



LINKSIDE HIGH SCHOOL

Learner-centred Excellence

INSTRUCTIONS TO COMPLETING THE APPLICATION FORM

ADMISSION GRADE 8 – 2025

1. Download the application form from the website www.linksidehs.co.za. It appears both in pdf format and in word format.
2. Please ensure you complete and sign **EVERY SECTION** of this application form. Supplying of false information will invalidate this application.
3. This form **must be completed** in full by **both the biological mother and father or legal guardian(s) or step parents. Both parents, irrespective of their marital status and/or personal arrangements, are liable by law for their child's school fees.**
4. Applications will be accepted **ONLY** with submission of ALL relevant certified documentation.
5. **An unsigned application form is regarded as an incomplete application form and will not be processed.**
6. Parents are requested **to apply at more than one school** in order to avoid a situation where the learner might not be accepted at our school, and then be left without an alternative.
7. The Code of Conduct forms part of this application form. **Please retain it for your reference.**
8. **SUBMISSION OF APPLICATION** - The completed application form may be placed in a sealed envelope together with the supporting documents and **hand deliver** it to the main gate from 9:30 am to 1 pm from Monday to Friday during the period of submission. **NO APPLICATIONS THAT ARE SUBMITTED VIA EMAIL WILL BE CONSIDERED OR PROCESSED.**
9. On the last day of submission, application forms will only be accepted until 12 pm.
10. **DISCLAIMER:**
 - It is the responsibility of the applicant to ensure that their cell phone number and/or email address remain active and in use.
 - Please make sure that handwritten email addresses are clear and legible.

Closing date for Grade 8 2025 applications: 26 April 2024

DOCUMENTS TO ACCOMPANY THE APPLICATION

1. Certified copy of Grade 6 report
2. Certified copy of learner's birth certificate
3. Certified copy of both sides of Medical Aid Card
4. Certified copy of Learner's Clinic Card
5. Certified copy of death certificate(s), if one or both parents are deceased
6. Certified copy of Mother's / Legal Guardian's / Stepmother's Identity Document
7. Certified copy of Father's / Legal Guardian's / Stepfather's Identity Document
8. Recently taken School Photo - not older than 3 months
9. Certified copy of Proof of address - not older than 3 months
(Municipal Account / Lease Agreement /
Letter from Ward Councillor)
10. Certified copy of Legal Guardianship Court Order
(Failure to do so will result in the Application **NOT being processed**)
11. Certified copy of Social Grant Documents
12. If self-employed a copy of your latest tax return from SARS
13. Should you be the LEGAL GUARDIAN of this child - ALL LEGAL
DOCUMENTS must be attached
14. **TRUST FUNDS:** Letter from the trust fund stating that there are funds available
for school fees for the next 5 years
15. Both Biological Parents / Legal Guardians / Stepparents to sign
application form as requested

CURRENT SCHOOL	
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Photo

APPLICANT DETAILS (LEARNER)									
------------------------------------	--	--	--	--	--	--	--	--	--

Surname									
First Name(s)									
Applicant Cell Number									
Date of Birth									
Identity Number									
Gender	Male				Female				
Race	African	Coloured	White	Asian	Indian				
Home Language									
Religion/Denomination									
Medical Conditions									
Learning Disabilities									
Dexterity of Applicant	Right Handed				Left Handed				
Has applicant previously repeated a Grade?	No	Yes	If yes, which grade?						

ADDITIONAL INFORMATION ON APPLICANT (LEARNER)					
--	--	--	--	--	--

(Please indicate with a 'X')

Applicant living with	Both Parents	Mother	Father	Guardian	Other
Parent(s) deceased	None	Mother	Father	Both	
Communication to	Mother	Father	Guardian		

CURRENT EXTRA CURRICULAR ACTIVITIES	
--	--

Cultural Activities	
Sport	
Music (Specify Instrument)	
Leadership Positions	
Academic Achievements	

Names of siblings currently at Linkside High School (Brother and/or Sister)

Name		Grade	
Name		Grade	
Name		Grade	

Siblings who previously attended Linkside High School

Name		Relation		Year	
Name		Relation		Year	
Name		Relation		Year	

EMERGENCY CONTACT DETAILS (Relative not residing with you)

Surname					Title						
First Name(s)											
Identity Number											
Occupation											
Relation to applicant											
Tel Numbers	Home					Work					
Cell Number											
Email											
Residential Address											
							Postal Code				

MOTHER'S DETAILS														
Surname											Title			
First Name(s)														
Identity Number														
Cell Number														
Home Tel Nr														
Marital Status	Single	Married	Separated	Divorced	Living Together	Remarried	Widowed							
Race	African	Coloured	White	Asian	Indian									
Employer/ Self Employed														
Occupation														
Work Tel No														
Email Address														
Residential Address												Postal Code		

FATHER'S DETAILS														
Surname											Title			
First Name(s)														
Identity Number														
Cell Number														
Home Tel Nr														
Marital Status	Single	Married	Separated	Divorced	Living Together	Remarried	Widowed							
Race	African	Coloured	White	Asian	Indian									
Employer/ Self Employed														
Occupation														
Work Tel No														
Email Address														
Residential Address												Postal Code		

DETAILS OF LEGAL GUARDIAN (If applicable)

**Please attach CERTIFIED COPIES of Legal Guardianship Court Order to this application
Failure to do so will result in the application NOT being processed**

Surname							Title						
First Name(s)													
Identity Number													
Cell Number													
Home Tel Nr													
Marital Status	Single	Married	Separated	Divorced	Living Together	Remarried	Widowed						
Race	African		Coloured	White		Asian		Indian					
Employer/ Self Employed													
Occupation													
Work Tel No													
Email Address													
Residential Address											Postal Code		

STEPFATHER'S DETAILS (If remarried, provide copy of marriage certificate)													
Surname									Title				
First Name(s)													
Identity Number													
Cell Number													
Home Tel Nr													
Marital Status	Single	Married	Separated	Divorced	Living Together	Remarried	Widowed						
Race	African	Coloured	White	Asian	Indian								
Employer/ Self Employed													
Occupation													
Work Tel No													
Email Address													
Residential Address											Postal Code		

STEPMOTHER'S DETAILS (If remarried, provide copy of marriage certificate)													
Surname									Title				
First Name(s)													
Identity Number													
Cell Number													
Home Tel Nr													
Marital Status	Single	Married	Separated	Divorced	Living Together	Remarried	Widowed						
Race	African	Coloured	White	Asian	Indian								
Employer/ Self Employed													
Occupation													
Work Tel No													
Email Address													
Residential Address											Postal Code		

FINANCIAL INFORMATION

PROJECTED 2025 SCHOOL FEE STRUCTURE (subject to SGB budget approval)																		
SCHOOL FEES Payable over 10 months Payable over 11 months			<p style="text-align: center;">R 31 050 per annum</p> <p style="text-align: center;">R3 105 per month for TEN months R2 823 per month for ELEVEN months</p>															
PAYABLE UPON ACCEPTANCE (by end of November 2024)			<p style="text-align: center;">One month's school fees: approximately R3250</p> <p style="text-align: center;">Social and Academic Introduction: R 950</p> <p style="text-align: center;">TOTAL: R4 200</p>															
BANKING DETAILS			<p style="text-align: center;">LINKSIDE HIGH SCHOOL</p> <p style="text-align: center;">ABSA – CHEQUE ACCOUNT</p> <p style="text-align: center;">BRANCH CODE: 511917</p> <p style="text-align: center;">ACCOUNT NUMBER: 1000321199</p> <p style="text-align: center;">REFERENCE: Applicant Name & Surname / Gr 8 2025</p>															
Who will be responsible for school fees		Father				Mother				Guardian				Other				
Payment Method		EFT			Debit Order			Cash			Annual Payment in advance							
<p style="text-align: center;">PERSON RESPONSIBLE FOR SCHOOL FEES (If NOT parent or legal guardian)</p>																		
Surname										Title								
First Name(s)																		
Identity Nr																		
Certified Copy of ID Supplied																		
Home Tel Nr																		
Work Tel Nr																		
Cell Number																		
Email Address																		
Residential Address												Postal Code						

(As per SOUTH AFRICAN SCHOOLS ACT NO 84 OF 1996, AS AMENDED)

CHECKLIST FORM

(Mark with a cross in applicable box.)

1. Has the Principal informed you about the amount of the annual school fees to be paid?

YES	NO
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2. Has the Principal informed you that you are liable for the payment of the school fees unless you are totally exempted from paying school fees?

YES	NO
-----	----

3. Has the Principal informed you about your right to apply for reduction of school fees?

YES	NO
-----	----

4. Do you wish / or have you applied for such reduction?

YES	NO
-----	----

5. Do you wish to be assisted in making such application?

YES	NO
-----	----

6. Has the principal provided you with the form for application for reduction?

YES	NO
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Mr H.V. Graham

Name of Principal



Signature of Principal

Name of Biological Father /
Guardian/Other

Signature of Biological Father/ Guardian/
Other

Name of Biological Mother/ Guardian
/Other

Signature of Biological Mother/
Guardian/ Other

FINANCE DECLARATION

I declare that all particulars furnished by me on this form are true and correct.

In accordance with the provisions of Section 39 of the South African School Act 84 of 1996, the Governing Body of Linkside High School determines the compulsory school fees payable for the school year on an annual basis. During the course of the school year, parents of learners who are already enrolled at Linkside High School are advised of the amount due in respect of school fees for the following year. Parents of learners enrolling at Linkside High school are advised of the amount due in respect of school fees on the enrolment form.

In my personal capacity and on behalf of the applicant, in my capacity as parent/guardian I hereby agree that:

School fees are **payable in advance** and are due on the first day of the school year.

The following **terms of payment** are offered by the school:

1. Payment in full by 28 February with a 10% discount.
2. Debit order over 10 months of R3 105,00 per month per child from January to October or over 11 months of R2 823,00 per month per child from January to November.
3. Monthly payments by EFT, bank deposit, cash, credit card or debit order.
4. Both parents, irrespective of their marital status and/or personal arrangements, are liable by law for their child's school fees.
5. New applications for admission requiring reduction in school fees will only be considered if the completed checklist form indicated on Page 9 that the intention is to apply for such a reduction, or if personal circumstances have changed drastically beyond your control since completing the checklist form.
6. As per Section 41(5)(a) of the South African Schools Act 84 of 1996. You are accordingly requested to take note of the following:
That, unless exempted, you are liable for the payment of the annual school fees as detailed and that the payment of school fees is compulsory. You are furthermore entitled to apply for a reduction, alternatively exemption of school fees in which event you are to indicate your intention to apply and whether you require assistance with such application. Applicants must be prepared for an exhaustive investigation, supported by documentary proof, into their financial circumstances and lifestyle.
7. The accounts of parents who default on payment will, without exception, be handed over to our attorneys for collection. Judgement could be taken against either or both parents, for the principal debt with costs, which will result in you being blacklisted.
8. It may be of great assistance to you to start paying your 2024 fees immediately. Some parents find this helps alleviate some pressure off their budget next year.
9. A credit card facility is available. All Visa, Master and Debit cards are welcome.

Notify the Principal, in writing, in the event of my child leaving the school at least 2 months in advance or pay two months fees in lieu of such notice. (This is for reasons other than disciplinary or financial default.)

If, for any reason, the debit order is rejected, the School shall have the automatic right to double the amount of the debit order in the following month.

I / We declare that I /we are in a financial position to pay the school fees as adopted.

Thus signed at _____ on this _____ day of _____

Signature Biological Father/ Step Father/ Guardian

Signature Biological Mother/ Step Mother/ Guardian

Print Name Biological Father/ Step Father/ Guardian

Print Name Biological Mother/ Step Mother/Guardian

ADMISSION ACCEPTANCE

1. Completion of this application creates **no obligation** on the part of Linkside High School to accept your child at the school.
2. This is a **fee-paying school** and parents are expected to pay the fees in full according to arrangements agreed to on the acceptance form.
3. The decision of the admissions panel is final and no correspondence will be entered into once the outcome has been communicated in writing via email to parents/guardians.
4. If you have not heard from the school by the end of June, please contact us via email (admissions@linksidehs.co.za) to find out if your application was successful or not.
5. Should you not respond within 7 days of acceptance, you will forfeit the placement which will then be offered to another learner.

ADMISSION POLICY

1. Language Proficiency

- The medium of instruction at Linkside is **English**.
- **Afrikaans** is offered as a first additional language.
- **The school does not offer isiXhosa as a language. Applicants that currently have isiXhosa as a language will not be considered.**

2. Mathematical Ability

- The school focuses on the following Sciences: Economic Sciences, as well as the Natural Sciences.
- We offer the following subjects in which it is essential for the learners to have a Mathematical ability: *Mathematics, Physical Science, Mathematical Literacy, Accounting, Economics, Computer Studies (IT and CAT)*
- To ensure that we have enough learners left for the sciences in Grade 10-12, it is important that we accept learners who have good mathematical abilities.

3. Behavioural / Conduct Report

- A detailed and/or comprehensive conduct /behavioural report may be required by the school. This report will be required to be signed by the Principal of the learner's prior school or schools.

4. Age

- A learner who is three years older than the norm age per grade needs permission from the Head of the Education Department in order to attend school.
- The norm age in our case is the grade number plus 5:
Grade 8=13; Grade 9=14; Grade 10=15; Grade 11=16; Grade 12=17

5. Feeder Areas

- Linkside High School offers a range of subjects, in the Economic Sciences, and in order to afford all learners the opportunity to study these subjects, **we are not bound only to our immediate area for learners.**
- We consider learners from all primary schools and areas, as prescribed by the Department.
- **PLACES ARE NOT RESERVED FOR APPLICANTS WHO HAVE SIBLINGS CURRENTLY AT THIS SCHOOL.**

6. Religious or Cultural Practices

- Applicants wishing to participate in their religious or cultural ceremonies may do so once their parents have given the Principal due notice of their intentions.
- We request that parents arrange a meeting with the School to discuss the influence of any cultural/traditional ritual, rite or ceremony on the learner and the resulting expectation from the school.
- It is recommended that male learners, wishing to participate in their rite of passage to manhood, do so at the end of their Grade 12 year. This will obviate any disruption in their schooling and that of their fellow learners.

7. Support of Children

- Every child thrives on parental support and involvement in the school.
- **We should like parents to:**
 - Ensure that learners are dress neatly according to the school's official Code of Conduct
 - Create an environment which ensures that learners can do their homework and study productively and effectively.
 - Support all sporting and cultural activities in which their children are involved.
 - Attend Governing Body elections to ensure that the Governing Body is representative of the parents and is the best available.

8. School Counsellor

All our learners have access to a qualified on-site school counsellor. Records of sessions are kept strictly confidential.

DECLARATION BY PARENT / GUARDIAN

1. I declare that all particulars furnished by me in this form are true and correct.
2. In my personal capacity and as the applicant's parent / guardian, I hereby agree to:
 - Purchase all the necessary uniform items including a track suit, house shirt, training shorts and sports clothes depending on the sport my child elects to play.
 - Accept the ethos of the school as contained in the Mission Statement.
 - Accept and support the Code of Conduct of the School.
 - Accept the authority of the Principal, teachers and other staff members.
 - Pay the stipulated school fees as agreed to by the School's Governing Body at the annual budget meeting.
 - Pay any bank charges, legal fees (including attorney and own client costs) and interest on any outstanding fees.
 - Accept that the School may transmit details of how the parents/guardians have performed in meeting their obligations in terms of their school fee obligations and share such information with other credit grantors.
 - Grant the School permission to use photographs of my child in educational school activities on various marketing platforms such as Facebook, Instagram and Website.
 - Notify the Principal, in writing, in the event of my child leaving the School at least two months in advance or pay two months' fees in lieu of such notice. (This is for reasons other than disciplinary or financial default.)
 - Undertake to return all books and other property belonging to the School.
 - To pay for lost text or damaged books.
 - Ensure that my child attends School regularly and should my child be absent from school for any reason, undertake to provide a letter explaining the circumstances. In cases where a learner is absent for more than three days, a doctor's certificate should be provided.
 - Pay all costs incurred for damage done or losses of whatsoever nature caused by my child to School property and/or the property of others whilst on School premises and/or when attending School activities.
 - I will take responsibility for ensuring that my child is adequately insured against any personal injury or related risk and death. I will also ensure that his/her technological device is adequately insured against loss or damage of whatsoever nature.
 - I understand and agree that the school, staff, assistants, representatives, agents and/or service providers cannot be held responsible for any losses, injury or damage of whatsoever nature incurred howsoever or from whatsoever cause arising in relation to my child and/or his/her property whilst on School premises and/or when attending to School activities.
 - I hereby irrevocably and unconditionally indemnify and hold harmless the School, (including but not limited to its staff, assistants, representatives, agents and/or service providers against any claims whether for damage, destruction or loss) of whatsoever nature and howsoever arising related to my child whilst on School premises and/or when attending to School activities. It does not matter who causes such damage, destruction or loss, how it is caused, whether it is caused by someone's act or failure to act, or whether it is caused by someone's intentional negligence.
 - While my child is involved in School activities of whatsoever nature, I authorise the Principal (or appointed staff member) to act in loco parentis, including granting consent for medical treatment in the case of an emergency, once all reasonable efforts to contact the learner's parents/guardians have been made. I hereby irrevocably accept any determination by the Principal (or appointed staff member) that a situation is in the nature of an emergency nature. I accept responsibility for payment of any medical treatment incurred on behalf of my child, whether by the School or otherwise.

- I acknowledge that in terms of Section 8A of the South African Schools Act 84 of 1996 (the Act), the Principal or his/her delegate may at random search any learner (including my child) or the property of a learner (including that of my child) for any liquor, dangerous object or illegal drug or prohibited, if a fair and reasonable suspicion has been established that:
 - Liquor, a dangerous object or an illegal drug or prohibited substance may be found on School premises or during a school activity; or
 - One or more learners on school premises or during a school activity are in possession of liquor, a dangerous object or illegal drug or prohibited substance.
- In terms of Section 8A of the Act, the Principal or his/her delegate may at random administer urine or other non-invasive test to any learner or group of learners that is on fair and reasonable grounds suspected of using liquor, illegal drugs and/or a prohibited substance.
- I hereby irrevocably and unconditionally indemnify and hold harmless the School (including but not limited to its principal, staff, assistants, representatives, agents and/or service providers) in respect of any damage or losses of whatsoever nature that my child and/or I may suffer personally and /or to any of his/her property attributable to any acts and/or omissions of the School (including but not limited to its Principal, staff, assistants, representatives, agents and/or service providers).

The School is completely opposed to the abuse and illegal use of alcohol and drugs. Possession, use, transmission or visible evidence of narcotic or unauthorized drugs, alcohol or intoxicant of any kind is an offence that may lead to the suspension and expulsion of a learner from the School in terms of the Act. The School will exercise its rights as set out above so as to ensure an alcohol and drug-free environment for all learners at Linkside High School.

3. We, the undersigned, acknowledge that we will receive text books and readers from the school. We are aware that they are the property of the school and therefore undertake to take good care of them and return them to the school in good condition at the end of the academic year. In case of where a book is damaged or disfigured due to negligence or wilful act the school has the right to levy us with an amount that will be determined at the time. Where a book is lost, we undertake to pay replacement value of the book at that stage. We understand that this undertaking is binding on us, jointly and severally.

Signed at Port Elizabeth this _____ day of _____ 20_____

Signature Biological Father/ Step Father/ Guardian

Signature Biological Mother/ Step Mother/ Guardian

Print Name Biological Father/ Step Father/ Guardian

Print Name Biological Mother/ Step Mother/Guardian

DECLARATION BY PROSPECTIVE LEARNER

I, the undersigned, declare that it is my wish to attend Linkside High School and acknowledge that I have read and understood the rules of the school. I undertake to abide by them even when they are amended from time to time. I understand that if I am ever in breach thereof, I will be disciplined accordingly.

I also agree to abide by THE LINKSIDE HIGH SCHOOL CODE OF CONDUCT:

1. Introduction:

I undertake to acquaint myself with the school rules and abide by them at all times, thus ensuring that the good name of the school is never brought into disrepute.

I also undertake to acquaint myself with the Disciplinary Procedures that are in place at the school.

2. Pride in our school:

I shall display pride in my school by:

- Displaying good manners and personal dignity;
- Constantly striving to improve my work ethic and my sporting standards;
- My neatness of dress at all times.

3. Environment for learning:

By my actions and attitude, I shall:

- Respect every individual's right to learn;
- Take responsibility for achieving my own learning potential;
- Value and support a culture of learning by being punctual, and behaving and participating in class.

4. Respect and discipline:

By being self-disciplined, I shall show respect for:

- My peers, my elders and staff members;
- The property of others;
- The race, culture and religious beliefs of others;
- My school, its traditions and rules.

5. Security, Valuables and Personal Safety:

I undertake to:

- Take responsibility for my own possessions;
- Respect the possessions of others;
- Report any act of theft or vandalism;
- Do nothing to endanger my fellow learners.

6. Upholding our Ethos & Motto:

I pledge my support for our:

- Ethos:
 - Mission statement
By creating unique educational opportunities we endeavour to guide pupils towards achieving their maximum potential so that they may play a meaningful role in society.
 - Vision
At Linkside High the building of character lays the foundation for excellent education.
 - Linkside High School Code of Conduct
The aim of the Code of Conduct is to constantly improve and maintain a disciplined environment at Linkside in order to continue with a culture of purposeful learning and teaching.
- Motto: "Ad Astra" - Reach for the stars

Learner's name and surname: _____

Learner's signature: _____

Date: _____



LINKSIDE HIGH SCHOOL

Learner-centered Excellence

Consent form in terms of the Protection of Personal Information Act 4 of 2013 (POPI):

PARENTS/GUARDIANS AND PROSPECTIVE PARENTS/GUARDIANS

Consent to use personal information:

- By agreeing to the terms of this information form you hereby voluntarily authorise Linkside High School to process your personal information as well as that of your child (including the names, physical address, telephone numbers and any other information you have provided to the school).
- Processing shall include the receipt, recording, organising, collation, storage, updating or modification, retrieval, alteration, consultation and use; the dissemination by means of transmission, distribution or making available in any other form, or the merging, linking as well as blocking, degradation, erasure or destruction of information.
- This consent is effective immediately and will remain effective until one of the conditions stated under paragraph 8 of the Policy on the Protection of Personal Information has been met.
- The personal information may only be processed if it is adequate, relevant and not excessive, given the purpose for which it is processed, and if processing occurs in accordance with the relevant provisions of POPI. The purpose of the processing of information must relate to a function or an activity of the school.
- In addition, you hereby take note that Linkside High School collects and processes personal information pertaining to the proper functioning, management and governance of the school, as prescribed in the South African Schools Act 84 of 1996 and other relevant education legislation and policies.
- The type of information will depend on the purpose for which it is collected, and will be processed for that purpose only.
- In terms of section 11 of POPI, personal information may only be processed in the following circumstances:
 - If the data subject, or a competent person where the data subject is a child, consents to the processing.
 - If processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party.

- If processing complies with an obligation imposed by law on the school.
- If processing protects a legitimate interest of the data subject.
- If processing is necessary for the performance of a public law duty.
- If processing is necessary for pursuing the legitimate interests of the school.

Your rights in terms of this consent

You have the following rights:

- *The right to know what information is being kept, how it is being used, and when the school will disclose it.* All of the aforesaid information is contained in our Policy on the Protection of Personal Information and our Privacy Policy, which are available and may be obtained from our offices or our website.
- *The right to correct your details.* The school will try to keep your information up to date. However, should any of your details change, please notify us to ensure that our records are as accurate as possible.
- *The right to revoke consent.* You may revoke the consent you have given us in terms of this form at any time. Your revocation should be in writing and addressed to the information officer of the school. Revoked consent is not retroactive and will not affect any past or existing use of your information.

Consent to receive information

By agreeing to the terms of this consent form, you expressly consent to the processing of your information for communication purposes, and understand that by consenting, you may receive communication in the form of SMSs, e-mails and the like from the school.

Please tick the appropriate box below:

I agree I do not agree

Name of learner: _____

 Name of Father/Stepfather/Guardian
 Date: _____

 Signature of Father/Stepfather/Guardian
 Date: _____

 Name of Mother/Stepmother/Guardian
 Date: _____

 Signature Mother/Stepmother/Guardian
 Date: _____

PPCF1



CODE OF CONDUCT AND DISCIPLINARY PROCEDURE

Preamble

Constitutionally, children have the right to education. We recognize that effective education depends on a school environment in which there is a culture of learning and teaching, and that this right to education cannot be separated from the responsibilities of learners, educators, parents and the wider school community.

Mission statement

By creating unique educational opportunities we endeavour to guide pupils towards achieving their maximum potential so that they may play a meaningful role in society.

Vision

At Linkside High
the building of character
lays the foundation
for excellent education.

Aim of the Code of Conduct

The aim of the Code of Conduct is to constantly improve and maintain a disciplined environment at Linkside in order to continue with a culture of purposeful learning and teaching.

Rights and Responsibilities of Learners

Rights	Responsibilities
Learners have a right to quality education.	Learners have the responsibility to do their best at all times, meet all their commitments, follow instructions, be punctual and hand work in on time.
Learners have the right to be respected and treated fairly.	Learners have the responsibility to respect the individuality of others irrespective of age, religion, race or sex, and treat them as they would want to be treated.
Learners have the right to be taught in a clean, safe and disciplined school environment.	Learners have the responsibility to uphold the rules of the Code of Conduct.

Rights and Responsibilities of Educators

Rights	Responsibilities
Educators have the right to teach in a disciplined environment.	Educators have the responsibility to establish and maintain a disciplined environment conducive to learning and teaching.
Educators have the right to be respected by learners, colleagues and parents.	Educators have the responsibility to treat others as they would wish to be treated.
Educators have the right to be treated as a professional person.	Educators have the responsibility to conduct themselves, plan, set the example, prepare and support the school as would be expected of a professional person.

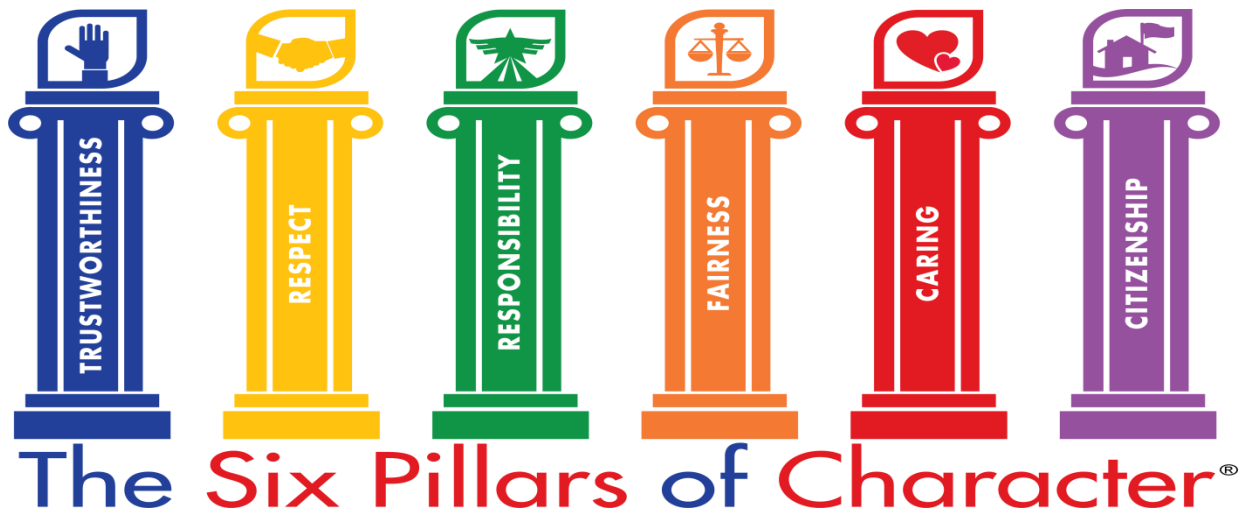
Rights and Responsibilities of Parents

Rights	Responsibilities
Parents have the right to quality education for their children.	Parents have the responsibility to see that their children attend school, dress correctly, execute all academic instructions and to support the Code of Conduct.
Parents have the right to the best resources for their children.	Parents have the responsibility to honour their financial obligations towards the school.
Parents have the right to expect that their children are respected and fairly disciplined.	Parents have the responsibility to foster discipline, self-discipline and common courtesy at home.
Parents have the right to regular reports of the progress of their children.	Parents have the responsibility to regularly liaise with the school regarding the progress of their children.

Attending school activities and functions including, but not limited to, the Matric Farewell and Valedictory, are privileges which must be earned. Learners can and will forfeit the opportunity to attend if so agreed upon by the Senior Management Team and/or School Governing Body.

DISCIPLINARY SYSTEM AND PROCEDURES

The spirit of this Code of Conduct accepts that any reasonable-thinking learner, educator and parent realise that it is based on the six pillars of character. In a dynamic and changing environment, the discretion of the educator is thus a deciding factor in case of doubt.



RULES FOR CLASSROOM MANAGEMENT

1. Enter and exit the classroom in an orderly manner. Remain standing at YOUR desk until greeted by the teacher, then sit.
2. Stand when ANY teacher enters the classroom.
3. Sit in the seat allocated to you by your teacher – it could be in alphabetical order.
4. Do not walk around class OR leave class unless instructed or dismissed by the teacher.
5. Remain silent during teaching, oral instructions, announcements and presentations by other pupils. Pay attention and follow instructions.
6. Come prepared for the lesson.
7. Always put your hand up to ask or answer questions.
8. You may not eat, drink or litter in the classroom.
9. Technological devices or other subjects' books may not be visible or audible at any time without the permission of the teacher.
10. Mutual respect must be shown to teachers, fellow learners and the property of the school, teachers and other learners.

OFFENCES

- Categorised in 5 categories
- Handled by the person(s) in authority referred to under each category
- Applicable when a learner wears a Linkside uniform or can be identified as a Linkside learner.

CATEGORY 1

The following offences inside the classroom / in corridors / in the hall / on the playground / on the sport field:

Handled by the relevant educator

1. Not adhering to any of the 10 classroom management rules.
2. Homework / assignment issues.
3. Order issues.
4. Unacceptable behaviour.
5. Lack of punctuality.
6. Playing ball or present / loitering in out-of-bound areas.
7. Uniform, hair, jewellery, nails or make-up issues (see regulations and policies regarding these).
8. Dishonesty.
9. Issues relating to technological devices (see policy document).
10. Disruption of the learning process.
11. Absenteeism without reason / permission.

Possible actions by the educator (keep record and inform grade head)

- a. Verbal warning.
- b. Additional work – constructive in subject.
- c. Small menial tasks – if possible, relating to offence.
- d. Confiscation (relating to uniform, hair, jewellery) – take, tag and send to appointed person.
- e. Disciplinary talk – after class or during break, one-on-one with learner.
- f. Contact parent(s) – letter, sms, phone call, message.
- g. For disruptive behaviour – relocate learner to class next door.
- h. Move learner to another seat.
- i. Disciplinary process as stipulated, including detention.

CATEGORY 2

Repeated Category 1 offences as well as the following:

Handled by the grade head

1. Frequently repeating Category 1 offences and not responding to the disciplinary measures taken by the educator.
2. Being in possession of objectionable material.
3. Tampering with the computer system.
4. Disrespect.
5. Swearing and abusive language.
6. Intimate physical contact between learners. (eg: PDA, kissing, holding hands)
7. Disregarding / undermining a prefect's authority.
8. Bunking class.

Possible actions by grade head

- a. Any of the actions listed under category 1.
- b. Community service.
- c. Written warning – signed contract.
- d. Put on daily behaviour card – comments by subject teachers.
- e. Compensation / replacement.
- f. Taking away of a privilege.
- g. Suspension from school activities.
- h. Meeting with parent(s) and learner.
- i. Detention.
- j. In-school suspension.
- k. Cool-off period at home.

CATEGORY 3

Repeated Category 2 offences as well as the following:

Handled by the deputy headmaster

1. Frequently repeating Category 2 offences and not responding to the disciplinary measures taken by the grade head.
2. Conspiracies.
3. Indecency.
4. Vandalism.
5. Bullying.
6. Threats / intimidation / defamation of character.
7. Disrupting the functioning of the school.
8. Leaving the school grounds without permission.
9. Failing to report any incident that will bring the School's name into disrepute.
10. Posting any content on social media whilst wearing school uniform without the expressed permission of a member of the SMT.
11. Posting any content on social media in which other learners are identifiable without the expressed permission of the learners' parents.

Possible actions by the deputy headmaster

- a. Any of the actions listed under category 1 and 2 above.
- b. Saturday detention – 08:00 to 11:00.
- c. Series of counselling meetings with learner and / or parent(s).
- d. Internal disciplinary intervention.
- e. Informal School Governing Body (SGB) meeting

CATEGORY 4

Very serious offences as well as the following:

Handled by the headmaster / School Governing Body

1. Frequently repeating Category 3 offences and not responding to the disciplinary measures taken by the deputy head.
2. Fighting / inflicting injury on another person.
3. Sexual harassment.
4. Falsifies identity / information / documentation.
5. Dishonesty in tests / exams.
6. Smoking, in possession of cigarettes, in the presence of smokers, selling of cigarettes, keeping watch for smokers.
7. Alcohol / drug – related incidents.
8. Theft.
9. Racial action/language that attacks the dignity of others.
10. Discrimination: racial, religious, gender, sexual orientation etc.
11. Any act of a sexual nature.
12. Any action that brings the School's name into disrepute.

Possible actions by headmaster / School Governing Body

- a. Any of the actions listed under the previous categories.
- b. Internal disciplinary intervention / School Governing Body meeting.
- c. Refer learner / parent(s) for outside counselling.
- d. Application to Education Department for limited suspension after a fair hearing.

CATEGORY 5

Criminal offences

Handled by the School Governing Body / Police

1. Has been convicted by a court of a criminal offence.
2. Theft.
3. In possession of stolen property.
4. Sexual violations.
5. Assault.
6. In possession of a dangerous weapon.
7. Alcohol / drug – related incidents.

Possible actions by School Governing Body / Police

- a. Any of the actions listed in previous categories.
- b. Formal School Governing Body disciplinary hearing.
- c. Application to Education Department for suspension / expulsion after a fair hearing.
- d. Allow for criminal or civil prosecutions.

SEARCHES

The principal, or any other educator, upon reasonable suspicion (sufficient information), has the legal authority to conduct a search of any learner or property in the possession of the learner for dangerous weapons, firearms, drugs, harmful or dangerous substances, stolen property, or pornographic material brought onto the school property. A search may be performed in terms of the following Acts:

- Control and Access to Public Premises and Vehicles Act, 53 of 1985
- Drugs and Drug-Trafficking Act, 140 of 1992
- Arms and Ammunitions Act, 75 of 1969

During a search, human dignity shall be observed and learners shall be searched in private by persons of their own gender, preferably in the presence of at least one other person. (Government gazette no. 22545 of 2001 – Regulations for safety Measures at Public Schools).

DISCIPLINARY MEETINGS / HEARINGS

- a. **Internal Disciplinary Intervention/Governing Body Meeting**
- b. **Formal Governing Body Disciplinary Hearing**

A. Internal Disciplinary Intervention/Governing Body Meeting

- For Category 3 and 4 offences
- Conducted by Headmaster, deputy headmaster, 1 or 2 members of the G/B and grade head
- Learner and parent(s) to attend
- Purpose is to collectively find a corrective measure that will alter the learner's behaviour before it becomes a Formal G/B Disciplinary hearing
- Parents will be notified at least 2 days prior to the meeting
- Any suitable punishment as set out under possible actions by headmaster/Governing Body may be imposed.

B. Formal Governing Body Disciplinary hearing

- For Category 5 offences or on referral after an Internal Disciplinary Intervention / Governing Body hearing
- Convened by the Governing Body
- The procedure followed must comply with the prescribed regulations as printed in the **Provincial notice no. 32 of 25 June 1999 – Provincial Gazette vol. 6 no. 415**

Here follows a summary:

1. An investigator appointed by the principal will gather evidence to enable the principal to determine whether there are grounds for a formal hearing.
2. The G/B may on reasonable grounds and as a precautionary measure suspend a learner who is suspected of serious misconduct.
3. Such suspension may be enforced only after the learner has been granted a reasonable opportunity to make a presentation to the G/B.
4. The G/B must conduct disciplinary proceedings against a learner within seven school days after the suspension of such a learner.
5. If disciplinary proceedings are not conducted within seven school days after suspension of a learner, the G/B must obtain the approval of the head of department for the continuation of the suspension of such a learner.
6. The investigator draws up a charge, setting out particulars of the transgression.
7. Written notice is given to the learner and his/her parents to attend the formal disciplinary hearing. The nature of the transgression must be defined in the notice.
8. At least five school days must be allowed between the handing over of the notice and the hearing.
9. The committee appointed by the G/B will consist of five members of the G/B: The principal, one educator member, two parent members and one learner member.
10. No person other than the accused learner, his/her representative, his/her parents/guardians, members of the Disciplinary Committee and the investigator may be present.
11. At the conclusion of the hearing, the Disciplinary Committee will submit a report of the hearing and its recommendations to the G/B.
12. The G/B shall, after considering the findings and recommendations, impose a penalty, or summary suspension if it considers it appropriate, or make recommendations to the Head of Department on the appropriate action to be taken in terms of Regulation 3.6 (4)
13. Subject to Provincial Law, a learner may be expelled only by the Provincial Head of Department.
14. A Head of Department must consider and decide whether or not to expel a learner within 14 days.
15. A G/B may suspend or extend the suspension of a learner for a period not longer than 14 days pending the decision of the Head of Department.
16. A learner or a parent of a learner who has been expelled may appeal against the decision of the Head of Department within 14 days of receiving the notice of expulsion.
17. A learner has the right to appeal against the findings and recommendations of the school G/B. This appeal must be lodged with the principal, who will forward it to the Head of Department.

REGULATIONS REGARDING:

a. HAIR

All learners:

- Hair appropriately tied back (no hair in the face, shoulder length hair to be tied up, no hair covering eyes)
- Accessories – colours: navy, white or black
- No decorative accessories allowed (e.g. bows, dots, studs, bling)

b. MAKE-UP

- No eye make-up
- No lip colouring
- No base / foundation

c. NAILS

- Length: Not visible from the inside of the hand.
- No colouring of nails allowed.

d. JEWELLERY

Girls

- Only small round studs or small thin sleepers, one per ear in the lowest hole pierced. All other jewellery (e.g. tongue rings) except wrist watches will be confiscated.
- No plasters may be used to cover up jewellery.
- Only clear bristles may be used in piercings.
- Only school approved badges are allowed to be worn.

Boys

- No earrings or studs are allowed. All other jewellery (e.g. tongue rings) except wrist watches will be confiscated.
- No plasters may be used to cover up jewellery.
- Only clear bristles may be used in piercings.
- Only school approved badges are allowed to be worn.

e. FACIAL HAIR (Boys)

- Boys must be must be cleanly shaven each day.
- Boys who have a problem with their skin should hand in a letter from their medical practitioner to their grade head timeously.

f. UNIFORM

General Uniform Rules

- Tracksuits are for sport events and LO activities
- Each sport code has a dress code which can be purchased at the clothing store
- No beanies
- Only black shoes with black laces are to be worn
- If a windbreaker is worn, it must be worn over the blazer
- Neck scarves only worn during Term 2 and Term 3

Boys

- Plain, navy or black socks. No secret socks.
- No altered pants (no bellbottoms or skinny look)

Girls

- Only black or navy socks to be worn when wearing trousers. No secret socks.
- Skirts must be an appropriate length (not more than 5cm above the knee)
- Only white or flesh coloured bras may be worn under white shirts

g. TATTOOS

- Tattoos may not be visible.

h. CIVVIE DAYS

- Any clothing that draws undue attention will be regarded as unsuitable.
- Remember the B-rule: do not show Boobs, Bellies, Bums, Boxers and Bras.

OUT-OF-BOUNDS AREAS:

The following areas are out of bounds for learners:

- Mr Ferreira's office
- Classrooms during break, before and after school, except with a teacher's permission
- Passages during break, before and after school, except when going to locker
- School buses, unless pupils are being transported
- Staff room
- In corridors and bathrooms during periods without permission
- Iron staircase area and staff parking area in front of the school
- The stairs and verandah (stoep) area at the Wychwood Avenue door entrance before school, during breaks and during exams
- Gate areas
- The Cherwell Street front door entrance of the school
- The foyer and foyer stairs. Only class groups under the supervision of a teacher, and prefects, may use the foyer staircase.
- No pupil may use the front door unless with a parent/teacher.
- The boundary fence
- The hockey and soccer fields, including the adjacent trees
- The rugby field and pavilions
- The cricket field beyond the cricket pitch
- All garages
- No sitting/loitering inside or around the entrance of the bathrooms at any time
- Golf course
- No ball games on school grounds except during official sport practices
- Parking area for any vehicles
- Tennis courts
- From the corner of the tennis courts towards the small pedestrian gate
- Grade heads' offices without their permission
- Teachers' computer lab
- Road area at the back of the school
- Lockers during class changes
- Kitchen
- Close to and behind the gym

If you are found in out-of-bounds areas, it will be seen as valid cause to initiate drug testing.

LINKSIDE CELL PHONE AND SOCIAL MEDIA POLICY

- Act responsibly by only using your cell phone for educational purposes in the classroom ONLY when requested to do so by the teacher.
- Take out your cell phone/earphones/turn on the sound ONLY when requested to do so by the teacher. No cell phones or earphones are allowed in the classroom without permission from the teacher. No cell phones or ear phones are allowed in the passages.
- Show respect to the teacher by maintaining eye contact while he or she is talking and keep your hands folded on the desk.
- Be trustworthy by not “stealing” bandwidth for personal downloads.
- At the end of the lesson, respect your belongings by packing the cell phone (sound off) and earphones away to ensure safety.
- Respect people’s right to privacy by NOT photographing or recording anyone in the classroom.
- Be a good citizen and don’t steal anyone’s cell phone and show your caring side by handing in a cell phone if it has been accidentally left behind by a fellow learner.
- Follow exam instructions regarding technological devices.
- Electronic devices are not to be charged at school.
- Electronic devices (including ear phones) are not to be visible in the building.
- Should any of the above stipulations not be adhered to the School reserves the right to confiscate electronic devices which will be kept in the School safe until such time that it can be collected by a parent.
- Act responsibly on all social media platforms.
- Report any cyber bullying to the Grade Head immediately.

REQUIREMENTS FOR HONOURS AWARDS

1. ACADEMIC

1.1 Half Colours:

- Grades 8 – 9: for a total above 80% in 9 subjects
- Grade 10: for a total above 75% in 7 subjects
- Grade 11 – 12: for a total above 70% in 7 subjects

1.2 Full Colours:

- Grades 8 – 9: for a total above 85% in 9 subjects
- Grade 10: for a total above 80% in 7 subjects
- Grade 11 – 12: for a total above 75% in 7 subjects

Pupils must meet the above requirements in the June exam and either their March or September mini-exam / test series. The award is not based on the average of 3 terms.

1.3 Subject book prize: The highest mark in each subject, irrespective of percentage.

1.4 Subject prize: Only the top 10 in each subject AND the average over 3 terms must comply as follows:

- Grades 8 – 9: for an average of 80% or above
- Grade 10: for an average of 75% or above
- Grade 11 – 12: for an average of 70% or above

1.5 Top 10

- Average of 2 terms for June ranking
- Average of 3 terms for prize-giving
- Average of 4 terms for bursary for next year

2. SPORT / CULTURE

2.1 Merit awards

Awarded to pupils who meet the criteria of the various sport / cultural activities.

2.2 Half colours

Awarded to pupils included in a representative team e.g. USSASA or included in a final provincial trial team / squad.

2.3 Full colours

Awarded to pupils selected for a provincial / national team who ALSO obtained their provincial / national colours AND participated as a member of this provincial / national team.

I hereby declare that I have read and understood the Linkside High School Code of Conduct in its entirety. I declare that by signing this application I pledge to adhere and support the procedures set out in this document and/or amended versions as approved by the SGB in 2024.

Signed by: _____

Parent/Guardian

Learner

Date: _____

Place: _____