



Glen Austin High School Prospectus 2019



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1. WHY CHOOSE GLEN AUSTIN HIGH SCHOOL

Do you want the very best education for your child?

- ✓ Exclusive schooling where we bring the very best for your child.
- ✓ Internationally acclaimed artist, to teach art and drama.
- ✓ Educated in a healthy environment.
- ✓ Small classes, with passionate teachers.
- ✓ Brought up with Christian values, ethos and positive discipline.
- ✓ State of the art technology, including tablets/e-books and interactive white boards.
- ✓ English medium of instruction

Do you want your child to be a well-rounded young adult?

- ✓ We will assist in the setting of educational goals for your child.
- ✓ Psych Ed offered by registered psychologist.
- ✓ A unique workshop based programme, held weekly to strength and enhance your child's mental wellbeing.
- ✓ Life coaching, peer relationship and self-esteem issues and adolescence by our registered child psychologist.

Do you want your child to have a head start in the world through the competent use of technology?

- ✓ E-manuals
- ✓ Microsoft Office Suite training included for grade 8.
- ✓ Basic Hardware and Software training (A+) included for grade 9.
- ✓ Basic Networking and IT technician training included for grade 10.
- ✓ Server Administrator training available for grades 11 and 12.

2. ETHICAL CODE

When admitted to this school you become part of the GLEN AUSTIN culture and it will be expected of you to maintain a positive lifestyle, striving towards finding V.I.R.T.U.E in all you do. The acronym V.I.R.T.U.E meaning:

- Value all that is noble (honourable, gentle and unselfish)
- Involvement (participation in school activities and duties)
- Reliability (to do your best at all times)
- Truthful (be honest)
- Uphold discipline (obedience and self-discipline)
- Empathy (place yourself in someone's situation)



3. MANAGEMENT

The school is governed by a Governing Board with the assistance and support of a School Monitoring Forum. The school monitoring forum is composed of the principal, educators' representatives, parents and learners representatives. Annual elections to the school monitoring forum shall be held. The school monitoring forum may advise and make recommendations to the governing board. All executive decisions regarding policies and implementation are made by the school governing board.

4. GENERAL INFORMATION

Street Address: Hampton Rd 38 Postal Address: Po Box 3868, Halfway House, Midrand
Email: admin@glenaustinhhigh.co.za Website: glenaustinhhigh.co.za
Telephone: 011 023 7340/1/2 Fax: 086 610 4313

5. SCHOOL HOURS

Commence 07:30
1st break: 10:10 to 10:40
Lunch: 12:20 to 12:40
Closure: 14:30
Extra Murals: 14:30 – 16:30

5.1 SPORTS TIMETABLE

<u>Sport Activities</u>	<u>TERM</u>
Touch Rugby, Choir, Chess, Land Service	1
Rugby, Netball, Soccer, Chess, Choir, Land Service	2
Choir, Land Service, Soccer, Cross Country	3
Cross Country, Chess, Choir, Land Service, Touch Rugby	4

**Please note the sports activities are subject to change*



6. ADMISSION TO THE SCHOOL

6.1 APPLICATION FOR ADMISSION

- A specially compiled application form must be completed for application for admittance. Application forms are available at the school.
- An R150.00 non-refundable Application fee is payable.
- The following documents must be submitted with the application:
 - A copy of the I.D. book or Birth Certificate of the learner
 - The latest school report or a copy thereof
 - A Transfer Certificate issued by the previous school (IF THE LEARNER IS NOT IN GRADE 8)
- Parents must make sure that they are aware of the conditions of admittance to the school, the school rules/Code of Conduct as explained on page of this prospectus as well as the undertaking given with the signing of the application for admission forms.
- Application for admission is to be renewed annually. Learners, who have built a record of unruly and undisciplined behaviour during the year, may be refused admission.

6.2 REQUIREMENTS FOR ADMISSION

An Application qualifies for approval if the aspiring learner has complied with all the following requirements for admission

1. The parent/guardian of the child has signed the application form indicating acceptance of the code of conduct and rules of the school.
2. The medium of instruction: English
3. The following is a guideline for age with regard to admission.
 - Grade 8 minimum 12 years, maximum 14 years
 - Grade 9 minimum 13 years, maximum 16 years

However note that exceptions may be granted at the discretion of the governing body

4. The management of the school has the right to deal with applications on an ad hoc basis.
5. Aspiring learners must be in a position to benefit by the education in a normal group set up without having to receive special bridging tuition.
6. Admission is subject to availability of educators, facilities etc. as determined by the management of the school.
7. The School functions as an educational institution granting learners the privilege of learning in an atmosphere conducive to education. No organised marches or actions disrupting teaching will be tolerated.
8. Parents as well as aspiring learners must take note of the fact that the Glen Austin High School is a non-discrimination school.
9. The school may not unfairly discriminate directly or indirectly against anyone on one or more grounds, including race, gender, ethnic or social origin, colour, age, disability, religion, conscience, belief, culture, language and birth



7. SCHOOL FEES

The School Fees are utilised for the sustained implementation of a SCHOOL PROGRAMME, which include ALL COSTS pertaining to the running of a school. Participation in items outside the ambits of the school programme (e.g. cultural excursion) is voluntary and the cost involved will be borne by the parents/guardian or by means of sponsorship.

7.1 HOW ARE SCHOOL FEES SPENT?

School fees are used to provide

- The school's RUNNING cost and CAPITAL expenses
- Educator's salaries
- To purchase Learning and Support Material

7.2 WHEN AND WHERE ARE SCHOOL FEES PAID?

- All fees must be paid by EFT or Debit Order, queries or additional payments may be made upstairs in the finance office. Please ensure to complete the debit order authorisation form.
 - A receipt must be issued for all payments made
 - Learners -1st break
 - Parents – 7:15 -9:00 or 14:00 -16:00
- Due to safety concerns the school prefers payment by debit order or EFT.

7.3 FEE STRUCTURE



PAYMENT OPTIONS FOR TUITION

PAYMENT OPTIONS

Monthly debit order on 2nd of each month

Yearly payment in advance before 28 February

Electronic funds transfer: In advance before 2nd of each month.

Note: cash payments for tuition are discouraged.

DEBIT ORDER FORM COMPLETION

Please complete debit authorisation order form and deliver it by hand to the school' bursar.

WITHHOLDING PROGRESS REPORTS

PLEASE NOTE: Unfortunately no Progress Reports will be issued in December, where school fees account has not been settled in full.

BANKING DETAILS

Account Name	Glen Austin High
Bank	FNB
Branch	Carlswald (250117)
Account Type	Business Transact Account (current account)
Account Number	62278007656

ADDITIONAL COSTS

Camps and Outings	School Uniform
Stationery	School Photos
Therapists – Registered Psychologist	



7.4 GUIDELINES FOR PAYMENT OF THE SCHOOL FEES

- Monthly over 11 months of which the FIRST and LAST payment for the year is due not later than 15 January and 1 December respectively.
- Annually in advance with payment before 28 February qualifies for 5% discount.
- It will be assumed that payment of the fees is made monthly unless an alternative written agreement has been made with the principal and that this is reflected on the monthly statement.
- Correspondence will only be directed to the parent who admitted the learner and completed and signed the admission agreement.
- In cases where parents have defaulted on the payment of school fees, the following will apply:
 - Letter will be handed out to the parents
 - The case will be handed to the creditors
 - Withhold of the Results of the learner
 - Decline the attendance if the case is extreme



Finance Policy

1. FEE STRUCTURE

ADDITIONAL FEES

Compulsory Activities: The school may organize camps, excursions, sport events and other activities which need to be paid for up front. Parents agree to these costs via letters or sms, communicating the reason for these activities. The school reserves the right to debit the learners' accounts in cases where these fees are not paid.

Optional Activities: The school organizes activities like the Mr & Miss GLEN AUSTIN HIGH, Valentine's Ball, Movie festivals, etc. Parents may request that the learner's account be debited with the cost via a letter/fax or e-mail. A detailed list of such extra-mural activities will be available at registration for the next year where parents can indicate their choice. This option is not available for overdue accounts.

2. PAYMENT OF FEES

- a. All fees are payable **IN ADVANCE** either annually or monthly over a period of eleven months from January to November. **DUE TO SECURITY CONSIDERATIONS, THE SCHOOL DOES NOT ACCEPT CASH PAYMENTS FOR ANY FORM OF THE FEES IN THE PREMISES.**
- b. **Sending of account statements and reminders**
 - Statements will be sent out on 15th of every month and must be checked for any discrepancies. Queries must be lodged within 14 days, otherwise information on statements will be deemed correct. The School fee statement will contain school fees and other items that may not be have been invoiced.
 - The statement has attached to it a M65 form that must be used for payment of school fees at any First National Bank. The student's name and number is already printed on this form and makes payment as well as identification of payment through bank statements possible.
 - Parents will also be sent sms reminders about the balance due/and or outstanding in their accounts.



c. Default on payments and Interest charges

- A letter of demand will be sent to all account holders on a thirty days overdue basis.
- Interest at Prime rate will be charged on all accounts 30 days overdue and the legal process will be continued.
- All accounts 60 days overdue will be handed over for debt collection.
- In all cases of unpaid fees the management reserves the right to refuse a child entrance to classes and boarding facilities at the beginning of every term.
- **Referred cheques:** In cases where Glen Austin High School receives a referred cheque (marked refer to drawer {R/D}, account closed, etc.) the cash amount must be paid within **3 days** and interest will be charged at prime rate on all over due amounts. Bank charges will be levied where cheques were referred to drawer

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3. PAYMENT METHODS

a. Direct Deposit (Include bank details in the statements):

This method of payment can be used to make direct deposits into Glen Austin High Bank account below, at any First National Bank in RSA. The appropriate payment reference will always be the student's enrollment number. A duplicate deposit slip should be sent to via Fax to 086 273 5610 or Email to finance@glenaustinhhigh.co.za as proof of payment.

b. Monthly Debit Order (preferred method):

A monthly debit order facility is made available and can be set up during the student's enrollment period. A debit order authorization form needs to be completed in full and signed by the parent or person responsible for the student fees. Proof of payment is not necessary in this form of payment.

c. EFT (Electronic Funds Transfer):

This method of payment can be used to make electronic payments directly into the Glen Austin High's bank account below. The appropriate payment reference will always be the student's enrollment number. An EFT confirmation slip should be sent via Fax to 086 273 5610 or Emailed to finance@glenaustinhhigh.co.za as proof of payment.



d. **Cheque:**

All cheque payments to Glen Austin High should be written out to **GLEN AUSTIN HIGH SCHOOL (PTY) LTD.**

e. **BANKING DETAILS AND REFERENCING (TUITION FEES ONLY):**

Account Name: Glen Austin High

Bank: First National Bank

Account number: 6227 800 765 6

Branch: Carlswald

Branch code: 250 117

Reference: Student number

Proof of Payment: to be emailed to: finance@glenaustinhigh.co.za or faxed to: 086 273 5610

4. **CANCELLATION AND REFUND POLICY**

A. ***Cancellation (prior to starting classes on the 1st day)***

- If an applicant accepted by GLEN AUSTIN HIGH SCHOOL cancels for any reason prior to or before starting class on the 1st day, he/she will receive a full refund of all monies, **less** the Application Fee, Registration Fee, Bank Charges and all other fees for services rendered.
- If a program is cancelled by the institution all monies will be refunded to students

B. ***Cancellation (from starting classes on the 1st day)***

- All learners and parents are liable for at least the registration fee and the fee for the period actually spent at GLEN AUSTIN HIGH SCHOOL. (A portion of a month will be calculated as a full month in case of early withdrawal or expulsion from the School.)
- If a program is cancelled by the institution all monies will be refunded to students
- Parents shall give one calendar month's written notice before removing their child from the School and this obligation shall be applicable irrespective of the reasons for the removal of the child from the School.
- Parents, who fail to give the required written notice to the School, will be held liable for one month's School fees in lieu of the notice period.
- In the event of the parent removing the learner from the School in the month of November, the parent shall be liable for the full fees for the year.



- It is hereby recorded that the School depends on the learner's school fees. The School Fund is funded predominantly by the parents of the learners.. Failure by parents to pay School Fees and other monies owing to the School timeously will result in financial hardship to the School. The parent therefore undertakes to pay School Fees and other monies owing to the School timeously.
- On enrolment of the learner to the School R 150.00 (ONE HUNDRED RAND) non-refundable application fee is to be paid to the School. This amount will be credited to the relevant school fee account in February of the year the learner starts their schooling at GLEN AUSTIN HIGH SCHOOL. A Development levy of R2000.00 and a Sport Levy of R1000 (should the child register for sports) is payable no later than the 15th January and 7th February (each year) respectively. These amounts are payable for new learners attending the school for the first time in 2014.
- A further once off fee of R1500.00 is payable for the cost of the E-Reader. This amount is non-refundable on withdrawal from registration as the E-Reader remains the property of the learner. However should the learner lose or damage the E-Reader, a full replacement cost of R1500 will be payable. The school reserves the right to be the sole supplier of all the E-Reader
- The Governing Body would like to thank the parents for their co-operation in the payment of school fees. It is through the prompt payment of school fees that GLEN AUSTIN HIGH SCHOOL is able to continue delivering quality education by highly competent and caring educators in a safe learning environment.

C. Refund Calculation and Dates

- All refunds will be paid within 30 calendar days from when school officially receives the Notice to withdraw letter. This shall apply for both withdrawals sent prior to attending or during attending classes.
- No refunds are made after the student has completed the first and second term in the School. The parent/guardian responsible for the school fees will be liable for the entire year's school fees.
- Students who are dropped administratively due to violations of school policies are not eligible for refunds.

5. INSURANCE:

The personal possessions of pupils attending **GLEN AUSTIN HIGH SCHOOL** are not covered in respect of any risks by the school's insurance. Parents should, if they so desire, make their own arrangements for covering the possessions of their children.

Despite vigilant and strict precautions, losses do occur from time to time owing to negligence on the part of the pupils or to unproven theft. Parents are therefore urged to discourage their children from bringing jewelry, cell phones and other expensive and unnecessary items to school.



8. TEXT BOOKS AND STATIONERY

Stationery is to be purchased by the learner. A stationery list will be available upon registration and throughout the year at the reception desk.

A kindle e-reader will be issued to all learners. All the learning area text books will be loaded on these readers and the registration fees of these e-books forms part of the school fees. The e-reader will remain the property of the school and must be handed in at the end of each year or when a learner changes schools.

Please note: Loss of the e-reader will be the responsibility of the parents and the replacement fee should be paid at the Finance office (Parents are not allowed to replace the e-readers themselves)

Once the fee is paid, a new e-reader will be issued to the learner.

Additional textbooks (hard copies) and workbooks will also be issued, which will remain the property of the school and should also be handed in at the end of each year.

GLEN AUSTIN HIGH SCHOOL TEXTBOOKS & STATIONERY LIST

2016 TEXTBOOKS and Stationary

All textbooks will be uploaded on E-readers that will be supplied by GAHS. E-books are supplied by VIA AFRIKA PUBLISHERS.

Please use the fees applicable for the tablet and E-books.

In Addition the following books should be bought:

This will be used throughout the learner's high school career.

1. English: Concise Oxford Dictionary [School Edition]

2. Afrikaans: Nuwe Woordeboek Sonder Grense by Rufus Gouws et.al. Publisher: Maskew Miller Longmans.

Or if isiZulu is taken as Additional language

IsiZulu – English / English –IsiZulu Dictionary

Grade 8 and 9 Stationery 2016	A2 72 Page Soft Cover	A4 96 Page Hard Cover	A4 32 Page Soft Cover	A4 72 Page Hard Cover	Croxley PVC File	Casio fx-991ES Plus Calculator	Helix-Oxford Math Set	Concise Oxford Dictionary NOT school version	AFR Woordeboek Sonder Grensse Maskew Miller	IsiZulu/English Dictionary	Inqolobane Yesizwe : S Nyenbezi(Dictionary)	A3 Drawing book	2B (12) set of pencils	Set of Water Colors 12 x 12 ml	72 Page Graph Exercise Book	Drawing Set	A3 Drawing Board	Set of H Pencils	Charcoal Leads	Coloured Pencils (24)
English Home Language		2			1		1											1		1
Afrikaans First Additional		2	1		1			1												
IsiZulu First Additional		2	1		1				1	1										
Mathematics				2	1	1														
Natural Sciences				2	1															
Social Sciences	1				1															
Economic & Management Science	1				1															
Creative Arts		1			1													1	1	1
Technology		1			1															
Life Orientation		1			1															



Grade 10 & 11 Stationery 2016	A2 72 Page Soft Cover	A4 96 Page Hard Cover	A4 32 Page Soft Cover	A4 72 Page Hard Cover	Croxley PVC File	Casio fx-991ES Plus Calculator	Helix-Oxford Math Set	Concise Oxford Dictionary NOT school version	AFK wooraebok sonaer Grense Maskew Miller	IsiZulu/English Dictionary inqobane yesizwe : 3 Nyenbezi(Dictionary)	A3 Drawing book	2B (12) set of pencils	Set of Water Colors 12 x 12 ml	72 Page Graph Exercise Book	Drawing Set	A3 Drawing Board	Set of H Pencils	Charcoal Leads	Coloured Pencils (24)	
	English Home Language		3			1			1											
Afrikaans First Additional		2	1		1				1											
IsiZulu First Additional		2	1		1					1										
Mathematics				2	1	1	1													
Mathematical Literacy				2	1	1	1													
Physical Science		1		2	1															
Business Studies	1	1			1															
Visual Arts											1	1	1						1	1



Accounting	1	1			1													
Geography					1													
EGD		1										1	1	1	1			
Life Sciences			1		1													
Economics			1		1													
CAT					1													



Plain adhesive labels for all books

- ❖ Mathematical Set (Croxley); Scientific Calculator
- ❖ Pencil Case

School Case with Compartments – note canvas sling bags and rucksacks without partitions are not permitted

Please note: Tippex is not allowed at GAHS.

All items to be clearly labelled. The school does not allow learners to borrow from each other, as it disrupts teaching time.

E-readers that are damaged or lost will be for the parents account.

It is expected of learners to take care of their personal belongings at all times.

Prescribed reading for languages will be supplied but remains the property of the school and should be handed back in a good condition at the end of each term. Lost or damaged books will be charged for.

9. TRANSPORTATION TO AND FROM SCHOOL

The transportation of learners to and from school is entirely the responsibility of the parents.

This can be done by means of lift clubs and private transport contractors.

Supervision will be provided when learners arrive in the morning and leave the premises in the afternoon.

10. ATTENDANCE

10.1. ABSENCE

- Learners who are signed out from school before break will be marked absent.



- A letter from the parent or guardian explaining the reason for absence is required on the first day when returning to school. Non-conformation in this regard, will be treated as a transgression of the Code of Conduct and is punishable
- It remains the responsibility of the learner to catch up all work lost.

10.2. Leaving School Grounds during School Hours

A Learner will only be allowed to leave the school grounds if:

- The parents have submitted an oral or written request;
- The reason for leaving the grounds is given;
- The reason for leaving the grounds is given;
- The name of person authorised to sign the register is given;
- the learner completes a form and has it signed by the Principal- including all his/her educators;
- The learner is properly entered in the register at the reception and signed out by the person removing the learner from the school premises.

IT IS STRONGLY SUGGESTED THAT PARENTS DO NOT LET THEIR CHILDREN LEAVE DURING THE SCHOOL DAY. PLEASE MAKE APPOINTMENTS AFTER SCHOOL HOURS.

11.CODE OF CONDUCT FOR LEARNERS AND DISCIPLINARY ACTION

The necessary amendments to be made from time to time will be made after consultation with and approval by all the role players has taken place. The code of conduct is based on the following principles:

11.1 GENERAL PRINCIPLES

11.1.1 A learner will:

- Strive to reflect the ethos and mission of the school in general behaviour;
- Behave in such a matter that he/she does not bring the school in disrepute or undermines the maintenance of order and discipline;
- Refrain from undisciplined action towards staff members;
- Respect the dignity of his/her co-learners;
- Respect all persons placed in a position of authority over the learner. This includes *inter alia* the board, governing body, teachers, prefects, and members of the student representative council, coaches, referees, captains of sport team, parents and visitors.
- Respect the property of others as well as that of the school

11.1.2 Learners acknowledge that order and discipline is a pre-requisite for education and the learning process.

11.1.3 Learners acknowledge that self-discipline and the execution of the school rules form the basis of the Code of Conduct.



11.1.4 Learners acknowledge and are aware of the fact that dereliction of the Code of Conduct or the school rules shall result in appropriate punitive measures.

11.2 REPORTING OF MISBEHAVIOUR AND DISCIPLINARY POWERS

Prefects/Class Leaders

To report to any Teacher or directly to the principal.
Learners have **NO DISCIPLINARY POWERS**

Educators

An educator may reprimand or discipline a learner for unacceptable behaviour.
Punishment work that is to be done at home or during breaks in the class under the supervision of the educator.
Recommend detention
Reporting the learner to the Principal

Principal

Address letter to parents or summon parents to the school for an interview
Give detention
Order a disciplinary hearing in case of serious misconduct

11.3 DISCIPLINARY HEARINGS

A disciplinary hearing may convened in cases of:

- Serious misconduct or



- In cases where learners dispute their guilt.

A written notice is served on the parents/guardians by hand 5 days prior to the hearing. In the notice the parents/guardians are invited to attend the hearing and date, time and venue is indicated in the notice.

11.4 DISCIPLINARY MEASURES

Depending on the frequency of the transgression, any of the following disciplinary measures may be applied:

- A computer slip and warning
- A computer slip and letter to the parents
- A computer slip and a letter of summons to the school addressed to the parents
- Payment of fines/damages
- Detention
- Exclusion of school activities
- Suspension
- Expulsion

Although the guidelines for the application of these measures are described in the Code of Conduct and Disciplinary Action, the actual application will be determined by a learner's record of misbehaviour.

11.5 TRANSGRESSIONS

11.5.1 A learner commits a transgression when he/she contravenes any of the School Rules or regulations in the school's Code of Conduct.

11.5.2 Distinction is made between cases of grave misconduct and cases of less serious misbehaviour.

Less serious misbehaviour include contravention of the school's Code of Conduct as well as the school rules, which are not listed in 12.5.3 below, whilst cases of grave transgressions are listed under 12.5.3 below.

11.5.3 WARNING: Transgression of school rules 1.5-1.18 as well as rule 3 contained in section 15.7 is deemed to be cases of grave misconduct and may result in suspension or lead to permanent expulsion from the school.

11.6 RIGHT TO APPEAL

Legislation does not provide for learners to be taken back (in a private school) once they are suspended or expelled by the school. However learners may appeal to the Academic Board if they feel that the processes taken by management was unfair.



11.7 SCHOOL RULES

- The school rules are drawn up by the Academic Board. Amendments that need to be implemented from time to time will be done with and in conjunction with and after all role players concerned.
- Learners who transgress will be dealt with in accordance with the school's Disciplinary Code.
- School rules are in force when a learner is dressed in school uniform, at the school, on a school excursion and when he/she is *en route* to school or home.

RULE 1: BEHAVIOUR: Impeccable behaviour is expected of learners of GLEN AUSTIN HIGH SCHOOL at all times.

- 1.1 Contents of the prospectus: The customs, prescriptions and rules as contained in the School Prospectus all form an integral part of the Code of Conduct for learners and must at all-time be adhered to by learners as well as parents.
- 1.2 Disobedience: This is a form of behaviour that will not be tolerated.
- 1.3 Language: The use of bad language will not be tolerated. (Refer also to 1.10. 1.12 and 1.18)
- 1.4 Dishonesty: All forms of dishonesty e.g. lies, copying of work etc., are strictly forbidden. (Refer 1.6 and 1.7).

WARNING: Transgression of rules 1.5-1.18 is regarded as grave forms of misconduct. Learners guilty of these forms of behaviour will be liable for immediate suspension and possible expulsion from the school.

- 1.5 Repetition of misbehaviour: Repeated transgressions of the School's Code of Conduct or school rules are deemed as unacceptable behaviour.
- 1.6 Academic Dishonesty : Any attempt to obtain improved results by any dishonest Means – electronic or otherwise-for self or another learner for any project test or exam is totally prohibited.



- 1.7 Unauthorised possession of another person's property: No learner may take any Object or property that is not his or hers.
- 1.8 Smoking: A learner may not smoke whilst under school supervision nor have any articles relating to smoking on him/her or be in the presence of other learners who are smoking.
- 1.9 Habit forming substances: The possession, use, transmission or visible evidence Of narcotic or unauthorised drugs, alcohol or intoxicants of any kind is forbidden. No learner in school uniform or under school supervision may be in possession, hand it over or be under the influence of any matter of this description or be in the presence of learners who are guilty of contravening this rule.
- 1.10 Undermining of Authority: Any form of dishonourable behaviour or rude language albeit towards educators or any other employee of the school will not be tolerated.
- 1.11 Physical contact: Fighting, enticement to fight, bullying or the use of any form of physical abuse is strictly forbidden.
- 1.12 Harassment: Any form of intimidation, emotional harassment or defamation of character is strictly forbidden.
- 1.13 Vandalism: Vandalism in any form albeit towards school or private property will not be tolerated.
- 1.14 Inappropriate physical contact: Sexual misbehaviour, including kissing and fondling during school hours or whilst in school uniform or when under School supervision is untoward and is forbidden.
- 1.15 Pornography: Possession or spreading of any form of pornography is forbidden. The purposeful observation or creation thereof, in whatever form or media, is also forbidden.
- 1.16 Weapons and other dangerous items: No dangerous articles (e.g. knives, scissors, and pistols) or any other item (e.g. fireworks, explosives, matches, etc.) that may cause injury or damage to property may be brought to school or carried on the person. No object (dangerous or not dangerous) may be used in such way that it could cause injury or damage to property.
- 1.17 Cult activities: Involvement in cult activities e.g. Satanism, gangsters or any similar activities which are disapproved by the parent community, is forbidden whilst under school supervision.
- 1.18 Dishonouring of school name or image inside or outside school: Any form of disgraceful or distasteful behaviour (e.g. giving of distasteful signs, use of foul language etc. or behaviour that is aimed to deliberately harm the school image (e.g. the dissemination of false information etc.) as well as convictions in a court of law are forms of unacceptable behaviour.



RULE 2: CONTROL IN THE CLASSROOM: The good order in the classes may not be disturbed.

- 2.1 Learners must not be late for classes.
- 2.2 Disrupting behaviour will not be tolerated.
- 2.3 No cell phones may be switched on or used in any of the rooms or during class hours. A fine of R200 will be charged for contravention of this rule.

RULE 3: SCHOOL ATTENDANCE: School attendance is compulsory.

WARNING: Contravention of school rules 3.1-33 is regarded in a very serious light by management and may result in temporary or permanent suspension from the school.

- 3.1 School avoidance is forbidden.
- 3.2 Learners may not leave the school premises during school hours without having the necessary permission from the Principal.
- 3.3 "Bunking" (staying away from any classes) is forbidden.

RULE 4: FORBIDDEN TERRITORIES: Certain territories are forbidden or may only be visited in the presence of a member of staff.

- 4.1 Sport grounds. (During breaks, class time and before school)
- 4.2 Buildings at the sport grounds. (During breaks, class time and before school)
- 4.3. School buildings: The school building, walkways are forbidden areas during break and before school commences for the day.

RULE 5: PERSONAL PROPERTY: Personal property must be well looked after.

- 5.1 Marking of articles: All articles must be permanently marked.(Books and suitcases may not have all sorts of motto's, slogans or graffiti scribbled on them.
- 5.2 Valuables and money: These items must be kept on your person or be handed in to the office for safekeeping.(The school will only accept responsibility for lost articles that were handed in for safekeeping)

RULE 6: EXAMS/TESTS: Learners will not be allowed to miss an exam or test without a VALID reason.



6.1 A learner will receive a NIL for an exam paper if he/she is absent without a valid reason.

A Valid reason would be:

- In a situation where parents consulted with the Principal prior to an exam
- Illness: in such instance the parent is to inform the school prior to the commencement of the exam. The school may insist on a Doctor's Certificate
- Death of serious illness in the family

6.2 A learner will receive NIL for a test not written UNLESS the learner writes the test on the day returning to the school or if permitted by the educator, to take the test on another day. The Educator can also decide to mark the learner absent for the test. The choice whether the test may be written or not is solely at the discretion of the educator.

6.3 Learners who, due to absenteeism have not been assessed in sufficient sections/tasks in a subject will not receive a mark for the term.

RULE 7: VISITORS: No learner may meet visitors on the school premises during school hours.

N.B All visitors, including parents, must first report to the office and obtain permission from the Principal before meeting a learner.

RULE 8: DRESS CODE. It is expected that learners will at all times wear correct uniform.

8.1 To School: The permitted uniform must be worn to school. No alternative clothing is permitted.

The following apply to the appearance of girls and boys respectively:

APPEARANCE: GIRLS

- No make-up.
- No jewellery (excluding watches), bracelets, necklaces except a single small earring or stud in the lower part of the ear lobe.
- Hair: Fringes must not hang in the eyes; long hair must be tied up with a burgundy /gold/black ribbon or simple clip; no unnatural colouring; no way- out hairstyles or GEL or other similar product will be permitted.
- Nails: must be neat, clean and short.
- Blouses: All blouses, except the short sleeve blouse must be tucked in the skirt neatly. No coloured underwear may be visible.
- Skirts: Skirts may not be more than 4cm off the ground when in kneeling position. It may not be rolled up at the waist or worn lower than 3cm under the middle.
- Ties: Ties must be worn as part of the summer and Winter Uniform and are compulsory.
- Scarfs: Scarfs may only be worn as part of the winter uniform.
- Socks: Burgundy socks to be worn with trousers and skirts. Socks may not be rolled up.
- Opaque Beige Pantyhose are permitted in winter for the girls
- Burgundy regulation socks are to be worn with long trousers



- In winter only the girls may wear Trousers: Only the regulation long grey flannels (width of trouser leg at turn up 42-45cm). Longs may only be worn when a tie is also worn. The crotch of the garment may not be worn hanging between the thighs and the hem of the trouser leg may not touch the floor. The seams may also not be torn loose.

If any of the clauses above are in conflict with cultural or religious beliefs, or for a medical reason, written proof should be submitted to the principal. The governing board will approve any deviances from the rules provided by written proof and an appointment with the parents.

APPEARANCE: BOYS

- No bangles or necklaces or jewellery (excluding watches) may be worn.
- No moustaches, beards or sideburns are permitted.
- Learners must be clean-shaven every day once they have started shaving.
- Hair: Fringes (when pulled down) must be at least 1cm above the eyebrows; hair must not hang over ears or collars; hair may not be coloured and no way-out hairstyles are permitted. No GEL or any other similar product is to be applied to hair.
- No braiding or dreadlocks allowed.
- Braids and extensions should always be tied up in a neatly fashion. Only Natural colours of braids, weaves and extensions.
- Socks: Burgundy socks.
- Short sleeve shirts in summer must have a GAH badge on. Long sleeve shirts can only be worn if it is worn with a blazer. Ties are compulsory with all shirts
- Long pants: Only the regulation long beige pants (width of trouser leg at turn up 42-45cm). Longs may only be worn when a tie is also worn. The crotch of the garment may not be worn hanging between the thighs and the hem of the trouser leg may not touch the floor. The seams may also not be torn loose.
- Ties must be worn when long sleeve shirts are worn. The point of the tie must stretch to where the navel is.
- No T – Shirt with printed logos may be worn under the shirt. T-Shirts may not be visible at the neck. Preferably a white vest should be worn.

If any of the clauses above are in conflict with cultural or religious beliefs, or for a medical reason, written proof should be submitted to the principal. The governing board will approve any deviances from the rules provided by written proof and an appointment with the parents.

- 8.2 Official functions: Full winter uniform must be worn to all official functions.
8.3 Official sport meetings:

Competitors: Official Sports Tracksuit and sports wear
Competitors off the field: Full School Uniform
Spectators: Full School Uniform



12. SCHOOL UNIFORM

GIRLS:

SUMMER UNIFORM:

- Blouse: White school short sleeve with school tie.
Skirt: Burgundy and Khaki Check, 4 panels, 4cm from ground when kneeling.
Socks: Burgundy with one gold stripe
Shoes: Brown school lace up shoes with built up bridge (No Sandals).
Blazer: GAH blazer with badge.

WINTER UNIFORM:

- Blouse: White long sleeve, buttoned.
School Tie: Burgundy with school logo (compulsory)
Skirts: Burgundy and Khaki Check, 4 panels, 4cm from ground when kneeling
Flannels: Long khaki flannels (girl's style). Trousers are permitted for girls during the winter term, namely the second term. They may not be worn in the first, third or fourth terms.
Hose: Opaque beige Pantyhose
Blazer: GAH blazer with badge.
Jersey: Burgundy one gold stripe with badge
Shoes: Brown girl's school shoes baby dolls with built up bridge (No Sandals or sports shoes)

BOYS

SUMMER UNIFORM

- Trousers: Khaki longs.
Shirt: Short sleeve worn with tie
Socks: Burgundy with one gold stripe
Blazer: GAH blazer with badge.
Belt: Black
Shoes: Brown lace up shoes. No running shoes / sandals / sneakers.

WINTER UNIFORM

- Trousers: As per summer.
Shirt: Long sleeve white shirt.
Tie: School Tie with logo
Blazer: GAH blazer with badge.
Belt: Black
Socks: Burgundy with one gold stripe
Jersey: Burgundy one gold stripe with badge
Shoes: Brown lace up shoes. No running shoes / sandals / sneakers.

*The uniform order form is downloadable on the website



13. MERIT AWARDS

- Merits with exceptional achievements in academics, culture, and sport qualify to receive the following awards:

Certificate of Merit

Half Colours

Full colours

Honours

- Criteria for these awards are displayed on notice boards and classrooms.

14. ASSESSMENT SYSTEM

- The school utilises a continuous assessment system whereby, in addition to exams and tests, all other work (class work etc.) is awarded marks. Learners who fail to complete homework or hand in their tasks will receive a zero.
- Learners who are absent cannot be assessed and subsequently will lose the opportunity to obtain a pass mark in an easier manner.

CASS – Continuous assessment (homework, assignments, oral etc.)

- The school reserves the right to write test/exams until the very last school day and no learner will be exempted from writing tests and or exams.
- The school will follow the assessment guidelines as provided by The Department of Education's CAPS documents.

15. SUBJECT PACKAGES AND PROMOTION REQUIREMENTS

The following learning areas are compulsory for all grade 8 and 9 learners:

ENGLISH HOME LANGUAGE

ISIZULU FIRST ADDITIONAL LANGUAGE OR AFRIKAANS FIRST ADDITIONAL LANGUAGE

MATHEMATICS

NATURAL SCIENCES

ARTS AND CULTURE

SOCIAL SCIENCES

ECONOMIC AND MANAGEMENT SCIENCES

LIFE ORIENTATION

Computer Application Technology and Advanced Accounting will also form part of Economic and Management Sciences.

The composition of the final year mark for each subject differs between subjects, as the CASS mark counts a different percentage towards the final mark for different subjects.

The final promotion requirements for each grade will be communicated with learners and parents and will be according the final CAPS document.

Subjects offered in the FURTHER EDUCATION AND TRAINING PHASE (Grade 10-12):



ENGLISH HOME LANGUAGE
ISIZULU FIRST ADDITIONAL LANGUAGE
AFRIKAANS FIRST ADDITIONAL LANGUAGE
MATHEMATICS
LIFE SCIENCE
PHYSICAL SCIENCE
BUSINESS ECONOMICS
ECONOMICS
ACCOUNTING
COMPUTER APPLICATION TECHNOLOGY
INFORMATION TECHNOLOGY
GEOGRAPHY
ENGINEERING GRAPHICS AND DESIGN

Grade 10-11

ENGLISH HOME LANGUAGE
AFRIKAANS/ISIZULU FIRST ADDITIONAL
MATHEMATICS/ MATHEMATICAL LITERACY

CHOOSE ONE SUBJECT FROM EACH GROUP:

GROUP 1

Visual Arts
Physical Science
Business Studies

GROUP 2

Accounting
Engineering Graphics and Design
Geography

GROUP 3

Life Science
Computer Application Technology
Economics

16. SPORT ACTIVITIES

The following sports are played:

Soccer / Netball/ Rugby/Chess / Cross Country

17. CULTURAL ACTIVITIES

Debate/ Public Speaking/ Land Service/ Choir/ School Concert

18. FACILITIES

Multipurpose Rugby / Soccer field

Netball court



Cafeteria (The Cafeteria is privatised. A variety of healthy foodstuffs are sold during breaks and on sport days)

Learners like to buy foods at school, and tuck shops give them easy access to the foods and beverages as their lunch. Too often the choice available in school tuck shops offers little or no nutritional value, such as potato chips, candy, soft drinks and chocolate bars. Selling nutritionally poor foods and drinks in the school tuck shop does not support the healthy eating lessons the learners learn in the classroom. This sends a contradictory message to learners that the school does not practice what it teaches and it does not let learners apply what they have learned.

What is a healthy tuck shop?

A Healthy tuck shop is one that emphasizes foods and beverages with maximum nutritional value (e.g., 80 per cent of the foods available are food with maximum nutritional value) and offers no foods or beverages with minimum nutritional value.

A healthy tuck shop allows the learners to buy a range of foods and beverages that they enjoy while, at the same time, encouraging healthy choices. Children can't buy good nutrition if you don't sell it.

Benefits of a healthy tuck shop

A healthy tuck shop:

- Reinforces the classrooms healthy eating education
- Promotes healthy eating and drinking habits
- Provides learners with a healthy source of energy and nutrients during the busy school day
- Increases the variety of food and beverage available at school
- Link to the whole school approach to creating a healthy school nutrition environment
- Shows parents and the local community that the school takes the health of its learners seriously

20. GLEN AUSTIN HIGH CULTURE

The Culture of Glen Austin High is encapsulated in our coat of arms and motto based on the following principles:

Achievement of Freedom and Success through the pursuit of knowledge.

Excellence and growth, equality and compassion, leadership and maturity, knowledge and wisdom.

These principles are evident in the Coat of Arms and Logo and are carried through in the educational experience at Glen Austin High School.

The symbolism of the elements in described below and these epitomise the values that Glen Austin High School endeavours to foster within our students.

Meaning of the Colours:

Symbolism of Burgundy:

The colour burgundy symbolises vigour, Elegance, richness, refinement, leadership and maturity.

Note that this is also very similar to the colouring used to paint the school

Symbolism of Gold

The colour gold symbolises wealth used wisely and it is also the symbol of good health, faith, healing and blessing

Ostrich Feather (at the top of the shield)



The Ostrich feather is a symbol of Africa; yet it also has added significance as was in ancient times the symbol of truth and order. In art the feather is shown in scenes where one's soul is weighed against the ostrich feather to determine whether it is free from the impurities of sin and therefore lighter than the feather

Spear Points



The spear or spearhead signifies devotion to honour and chivalry. First made of iron and later of fine steel the spear is said to represent dexterity and nimbleness of wit, a person able to penetrate and understand matters of the highest consequence. The spear also resonates with the African Spirit and the traditional weapons of warriors.

Elephant Tusks



Proboscides', or elephant trunks, are a status symbol to be proud of: they are a sign of strength. They are also an emblem of the call to war, in particular. This symbol is very fitting for South Africans who have bravely followed the sound of the trumpet into the battle for freedom in our country.

Crowns (on top of the elephant tusks)

the crown is an emblem of victory and sovereignty. It is a visible sign of success, thus the term "crowning achievement," and its significance as the decoration of the ultimate level of rank and power, makes bearing the crown a great honour. Crowns are also a symbol of God, as he is considered to be the "King of all."

Fish Eagle (left hand side of shield)



the fish Eagle, a noble Southern African bird, is associated with strong symbolism that epitomises the culture of Glen Austin High School. The eagle is a symbol associated with persons of action, occupied with high and weighty affairs. It describes those of lofty spirit, ingenuity, with speed in comprehension. The wings signify protection, and the gripping talons symbolize ruin to evildoers.



As a Christian symbol, the eagle represents salvation, redemption and resurrection.

Elephant (right hand side of shield)



The Elephant is a Symbol of Wisdom, it is one of the Big 5, emphasising the South African roots of Glen Austin High. The elephant is a symbol of huge strength and stature, wisdom and courage.

Green Leaves



the green leaves represent nature and the commitment of Glen Austin High School to conservation and preserving the earth for generations to come. The ethos of responsibility towards the environment is also represented by the green leaves. The colour green is also symbolic of joy, youth and beauty. Green was also associated with the spring and the rebirth of moral values and dedication.

The motto of Glen Austin High School is ***Libertatis per Scientia*** which translates from the Latin to ***Freedom through Knowledge***

Glen Austin High School offers quality private tuition which allows young people to achieve their goals through their quest for knowledge.

Meaning of Freedom: Freedom stands for something greater than just the right to act however one may choose - it also stands for securing to everyone an equal opportunity for life, liberty, and the pursuit of happiness.

Few people think of freedom in very similar terms. To some, it is about political rights: the right to assemble, to free speech, to participate in government (vote, run for office), etc. To others, it's all about property rights: to do with one's land, possessions, or body as one sees fit. To others, freedom means freedom from hunger, or health fears, or other woes.

Freedom to achieve one's goals in life and truly make a difference in society is very much dependent on the one one's skills and ability. Knowledge therefore is an important starting point on the road to freedom and education is the process of the acquisition of knowledge. At Glen Austin High we aim to education our youth, enabling them to seek and acquire knowledge