

“CREATING MY FUTURE...”

**PRESTIGE COLLEGE SCHOOLS
LEARNER-PARENT
HANDBOOK
2018**

MESSAGE FROM THE EXECUTIVE PRINCIPAL

Dear Parents and Learners

Welcome to Prestige College Schools. I am really excited to share with you all the potential opportunities that will be provided by Prestige College Schools as we develop as a 21st Century School that embraces the diversity of our community and challenges the minds of our students. At Prestige College Schools, we offer practical, experiential learning for all learners.

It is our passion and commitment toward creating a warm, safe learning environment that is focused on the individual learner that attracts people to our schools. At Prestige College Schools, we do more than instruct. Our approach towards teaching and learning is built upon collaboration, a focus on discovering and harnessing individual strengths, and a celebration of different backgrounds and interests.

We are privileged to have a beautiful, spacious, secure campus that enables our children to experience learning both inside and outside of the classroom. Our highly qualified and experienced teachers have been carefully selected to ensure quality teaching and learning. We are deeply committed to educating all students as gifted and talented learners. We do this in an environment that allows our learners' talents to flourish; one that is innovative, progressive and grounded in trust, compassion and respect.

As we prepare the leaders of the future, we utilize ICT tools to teach students to be independent learners and leaders in the global community. We also provide a wide range of activities and experiences that will not only prepare our children for the future but also make their school life more enjoyable and rewarding.

A Prestige College School is a place where children can thrive, be inspired by passionate teachers and supported by excellent pastoral care. Our students are confident, articulate and engaged and we are immensely proud of all of their achievements and their positive approach to all aspects of school life.

Prestige College Schools are excellent learning communities and we are delighted you have decided to become part of our family.

PRESTIGE COLLEGE SCHOOLS' STATEMENTS OF INTENT AND PURPOSE

MOTTO: *Creating My Future* – explained as education that strives to give the learner a strong sense of being in charge of his/her own destiny and developing in them the skills to not just be an employee one day but more importantly become an employer of others.

VISION: To be recognised as one of the leading providers of affordable quality independent education in South Africa and beyond.

MISSION: Prestige College Schools are committed to provide safe and supportive environments wherein our learners can expand their knowledge, develop their skills and master the behaviours that will allow them to create their own futures.

SCHOOL PHILOSOPHY

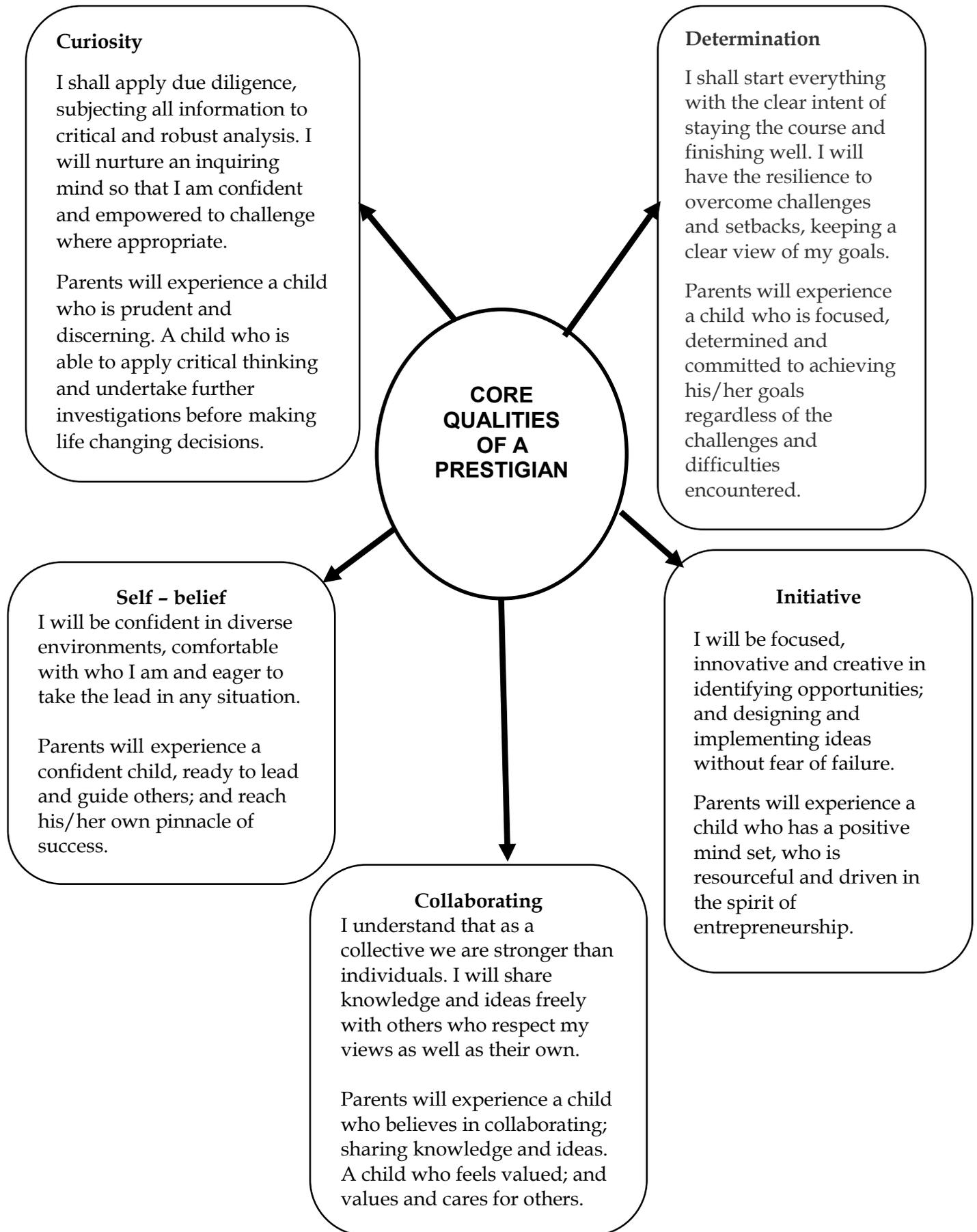
At Prestige College Schools we are committed to provide every learner with the opportunity to achieve educational success by providing a comprehensive curriculum that focuses on the whole-child. Our programs are designed to evaluate the academic, physical and emotional well-being of our learners.

- We firmly believe that all children can learn. We understand that children learn in different ways and should be provided with a variety of instructional approaches to support their individual learning levels. We are committed to providing academic programs and services to support the individual learner.
- We believe education should be challenging, comprehensive and hands-on providing learners with the opportunity to explore, question and use logical and critical reasoning skills.
- We are committed to developing within our students the knowledge for maintaining high moral and ethical standards of conduct.
- We are committed to developing tolerance, understanding and appreciation of the world; irrespective of creed, colour and culture.

Prestige College Schools aim:

- To provide a creative, safe, age appropriate, nurturing educational environment and facility that enables students to learn
- To provide an engaging curriculum that allows students the opportunity to think independently, explore, question and investigate
- To provide a whole-child approach to learning within the structured curriculum that is responsive to the educational and emotional needs of the individual child
- To promote environmental awareness and foster responsible caring attitudes towards others
- To educate our students to become responsible and caring citizens

CORE QUALITIES



STUDENT PROFILE

Prestige College Schools aim to develop learners who are:

- **Inquirers:** They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.
- **Knowledgeable:** They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.
- **Thinkers:** They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.
- **Communicators:** They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.
- **Principled:** They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.
- **Open-minded:** They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.
- **Caring:** They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.
- **Risk-takers:** They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.
- **Balanced:** They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.
- **Reflective:** They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

SCHOOL HOURS AND OPERATIONS

School starts at **07:25 promptly from Monday to Friday.**

Grade RRR – Grade R:	07:40 - 12:30
Grade 1 – 2:	07:40 - 13:00
Grade 3 to Grade 12:	07:40 – 14:15

School closes at 11:00 on the last day of each term.

N.B: The different Prestige College Schools may alter their school times to suit their individual school programs. Parents and learners will be notified accordingly

SCHOOL TERMS

Prestige College Schools adhere to the same terms as public schools. Refer to the school calendar.

ABSENCE FROM SCHOOL AND PUNCTUALITY

Regular attendance to school is vital for a learner's academic success and overall well-being. Parents must support and encourage their children to attend school regularly and alleviate absence for trivial reasons. If your child is unwell or cannot attend school for any other pertinent reason, we ask that you contact the school before 08.00am, providing reasons for your child's absence and informing the school when your child is expected to return. Absences of two days or more, due to illness, should be supported by a medical certificate which needs to be sent to the class teacher on their return to school. You can telephone or email the school to notify us of your child's absence, as well as emailing your child's medical certificate. If notification is not received by 08.00am an SMS will be sent to the parent. Learners absent for a formal assessment will only be allowed to do the assessment if a medical certificate is submitted to the school. Unexplained absenteeism for more than TEN days may result in a learner being removed from the class register and his/her space may be awarded to another learner.

We place great importance on punctuality. Late-coming is disruptive to the teachers and other learners in the class. Learners may be denied access to classes if being late for class occurs on a regular basis. Learners who arrive at school after 7:35 am will be given demerits. The learner entrance gates will be closed at 7:30 am each day. If your child arrives late he/she will need to enter via the main gate and go to the main reception where the reception staff will record his/her name in the late log. A 'Late Permission to Enter Class' note will be given to your child and must be given to the class teacher to enable them to enter the class. Parents, whose children are regularly late, will be called in for a discipline meeting with the Principal or Deputy.

SCHOOL UNIFORM

Learners' general appearance directly influences the way in which a school is perceived in terms of the norms and standards advocated and upheld by that institution. It creates an undeniable sense of entity within the School context and contributes positively towards issues such as discipline, orderliness and goal-orientated academic and sport achievement.

All learners are expected to wear the full school uniform with pride. Uniform should be kept neat and tidy, clean and in good condition at all times.

PRESTIGE COLLEGE SCHOOLS - UNIFORM LIST

PRE-PRIMARY (GRADES RRR - R)

Comfortable civilian clothes conducive to physical activity. School golf shirt and shorts *must* be purchased to be worn on special occasions. These may also be worn as every day uniform. Sports/running shoes or sandals with good soles and buckles. Prestige College Schools' sun visor peaks

FOUNDATION, INTERMEDIATE AND SENIOR PHASE (GRADES 1 - 12)	
SUMMER UNIFORM	
BOYS	GIRLS
Yellow shirt (short-sleeved). Grey school trousers or shorts. (No "skinny", "bermuda shorts" or ill-fitting trousers that hang below the waist-line). Grey socks. Neatly folded over Black school shoes (No pointer shoes). Black belt with plain buckle - no fancy big buckles will be allowed. Green school blazer with Prestige College emblem School tie Prestige College Schools' sun visor peaks	Yellow shirt (short sleeved). Grey skirt (Prescribed length must be maintained - 10cm all-round from the floor when kneeling). White short school socks. Black school shoes. Green school blazer with Prestige College emblem School tie Ski pants if worn not to be visible below skirt hem. Prestige College Schools' sun visor peaks
WINTER UNIFORM	
BOYS	GIRLS
Yellow long-sleeved shirt. Grey school trousers Grey socks. Black school shoes and black belt with plain buckle. Green school jersey Green school blazer with Prestige College emblem. Green scarf (optional). School tie.	Yellow long-sleeved shirt Grey skirt. Grey school trousers. Grey knee socks / Black school stockings. Black school shoes. Green school jersey. Green school blazer with Prestige College emblem. Green scarf (optional). School tie.
PHYSICAL EDUCATION AND SPORTS UNIFORM (BOYS AND GIRLS)	
School golf shirt and shorts. School full track suit. Black or white sports shoes.	

N.B. BLAZERS AND TIES ARE NOT COMPULSORY FOR GRADES 1 - 3.

Each School will notify learners about the specialized uniform requirements for representing the school for the different sports codes, leaders and matriculants.

UNIFORM - GROOMING GUIDELINES

BOYS	GIRLS
<ul style="list-style-type: none"> • Hair must be short, clean and well groomed. • No dread locks or Mohawks and no hair may touch the collar. • No afro's. • No colour on hair or eyebrows. • No facial hair. • No steps/undercut. 	All hairstyles must be well kept, clean and neatly groomed. No decorative hairstyles such as: <ul style="list-style-type: none"> • No colour treatment/bleach on any hairstyle. • No dreadlocks. • No weaves or wigs.

<ul style="list-style-type: none"> • Fades should be discrete with no part of the head shaved clean while the rest of the hair is long. • No patterns in hair or eyebrows. • No fluffed hair. <p>Boys should be well groomed in terms of:</p> <ul style="list-style-type: none"> • Beards and moustaches are not permitted. • Sideburns may not be longer than the middle of the ear • No earrings or studs are allowed. • No facial piercings. No plaster covering over unauthorized piercings in the upper ear or anywhere else on the face. • No visible tattoos. • Boys must at all times be properly shaved or they will be assisted at school to shave with clean sanitized equipment. • No tongue rings. • No rubber/leather/plastic bands around wrists/ankles or 	<ul style="list-style-type: none"> • Long hair must be tied back neatly, off the shoulders. No unusual big styles. • No hair may hang loose over the collar or in the face. • Only green or black hair accessories may be used e.g. Hair bands/ribbons and hair clips. • Dry curl style must be worn with a hair band (green or black) • Short hair that falls into the face must be tied back with a hair band (green or black) <p>Extensions are allowed under the following conditions:</p> <ul style="list-style-type: none"> • Strictly black or dark brown colour to be worn. No red or colour inserts. • Maximum 40cm from the scalp. • All hair must be tied back with elastic or some firm hair band and not with some hair. • The thickness of the extensions may not exceed 3mm. Thick braids are not allowed. • Plaits should be tied back in a pony and not hang loose on the shoulders or the back. Once it touches the collar it should be tied back. • The hair should be tied tightly against the head. • The tied back hair should not be thicker than 7cm in diameter at the tie point against the scalp. • Braids may be tied into a small bun. The bun should not be bigger than the head. • Short Bob hairstyle is allowed as long as it doesn't hang on the collar or in the eyes.
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OTHER FASHION TRENDS:

- Long nails and nail polish are not allowed.
- Only one set of plain small round earrings are allowed in the earlobe – no ear-rings in upper ear.
- No earrings with semi-precious or precious stones.
- No facial piercings.
- No plaster covering over unauthorized piercings in the upper ear or anywhere else on the face.
- No tongue rings / belly rings.
- No visible tattoos.
- No make-up.
- No glitter and/or coloured lip gloss.

- No rubber/leather/plastic bands around wrists/ankles or neck.
- No necklaces allowed
- NO coloured contact lenses or lenses with patterns are allowed.

ASSEMBLIES

Assemblies are an important part of Prestige College Schools as they promote a feeling of community within the school. They also provide an opportunity for learners to perform in front of an audience by participating in presentations planned by the subject or class teachers. As Christian Schools our assemblies promote the principles of Christianity. A motivational or inspirational message will also be given by selected students, leaders or staff. Following this will be presentations and announcements of any awards or special events. Assemblies usually culminate by singing the School Song, hymns or National Anthem. All students are required to attend assembly. Each School will determine their own times and days on which to conduct assemblies. Learners will be informed accordingly. Special assemblies may occur in which parents are given the opportunity to attend and participate. These assemblies will be announced in advance.

COMMUNICATION

Prestige College Schools are committed to good communication between home and school and to listening to the views of all users of the facilities in order to improve the services provided.

The school's main method of communication is electronic. This may be through email, our school website, school communicator or SMS messaging. We also share what we are doing through our social media accounts. We urge parents to schedule all meetings with teachers and staff for the end of the school day when possible. If you need to get a message to teachers during the day, please do so via the main reception or email them directly. Effective communication between the school and parents can only be attained and maintained if parents provide their correct contact details or inform the school immediately if their contact details have changed.

PARENT-TEACHER CONSULTATIONS

There are opportunities throughout the year to meet with your child's subject teacher and class teacher to discuss his/her progress and to be informed of their targets for improvement. The first meeting is a 'Meet the Teacher and Information Day' held in January, followed by Parent Teacher Consultations to discuss your child's progress and future learning targets throughout the year. Parents may schedule progress meetings at any time. Schools will also organise workshops for parents within the course of the year. It is vital that parents attend these workshops in order to optimise their knowledge and understanding of learning, the curriculum and parenting skills.

FIELD TRIPS /EXCURSIONS

We believe enriched learning takes place both inside and outside of the classroom. Excursions are planned and chosen to enhance classroom learning. Students participate in a wide variety of opportunities in the larger community.

These may include visits to places within and beyond their area of residence and include a host of different venues. All parents must sign the Prestige College Schools consent form for a student to participate in excursions and other activities. The letter that accompanies the consent form should provide sufficient details about the excursion or activity. It must be signed and returned before the excursion occurs. A student will not be able to go on an excursion without signed consent.

The following information will be included in a letter to the parents:

- The nature and purpose of the activity or excursion

- Where the activity or excursion will take place, including relevant departure and arrival dates and times.
- Supervision provided
- Transportation arrangements and pick up points
- Cost for parents
- Potential risks to which students may be exposed
- Any other information that could have a bearing on whether a parent would give or withhold permission
- A reminder that parents should let the teacher know of any relevant medical conditions in case there has been a change which is not reflected on the medical forms or is not known by the organizer, and any special food requirements

Please note that parents are asked to provide sunscreen, a water bottle, a hat, and other appropriate attire if the excursion is outdoors

LOST AND FOUND PROPERTY

Even though we ask parents to label EVERY item with your child's name and class on it, some items do get lost. Items that are clearly labelled will be returned to your child as soon as possible, items that are not named will be placed in lost and found. You may enquire at the main reception.

SCHOOL PROPERTY & RESOURCES

Prestige College Schools are adequately resourced and learners are encouraged to look after both their own property and that of others. Learners will receive most of their learning resources as stipulated in the confirmation of registration or re-registration letter. If a learner borrows a resource from school which is then damaged or lost the learner will be asked to pay for the replacement of this item. This includes reading, text and library books. Other damage to school property and equipment will also incur sanctions in line with the school's Code of conduct. Please support the school in teaching your child to look after their belongings and to respect the belongings of others. Encourage them to pack their own bag the night before, checking that they have all of their equipment for the following day.

MOBILE PHONES

Although learners in the senior phase may be allowed to bring mobile phones to school, these are used solely for educational purposes. Any member of staff may confiscate a mobile phone that is used for any purpose other than the above mentioned. Confiscated mobiles will be returned directly to parents only. Prestige College Schools are not responsible for any loss or damage to mobile phones that are brought into school. Prestige College Schools and its staff reserve the right to take legal action against students who use their phones illegally, for example by taking photographs or making recordings of others without their consent.

CAMERAS, PHOTOGRAPHY & OTHER MEDIA

Students are not allowed to take photographs within the school and cameras can only be used for educational purposes and with teacher supervision, taking care to respect the privacy of others. Prestige College Schools' Marketing Team regularly takes photographs of the students, and these images may be used in school publications, as well as on the school website and social media accounts.

At times video or webcam recordings of school functions, conferences, monitoring or for other educational use may include students.

From time to time, our school may be visited by external organizations that will take photographs or film footage for special events and students may appear in these images within local or national newspapers, or on televised news programs.

We will only use students in any form of media if parental consent has been given, parental consent forms are sent out to all existing and new students as required, and

- We will not use the personal details or full names of any child or adult in a photographic image or video, on our school website or other digital media, in our school prospectus or in any of our printed publications
- If we do include the students name in text, there will NOT be an accompanying photograph
- We will not include personal email, postal addresses, telephone or fax numbers on video, on our website, in our school prospectus or in any other printed publications
- We may include pictures of students and teachers that have been drawn by the students
- We may use group or class photographs or footage with very general labels, such as “Science Lesson”
- We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately

ACADEMIC PROGRAM

Prestige College Schools’ Academic Program is aligned to the National Curriculum Statement Grades R-12, (CAPS and the National Assessment Policies) with a focus on 21st Century Learning and preparing learners for tertiary education. English is the language of learning and teaching and daily operations. A unique feature of our academic program is that it extends beyond the traditional curriculum to include links with the outside world and our students are encouraged to connect the knowledge gained in the classroom with real life situations. We offer a range of extra-curricular activities which give students the ability and flexibility, to experience areas of interest in relation to their future aspirations. **(refer to curriculum policy)**

ASSESSMENTS

Assessment is an important and integral part of teaching and learning. At Prestige College Schools learners are continuously assessed within the school using a variety of methods such as informal assessments, class work, projects, individual and group work, presentations, quizzes and tests of skills, knowledge and understanding. These formative assessments inform the teachers of their current ability and their next steps or targets which are explicit for every student and measure how they are working towards meeting learning objectives. It is therefore important for students to attend school regularly. In addition to this, students will also be formally assessed using summative assessments at specific points in the year. Our learners will also be required to participate in external assessments and systemic evaluations that will contribute to the enhancement of our core curriculum. **(refer to assessment policy)**

ACADEMIC HONESTY

Integrity and honesty are critical to creating an environment of academic excellence and authentic learning. Mutual trust and intellectual honesty are essential in an educational environment. This spirit embodies the core values shared by all members of Prestige College Schools. Learners are

encouraged to use outside sources, as appropriate, and are expected to seek extra help where needed. However, they must accept the responsibility for creating and submitting their own, original work. A student who is in doubt about any aspect of the principles and practices of academic honesty should consult his/her teacher.

Plagiarism Definition: presentation of someone else's ideas words or phrases as if they were one's own. Plagiarism is wrong in both creative and academic writing. Often in writing projects, and always in research papers, you are asked to support your ideas with evidence from others, but you must make it very clear which of your words or ideas were originally written by someone else.

HOMEWORK

Although homework is a vital part of the learning process, at Prestige College Schools, we believe that homework in the foundation years should be fun and experiential. It should also foster parent-child interaction. Teachers in the higher phases request that students do homework so that the skills being learned in class are practiced. It is the learner's responsibility, when absent from class, to meet with the teacher to arrange for work to be completed. All homework assignments should be recorded in the learner's diary. Parents play a vital role in ensuring homework has been completed. Homework is a chance for students to consolidate what they have been learning in class. Parents are urged to encourage students to complete all assignments and projects independently. It is our goal to develop independent learners who become problem solvers. It is important that all assessments reflect the learner's work and abilities. If you have any questions about homework, please contact the subject teacher. **(refer to homework policy)**

SPECIAL EDUCATIONAL NEEDS (SEN)

Many learners can have a special educational need at some point in their schooling and it is important to recognize and address this as soon as possible. The need may be related to emotional, behavioural and/or learning difficulties. Prestige College Schools will make every effort to cater for a learner's special educational needs through our remediation programs, using multiple intelligences, after school extra lessons and school-based counselling. If the school is unable to cater for any specific SEN, parents will be contacted by the School-based Support Team and be advised to seek the assistance of a specialist. Where possible, the school will make referrals.

SUBJECT SELECTION

Subjects offered for the GET band (foundation phase, intermediate phase and senior phase) will be as per CAPS. However, in each of our Schools, learners are given specific choices with regard to the First Additional Language. In the FET band learners will have to choose subjects as per offerings at each individual school. Compulsory subjects in the FET band are Languages (English and a First Additional Language), Mathematics or Math Literacy and Life Orientation. Other subjects are mainly in the field of science, commerce or the arts. Subject offerings are largely dependent on the number of learners. **(refer to subject offerings per school)**

EXTRA-CURRICULAR ACTIVITIES (ECAs)

A wide variety of activities are offered and learners can select their preferences. It is important to note that all learners who participate in after-school ECA's or after school courses are required to

make the necessary transport arrangements. Encourage your child to participate in at least one activity per term. This promotes the holistic development of the learner.

Prestige College Schools will also participate in interschool cultural and sporting activities within their respective districts, regions or province. This creates a platform to showcase learners' talents in the cultural sphere and skills in the sporting arena.

AFTER AND MORNING CARE

Prestige College Schools offer both after and morning care to parents and learners who require such a service. This is a separate cost for parents. If parents wish to take advantage of these services provided, please contact the respective schools and request for an after and morning care application form. All information in terms of cost, meal provision and operational hours are detailed on the application forms.

STUDENT LEADERSHIP

We have adopted the philosophy of servant leadership. Unlike the prefect system adopted by many schools on a global level where a group of students, based on specific criteria, are chosen to become prefects; servant leadership is inclusive of all students in a specific grade.

CORE CONCEPTS OF SERVANT LEADERSHIP

- Servant leadership stems from a genuine commitment to serve the “greater good” through serving others.
- Servant leadership is a lifelong, continuous process of learning, affirming and demonstrating.
- All people have unique gifts and talents that contribute to their success as servant leaders.
- Servant leadership concepts can be applied at both the individual and organisational levels.
- Servant leadership addresses ethical practices, globalization and religious diversity.
- The true test of servant leadership is best measured by its effect on those led

Community service has many benefits and learners who participate in community service tend to do better in school. Community service provides opportunities for our learners to apply what they have learned in the classroom to help meet real human needs in our community. By participating in community service, our learners will learn that they can actually make a difference with what they do. This helps them better understand their own competence, leading to more self-confidence and a can-do attitude that can spread to their academic pursuits. Student leaders are expected to drive community service within the school.

DISCIPLINE

Discipline is extremely important in providing a positive learning environment. A well-disciplined school creates a whole-school environment that is conducive to learning. Our Code of Conduct enables learners to achieve their full potential because it:

- Provides the platform for improving teaching and learning
- Creates an environment of respect, safety and security

- Improves individual learner achievement levels
- Releases teachers' energy to concentrate on teaching and learning
- Creates a whole-school collaborative environment with a "we can do this" attitude
- Provides immediate support to learners
- It is the basis for evolving a true learning community.

(Refer to the Code of Conduct)

BULLYING

The school has a zero tolerance for bullying and is a no Bullying Zone. In order to ensure a positive, healthy learning environment for students, we will not tolerate any form of bullying. All allegations of bullying will be taken seriously and each concern will be investigated. Please report any concerns to your child's class teacher. Finally, if you still feel there is an issue you should contact the Principal or Deputy Principal. All incidents of bullying will be dealt with following the schools Anti-bullying policy. Parents will be informed of any actions taken and may contact the Principal's office to receive further information.

CYBER BULLYING

Cyber bullying is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones. All learners are expected to act with respect and concern for others both inside and outside school hours. Prestige College Schools treat any form of bullying as a serious offence. In addition to incidences at school, cyber bullying may also occur off-campus or outside of school time. If the cyber bullying action is intended to have an effect on a learner or it adversely affects the safety and well-being of a learner while in school, perpetrator will be subjected to the consequences for bullying as stipulated in the School's Code of Conduct. All incidences of Cyber Bullying should be reported to the school immediately.

TECHNOLOGY

We believe 21st century learning skills can be developed within the school curriculum by allowing learners to bring their own technology for use in the classroom. All Grade 6 - 12 students will be asked to bring their own devices, which meet the minimum specifications required. A student/parent user agreement will need to be signed and returned to school prior to bringing any suitable device into school.

BRING YOUR OWN DEVICE (BYOD)

Learners and parents participating in BYOD must adhere to the school's policy and have agreed to the Prestige College Schools' Acceptable Use Policy (AUP). Furthermore, the learner must agree to the following conditions:

- The learner takes full responsibility for his or her technology device. The school is not responsible for the security of learner-owned technology, it must be stored securely when not in use.
- The technology must be in silent mode while on school campuses.
- The technology may not be used for non-instructional purposes.
- No learner must compromise the privacy of other learners or staff; devices must not be used for taking photographs within school.
- The learner accesses only files on the computer or internet sites which are relevant to the classroom curriculum.

- The learner will not download apps, programs or any other media at school.
- The learner complies with the teachers' request to shut down the computer or close the screen. The teachers will control when devices may be used.
- The learner acknowledges that the school's network filters will be applied to one's connection to the internet and will not attempt to bypass them.
- The learner understands that bringing on premises or infecting the network with a Virus, Trojan or program designed to damage, alter, destroy or provide access to unauthorized data or information is in violation of the AUP and will result in disciplinary actions.
- The learner realizes that processing or accessing information on school property related to "hacking", altering or bypassing network security policies is in violation of the AUP and will result in disciplinary actions
- Prestige College Schools have the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection
- Cyber bullying refers to bullying that is done electronically through the internet and that causes physical or emotional harm to the victim or disrupts school activities and this will not be tolerated
- The learner realizes that printing from personal technology devices is not possible at school

ICT AND E-SAFETY

The school has a comprehensive wireless infrastructure across the school to support student learning. Linked to the child protection policy is also an e-safety policy which aims to educate learners and the whole school community on the importance of using the Internet safely and appropriately. Learners, parents and staff are required to read and sign an Acceptable Use Policy statement to support this.

COMPUTER RESOURCES LEARNER GUIDELINES

The computers are provided and maintained for the benefit of all learners, and you are encouraged to use and enjoy these resources and help to ensure that they remain available to all. You are responsible for good behaviour with the resources and on the internet just as you are in a classroom or any other place on the school premises.

Equipment

- Always get permission before installing, attempting to install or storing programs of any type on the computers.
- Damaging, disabling or otherwise harming the operation of computers or intentionally wasting resources puts your work at risk and is unacceptable.
- Only use the computers for educational purposes. Activities such as buying or selling goods are inappropriate.
- Always check files brought in on removable media (such CDs and flash drives etc.) with antivirus software and only use them if they are found to be clean of viruses.

Security and Privacy

- Protect your work by keeping your password to yourself; never use someone else's logon name or password.
- Always get permission before revealing your home address, telephone number, school name or picture to people you meet on the Internet.

- Other computer users should be respected and should not be harassed, harmed, offended or insulted.
- To protect yourself and the systems, you should respect the security on the computers; attempting to bypass or alter the settings is unacceptable behaviour.
- Computer storage areas and external storage devices will be subjected to random security checks. Staff may review your files and communications to ensure that you are using the system responsibly.

Internet

- You should access the Internet only for study or for school authorized/supervised activities.
- Only access suitable material – using the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.
- Respect the work and ownership rights of people outside the school, as well as other learners or staff. This includes abiding by copyright laws.
- People you contact on the Internet are not always who they seem. Always ask a parent or teacher to go with you if you need to meet someone who you only know from the Internet or via email.

Email

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as anti-social on the Internet as it is on the street.
- Only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.
- If you receive an email containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to a member of staff. The sending of an email containing content likely to be unsuitable for children or schools is strictly forbidden. For serious violations, suspension or expulsion may be imposed.

(refer to ICT policy)

CAR PARK AND DROP OFF ZONE

Space in the car park/drop off zone is limited; we ask that you follow the direction of the markings, security guards and other staff when using the school drop off zone. All drivers should park in the allocated parking bays when dropping off and collecting learners and should be mindful of other learners in the drop off zone. Please do-not park in spaces marked for handicap if you are not handicapped or a wheel chair user. Learners should enter and exit the school only via the designated entrance gates.

All adults entering the school grounds must wear a visible ID badge. **NO ADULTS** are permitted to enter the building through the learners' entrance gates. Any adult wishing to enter the building must go via the main entrance/reception area and sign in collecting an ID badge from the security guard. This is to safeguard the learners and to allow us to be aware of all adults who are in the building.

If a child is expected to be picked up late, we ask that you contact the school to inform us. Learners who are collected late, habitually, will be asked to meet with the School Principal to discuss the matter. Prestige College Schools will not tolerant parents who leave their children standing outside the school yard, waiting for their transport or to be picked up. If parents make use of any of the

school transport service providers, please ensure that you have the correct contact information of these service providers and insist that your child is picked up and dropped off in time.

If your child, especially in the Foundation Phase, is going to be collected by a different adult for any reason, please inform the class teacher in writing or telephonically.

VEHICLE PERMITS

- Learners may not bring a motor vehicle of any sort to school during the school week unless they have been granted a vehicle permit. Applications can be submitted at reception.
- Learners may not drive any other motor vehicle at school unless they have been granted a permit and have a valid license.
- Permits will not automatically be granted. A permit is regarded as a privilege and may be revoked at any time if the learner fails to observe its conditions or is reported for behaving in an irresponsible manner while using a vehicle.
- Learners may not carry fellow students as passengers in their vehicles unless specific approval for this is granted on their permit.
- Learners must park their vehicles as directed by the School and may NOT visit it between arrival at school and departure for home. Extreme caution is essential when driving on the premises.

FINANCIAL POLICY AND SCHOOL FEES

AIM OF THE FINANCIAL POLICY:

- To provide the School with the appropriate financial structure and funds to achieve its overall objectives.
- To provide the best quality education at the lowest cost possible.

SCHOOL FEES

School fees is determined annually by the Board of Directors and are binding on all learners and parents enrolled at Prestige College Schools. The Board of Directors reserve the right to change fees any time during a specific year if circumstances beyond its control requires it to do so. School fees are used to finance the operational and maintenance costs of the Prestige College Schools. Smaller capital projects funded by school fees (computer center, sport facilities, etc.) are budgeted for annually.

SCHOOL FEES - BANK DETAILS

The banking details for the payment of school fees and the school fees structure can be found on the application letter for each of the Prestige College Schools, School's website and a letter sent home to existing parents after the school fees structure has been determined and ratified by the Board of Directors.

SCHOOL FEES - STATEMENTS

Statements are usually sent out on the Friday (closest to the end of the month) and must be checked for any discrepancies. Queries must be lodged within 30 days, otherwise information on statements will be deemed correct.

The School Fee Statement will contain school fees charged.

ALL PARENTS AND GUARDIANS UNDERTAKE TO ABIDE BY THE FOLLOWING:

- School fees are payable one month in advance for South African learners
- School fees are payable one term in advance for all students from foreign countries
- Payment for a specific month/term is due on or before the dates as specified in the school's newsletter.

- All school fees must be paid in full by 7 November
- One of the following methods of payment is acceptable
 - Internet payments (Please fax/email proof of payment)
 - Electronic transfers
 - Drafts
 - ONLY BANK GUARANTEED cheques will be accepted
 - NO CASH is to be paid at the Schools
 - The Card facility at school may be used for payments

NB: Any extra bank charges for any payment method will be debited to the account of the originator of the payment.

- In case where the Schools receive referred cheques (refer to drawer, account closed, cheque stopped, etc.) the cash amount must be paid in within 7 (seven) days or the default payment procedure as set out below will be implemented. All bank charges with regards to referred cheques will be debited to the account of the issuer. All accounts with referred cheques will be blacklisted and could jeopardize any future enrolments.
- In the case of failure of payment of the minimum amounts and by the agreed due dates the following procedure will be implemented:
 - Letter of demand will be issued.
 - The overdue account will be handed over to our debt collectors for legal action. The management reserves the right to refuse all learners with overdue accounts entrance to classes. This action will be implemented at the beginning of every term.

CANCELLATION OF ENROLMENT

- At least one month's notice, on the 1st day of the previous month, is needed for any cancellation of enrolment
- Parents and guardians are liable for at least the registration fee and the fee for the period actually spent at Prestige College Schools
- A portion of a month will be calculated as a full month in case of a late notice, an early retirement or expulsion from the school
- In case where learners were registered but did not begin their schooling at Prestige College Schools, all school fees paid are refundable **IF** notification is given within 7 days of school starting for the year or the term. Failure to notify the School will result in a 10% reduction per week for administration and other costs. 25% of the registration fee is not refundable and the 10% rule will apply to balance if notification is not received within 7 days.

ADDITIONAL FEES FOR COMPULSORY AND OPTIIONAL ACTIVITIES

The school organizes camps, excursions, sport events and other activities which need to be paid 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 learner's account in cases where these fees are not paid.

The school also organizes optional activities like the Mr & Miss Prestige, Valentine's Ball, Movie festivals, etc. Parents may request that the learner's account be debited with the cost via a letter or e-mail.

This option is not available for overdue accounts.

(Refer to financial policy)

PRESTIGE COLLEGE SCHOOLS' POLICIES

Prestige College Schools are governed by a myriad of policies. Policies that are not given as hard-copies to learners and parents will be upload on the Schools' website. It is imperative the both parents and learners are aware that signing the Schools' admission agreement means that they must comply with the rules, regulations, policies, protocols and decisions of the school, and any amendments thereto, which may be applicable to learners and parents in general. Thus, we urge parents and learners to familiarise themselves with all our applicable policies, procedures and protocols.

We hope that you find the information in this Hand-Book useful. If you require further clarity on any specific aspect or support and assistance, please contact the School where your child is enrolled.