

# PROSPECTUS



## KOKSTAD COLLEGE

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**FOUNDING:**

Kokstad College came into existence on 1 January 1992 with the amalgamation of Kokstad High School and Hoërskool Grenswag.

The first Headmaster of the new school was Mr J H Herman.

Not only have many of the proud traditions of the two previous schools been absorbed into the new school, but also new heights are being reached and new traditions established.

The school offers instruction based on Christian principles, through the medium of English or Afrikaans.

**MOTTO AND BADGE:**

A beautiful badge was designed for the new school and the motto ‘CONSISTE FIDE’ – **Steadfast in Faith** – describes aptly the foundation our school is built on.

**SCHOOL SONG:**

The following members of staff combined their skills to write a highly effective and appropriate school song: Mesdames E Jansen van Vuuren, C Botha, C E Maartens and Messrs E Clifford and A Theron. The music was composed by Mrs E Jansen van Vuuren:

1. East Griqualand gave our school its birth  
Kokstad College the community will serve  
We excel in everything we do  
Diversity unites us seeking truth.

*Chorus:* Kokstad College we rise to your call  
Consiste Fide – we will never fall  
In faith steadfast forward we will go  
Striving onwards in the only way we know  
Reaching for the heights where eagles soar  
Holding our symbolic sword before.

**ADMITTANCE:**

Kokstad College serves pupils from Kokstad and neighbouring towns.

The relevant form must be used for application to the school. The following must be attached to the application form:

- (a) a certified **copy** of the child's birth certificate or current ID document;
- (b) a very recent photograph of the child (**passport size**);
- (c) a **copy** of the latest promotion report;
- (d) a **copy** of a Medical Aid Card (if available);
- (e) a **copy** of ID documents of Parents/Guardian and
- (f) a C6 self-addressed envelope, with 1 postage stamp, which will ensure a speedy reply.

**SCHOOL FEES:**

An annual fee is imposed and it is expected that parents will co-operate in this respect. The fee covers photostats, examination and test papers, and transport in the school buses.

The provision of education facilities has, to a large extent, become the responsibility of the parent body of the school and it is, therefore, important for parents to take this into account in their personal financial planning. Kokstad College is your school and we all have to guard against jeopardizing our standards due to a lack of funds.

At the beginning of each year, parents are informed about the school fees for the year. As representatives of the parents, the Governing Body assists in the planning and budgeting with regards to the application of these funds. **NB:** All fees are to be paid **in advance**, annually (before 28 February) with a 5% discount, or monthly. School fees are payable over 10 months January – October.

**Exemption of Parents from Payment of School Fees:**

- i) The Minister of Education has revoked the Regulations Relating to the Exemption of Parents from the Payment of School Fees 1998 (Government Gazette 19347 of 12 October 1998) in their entirety.
- ii) In terms of Section 39(4) and 61 of the South African Schools Act No 84 of 1996, the Minister of Education and the Minister of Finance has published in the Government Notice No 29311 of 18 October 2006, the Regulations relating to the Exemption of Parents from Payment of School Fees in Public Schools, to be implemented with effect from 1 January 2007.
- iii) These regulations apply to all public schools except schools that are declared "no fee schools".
- iv) A public school has an obligation in terms of these regulations to notify a parent of his or her right to apply for exemption from payment of school fees. A parent may be granted total, partial or conditional exemption.
- v) A public school has an obligation to provide parents with Annexure A (checklist form) for completion upon admission of a learner to a public school.
- vi) A parent who wishes to be exempted from the payment of school fees must apply annually to the chairperson of the governing body in writing by completing Annexure B (application form) supplied by the principal.

It is important to note that it is the parent's responsibility to acquire the relevant application forms from the school and to provide proof of his or her financial situation.

**Blacklisting:**

It has become evident that some parents/guardians are unaware of the blacklisting procedures.

They are as follows:

- i) On enrolment to Kokstad College all parents/guardians sign an agreement to pay the required school fees.
- ii) All parents/guardians who do not honour this commitment will receive a 28 day letter of notice informing them that they will be listed with the credit bureau.
- iii) If, however, you honour your commitment and settle the amount within the 28 days after the notice, you will not be listed with the credit bureau.
- iv) Once you have been blacklisted your name will only be removed when you have paid your outstanding debt. Failure to do so will result in the school taking further steps in the form of **LEGAL ACTION.**

**FUND RAISING:**

Various fund raising projects are launched every year and parents and learners are expected to support these projects.

**REPRESENTATIVE COUNCIL OF LEARNERS (RCL):**

The members of each class group elect a boy and girl to the RCL. This election takes place at the beginning of each year. Two RCL representatives are elected to the Governing Body.

**PREFECTS:**

A group of boys and girls from the Grade 11 learners are elected by all the pupils and the staff at the end of each year to form the Prefect Body for the next year. From this Body, a boy Head and Deputy Head prefect as well as a girl Head and Deputy Head prefect are elected.

**CODE OF CONDUCT:**

1. **Preamble:** The personal conduct and appearance of learners should at all times reflect honour on themselves and the school.
  - 1.1 Learners should at all times be loyal to the school, staff and fellow learners.
  - 1.2 The authority given to the prefects should always be respected.
  - 1.3 Learners are expected to be courteous at all times and in particular towards staff and visitors. This involves greeting them, standing when addressed, and assisting them.
  - 1.4 Learners should be proud of their school and always remember, wherever they may go, that they are ambassadors of their school.
  - 1.5 It is expected from each learner to become involved in the cultural and sport activities of the school and make team spirit and co-operation the motto of our school.
2. **In the School Building:**
  - 2.1 Learners are **not allowed to be late for school.**
  - 2.2 When the bell rings, learners must ensure that they get to the next venue before the second bell rings, in other words, within 4 minutes. Learners failing to reach this deadline, will receive an immediate detention.
  - 2.3 Learners are to move quietly in the corridor, keeping to the left and must behave in an orderly fashion in the classroom.
  - 2.4 There may be no jumping or running in the corridors or on the stairs and no sliding down the banisters.

- 2.5 Learners are not allowed to move around in front of the administrative section of the building.
- 2.6 Learners may not use the main entrances to the building before or after school. Only matrics may make use of this privilege.
- 2.7 The secretaries' offices should be avoided by the pupils where possible. Mrs Napier and Mrs Malan will be responsible for financial transactions, Mrs Connor may be approached in case of illness or need and Ms Beeton will be in charge of the uniform and textbook shops,
- 2.8 Before school and after school learners are not allowed in the corridors or classrooms. During breaks learners are not allowed in the corridors, except to use the toilet facilities.
- 2.9 Alternative arrangements will be made during rainy days and bad weather. (Rainy day policy)
- 2.10 The school building and classrooms must be kept clean and tidy. There is to be no littering. Learners are to use the bins which have been provided.
- 2.11 Learners are not allowed to leave the classroom during lessons without permission from the teacher.
- 2.12 Nobody may enter the laboratories, computer classroom, hall, media centre, kitchen or offices without permission.
- 2.13 Learners are not allowed in the staff room.
- 2.14 The duplicating room and staff computer room are totally out of bounds to learners.
- 2.15 Books may not be left lying around in the school building.
- 2.16 No clothes may be left in the change rooms or corridors. Clothes left behind at school will be at your own risk.
- 2.17 There will be no writing on or deliberate marking of the walls or school furniture and fittings.
- 2.18 The use of a cell phone is strictly forbidden. Should a learner use a cell phone at school, it will be confiscated and will only be returned to the rightful owner at the end of that particular term.  
Taking a cell phone into an exam or test venue is deemed as an irregularity and Departmental disciplinary measures will apply.  
Accessing pornography or any other immoral material via a cell phone or any other electronic device is a level 5 offence and will be dealt with according to the school's code of conduct.  
The taking of pictures or videos of any irregular activity at school is strictly prohibited and deemed as a level 5 offence and will be dealt with as such according to the school's code of conduct.  
The use of earphones and/or the listening to music through a cell phone or other device at school is strictly forbidden. The cell phone will be confiscated and will only be returned to the rightful owner at the end of that particular term.  
The loss of a cell phone or any other valuables will be at the owner's risk. Kokstad College takes no responsibility! Kokstad College will not be held responsible for the loss of cellphones or any other valuables.

### 3. **On the School Grounds:**

- 3.1 The grounds must be kept clean. Bins have been provided and must be used. No littering will be accepted.
- 3.2 Learners may not throw stones or similar objects.
- 3.3 Learners may not climb up walls or railings.
- 3.4 Bicycles must be put in the racks provided.
- 3.5 Cars/motorbikes must be parked in the prescribed area in front of the hockey fields. Parking in the staff parking area is forbidden.

- 3.6 Learners are not allowed close to the school or staff vehicles without permission.
- 3.7 Learners are not allowed to fiddle with or ride bicycles or motorbikes during school hours.
- 3.8 Fighting and the use of bad language will not be tolerated.
- 3.9 The consumption or possession of any **tobacco, alcohol or drugs** is strictly forbidden.

4. **Dress and general appearance:**

4.1 **Boys:**

- 4.1.1 Boys' hair must at all times be neat, short and clean and may not be dyed, bleached, gelled or braided.
- 4.1.2 All boys must be clean shaven.
- 4.1.3 No jewellery or adornment of any nature may be worn, except for a wrist watch.

4.2 **Girls:**

- 4.2.1 Girls' hair and extensions must be clean and tidy and may not be bleached, dyed or gelled. No "huge" hairstyles allowed, we need to show what is expected??  
Hair plaits may not hang in the face, but must be clipped back or tied back.  
Long hair/plaits must be tied back and only the correct hair accessories may be used.  
(Navy or tortoise-shell/matrics may use white)
- 4.2.2 Only one set of earrings – silver or gold studs or sleepers – may be worn in the conventional position in the earlobe. No other jewellery or adornment of any nature may be worn except for the wrist watch.
- 4.2.3 Girls may not have long nails, but matric girls may wear colourless nail varnish.
- 4.2.4 Girls have to adhere to the regulation length of their skirts – hem to be mid-knee.
- 4.2.5 Navy school slacks may be worn throughout the year.
- 4.2.6 Short white socks are worn in the summer.
- 4.2.7 Navy bobby socks are worn in the winter.
- 4.2.8 Black/blackmail pantihose may be worn in winter.
- 4.2.9 Make-up of any kind is strictly prohibited.

5. **General:**

- 5.1 When wearing school uniform in town or anywhere in public, learners must ensure that they are neat and tidy and must adhere to all uniform regulations (including wearing the school blazer in the winter terms).
- 5.2 Boys may not stand or walk with their hands in their pockets.
- 5.3 Learners may not meet or communicate with people not attached to the school during school hours without permission from the staff.
- 5.4 Learners may not leave the school premises during school hours without permission.
- 5.5 Chewing gum and **eating suckers** is not allowed on the school premises.
- 5.6 Tobacco, drugs and alcohol are strictly forbidden.
- 5.7 Blazers must be worn to assembly, compulsory.
- 5.8 Complete uniform must be worn to and from school.
- 5.9 When attending school sporting events, learners have to wear the full school uniform.
- 5.10 The selling of any goods at school is strictly prohibited.
- 5.11 Learners may not eat or drink anything during formal school time in classrooms.

6. **Learner use of Social Media.**

It is strictly against the learner code of conduct to:

- Post any derogatory information about Kokstad College as a school in the social media.
- Post any derogatory information about any Kokstad College Staff member in the social media.

- Post any derogatory information about any Kokstad College SGB members in the social media.
- Post any derogatory information about any Kokstad College learner in the social media.

**Regulations:**

- The use of the social media is strictly prohibited during formal school times.
- Transgressing on the social media policy is a level 5 offence and will lead to a disciplinary action as guided by the learner's code of conduct.

**7. INITIATION OF LEARNERS AT KOKSTAD COLLEGE:**

Kokstad College does not condone and will not tolerate any form of initiation, in a physical or verbal form, with the intent of hurting another learner. This will apply to all staff, learners, parents and departmental officials.

**The policy is applicable to and will include:**

- Learners registered at the school for the first time.
- Learners representing any Kokstad College sports team.
- Learners representing any Kokstad College cultural club or society.

**Regulations:**

- Any form of physical or verbal initiation with the intent of hurting/harming a learner at Kokstad College is strictly prohibited.
- Transgressing on the Initiation Policy is a level 5 offence and will lead to disciplinary Action as guided by the learner's code of conduct.

**8. Policy on random search and seizure and drug testing at schools:**

In terms of the South African Schools Act, 1996 (Act No 84 of 1996, section 8A), determining matters related to random searching, seizure and drug testing at schools, the following will apply!

**“Random search and seizure and drug testing at schools**

- 8A. (1) Unless authorized by the *principal* for legitimate educational purposes, no person may bring a *dangerous object* or *illegal drug* onto *school* premises or have such object or drug in his or her possession on *school* premises or during any *school activity*.
- (2) Subject to subsection (3), the *principal* or his or her delegate may, at random, search any group of *learners*, or the property of a group of *learners*, for any *dangerous object* or *illegal drug*, if a fair and reasonable suspicion has been established –
- (a) That a *dangerous object* or an *illegal drug* may be found on *school premises* or during a *school activity*; or
- (b) That one or more *learners* on *school* premises or during a *school activity* are in possession of *dangerous objects* or *illegal drugs*.
- (3) (a) A search contemplated in subsection (2) may only be conducted after taking into account all relevant factors, including -
- (i) the best interest of the *learners* in question or of any other *learner* at the *school*;
- (ii) the safety and health of the *learners* in question or of any other *learner* at the *school*;

- (iii) reasonable evidence of illegal activity; and
  - (iv) all relevant evidence received.
- (b) When conducting a search contemplated in subsection (2), the *principal* or his or her delegate must do so in a manner that is reasonable and proportional to the suspected illegal activity.
- (4) Where a search contemplated in subsection (2) entails a body search of the learners in question, such a search may only –
- (a) be conducted by -
    - (i) the *principal*, if he or she is of the *same gender* as the *learner*,  
or
    - (ii) by the *principal's* delegate, who must be of the same gender as the *learner*,
  - (b) be done in a private area, and not in view of another *learner*,
  - (c) be done if one adult witness, of the same gender as the learner, is present; and
  - (d) be done if it does not extend to a search of a body cavity of the learner.
- (5) Any *dangerous object* or *illegal drug* that has been seized must be -
- (a) clearly and correctly labeled with full particulars, including –
    - (i) the name of *learner* in whose possession it was found;
    - (ii) the time and date of search and seizure;
    - (iii) an incident reference number;
    - (iv) the name of person who searched the *learner*;
    - (v) the name of the witness; and
    - (vi) any other details that may be necessary to identify the item and incident;
  - (c) recorded in the school record book; and
  - (d) handed over to the police immediately to dispose of it in terms of section 31 of the Criminal Procedure Act, 1977 (Act No. 51 of 1977).
- (6) If the police cannot collect the *dangerous object* or *illegal drug* from the *school* immediately, the *principal* or his or her delegate must -
- (a) take the *dangerous object* or *illegal drug* to the nearest police station; and
  - (b) hand the *dangerous object* or *illegal drug* over to the police to dispose of it in terms of section 31 of the Criminal Procedure Act, 1977 (Act No 51 of 1977).
- (7) The police officer who receives the *dangerous object* or *illegal drug* must issue an official receipt for it to the *principal* or to his or her delegate.
- (8) The *principal* or his or her delegate may at *random* administer a urine or other non-invasive test to any group of learners that is on fair and reasonable grounds suspected of using *illegal drugs*, after taking into account all relevant factors contemplated in subsection (3).
- (9) A *learner* contemplated in subsection (8) may be subjected to a urine or other non-invasive test for illegal drugs only if –
- (a) the test is conducted by a person of the same gender;
  - (b) it is done in a private area and not in view of another *learners*;

- (c) one adult witness, of the same gender as the learner, is present;
  - (d) the sample is clearly and correctly labeled with full particulars as contemplated in subsection (5), with the *necessary* changes; and
  - (e) a device contemplated in subsection (11) is used.
- (10) The *principal* or his or her delegate must –
- (a) within one working day, if practicable, inform the *parent* that a random test or search and seizure was done in respect of his or her child; and
  - (b) inform the *learner* and his or her *parent* of the result of the test immediately after it becomes available.
- (11) The *Minister* must –
- (a) identify the device with which the test contemplated in subsection (8) is to be done and the procedure to be followed; and
  - (b) publish the name of this device, and any other relevant information about it, in the *Gazette*.
- (12) A *learner* may be subjected to disciplinary proceedings if –
- (a) a *dangerous object* or *illegal drug* is found in his or her possession; or
  - (b) his or her sample tested positive for an *illegal drug*.
- (13) Any disciplinary proceedings in respect of a *learner* must be conducted in Terms of the code of conduct contemplated in section 8.
- (14) No criminal proceedings may be instituted by the *school* against a *learner* in respect of whom –
- (a) a search contemplated in subsection (2) was conducted and a *dangerous object* or *illegal drug* was found; or
  - (b) a test contemplated in subsection (8) was conducted, which proved to be positive.”

If a learner of Kokstad College is found guilty of:

- (i) being in possession of a dangerous object, and/or
- (ii) being in possession of or using illegal drugs or any habit-forming drug, it will be deemed as a level 5 offence which will lead to a disciplinary hearing with the entire SGB Disciplinary committee.

## 9. **EXPULSION:**

According to KZN Circular No : 33 of 2007, the Department of Education, including Kokstad College, regard the following misconduct serious enough to warrant expulsion.

A learner may be expelled from a school if he or she:

- a) Intentionally violates any regulation in terms of the Act or any provision of the code of conduct framed in terms of Regulation 2 and which may be grounds for expulsion.
- b) In or outside of the building or on or off the premises of the school and whilst under the control of school authorities, intentionally conducts himself/herself in a manner which is or could be seriously detrimental to the maintenance of order and discipline at the school.

- c) Intentionally damages, destroys, uses or appropriates property of the school or another person or body.
- d) Intentionally contravenes any regulation or instruction pertaining to examinations.
- e) Willfully disobeys a legitimate instruction given by the principal or an educator authorized to do so by the principal.
- f) Intentionally gives false information to the principal or any educator.
- g) Has been convicted in a court of law of a serious offence.
- h) Incites, instigates or procures a fellow learner to contravene or to fail to comply with any regulation or instruction made in terms of this Act, or any rule of the school.
- i) Violates the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes or in any other manner.
- j) Refuses, without good reason, to attend classes or to receive tuition or without sound reason deliberately absents him/herself from school or classes.
- k) Commits an act of insubordination towards an educator or other person who occupies a position of authority over him/her at the school.
- l) Prevents or attempts to prevent an educator or other staff member from carrying on with his/her normal duties.
- m) Conducts him/herself in a disgraceful, improper and unbecoming manner.
- n) Possesses or uses a habit-forming drug without a prescription from a registered medical practitioner.
- o) Be in possession of any dangerous instrument or weapon.
- p) Be in possession of any form of pornography.
- q) Gets involved in a fight with the intention of physically harming any other person/learner/ member of staff.
- r) Be disrespectful and arrogant towards any member of staff or person being appointed in a position of authority.
- s) Being found guilty of theft or vandalism.
- t) Has been found guilty of any level 5 offence as stipulated by the schools code of conduct.
- u) Being found guilty of contravening the initiation

## 10. **Disciplinary Procedures:**

### 10.1 **Introduction:**

- Corporal punishment was outlawed in schools in 1996 when the South African Schools' Act was passed.
- Discipline must be fair, corrective and educative and not punishment-orientated.

### 10.2 **Who takes charge?**

The responsibility for maintaining discipline in the school lies with all the educators. The educator who is first informed or sees the problem must take responsibility and report the situation or deal with it if possible. The class educator spends most time with learners, so she or he is likely to deal with most disciplinary matters. However, the class educator is not the only person responsible. If necessary, the educator may refer discipline matters to a senior member of staff and then to the principal. If the misconduct is very serious the principal may refer the matter to a tribunal, a school disciplinary committee, the School Governing Body, the provincial education department, and ultimately the MEC of Education.

The line of authority is represented in this organogram below:

<b>Line of Authority</b>
Teacher
Senior Member of staff e.g. HOD or Deputy Principal
Principal
Disciplinary committee
School Governing Body
Head of Provincial Education Department
<b>Provincial MEC for Education</b>

10.3 **What action will be taken?**

- Misconduct by learners can take many forms.
- There are five levels of serious misconduct and any disciplinary action will suit the level of misconduct.

## LEARNER MISCONDUCT – CODE LIST

Level of Misconduct	Code	Description of Misconduct
<b>Level 1</b> Minor violation of general classroom discipline.	1.01 1.02 1.03 1.04 1.05 1.06 1.07 1.08 1.09 1.10 1.11 1.12 1.13 1.14 1.15 1.16 1.17 1.18 1.19 1.20 1.21	Failing to attend class on time. Leaving class without permission. Failing to attend class. Failing to complete homework. Cheating in class tests. Failing to respond to instructions given by RCL, Prefects and Staff. Making a noise in the corridors. Taking time to get to class after the bell has gone. Disruptive behaviour in class. Arrogant behaviour towards Prefects and Staff. Running in the corridors and stairs and sliding down the banisters. Littering. Entering out of bounds areas without permission. Writing on walls or school furniture and fittings. Throwing stones or similar objects. Fiddling with staff vehicles, motorbikes or bicycles. Standing or walking with hands in pockets. Meeting or communicating with people not connected to the school during school hours without permission from the staff. Leaving the school premises during school hours without permission. Not wearing the complete uniform, including blazer, for assembly and to and from school (in winter). Not wearing correct uniform when attending school events.
<b>Level 2</b> Minor violations of school code of conduct or rules.	2.01 2.02 2.03 2.04 2.05 2.06 2.07 2.08 2.09 2.10	Frequent repetition of Level 1 infringements. Verbally threatening safety of another person. Cheating during formal testing and examinations. Selling of any goods at school. Use of a cellphone in class. Fighting. Use of bad language. Wrong dress and general appearance. Wearing the wrong uniform in public. Chewing gum and sucking suckers.

<b>Level of Misconduct</b>	<b>Code</b>	<b>Description of Misconduct</b>
<b>Level 3</b> Serious violations of school code of conduct or rules.	3.01 3.02 3.03 3.04 3.05 3.06 3.07	Frequent repetition of Level 2 infringements. Severely disruptive behaviour. Minor injury to another person. Possession or use of tobacco/cigarettes. Possession or use of alcohol. Possession of a dangerous weapon. Theft/Vandalism.
<b>Level 4</b> Very serious violations of school code of conduct or rules.	4.01 4.02 4.03 4.04	Frequent repetition of Level 2 or 3 infringements. Threatening others with a dangerous weapon. Intentionally causing physical injury to somebody. Theft of another person's property.
<b>Level 5</b> Criminal-serious violations of school code of conduct or rules but also of civil law.	5.01 5.02 5.03 5.04 5.05 5.06 5.07	Frequent repetition of Level 4 infringements. Possession and peddling of narcotic substances. Assault. Sexual harassment or abuse. Robbery or major theft. Intentionally using a dangerous weapon. Possession or reading of pornography.

## DISCIPLINARY CONSEQUENCES – CODE LIST

<b>Level of Misconduct</b>	<b>Code</b>	<b>Description of Action Taken</b>
<b><u>LEVEL 1</u></b> Minor violations of general classroom discipline.	1-01	Verbal warning
	1-02	Detention
	1-03	Extra class work
	1-04	Menial task e.g. cleaning classroom
	1-99	
<b><u>LEVEL 2</u></b> LEVEL 2 Minor violations of school code of conduct or rules.	2-01	Any level 1 disciplinary action
	2-02	Disciplinary interview with learner
	2-03	Interview with parent or guardian
	2-04	Written warning
	2-05	Behavioural contract with learner
	2-06	Daily Report Card
<b><u>LEVEL 3</u></b> Serious violations of school code of conduct or rules.	2-99	Any level 2 disciplinary action
	3-01	
	3-02	Referral to counsellor, social worker etc.
	3-03	Suspension from extramural activities
	3-04	Final written warning

<b><u>LEVEL 4</u></b> Very serious violations of school code of conduct or rules.	4-01	Any level 3 disciplinary action
	4-02	Referral to relevant outside agency
	4-03	Application to department for limited suspension
	4-99	
<b><u>LEVEL 5</u></b> Criminal- serious violations of school code of conduct or rules but also of civil law. Social Media – transgressions.	5-01	<u>Note:</u> to be carried out by higher school authority, SGB and Department
	5-02	
	5-03	
	5-04	Application to the Department for expulsion or transfer from the school after a tribunal hearing
	5-05	
	<b><i>Law Enforcement Authority involvement</i></b>	

**SCHOOL UNIFORM:**

The official school uniform of Kokstad College is as follows:

**Boys:**

Grey trousers  
 Grey socks  
 White shirt – short-sleeved, open collar (summer), long-sleeved with school tie (winter)  
 Dark blue (navy) blazer  
 Dark blue (navy) V-neck jersey  
 Black school shoes  
 School badge for blazer  
 School tie  
 Navy winter jacket (optional)

**Girls:**

Dark blue (Navy) 6-panel skirt (Length: In the middle of the knee) or navy school slacks  
 Navy bobby socks or black/blackmail stockings (winter)  
 Short white socks (summer)  
 White shirt -  
     short-sleeved open collar (summer)  
     long-sleeved with school tie (winter)  
 Dark blue (navy) blazer  
 Dark blue (navy) V-neck jersey  
 Black school shoes  
 School badge for blazer  
 School tie  
 Navy winter jacket (optional)

**The following items are stocked by the school shop:**

Girls skirts and bobby socks  
 School badges, school ties and scrolls  
 Dark blue V-neck jerseys  
 Navy winter jackets (optional)  
 Athletics gear  
 Compulsory Hockey Stick Bags  
 Swimming Costumes  
 White matric jerseys  
 Matric ties  
 School Blazers

Rugby jerseys, navy shorts and socks  
 Hockey gear  
 Navy boxer shorts for sport  
 Girls' navy school slacks  
 Netball kit  
 Sport Bags  
 School Bags  
 School Pencil cases  
 Tracksuits

Articles not supplied by the school shop, may be purchased from any shop at the most reasonable price.

**ABSENTEE NOTES:**

A letter from the parent/guardian, stating the reason for absence, is required upon the learner's return to school. In the case of a learner being absent from school due to an infectious disease, a doctor's certificate, certifying the learner's health, is required upon his/her return to school.

If a learner is absent from formal tests or an examination, a doctor's certificate is required.

Requests for absence from school will only be considered by the Principal in cases of serious illness or the death of close relatives and has to be requested in writing.

Parents are requested to arrange for appointments with doctors, dentists and for licenses to take place during the **afternoons** and **holidays**, if possible.

The consequences of absenteeism from tests are stipulated in the school's Internal Assessment Policy.

**SUBJECT PACKAGES:****GRADE 12:**

ENGHL	AFRFAL XHOFAL	MATH MATH LIT	LO	BSTD PHSC LFSC 1	LFSC 2 GEOG1 HIST	GEOG 2 EGD ACCO
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**GRADE 11:**

ENGHL	AFRFAL XHOFAL	MATH MATH LIT	LO	PHSC LFSC 1 BSTD	LFSC 2 GEOG 1 HIST	ACCO EGD GEOG 2
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**GRADE 10:**

ENGHL	AFRFAL XHOFAL	MATH MATH LIT	LO	PHSC LFSC 1 BSTD	GEOG 1 HIST LFSC 2	ACCO EGD GEOG 2
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The following subjects are incorporated into the eight Learning Areas of Curriculum Assessment Policy Statements. (CAPS)

**GRADE 8 & 9:**

HL	FAL	MATH	NS	LO	SS	EMS	TECH
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HL	- ENGLISH HOME LANGUAGE
FAL(1)	- AFRIKAANS FIRST ADDITIONAL LANGUAGE
FAL(2)	- IsiXHOSA FIRST ADDITIONAL LANGUAGE
MATH	- MATHEMATICS
NS	- NATURAL SCIENCES
LO	- LIFE ORIENTATION
SS	- SOCIAL SCIENCES
EMS	- ECONOMIC & MANAGEMENT SCIENCES
TECH	- TECHNOLOGY

**COUNSELLING:**

Learners have the opportunity to make appointments with the counsellor for personal counselling after school hours.

**SPORT:**

Learners are encouraged to participate in at least one summer – and one winter sport.

The following sporting activities are offered:

Rugby, Cricket, Tennis, Athletics, Hockey (Boys & Girls), Netball, Swimming, and Soccer.

Despite the distance from bigger centres, our learners have not been deterred from obtaining high achievements in their respective fields of sport.

**CULTURAL ACTIVITIES:**

The following cultural activities are offered:

Debating Club; SCA; Choir; Club 15 (Academics); Dramatic Society; Art Club; Enviro Club; First Aid and LEO's.

**GENERAL INFORMATION:**

**Academic Achievements:**

The academic achievements of the learner remain the highest priority of the school. When the achievement of a learner is unsatisfactory, parents are normally contacted by the school. Parents are, however, welcome to approach the school about the scholastic achievements of their children, on appointment.

Parent evenings are arranged regularly and dates and particulars are provided timeously. Attending these parent evenings can only be to the advantage of the child and the educator.

**Hostels:**

Hostel facilities for boys and girls are available at Kokstad College.

**The Hostel Prospectus is available at the Hostel.**

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## **KOKSTAD COLLEGE VISION STATEMENT**

*The vision of Kokstad College is to create an effective Learning Environment where Holistic Education is offered and learners are prepared to make a positive contribution to their futures and our society.*

## **KOKSTAD COLLEGE MISSION STATEMENT**

We aim to produce responsible citizens by:

1. Recognizing that learning is a challenging and exciting, life-long endeavour.
2. Recognizing that all learners should have access to quality education.
3. Always putting the learners first in everything we do.
4. Emphasizing the importance of developing people holistically, (Academics, Culture and Sport).
5. Emphasizing the importance of developing independent thinking, curiosity and skills among our learners.
6. Installing, a pride in our school, its facilities and its traditions.
7. Building relationships within the school and between the school and our local community.
8. Recognizing that the whole school community plays a meaningful role in fulfilling our mission.

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KOKSTAD COLLEGE – TIMETABLE						
LESSON	DURATION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>REGISTER</b>	10 MIN	07: 40 - 07: 50	07: 40 - 07: 50	07: 40 - 07: 50	07: 40 - 07: 50	07: 40 - 07: 50
1	60 MIN	07: 50 - 08: 50	07: 50 - 08: 50	<b>TEST LESSON</b> 07: 50 - 08: 50	07: 50 - 08: 50	07: 50 - 08: 50
2	60 MIN	08: 50 - 09: 50	08: 50 - 09: 50	08: 50 - 09: 50	08: 50 - 09: 50	08: 50 - 09: 50
<b>ASSEMBLY</b>	30 MIN	09: 50 - 10: 20	*	*	*	*
<b>BREAK</b>	30 MIN	10: 20 - 10: 50	09: 50 - 10: 20	09: 50 - 10: 20	09: 50 - 10: 20	09: 50 - 10: 20
3	60 MIN	10: 50 - 11: 50	10: 20 - 11: 20	10: 20 - 11: 20	10: 20 - 11: 20	10: 20 - 11: 20
4	60 MIN	11: 50 - 12: 50	11: 20 - 12: 20	11: 20 - 12: 20	11: 20 - 12: 20	11: 20 - 12: 20
<b>BREAK</b>	30 MIN	12: 50 - 13: 20	12: 20 - 12: 50	12: 20 - 12: 50	12: 20 - 12: 50	12: 20 - 12: 50
5	60 MIN	13: 20 - 14: 20	12: 50 - 13: 50	12: 50 - 13: 50	12: 50 - 13: 50	12: 50 - 13: 50
6	60 MIN	*	13: 50 - 14: 50	*	<b>STAFF MEETING</b>	*
<b>DETENTION</b>	120 MIN	*	*	*	*	14: 00 - 16: 00

**Policy on random search and seizure and drug testing at schools:**

In terms of the South African Schools Act, 1996 (Act No 84 of 1996, section 8A), determining matters related to random searching, seizure and drug testing at schools, the following will apply!

**“Random search and seizure and drug testing at schools**

- 8A. (1) Unless authorized by the *principal* for legitimate educational purposes, no person may bring a *dangerous object* or *illegal drug* onto *school* premises or have such object or drug in his or her possession on *school* premises or during any *school* activity.
- (2) Subject to subsection (3), the *principal* or his or her delegate may, at random, search any group of *learners*, or the property of a group of *learners*, for any *dangerous object* or *illegal drug*, if a fair and reasonable suspicion has been established –
- (e) That a *dangerous object* or an *illegal drug* may be found on *school premises* or during a *school activity*; or
- (f) That one or more *learners* on *school* premises or during a *school activity* are in possession of *dangerous objects* or *illegal drugs*.
- (3) (a) A search contemplated in subsection (2) may only be conducted after taking into account all relevant factors, including -
- (v) the best interest of the *learners* in question or of any other *learner* at the *school*;
- (vi) the safety and health of the *learners* in question or of any other *learner* at the *school*;
- (vii) reasonable evidence of illegal activity; and
- (viii) all relevant evidence received.
- (c) When conducting a search contemplated in subsection (2), the *principal* or his or her delegate must do so in a manner that is reasonable and proportional to the suspected illegal activity.
- (4) Where a search contemplated in subsection (2) entails a body search of the *learners* in question, such a search may only –
- (a) be conducted by -
- (vii) the *principal*, if he or she is of the *same gender* as the *learner*,  
or
- (viii) by the *principal's* delegate, who must be of the same gender as the *learner*,
- (e) be done in a private area, and not in view of another *learner*,
- (f) be done if one adult witness, of the same gender as the *learner*, is present; and
- (g) be done if it does not extend to a search of a body cavity of the *learner*.
- (5) Any *dangerous object* or *illegal drug* that has been seized must be -
- (a) clearly and correctly labeled with full particulars, including –
- (i) the name of *learner* in whose possession it was found;
- (ii) the time and date of search and seizure;

- (ix) an incident reference number;
  - (x) the name of person who searched the *learner*;
  - (xi) the name of the witness; and
  - (xii) any other details that may be necessary to identify the item and incident;
- (g) recorded in the school record book; and
  - (h) handed over to the police immediately to dispose of it in terms of section 31 of the Criminal Procedure Act, 1977 (Act No. 51 of 1977).
- (6) If the police cannot collect the *dangerous object* or *illegal drug* from the *school* immediately, the *principal* or his or her delegate must -
- (c) take the *dangerous object* or *illegal drug* to the nearest police station; and
  - (d) hand the *dangerous object* or *illegal drug* over to the police to dispose of it in terms of section 31 of the Criminal Procedure Act, 1977 (Act No 51 of 1977).
- (7) The police officer who receives the *dangerous object* or *illegal drug* must issue an official receipt for it to the *principal* or to his or her delegate.
- (8) The *principal* or his or her delegate may at *random* administer a urine or other non-invasive test to any group of learners that is on fair and reasonable grounds suspected of using *illegal drugs*, after taking into account all relevant factors contemplated in subsection (3).
- (9) A *learner* contemplated in subsection (8) may be subjected to a urine or Other non-invasive test for illegal drugs only if –
- (f) the test is conducted by a person of the same gender;
  - (g) it is done in a private area and not in view of another *learners*;
  - (h) one adult witness, of the same gender as the learner, is present;
  - (i) the sample is clearly and correctly labeled with full particulars as contemplated in subsection (5), with the *necessary* changes; and
  - (j) a device contemplated in subsection (11) is used.
- (10) The *principal* or his or her delegate must –
- (a) within one working day, if practicable, inform the *parent* that a random test or search and seizure was done in respect of his or her child; and
  - (b) inform the *learner* and his or her *parent* of the result of the test immediately after it becomes available.
- (11) The *Minister* must –
- (a) identify the device with which the test contemplated in subsection (8) is to be done and the procedure to be followed; and
  - (b) publish the name of this device, and any other relevant information about it, in the *Gazette*.
- (12) A *learner* may be subjected to disciplinary proceedings if –
- (a) a *dangerous object* or *illegal drug* is found in his or her possession; or
  - (b) his or her sample tested positive for an *illegal drug*.
- (13) Any disciplinary proceedings in respect of a *learner* must be conducted in

Terms of the code of conduct contemplated in section 8.

- (14) No criminal proceedings may be instituted by the *school* against a *learner* in respect of whom –
- (c) a search contemplated in subsection (2) was conducted and a *dangerous object* or *illegal drug* was found; or
  - (d) a test contemplated in subsection (8) was conducted, which proved to be positive.”

If a learner of Kokstad College is found guilty of:

- (iii) being in possession of a dangerous object, and/or
- (iv) being in possession of or using illegal drugs or any habit-forming drug, it will be deemed as a level 5 offence which will lead to a disciplinary hearing with the entire SGB Disciplinary committee.