrevocable permission to publish photos of my child taken during the duration of his/her scholastic career at the aforementioned school including, but not limited to, official and unofficial school events, including events both on and off The Kings School Port Alfred premises.

These images may be published in any reasonable manner, including, but not limited to advertisements, periodicals, calendars, on social media and in press releases. Furthermore, I will hold harmless any photographer and his/her legal representatives and assigns, from any liability by virtue of minor cropping that may be required, and colour and exposure shifts that may occur in reproducing this photograph.

I have read this release and fully understand its implications.

### Parent/Guardian 1

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Parent/Guardian 2

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Witness

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## STATEMENT OF FAITH

### What we Believe:

#### **BIBLE**

We believe in the Scriptures of the Old and New Testaments in their original writing as fully inspired of God and accept them as the supreme and final authority for faith, life and the governance of this School.

#### **GOD**

We believe in one God, eternally existing in three Persons - Father, Son and Holy Spirit. We believe that in terms of the first commandment (Exodus 20:1-6) God alone is to be worshipped to the exclusion of all other gods or idols (1 Tim 2:5). We believe that the only way to fellowship with God is through His Son, Jesus Christ.

#### **JESUS CHRIST**

We believe that Jesus Christ was begotten of the Father, conceived by the Holy Spirit, born of the Virgin Mary and is true God and true man.

#### **MAN, SIN & DEATH**

We believe that God created male and female as two distinct, immutable and specific biological genders that together reflect the image and nature of God (Gen 1:26-28). We believe that God created man (male and female) in His own image; that man sinned and thereby incurred the penalty of sin which is death, physical and spiritual; that all human beings inherit a sinful nature which issues (in the cases of those who reach moral responsibility) in actual transgression involving personal guilt.

#### **FORGIVENESS**

We believe that the Lord Jesus Christ died for our sins as a substitutionary sacrifice according to the Scriptures and that all who believe in Him are justified on the grounds of His shed blood.

#### **NEW LIFE**

We believe in the bodily resurrection of the Lord Jesus, His Ascension into Heaven, and His present life as our High Priest and Advocate.

#### **VICTORIOUS RETURN**

We believe in the personal bodily return of the Lord Jesus Christ.

#### **SALVATION**

We believe that all who repent of their sin and receive the Lord Jesus Christ by faith are born again of the Holy Spirit and thereby become children of God.

#### **HOLY SPIRIT**

We believe in the baptism in the Holy Spirit, empowering and equipping believers for service, with the accompanying supernatural gifts of the Holy Spirit; and in fellowship with the Holy Spirit.

#### **MINISTRY**

We believe in the divinely ordained ministries of Apostle, Prophet, Evangelist, Pastor and Teacher.

#### **FOREVER...**

We believe in the resurrection of both the just and the unjust, the eternal blessedness of the redeemed and the eternal banishment of those who have rejected the offer of salvation.

**MARRIAGE**

We believe in and subscribe to the Biblical principle of heterosexual relationships between one natural man and one natural woman and that this is the only marriage relationship that constitutes holy matrimony. Any sexual relationship outside this definition of marriage is sin.

**ELDERS**

We believe that elders carry the responsibility for oversight and care of the members. Where necessary, elders must carry out biblical discipline for the protection of the local Church.

**CHURCH**

We believe that the one true Church is the whole company of those who have been redeemed by Jesus Christ and regenerated by the Holy Spirit, that the local church on earth should take its character from this conception of the Church and therefore that the new birth and personal confession of Christ are essentials of Church membership.

**BAPTISM AND COMMUNION**

We believe that the Lord Jesus Christ appointed two ordinances - Baptism in water and the Lord's Supper - to be observed as acts of obedience and as perpetual witnesses to the cardinal facts of the Christian faith; that Baptism is the immersion of the believer in water as a confession of identification with Christ in burial and resurrection and that the Lord's Supper is the partaking of the emblems symbolic of the Saviour's broken body and shed blood, in remembrance of His sacrificial death, 'till He comes.

**HEALING**

We believe that divine healing was provided for in the Old Testament and is an integral part of the Gospel.

**HOLINESS**

We believe the Bible teaches that without holiness no man can see the Lord.

**CHRIST-LIKENESS**

We believe in the doctrine of sanctification as a definite, yet progressive work of grace, commencing at the time of the new birth and continuing until the consummation of salvation.

**REVELATION**

The Church is open to any further truth, which the Holy Spirit may illuminate from the Scriptures.

**PERSONAL AFFIRMATION**

As I join The King's School Port Alfred, I confirm that I have read and understood this Statement of Faith and agree to my child learning about all the above points.

**Parent/Guardian 1**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent/Guardian 2**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**THE KING'S SCHOOL PORT ALFRED**  
(AN ASSOCIATION INCORPORATED UNDER SECTION 21 OF ACT NO 61 OF 1973)

**AGREEMENT OF TUITION**

Made and entered into by and between:  
**THE KING'S SCHOOL PORT ALFRED**  
(AN ASSOCIATION INCORPORATED UNDER SECTION 21 OF ACT NO 61 OF 1973)  
(hereinafter referred to as "the School")  
And

..... (BOTH PARENTS/GUARDIANS)  
(full names and surname), (jointly referred to as "the Parent")  
For the tuition and education of

..... (ONE PER CHILD)  
(full names and surname), (jointly referred to as "the Pupil")

**WHEREAS:**

1. the Parent is desirous of having the Pupil admitted to the School;
2. the Pupil has been admitted to the School with effect from .....
3. the parties are desirous of recording the terms and conditions on which the Pupil will be educated and trained by the School;

**NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:**

**1. SCHOOL FEES**

- 1.1 \*The annual fees due to the school shall be divided equally and paid by the Parent **in eleven (11) monthly amounts**, from January up to and including November, and pro-rata thereof where a pupil begins mid-year.
- 1.2 \*The monthly amounts, together with such other incidental costs such as may arise will be payable in advance, by the Parent to the School, **on or before the 2<sup>nd</sup> day of each and every month**.
- 1.3 \*There shall be no entitlement to any rebate of fees if the pupil is absent for any portion of a term owing to illness or any other cause.
- 1.4 \*In the event of the parent failing to pay the school fees on the due date thereof, interest at the prime overdraft rate per annum compounded monthly shall be payable on school fees which are in arrears until date of payment of the full outstanding amount.
- 1.5 \*The Board of Directors of the School shall have the right to amend the school fees referred to in paragraph 1.1 above.
- 1.6 \*In the event of the Parent failing to pay school fees legal action may become necessary to procure payment, the Parent shall then become liable for payment of the School's legal costs on the scale as between attorney and own client.
- 1.7 \*In the event of the Parent failing to pay school fees the School shall be entitled to exclude the Pupil and/or terminate this contract, after due administrative process.
- 1.8 \*The Parent agrees to pay the school fees by way of monthly bank debit order.
- 1.9 The parent consents to the school accessing their consumer profile on a national database prior to admission.

**2. DURATION OF AGREEMENT**

- 2.1 \*This agreement shall commence on the date of signature hereof.
- 2.2 The Parent shall be entitled to cancel this agreement with **at least three (3) calendar month's prior written notice** to the School. If such notice is not given, a full term's fees, at the rate applicable for the next term in which the pupil would have been, shall be paid by the Parent. Subject to paragraphs 1.7 and 2.3, if the School elects for any reason to terminate this agreement, then it may do so on giving the Parent a clear three (3) months written notice of its decision to terminate this agreement.
- 2.3 \*The Principal may require a Parent to withdraw a pupil with immediate effect in cases of serious or repeated misconduct, or where, in his or her opinion, it is in the interest of the School or Pupil or both.

**SIGNED: ..... (FATHER)..... (MOTHER)**

**3. TUITION OF PUPIL**

- 3.1 The school shall provide tuition to the Pupil in accordance with the curriculum and syllabus set out by the School.

**4. UNDERTAKINGS BY PARENT**

The Parent undertakes:

- 4.1 to ensure that the Pupil is at school on time each day;
- 4.2 to ensure that the Pupil complies with the school uniform requirements, that his/her appearance is neat and in compliance with the guidelines set down;
- 4.3 \*to abide by the School's policy, discipline and Student's Code of Conduct;
- 4.4 \*to keep open lines of communication with the School and staff;
- 4.5 \*generally, to do all the Parent can to ensure that the Parent's association with the School is a healthy and happy one.

Initial \_\_\_\_\_

- 4.6 Unless you instruct the School expressly and in writing to the contrary, your consent is given for the School to:
  - i. collect, store and process information about you and any Third Party or divorced or separated Parent responsible for payment of any or all amounts owing in school fees
  - ii. collect, store and process names, contact details and information relating to yourself and your Child, and to such information being made available to other parents/guardians, staff or responsible persons engaged or authorised by the School for School-related purposes to the extent required for the purpose of managing relationships between the School, parents/guardians, and current learners as well as providing references and communicating with the body of former learners;
  - iii. include photographs, with or without name, of your Child in School publications, or in press releases to celebrate the School's or your Child's activities, achievements or successes;
  - iv. supply information and a reference in respect of your Child to any educational institution which you propose your Child may attend. We will take care to ensure that all information that is supplied relating to your Child is accurate and any opinion given on his/her ability, aptitude and character is fair. However, the School cannot be liable for any loss you or your Child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us; and

4.7 The School may not distribute or otherwise publish any of your personal information in its possession, unless you give your consent, in writing, to the School that it may do so. Should this be the case, the School may only distribute or otherwise publish the information specified in your consent to the people and for the purpose stated in your written consent

**5. DISCIPLINARY MATTERS**

- 5.1 \*All disciplinary matters pertaining to the care, education and training of the Pupil in all its facets shall vest in the Principal of the School or in a person authorised thereto by the Principal.
- 5.2 \*Control, expulsion, suspension and discipline of the Pupil shall be in accordance with the constitution of the school and/or rules and regulations set by the Board of the School as well as legislation set by National and Provincial Government.

**6. INDEMNIFICATION**

- 6.1 \*The Parent indemnifies the School, its employees and officials against any injury, harm or other loss caused to any person, as a result of the conduct of the Pupil.
- 6.2 \*The Parent exempts the school, its employees and officials from liabilities incurred on account of any injuries to, or illness of the Pupil and agrees and consents that the School or any of its teachers may consent to any operation or medical treatment of the Pupil, should such consent be required for medical reasons on an urgent basis and should it not be possible for the Parent to be contacted immediately.

**SIGNED: ..... (FATHER)..... (MOTHER)**

6.3 \*The Parent agrees that the above indemnity shall apply to all activities on the school or Aftercare premises, as well as on pre-arranged school trips.

**7. BREACH**

- 7.1 \*The Parent shall be deemed to be in breach of this agreement in the event of failure by the Parent to comply with the terms stated in this agreement and after the Parent has failed to remedy such breach, within seven (7) days after a written notice of breach has been dispatched by the School to the Parent at the Parent's chosen email address recorded herein.
- 7.2 \*A certificate signed by the Principal of the School as to any amount owing by the Parent to the School or as to any other fact arising out of this agreement shall be *prima facie* proof of all facts stated in the certificate and it will not be necessary to prove the appointment or authority of the Principal who signs such certificate. Such certificate shall be a liquid document for the purposes of provisional sentence or summary judgement proceedings against the Parent.

**8. GENERAL**

- 8.1 No alteration, cancellation, variation or addition hereto shall be of any force or effect unless reduced to writing and signed by the parties to this agreement or their duly authorised representatives.
- 8.2 The Parent hereby chooses the email address for all purposes whatsoever at the address set forth below, and the Parent shall be entitled by written notice to the School to change his chosen email address, provided that the change shall only become effective seven (7) days after service on the School of the said notice.
- 8.3 The King's School Port Alfred's biblical role is to work in conjunction with the home to mould students to be Christ-like. We therefore strongly believe in the biblical value of family and marriage. The King's School believes that marriage is limited to a covenant relationship between a man and a woman. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, cohabitation out of wedlock, homosexual sexual orientation, or inability to support the moral principles of the school (Romans 1:21-27; 1 Corinthians 6:9-20).
- 8.4 In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.
- 8.5 The signatories to this agreement will be jointly and severally in solidum liable to the School for the due performance of all the Parent's obligations in terms hereof.

Initial \_\_\_\_\_

8.6 The signatories to this agreement agree that any disputes that may arise, shall be referred to arbitration to ensure a mutually amicable resolution.

8.7 In addition to the above terms and conditions, the parent acknowledges that the school documents below have been read and understood; and the parent consents to their implementation by the school:

Statement of Faith;  
Gender Policy

**10. CONSENT**

I/We consent that the School collect, store and update personal information of me/us and the student.

I/We consent that the School may provide the information to an authorized representative for a lawful purpose only.

I/We give consent that the information provided be confirmed and updated where necessary by the School or the Schools authorized representative

Parents residential address:

.....  
.....

Postal address:

.....  
.....

THUS DONE AND SIGNED BY THE PARENT/S AT .....

ON THE ..... (DATE) IN THE PRESENCE OF THE UNDERSIGNED WITNESS:

..... (PARENT) ..... (PARENT)

..... (I.D. NUMBER) ..... (I.D. NUMBER)

..... (AS WITNESS) ..... (AS WITNESS)

THUS DONE AND SIGNED BY THE SCHOOL AT **PORT ALFRED** ON THE ..... (DATE)

..... IN THE PRESENCE OF THE UNDERSIGNED WITNESS

..... **PRINCIPAL OF THE SCHOOL** (DULY AUTHORISED THERETO)

..... **AS WITNESS**

**DEBIT ORDER FORM (one per family)**  
**(Compulsory: Must be completed)**

**From:** (Name of Debtor) .....  
(Address) .....  
.....  
Date: .....

To: The King's School Port Alfred

Dear Sirs,

My Agreement dated: .....

The details of my/our bank account are as follows:

BANK .....

BRANCH NAME AND TOWN .....

BRANCH NUMBER

ACCOUNT NUMBER

TYPE OF ACCOUNT CURRENT (CHEQUE) / SAVINGS / TRANSMISSION  
(Delete where not applicable)

I/We hereby request, "instruct" and authorise you to draw against my/our account with the above mentioned bank (or any other bank or branch) to which I/we may transfer my/our account) the sum of R .....

..... (and amount in words), "the amount necessary for payment of the monthly school fees due in respect of the above-mentioned agreement" on the 2<sup>nd</sup> day of each month commencing on ....., which amount can be increased as and when the monthly school fees are increased. Should the 2<sup>nd</sup> fall over a week-end or public holiday, the debit order will operate on the day prior to such week-end or public holiday. All such withdrawals from my/our bank account by you shall be treated as though they had been signed by me/us personally.

I/We understand that the withdrawals hereby authorised will be processed electronically.

I/We agree to pay any bank charges relating to this debit order instruction.

This authority may be cancelled by me/us by giving you 30 (thirty) days' notice in writing, but I/we understand that I/we shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force if such amounts were legally owing to you.

Receipt of this instruction by you shall be regarded as receipt thereof by my/our bank.

SIGNED AT ..... ON THIS ..... DAY OF ..... 20.....

.....  
SIGNATURE AS USED FOR SIGNING CHEQUES

.....  
WITNESS

.....  
WITNESS

NOTE: A cancelled cheque should be attached for bank identification purposes (Current accounts only). The user may add to the above minimum requirements for incidental costs.



**The  
King's  
School**

**PORT ALFRED**

Green Fountain Farm  
Route 72, Port Alfred  
Telephone: 046 624 3616  
E-mail: info@kingspa.co.za  
www.kingsedgrp.co.za

Policy Number:  
5

Policy name:

## **CODE OF CONDUCT FOR LEARNERS**

Included:

**CODE OF CONDUCT  
DISCIPLINARY PROCESSES  
SCHOOL RULES**



**Excellence in Education to the Glory of God**

Directors: G E Hannington (Chairperson),  
L Harvey, K Langley, D Maithufi, T Matsoso, Z Meas, C Rowe, C Stevis  
The King's School is an association incorporated under Section 21 of Act No 61 of 1973.  
Reg No 92/00888/08. EMIS number: 200100172



# **THE KING'S SCHOOL PORT ALFRED**

## **Code of Conduct and Disciplinary Processes**

### **PREAMBLE**

As Christians, we understand that God has expectations of our conduct clearly laid out in His Word to train up a learner in the way he should go to create functional members of society.

### **PURPOSE**

To guide disciples and to develop boundaries to help the learners mature from a place of external motivation to intrinsic motivation.

### **GLOSSARY**

- In this policy, the word 'parents' refers to any caregiver/guardian of the learner.
- TKSPA: The King's School Port Alfred
- Cyber bullying: is causing hurt by using social media through any electronic devices.

### **POLICY REVIEW**

This policy will be reviewed every three years or as needed.

### **SECTION A:**

#### **1. General statements about discipline at TKSPA**

- a. Discipline is what is done FOR a learner and not what is done TO a learner.
- b. Discipline is both positive and negative in nature. It not only consists of correction of the fault (negative), but also gives active guidance into what is right (positive).
- c. A disciplined environment is conducive to learning. This environment relies on each staff member and parent supporting this policy.
- d. TKSPA operates on the Biblical premise that proper discipline is an expression of love. (Proverbs 3:12, 13:24, 22:15, 23:13, 29:15)
- e. TKSPA is not a corrective institution; consequently, we ask that a learner not be enrolled with the idea that the School will reform him/her.
- f. TKSPA expects co-operation of the parents in the area of discipline, and does not take the place of the parent/s who have experienced difficulties in fulfilling their disciplinary roles.
- g. At TKSPA discipline recognizes the dignity of the learner at all times, yet is firm, consistent, fair and tempered with love, good judgement and understanding.
- h. TKSPA does not see a distinction between a learner's behaviour in and out of the school. There should in fact be consistency of behavioural standards between the two environments. For example, the school finds the use of swearing in and out of the school unacceptable. Any deviation from this policy will necessitate disciplinary action.
- i. By the time learners enter Grade 7 of their schooling, we trust that learners will start exercising their own self-discipline strategies, so that external disciplinary measures are not the most dominant form of correction.

### 1.1 Positive goals in building Christian discipline

- These character traits are certainly desirable and learners are encouraged to be bold and have courage, as well as to display confidence.

What God wants ...	... Therefore TKSPA will not allow
1. <b>Obedience</b> (Eph. 6:1)	Disobedience
2. <b>Respect for authority</b> (Eph. 6:2)	Rebellious attitudes, backchat, scornful looks, rudeness
3. <b>Self-control</b> (Prov. 14:29, 16:32, 25:25)	Unrestrained anger, temper tantrums, prolonged self-pity
4. <b>Patience</b> (1 Thess. 5:14)	Impatience
5. <b>Diligence</b> - Enthusiasm, motivation and ability (Prov. 15:19, Rom. 12:11)	Laziness and nonchalant disinterest
6. <b>Kindness</b> (Eph. 4:32)	Rudeness and selfishness
7. <b>Courage and confidence</b> (Josh. 1:9, 2 Tim 1:7)	Fear and timidity
8. <b>Happiness and joy</b> (1 Pet. 3:10, Phil. 2:14, 4:4)	Complaining, negative attitude
9. <b>Love for others</b> (Rom. 12:10, James 4:11, Tit. 3:2)	Criticism
10. <b>Ability to get along with others</b> (Matt. 5:9, Rom. 12:18, Eph. 4:31, Prov. 17:14)	Quarrelling and strife
11. <b>Honesty</b> (Rom. 12:17, Eph. 4:25, 28, Prov. 11:1)	Lying, cheating, stealing
12. <b>Wisdom and knowledge</b> (Prov. 2:4-9, 8:33)	Ignorance and lack of education
13. <b>Purity</b> (2 Tim. 2:22)	Perverted thinking or wrong information about sexual immorality
14. <b>Friendliness</b> (Prov. 18:24, 2 Tim. 1:7)	Shyness /self-absorption/lack of engagement
15. <b>Dependability and loyalty</b> - Responsibility and faithfulness (Prov. 11:13, 25:19)	Irresponsibility

## 2. Code of Conduct for learners

### Expectations

TKSPA's expectations are based upon Jesus' words in Matthew 22:37-39:

*"You shall love the Lord your God with all your heart, with all your soul and with all your mind. This is the first and great commandment. And the second is like it: You shall love your neighbour as yourself."* In response to this, we have also set up a list of school rules that is not all inclusive, but certainly guides learners in a Corinthians 13 type of love.

### 2.1. "You shall love the Lord your God with all your heart, with all your soul and with all your mind."

- 2.1.1 We only worship God, as represented in the Trinity. God is a jealous God and commands us to worship only Him. This is more important than power or possessions, culture or identity. We take time to focus upon God, participate in worshipping Him and learning His Word.
- 2.1.2 God's name is Holy, we do not use His name in swearing and cursing. We speak to Him and about Him in a loving and respectful way.
- 2.1.3 We expect no profanity, obscenity in word or action, or dishonour to the Word of God or His creation.
- 2.1.4 We teach submission to those in authority: parents, teachers and others whom God has placed over us. We honour our parents and we require learners to display courtesy, respect and obedience to staff and learner leaders.

### 2.2 "You shall love your neighbour"

A neighbour is anyone you meet; all those in our school – younger or older – teachers, parents, other staff etc.

We expect love for our neighbours to be:

- 2.2.1 **Honest** - it is wrong to take anything that does not belong to us - we may not steal. We need to be true to our word – we may not lie.
- 2.2.2 **Kind** - our thoughts, words and actions must be free from hatred or hurting others in any way.
- 2.2.3 **Respectful** - we show respect to all our staff members, learner leaders, peers and younger learners. Respect includes: greeting adults, greeting visitors to the school, being punctual for all lessons, assemblies and school events, helping and serving others, acknowledging that each person's talents and giftings are unique in accordance with God's plans and provisions.
- 2.2.4 **Pure** - our thoughts, words and actions should be clean, allowing no sexual impurity, vulgarity or swearing.
- 2.2.5 **Contented** - we are thankful to God in all circumstances and for all He has given to us and we seek to be good stewards of facilities and property. To this end we encourage an uncomplaining spirit.

### 2.3 "Love yourself"

- 2.3.1 We recognize that our bodies are temples of the Holy Spirit and we do not damage this temple by: promiscuity, substance abuse or mutilation of the body (e.g. eating disorders, cutting, etc.).
- 2.3.2 We show self-respect by:
  - wearing our uniform correctly; dressing appropriately, maintaining a high standard of work;
  - completing class work and homework assignments to the best of our ability;
  - submitting our classwork, homework and assignments timeously with excellent quality;
  - having all the required books and stationery in class;
  - participating in the School's physical education programme as well as the extramural programme and displaying a good attitude whilst doing so.
  -

## 3. Levels of misconduct

TKSPA will operate its discipline system based on a colour-card system. Offences are graded according to the nature and degree of seriousness of the offences. Each coloured card is regarded as a different level of offence. Discipline is divided into three levels – level 1 offences (green card), level 2 (yellow card) and level 3 (red card).

### 3.1 Level 1 Offences:

These offences will be dealt with by the teacher and/or HOD of the Phases. Each case will be evaluated on its own merit. These offences are relatively minor and are not yet a pattern of behaviour. The aim is to quickly correct behaviour at this level quickly and fairly before negative patterns form.

OFFENCE	CONSEQUENCES	RESPONSIBLE PERSON
<ul style="list-style-type: none"> <li>• Not following instructions (disobedience)</li> <li>• General poor behaviour</li> <li>• Spitting</li> <li>• Running on corridors or in classes</li> <li>• Throwing items in class</li> <li>• Excessive talking</li> <li>• Making disruptive noises</li> <li>• Walking around without permission</li> <li>• Annoying other learners</li> <li>• Inappropriate laughter</li> <li>• Eye-rolling (disrespect)</li> <li>• Interrupting</li> <li>• Tardiness to any class</li> <li>• Misuse of class material/equipment</li> <li>• Chewing gum while in uniform</li> <li>• Out of class without permission</li> <li>• Found in an out-of-bounds area</li> <li>• Loitering in bathrooms</li> <li>• Stationery not at school</li> <li>• Eating/drinking/chewing during contact time in class/assemblies</li> <li>• Not lining up in an orderly manner</li> <li>• Not submitting a letter of absenteeism</li> <li>• Wearing incorrect/incomplete uniform</li> <li>• Leaving sport's kit at home</li> <li>• Absent from extra mural activities without a valid excuse</li> <li>• Littering</li> <li>• Damaging own property</li> <li>• Hides others' property</li> <li>• Infringing on playground rules</li> <li>• Unreadable/sloppy exercise books</li> <li>• Note passing in class (not assessments)</li> <li>• Sleeping in class</li> <li>• Homework not done</li> <li>• Homework incomplete</li> <li>• Homework done half-heartedly</li> <li>• Not returning reply slips</li> <li>• Tasks handed in late</li> <li>• Tasks not done</li> <li>• Not prepared for presentation of oral work.</li> <li>• Misconduct during extra-mural activities</li> </ul>	<p>General consequences:</p> <ol style="list-style-type: none"> <li>1. Verbal reprimand</li> <li>2. Issue a green card which will be recorded on the disciplinary section of SASAMS/ADAM.</li> <li>3. Written punishment</li> <li>4. Warning letter</li> <li>5. Detention (after school or break)</li> <li>6. Health and fitness development.</li> <li>7. In the event of repeat offences, a yellow card will be issued which represents a more severe offence.</li> <li>8. Learners may be sent home to correct uniform or hairstyles</li> </ol> <p>Tasks that are not handed in on time will lose 10% per day for each day that it is late.</p>	<p>Teacher HOD</p>

### 3.2 Level 2 Offences: Yellow Card

OFFENCE	CONSEQUENCES	RESPONSIBLE PERSON
<ul style="list-style-type: none"> <li>• Repetitive infringement of level 1 offences</li> <li>• Obscenity (gesture/written/drawing)</li> <li>• Teasing/Name calling/breaking others down/mockng</li> <li>• Inappropriate language (swearing, slurs)</li> <li>• Abusive language</li> <li>• Telling lies or gossiping</li> <li>• Cheating</li> <li>• Plagiarism</li> <li>• Dishonesty in any form</li> <li>• Fighting or aggressive behaviour</li> <li>• Threatening or intimidating others</li> <li>• Back talking/arguing with staff</li> <li>• Refusing to work</li> <li>• Open defiance</li> <li>• Throwing objects at others</li> <li>• Throwing objects that belong to others</li> <li>• Handling of/use of others property without permission.</li> <li>• Disturbing groups/disrupting others</li> <li>• Bringing an electronic device to school</li> <li>• Possession of medication without consent</li> <li>• Fraud: Changing/signing/preparing of documentation on behalf of parents/staff.</li> <li>• Copying homework</li> <li>• Bunking classes</li> <li>• Disrespect towards other learners/parents/teachers/others</li> <li>• Bullying: Physical/emotional/intimidation/cyber</li> <li>• Taking photos/videos of fights, etc. and spreading the content.</li> <li>• In possession of forbidden objects (depending on the object)</li> <li>• Misconduct on school transport</li> <li>• Tampering with or misuse of safety equipment (e.g. fire extinguishers)</li> <li>• Playing dangerous games, including ball games and with dangerous items</li> <li>• Inappropriate/disturbing/distracting clothing</li> </ul>	<p>General consequences:</p> <ol style="list-style-type: none"> <li>1. Issue a yellow card which will be recorded on the SASAMS/ADAM discipline system.</li> <li>2. Detention</li> <li>3. Parent meetings</li> <li>4. Suspension</li> <li>5. Warning letters</li> <li>6. Disciplinary Hearings</li> <li>7. Community Service</li> <li>8. Daily report</li> <li>9. Confiscation of unauthorised devices/equipment/medication</li> <li>10. Banishment from participation in school trips and activities.</li> </ol>	<p>Teacher HOD</p>

### 3.3 Level 3 Offenses: Red Card

The following offences are considered to be extremely serious, and after a fair hearing may lead to suspension or expulsion. These offences will be dealt with by the principal.

OFFENCE	CONSEQUENCES
<ul style="list-style-type: none"> <li>• Repetitive infringement of level 1 and 2 offences</li> <li>• Willful damage/vandalism/graffiti to School property</li> <li>• Willful damage/vandalism/graffiti to others' property</li> <li>• Physical affection between learners that breeches the role of simple friendship: holding hands, prolonged hugging, kissing, etc. between all genders.</li> <li>• Assault or battery</li> <li>• Any conduct that endangers the safety and/or violates the rights of others including victimization, bullying, intimidation or racial harassment.</li> <li>• Theft or possession of stolen property, including tests/exams prior to exams</li> <li>• Smoking/vaping or accompanying others who do so on the school premises.</li> <li>• Possession, use, transmission or visible evidence of narcotics or unauthorized drugs, alcohol, cigarettes/vapes or intoxicants of any kind.</li> <li>• Possession/threat/use of weapons</li> <li>• Disrespect/insubordination/objectionable behaviour and/or verbal abuse directed at staff/learners</li> <li>• Immoral behaviour on or off the school premises.</li> <li>• Profanity</li> <li>• Consistent lying and deceit</li> <li>• Possession/use/transmission of pornographic, satanic, abusive or offensive material of any kind</li> <li>• Bunking school or detention processes</li> <li>• Dishonesty during examinations and assessments/infringement of examination rules.</li> <li>• Incitement to a riot or disruption to the educational process</li> <li>• Severe cyber bullying</li> </ul>	<p>These offences will be dealt with in accordance to the procedures and policies as stipulated in the TKSPA Disciplinary Policies. These procedures are briefly described hereunder and are in greater detail in the Disciplinary Policy:</p> <ul style="list-style-type: none"> <li>• Documentation of such infringements must be submitted to the principal.</li> <li>• Depending on the nature of the offence, immediate suspension may occur until a hearing takes place.</li> <li>• A preliminary investigation will be made by TKSPA to determine whether a case exists or not.</li> <li>• In the presence of sufficient evidence, the learner/s will be informed in writing of the charges.</li> <li>• At least two days will be given to prepare for the hearing.</li> <li>• The learner has the right to be represented at the hearing by a selected adult or peer.</li> <li>• The matter will be heard by a disciplinary committee.</li> <li>• The learner will be informed in writing of the decision taken at the hearing.</li> <li>• The learner has the right to appeal.</li> </ul>

### 4. Prohibited items

A learner may not have in his/her possession, in a school bag or jacket, or on his/her person any of the following items:

- Electronic games or electronic visual or audio recording devices (unless permission has been given for educational purposes)
- Laser pointers
- Cellular devices (unless written permission has been given for educational purposes)
- Items associated with gambling
- Spray paint
- Pornographic, obscene, or suggestive, racist, sexist, homophobic, and/or other material offensive to any ethnic or religious segment of the community

- Any weapon, for example: pocket or other knives, guns, tazers, etc.
- Narcotics or items associated with drug use, Cigarettes, lighters, matches, vapes tobacco or marijuana products
- Mace containers/Pepper spray or stink bombs
- Any poisonous substances or medications without consent
- This list is inconclusive.

#### **5. Language**

All teaching, learning and assessments are done in English (except for FAL). It is required that all learners speak English in the class.

#### **6. Pregnancy**

In the event of a pregnancy, each case will be judged individually.

- Counselling and guidance will be made available.
- The pregnant learner will require a doctor's certificate stating that she is in good health and able to continue her schooling whilst pregnant.
- The learner will be required to take maternity leave (dates will be determined by her doctor) in which case the learner will be responsible to collect notes and teaching material from her classes.
- The learner may be readmitted to the school when a doctor's certificate proclaims she is fit enough to do so and she can provide proof that her baby is being responsibly taken care of during school hours.
- If a boy in the school is responsible for causing the pregnancy in the school, he will face a disciplinary hearing.
- Abortion will not be encouraged as it is the murder of an eternal soul. Learners will be asked to seek Godly council.

#### **7. Parent Misconduct**

In the event of a parent displaying unacceptable conduct at the school including, but not exclusively:

- Screaming at, intimidating, bullying (including cyber bullying), gossiping about any staff member.
- Threatening or verbally or physically attacking any learner or staff member on or off the school property.
- Non-payment of school fees.
- Non-compliance to assist their child academically, physically or emotionally as recommended by the school.

The consequences of such behaviour could result in suspension and/or expulsion of the learner.

This concludes the Code of conduct

Note that changes may be made to this document as the need arises.

Reviewed: November 2015

11 April 2017

19 Jan 2018

21 May 2021

11 June 2025

Principal Signature:

*Payne.*



# **THE KING'S SCHOOL PORT ALFRED**

## **SCHOOL RULES**

This list is not inclusive.

### **ROUTINE PROCEDURE:**

- The School day begins at 07h30 for all Grades.
- The School day ends at 13h00 for Grade RRR to Grade 2, at 13h30 for Grade 3 and at 13h45 for grades 4 onwards.
- Sport is compulsory for all learners from grade 1 to grade 3 and ends at 14:00.
- Seasonal sports are available to the rest of the school and when offered, school will end at 15:00.
- Sporting activity times are presented each term and should be adhered to.
- Parents are to collect their learners timeously.
- Siblings, cousins, friends etc. are not permitted to attend the school as a "Day-Care" or participate in extra-curricular activities unless prior permission has been given by the principal and all parental details recorded and indemnities signed.

### **TRAFFIC PROCEDURES:**

- The riding of bicycles, four wheelers or motorcycles on school property is forbidden during school hours.
- Bicycles and motorcycles must be parked in the allocated areas.
- Learners are not allowed to be in or near staff cars during the school day.
- Learners are to adhere to the pedestrian rules of the road.
- Learners are to be vigilant and watchful when exiting or entering the school property.
- An orderly taxi drop-off and collection will be arranged, and learners will be required to adhere to these rules to ensure their safety.
- Learners are to be considerate and obedient passengers while being transported to school functions.
- Learners may never throw litter from vehicle windows.

### **VALUES AND MANNERS:**

- Learners need to uphold and maintain the values of the school.
- Learners need to show basic good manners towards their peers, teachers and visitors to the school.
- Visitors should be politely greeted.

### **HOMEWORK:**

- Homework must be neatly done by the learner on a daily basis or as required. (All grades)
- Reading cards should be signed by parents every day. (Grades 1 – 3)
- Homework must be recorded by learners in their diaries on a daily basis and signed by their parents. (Grades 1 -7)
- Tasks must be handed in on time.
- No plagiarism will be tolerated.

### **IN THE CLASSROOMS:**

- Learners are to greet the teacher in the beginning of the lesson.
- Learners are to stand and greet any adult who enters their classroom.
- Learners are to show respect for others and their property, both personal and communal. No stealing or vandalism will be tolerated.
- Classrooms need to be tidied at the end of each day.
- A learner will be held responsible for any damage incurred to school property and/or the property of others due to wilful destruction, theft or disobedience.

- Learners are to bring their own stationery to the school each day. No borrowing of stationery will be allowed.
- The learners will treat the staff of the school with respect. They will listen and respond to teaching and they will follow instructions given by educators and appointed leaders.

**BREAK TIME:**

- Classrooms, office buildings, hall and any area out of the playground perimeter are strictly out of bounds.
- Ball play must be controlled, and all players must play fairly.
- Learners are to show consideration and kindness to their peers.
- No Littering!
- At the end of break, learners are to move to classes immediately.

**GENERAL BEHAVIOUR:**

- Rough play is not allowed.
- Bullying is strictly forbidden.
- Littering is not allowed. Please place rubbish in the bins provided.
- No eating or drinking during lessons.
- No chewing gum.
- No eating of crisps, sweets or biscuits or drinking of fizzy cold drinks is allowed at first break in the Foundation Phase
- Energy drinks containing high caffeine as well as drinks labelled non-alcoholic will not be permitted.
- No use of or possession of prohibited items like cigarettes, vapes, pornography or narcotics, including marijuana are permitted.
- No weapons of any form are permitted.
- No lewd or vulgar language is allowed.
- Sexual purity is to be a value.
- No sexual harassment, hate speech or discrimination will be tolerated.
- Love, patience, kindness, goodness, long-suffering, faithfulness, gentleness, joy and self-control are expected from the learners.

**ATTENDANCE OF SCHOOL FUNCTIONS:**

- Learners are required to wear their uniform as required by the school, unless told otherwise by the staff.
- Consent and Indemnity forms need to be signed by parents at the beginning of each academic year to allow their learners to attend day outings.
- It is compulsory for learners to attend sports days and major fund-raising activities. Notification of these events will be given throughout the year.

**ABSENTEEISM:**

- A written letter of explanation is required on the day the learner returns to the school.
- Medical, dental and any other appointments are to be made after school hours.
- A letter addressed to the principal is required to request permission for a learner to leave the school early.
- A learner will not be excused from classes for holiday reasons, unless the request has been made in writing and the principal has granted permission.
- Medical certificates are expected if the learner is absent for tests or exams, or if the learner is absent for a period of three consecutive days or longer.

**UNIFORM:**

As per Uniform Policy

**HAIR:**

As per Uniform Policy

**CIVVIES:**

Glossary: boy – biological male born with male genitalia

Girl – biological female born with female genitalia

<b>Boys</b>	<b>Girls</b>
<ul style="list-style-type: none"><li>• No make up</li><li>• Clothing must be modest. No tight, inappropriately short or revealing clothing is permitted.</li><li>• No inappropriate, political or offensive slogans are permitted on the clothing.</li><li>• No skirts or dresses</li><li>• No earrings</li><li>• No cultural talisman</li></ul>	<ul style="list-style-type: none"><li>• Clothing must be modest. No tight, inappropriately short or revealing clothing is permitted.</li><li>• No inappropriate, political or offensive slogans are permitted on the clothing. Primary school girls may not wear makeup.</li><li>• High school girls may wear light makeup.</li><li>• Hair must be kept out of faces</li><li>• Only one earring in each earlobe</li><li>• No cultural talisman</li></ul>

**CELL PHONES AND SOCIAL MEDIA:**

- Cellphones are not permitted at school.
- Any actions in social media that bring disrepute to the school will not be tolerated.
- Cyber bullying will not be tolerated.
- Cellphones are permitted on outings at the discretion of the teacher.

**TUCKSHOP**

- Learners must line up in an orderly manner at the tuckshop.
- Respect and manners are required at all times in the ordering of items from the tuckshop.
- No credit is allowed.

**SPORT AND CULTURAL ACTIVITIES:**

- Each learner is required to participate in at least one summer and one winter sport and one cultural activity per year.
- Correct foot-wear, sporting equipment and appropriate dress is required for each sport.
- Proper behaviour and manners are expected at all times.
- A courteous attitude is expected in all sports.
- Learners must excuse themselves if they are not available to attend.

**TESTS AND EXAMS**

- Learners must adhere to all instructions given during tests and exams.
- Learners must write their exams at the stipulated times, venue and dates.
- Learners must be seated for exams at least 15 minutes prior to the exam.
- There may be no communication between learners during test or exam times whatsoever.
- Each learner must ensure that they have their own stationery required to complete their paper. No borrowing is allowed.
- Learners must keep their eyes on their own work. No cheating will be tolerated.

## **OUT OF SCHOOL**

- Learners are required to behave in a manner fitting a learner of a Christian school both in and out of the school.
- No actions that bring disrepute to the school's name will be tolerated.

THESE RULES AND DISCIPLINARY ACTIONS ARE NOT ALL INCLUSIVE AND ARE SUBJECT TO CHANGE AND ADDITIONS AS THE NEED ARISES.

You are free to choose, but you are never free from the consequences of your choices.

Reviewed:  
11 April 2017  
19 Jan 2018  
21 May 2021  
11 June 2025

# Agreement of the School Rules Reply Slip

This form is to be completed and returned to The King's School Port Alfred.

Please keep the rules as your reference.

## ACKNOWLEDGEMENT

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### PARENT

I \_\_\_\_\_ the parent of have read and understood The King's School Port Alfred rules and agree to encourage my learner to abide by them.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### LEARNER

I \_\_\_\_\_ understand that I should be self-motivated to keep the rules of my The King's School Port Alfred to ensure the smooth running of the school and for the comfort, protection and order of the learners. I need to remember that good behaviour is rewarded and that bad behaviour carries consequences.

I have read the rules or have had them read to me and I agree to obey them.

Learner's signature: \_\_\_\_\_ Date: \_\_\_\_\_



The  
**King's  
School**

Green Fountain Farm  
Route 72, Port Alfred  
Telephone: 046 624 3616  
E-mail: [info@kingspa.co.za](mailto:info@kingspa.co.za)  
[www.kingsedgrp.co.za](http://www.kingsedgrp.co.za)

## PORT ALFRED

Dear Colleague

Parent Consent to release this information: Parent Signature: \_\_\_\_\_

### CONFIDENTIAL REFERENCE

In order to assist us in our admissions procedures, we request that families provide us with a reference from the learner's current school. Your knowledge and understanding of the learner will be most helpful to us.

Please complete the Confidential Reference and email it together with an updated school statement to [info@kingspa.co.za](mailto:info@kingspa.co.za) at your earliest convenience. Please do not give this confidential report to the learner or the family. The family's application will only be processed once the completed form has been received at our school office.

Thank you for taking the time to complete this form.

Yours Sincerely  
Mrs R. Payne  
Principal

### CONFIDENTIAL REFERENCE

Student's First Names: \_\_\_\_\_ Surname: \_\_\_\_\_

Name of the Current School: \_\_\_\_\_ Current Grade: \_\_\_\_\_

1. In which year and grade did the learner first enrol at your school? \_\_\_\_\_
2. Please provide details below that relate to any instance where the student has been the subject of any disciplinary hearings or received any disciplinary sanctions (e.g. detention, community service, suspension or expulsion) at your school.  
\_\_\_\_\_  
\_\_\_\_\_

3. Please state which extra-curricular activities (Sport & Cultural) the learner has been involved in:  
\_\_\_\_\_  
\_\_\_\_\_

4. Would you recommend this learner to our school? \_\_\_\_\_

5. If not, please provide a reason.  
\_\_\_\_\_  
\_\_\_\_\_



Excellence in Education to the Glory of God

6. Has the student been assessed by or consulted with any of the following whilst at your school?

	Yes	No		Yes	No
Speech Therapist/Audiologist			Occupational Therapist		
Psychologist (clinical/educational)			Psychiatrist		
Family Counsellor/Therapist			Other Counsellors		

7. Please make a brief comment on the following facets of the learner's involvement/progress in school life:

CATEGORY	COMMENTS
Academic Aptitude	
Appearance and manners	
Attitude towards Staff	
Behaviour in Class	
Homework	
Leadership and Influence	
Learning Barriers	
Parental Involvement	
Peer Relationships	
Responsibility	
Self-Discipline	
Other	

Are the school fees paid regularly and up to date? \_\_\_\_\_ Outstanding Amount \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

School Stamp:

Please email: [info@kingspa.co.za](mailto:info@kingspa.co.za)

Please also include an updated school statement.

Thank you!