

## *Index*

Page 1.....	Index		
Page 2 .....	History of PEPPS Polokwane		
Page 4 .....	Vision and Mission Statement		
Page 5.....	School Song and PEPPS Essential 15		
Page 6 .....	PEPPS College Policies, Practices and Procedures		
1. ACADEMIC SUBJECTS AND ACTIVITIES	6	22. EXAMINATIONS	18
2. AFTER SCHOOL SUPERVISION	6	23. EXTRA-CURRICULAR ACTIVITIES	19
3. APPEALS	7	24. HIV/AIDS	20
4. ASSEMBLY	7	25. HOMEWORK	20
5. ASSESSMENT	8	26. LABORATORY USE	21
6. ATTENDANCE	8	27. LEADERSHIP	21
7. BOOKS	9	28. LIBRARY	22
8. BREAK	9	29. MERIT SYSTEM	23
9. BULLYING	9	30. PARENT CONSULTATIONS	23
10. BUS TRANSPORT SERVICE	10	31. PARKING	23
11. CELL PHONES AND ELECTRONIC DEVICES	10	32. PEPPS PARLIAMENT	24
12. CLASSROOMS	11	33. PLAGIARISM	24
13. COLLECTION OF PUPILS	12	34. PRIZE-GIVING AND AWARDS	24
14. CONTROL OF WORK	12	35. REPORTS AND PROGRESSION	29
15. COUNSELLING	12	36. RIGHTS AND RESPONSIBILITIES	29
16. DETENTION	13	37. SICK BAY	29
17. DISCIPLINE	13	38. STATIONERY AND EQUIPMENT	30
18. DRUGS AND ILLICIT SUBSTANCES	15	39. TOURS	31
19. ECO SCHOOL STATUS	16	40. UNIFORM	32
20. ELECTRONIC ACCESS	17	Annexure A – Merit point system	35
21. EVACUATION	18	Annexure B – Penalty Point System	35
Page 37 .....	Acceptance of Policies, Practices and Procedures Form		

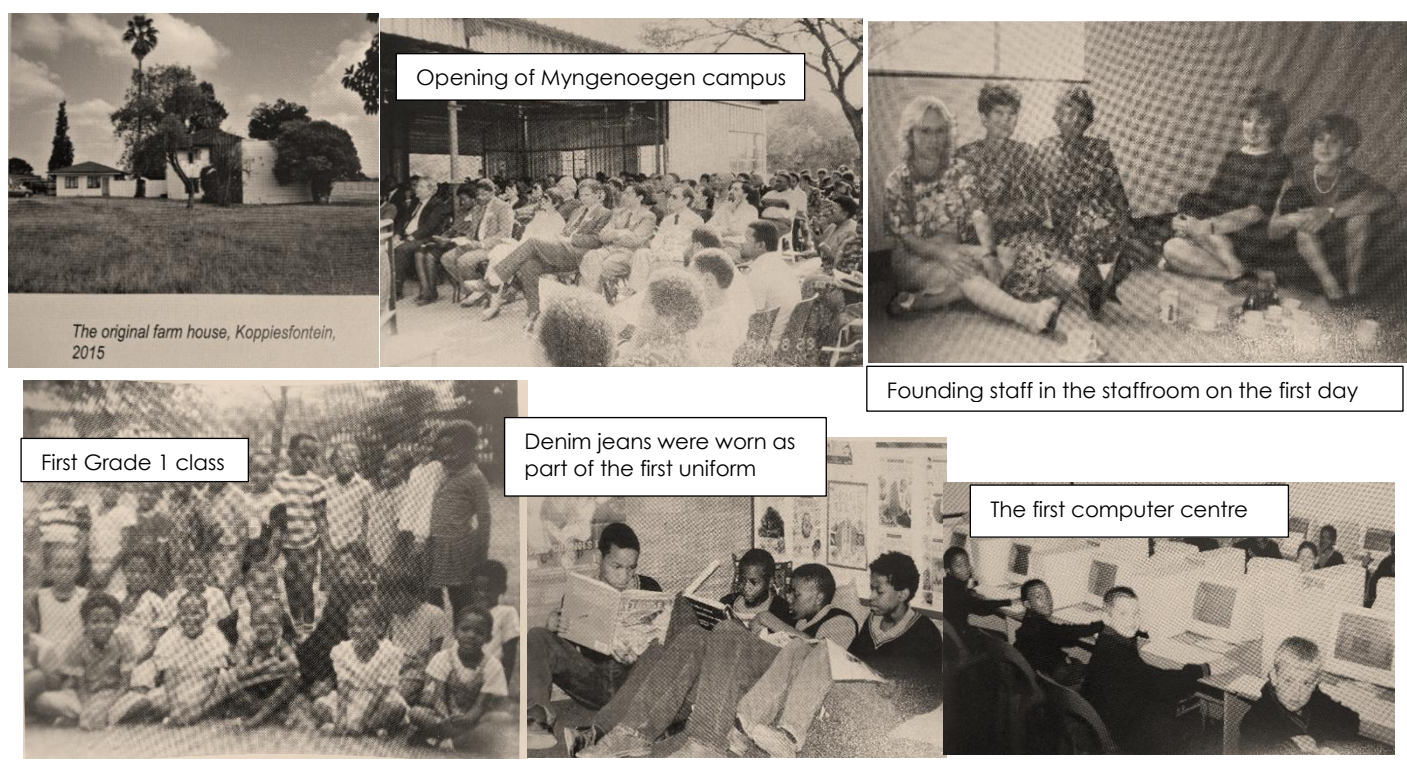
## *30 Years of PEPPS in Limpopo*

The Project for the Establishment of Primary and Pre-Primary Schools (PEPPS) has its origins in apartheid South Africa. The mandate of the Trust was to bring excellent education to previously disadvantaged communities at an affordable price as possible.

PEPPS does not offer boarding facilities but rather tries to establish schools within the communities that we serve. The initial intention was to offer an education that contrasted completely from apartheid-era education by encouraging pupils to be critical and creative thinkers rather than rote learners. It was decided to empower the pupils by teaching in English and prioritising mathematical skills.

Two schools, PEPPS Motheong and PEPPS Edendale, were established in the late 80s in Pretoria. In Pietersburg, a group called the Pietersburg Private School Committee (PPSC) was formed with the hope of establishing a non-racial excellent independent school in then Pietersburg. That group heard about the PEPPS Trust in Pretoria and requested to establish a school under their banner.

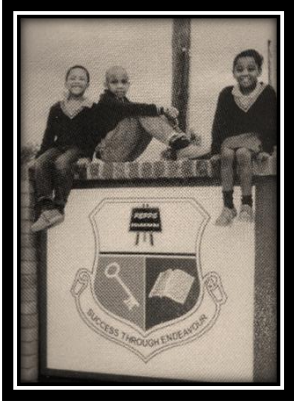
PEPPS started to grow in Limpopo, establishing a number of pre-schools. Over time only PEPPS Mokopane, PEPPS Modjadjiskloof and PEPPS Ga-Ledwaba went on to open preparatory schools and PEPPS Polokwane opened a college, which wrote the IEB Examinations, in 1996. Sadly, PEPPS Modjadjiskloof has closed down. In 1991, PEPPS started in Koppiesfontein with a tiny staff and big dreams. In 1992, the school moved to the current campus in Mygenoegen and now operates as PEPPS Polokwane.



The beginnings of the school were humble, yet it has rapidly grown into one of the best independent schools in the Limpopo Province, boasting a habitual 100% Matric Pass Rate and over 80% bachelor's degree Pass rate.



# College Policies, Practices and Procedure Booklet



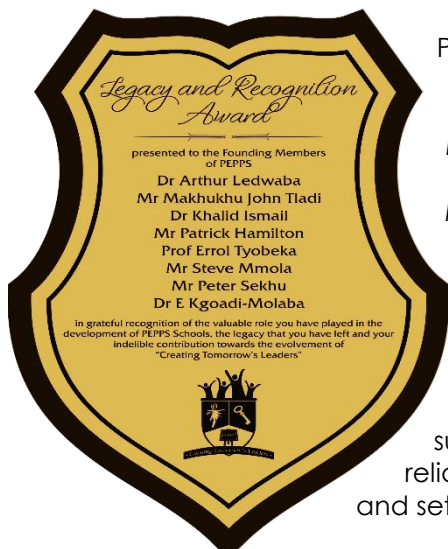
The Polokwane campus was headed by Mrs Carol Melville until 2010. She was succeeded by Mrs Leigh Melville and Mrs Julia Werner. It was pleasing to see racial diversity among the pupil body of Polokwane. In 2018, PEPPS Polokwane acquired another 8 hectares of land which has enabled the school to expand further and serve more pupils.



PEPPS Mokopane was headed by Mrs Charmain Geldenhuys from 1993-2002. Mrs Grace Meta took the reins for 2003, after which Mrs Annette van Wyk headed the school from 2004 until 2019 and she laid down a solid foundation of reputable teaching for the Mahwelereng community.



The long-established Lebowakgomo pre-school received land from the Ndlovu-Ledwaba Tribal Authority and started developing a preparatory school campus in 2016 under the leadership of Mrs Mokgadi Rabalao.



PEPPS will be opening a college in Mokopane in 2022 and would like to open a college in Ga-Ledwaba in the foreseeable future. The Board is exploring the option of opening a new campus serving the Ba-Mothapo community near Mankweng.

Mr Patrick Hamilton, then Headmaster of Waterkloof House Preparatory School, was the pioneer who initially started these three PEPPS Schools. Advocate Dikgang Moseneke was the first Board Chairman in 1991, followed by Mrs Dora Nkamana in 1992. Mr Chwaro Setloane became the Chairman of the Board, serving until 2000. PEPPS's reputation for excellence became well appreciated in Limpopo and most of the schools established thrived. Dr Arthur Ledwaba was a member of the founding Committee and has subsequently served as the Chairman of the Board since 2000. Along with a reliable and dedicated Board of Trustees, he has seen PEPPS continue to grow and set young people up to be leaders of the future.

As a non-profit company, PEPPS welcomes both corporate and individual donations to assist us in serving more South African pupils close to their homes and can issue Donation Tax Certificates. Our track record is proven, and all monies collected from donations and through school fees are used exclusively for the betterment and expansion of our educational offering.

## *Vision and Mission Statement*

**Vision:** Creating Tomorrow's Leaders

**Mission:** PEPPS develops independent, critical and creative thinkers through progressive, holistic education.

*PEPPS Polokwane College wishes to highlight the following:*

<b>PEPPS Polokwane College is a school which:</b>	<b>PEPPS Polokwane College is NOT a school which:</b>
Is independent and charges fees.	Offers boarding facilities.
Primarily teaches in English. Supplied teaching materials, tests and examinations in English.	Offers remedial support.
Offers Sepedi and Afrikaans as First Additional Language options.	Offers 8 <sup>th</sup> or 9 <sup>th</sup> subjects for matric.
Offers compulsory teambuilding Grade Tours from Grade 6.	Provides stationery.
Uses digital platforms and expects College pupils to bring a device to school.	Offers fringe activities and sports on campus, although achievements in off-campus activities are recognised and applauded.
Provides textbooks, exercise books, set-works and workbooks	Accepts cash payments.
Expects attendance until 12h30 on Fridays and occasional Saturday attendance.	Allows the use of cellphones during the school day or on school tours.
Expects involvement in at least one extra-curricular activity per term.	
Provides innovative and progressive teaching methods.	
Sends financial statements and academic reports to parents via an electronic platform	
Pupils wear academic uniform for lessons and sports uniform for physical education and sport.	
Is Christian based in approach and expectations.	

## *"We Are the Future "*

**(Official School Song)**

I am blessed  
To learn and grow  
To work and strive  
To make my future bright  
Make it bright

We are the future  
We are tomorrow  
We will strive for excellence

We are the promise  
We are the chosen  
We will work in excellence  
At PEPPS our dreams come true

**(Official School Song composed and written by Katlego Mpepele)**

## *PEPPS College Policies, Practices and Procedures*

### 1. ACADEMIC SUBJECTS AND ACTIVITIES

<b>Grade 8 and 9 Subjects</b>	<b>Grade 10 -12 Subjects</b>
English Home Language	English Home Language
Afrikaans First Additional Language / Sepedi	Afrikaans First Additional Language / Sepedi
Mathematics	Mathematics / Mathematical Literacy
Enrichment activities	Life Orientation
<b>Creating Tomorrow Project Based Learning:</b>	<b>Choice Subjects:</b>
Life Orientation	Accounting
Natural Sciences	Business Studies
Geography	Computer Applied Technology
History	Engineering Graphics and Design
Economic Management Sciences	Geography
Accounting	History
Arts and Culture (Art & Music)	Information Technology
Computer Studies	Life Sciences
Coding	Music (minimum of 10 pupils)
STEM	Physical Science
	Visual Arts (minimum of 10 pupils)

#### **Additional assistance**

Should a pupil require additional assistance in any subject, they may make a booking with the relevant teacher. Each teacher has a booking sheet up in their classroom. Pupils are expected to arrive at these additional contact time sessions fully prepared with specific questions. Pupils who do not meaningfully engage in class time lessons may be denied extra time by their teacher.

If a pupil does not achieve 50% at the end of a term, they will be required to attend extra Mathematics classes during the next term.

#### **Co-Curricular Academic Activities**

Extra-Mathematics Classes  
 Extra contact time in all subjects  
 SAMF Maths Olympiad  
 De Beers English Olympiad  
 National Accounting Olympiad  
 Tri-Tech Science Expo  
 SACEE English  
 Rojac Speech Competition  
 Inter-House General Knowledge Competitions  
 Grade 9 Psychometric Testing for subject choices  
 Grade 11 Job Shadowing  
 Grade 11 Career Day  
 Leadership Development  
 International Benchmark Test (Grade 9)  
 leBT Benchmark Tests for Physical Science and Mathematics (Grade 11)

#### **Genius Hour Projects**

In Grade 10 and 11 pupils may participate in voluntary independent learning and submit 2 Genius Hour Projects per year. The topic is ANYTHING that interests them. The focus is on independent and critical thinking. The best participant will be awarded a trophy at Prize-giving. Merits will be awarded for projects.

### 2. AFTER SCHOOL SUPERVISION

At PEPPS pupils are encouraged to make full use of their time. If a pupil is on campus after school, they may participate in one of the many formal activities offered, support teams that are playing competitive fixtures or go to the homework supervision classroom. Homework supervision continues until 15h45 daily. Pupils caught loitering around the campus may receive penalty points. Pupils are expected to do one extra-curricular per term.

### 3. APPEALS

PEPPS College always aims to provide pupils with the highest quality learning and teaching experience. However, we recognise that from time to time, problems might arise which need to be dealt with if our normal high standards are to be maintained. The Appeals Procedure enables matters of concern to be brought to our attention so that they can be investigated and resolved. Disputed decisions may relate to results in individual assessments, the attainment of group awards or progression either within an assessment or to a more advanced level of study. Penalty points given may also be presented for appeal.

A pupil may lodge a maximum of 3 unsuccessful appeals in a year.

#### Stage 1 – The Informal Stage

The College believes that problems (e.g. insufficient assessments done during the term, assessments not returned, pupil moderation not taking place, unfair giving of penalty points) are best dealt with quickly and informally with the member of staff concerned.

Pupils should not feel anxious about raising a concern with a member of staff. All requests for discussion/clarification of a decision are to be taken seriously and no pupil shall suffer any disadvantage or recrimination as a result of making such a request respectfully. Many issues arise from misunderstandings which can often be resolved quickly and easily by talking through the matter.

#### Stage 2 – The Formal Stage

At times there may be issues that cannot be resolved through discussion with the teacher directly involved. In these circumstances, the formal appeal procedure must be used.

##### The Formal Stage A

A formal appeal should be submitted on an Appeal Form, available from a HOD. Completed forms should be returned to the subject HOD (academic matters) or grade HOD (discipline matters), stating in full the reason for disputing the decision in question. If a pupil has any difficulty completing the Appeal Form, advice and assistance are available from the HOD. Applications should be made within 2 days/48 hours of a pupil's informal discussion with the member of staff.

##### The Formal Stage B

Within 2 days, the HOD will convene a meeting. The pupil will be notified of the date, time and venue of the meeting and will be invited to attend to make his/her appeal directly to the HOD and Head. The pupil is welcome to be accompanied by his/her parents. Feedback will be given within 2 days.

##### The Formal Stage C

Within 2 days of the meeting, the pupil will be notified in writing of whether or not his/her appeal has been upheld and will also be informed what action will be taken to resolve the situation.

#### Stage 3 – Further Appeal

Should a pupil still feel aggrieved an appeal, following the above procedure, may be presented to the head and ultimately, if necessary, the Executive Head.

### 4. ASSEMBLY

Assembly is held once a week. A Bible reading and lesson are presented and thereafter notices, awards, etc. are given. Any announcements to be made in assembly must be given to the person conducting assembly (either the Head or HOD) by Wednesday of that week. Pupils wear formal uniform and blazers to

# College Policies, Practices and Procedure Booklet

assembly. Uniform is checked as pupils leave the assembly. Praise and Worship happens once a term. Prefects lead an assembly once a month. Parliament Assemblies take place once a term.

## 5. ASSESSMENT

A minimum of three different forms of assessment must be used per subject each term. The forms of assessment must meet the requirements as laid down in the Subject Assessment Guideline Documents for each subject in Grades 10-12. Peer assessment forms part of the formative assessment process. Subjects with practical components (CAT, Life Sciences, Geography, EGD, Information Technology, Languages, Music, Physical Science and Visual Art) should aim for one practical activity per term.

Grade 12s must submit a portfolio to the IEB. This is kept by the teacher. Grade 12 portfolios must be finalised before the start of the Preliminary Exams.

Grade 8 – 12 pupils write Group Tests during the formal Assessment periods on Mondays and Wednesdays. An Assessment schedule is compiled at the start of the term for each grade.

Grade 8-9 pupils will be assessed on one project every 15 school days. These projects will be selected by the pupils at the start of the 15 days. They will be completed predominantly during school time and mentored by a teacher.

Examinations for Grade 8 – 11 are written twice a year, in June and November. Examinations for Grade 12 are written three times a year, in June, August-September (Preliminary Examinations) and October – November (Final IEB Examinations).

## 6. ATTENDANCE

School starts at 07h20 each day and ends at 14h00 on Monday to Thursday and 12h30 on Friday. The timetable works on a six-day cycle system.

It is required of all pupils who are absent from school to email the school ([absentplk@pepps.co.za](mailto:absentplk@pepps.co.za)) on the day of absence or bring a note of explanation for their absence from a parent, guardian or doctor on the day they return to school. The register teacher must send this note to the office to be kept in the pupil's file. If a group test or examination are missed, a doctor's certificate is expected.

If a pupil is absent for a group test, they must ensure that their register teacher and subject teacher see the doctor's certificate. The doctor's certificate along with a copy of the test will be given to the teacher on duty on Friday as soon as possible. The test will then be written from 12h45-13h45 on the first Friday afternoon after the pupil is back at school. A letter from a parent is only permitted for one missed Group Test. If a pupil does not arrive to write the test on the first Friday after they are back at school, they forfeit the opportunity to write the test and will be given 0%. Parents must please email the school on ([absentplk@pepps.co.za](mailto:absentplk@pepps.co.za))

Registration is compulsory for all pupils and begins at 07h20. Pupils who are late for school must report first to the admin office, to receive a late note, their register teacher will then change the absent on the register to a late arrival. The names of pupils who are late are recorded by an admin staff member at the gate and 2 penalty points are given for late arrival (without a valid reason).

If a pupil needs to leave school early, they must report to the office and receive a note to hand to security, before leaving the school property.

PEPPS has a number of compulsory Saturday events (e.g. Winter Sports Day and other ad hoc activities) which contribute towards our holistic curriculum program. A doctor's certificate must be provided if one of these Saturdays are missed.



## 7. BOOKS

### TEXTBOOKS

Textbooks are purchased by the school and loaned to pupils. Such books will be labelled with a specific identification barcode. Textbooks are distributed to the pupils and the condition of the textbook will be noted.

Pupils are expected to write their names into the books and look after the books throughout the year. Pupils are given one week to cover each textbook and exercise book that they receive in paper and thick plastic. Pupils who cover their exercise books in the required time are awarded 3 merit points per subject. After a week has elapsed pupils may, for the period of a week, be given 3 penalty points per day that the books remain uncovered. The teacher should at this time contact the parents of the child and communicate that the books will only be returned to the pupil when paper and plastic are brought to school and the books are covered in the presence of the teacher.

Pupils will pay for the replacement of lost or damaged books, subject to fair "wear and tear".

### WORKBOOKS AND SET-WORK BOOKS

Workbooks, long-term reference books and language set-work books will be ordered and supplied by the school.

### EXERCISE BOOKS

Exercise books are supplied to the pupils by the school at the start of the year. Pupil's work must conform to the following standards:

- Dates and headings must be used and underlined
- A line must be ruled after each day's work
- Worksheets must be pasted in
- Space must not be wasted
- Work must be marked and corrected in pencil
- Work must be up-to-date
- Diagrams must be neat and labelled correctly
- For most work in Mathematics, the page must be divided into two columns.
- In Accounting, work is done in pencil and corrected in pen.

## 8. BREAK

Teachers and prefects monitor the grounds during break. During break pupils may not go into any area beyond the tennis courts or swimming pool or any area close to the Prep School classes. Pupils are permitted to play on the all-purpose courts during break but must remove their school shoes or wear takkies. Pupils are expected to ensure that litter is placed in the rubbish bins after break. Electronic devices may not be used at break without the express permission of a teacher. PEPPS encourages face to face socialisation during break.

## 9. BULLYING

PEPPS does not tolerate bullying in any form and all members of the school community are committed to promoting a safe, caring environment. In order to prevent bullying:

### School staff are expected to:

- Report all cases of bullying and deal with them swiftly and decisively, while being mindful of the sensitive nature of such incidents
- Adequately supervise school activities
- Arrive at class on time and move promptly between lessons
- Be role models in word and action
- Educate pupils and parents about bullying
- Be observant of signs of distress or suspected incidents of bullying
- Help victims of bullying and ensure that they are not placed at further risk
- Repeated offences will be treated as gross misconduct in accordance with the school's disciplinary

procedure and could render the pupil to disciplinary procedures.

### **Pupils are expected to:**

- Refuse to be involved in any bullying situations and distance themselves from all possible incidents of bullying
- Report any incident or suspected incident of bullying to a staff member, prefect or mentor. An anonymous letter can be handed in at the office for the attention of the Head.

### **Parents and Guardians are expected to:**

- Strongly discourage their children from bullying and support the school in disciplining and counselling a child of theirs who is found to be bullying.
- Seek professional help for their child if this is deemed beneficial.
- Watch for any signs of unhappiness in the child's life.
- Take an interest in the child's social life.
- Inform the school if there is any suspicion that the child is being bullied.
- Refrain from telling their child to retaliate.
- Seek to address the situation if their child is found to have abused another pupil.

### **What can be bullying?**

As per section 9 of the South African Constitution, "Everyone has the right to have their dignity respected and protected".

Any discrimination on the basis of race, gender, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language or birth is unacceptable. Bullying is premeditated and repetitive in nature.

"Mean" letters or electronic messages, name-calling, mean teasing, harassing, making fun of, mocking, irritating, annoying, pushing, grabbing, shoving, poking, tripping, kicking, taking property, damaging property, excluding behaviour, spreading rumours, play fighting, any form of physical or psychological bullying.

If the other person is feeling hurt or offended by your behaviour, it is bullying, so stop doing it.

### **What will happen if there is bullying behaviour?**

1<sup>st</sup> Time Offender – 10 penalties

An interview is held with the HOD. The bullying is discussed. Offender writes a letter of apology stating what he/she did and how his/her actions hurt the other person, as well as what they would do differently in future. The letter is shown to the HOD who will make a copy of the letter before it is given to the bullied person. The letter will be sent home to the offender's parents to be signed and returned the next day. The letter is filed.

2<sup>nd</sup> Time Offender - 20 penalties

Parents are called into the school. A Behavioural Hearing is held with the offender, his/her parents and the HOD/Grade Coordinator/Head of the College. Based on the outcome of this hearing counselling may be recommended.

3<sup>rd</sup> Time Offender - Disciplinary Hearing with a possibility of exclusion

## **10. BUS TRANSPORT SERVICE**

A bus service to Bendor, Flora Park and Fauna Park are offered on a first come first serve basis. If school fee accounts are in arrears, pupils will not be permitted to enjoy the convenience of the bus service. The service is offered at the pupils' own risk and it is charged for separately. All PEPPS school rules do apply on the PEPPS bus.

## **11. CELL PHONES AND ELECTRONIC DEVICES**

PEPPS College uses laptops (preferred) or tablets as an essential tool in digitally integrated lessons. It is necessary for all pupils to have a laptop or tablet. Laptops are recommended; however, tablets are sufficient. Cell phones and other electronic devices are brought to school entirely at the pupil's own risk.

**Cellphones, head phones and ear phones may NOT be used at school between 07h00-14h00 (Mondays-Thursdays) and 07h00-12h30 (Fridays)**

If a teacher suspects that a pupil has been using his/her phone during a lesson and the pupil denies this allegation, the teacher may request that the pupil is searched. The pupil must be searched in the presence of a second staff member and by a staff member of the same gender as the pupil. Teachers may also request to see the recent activity on the phone. Any social media activity is not allowed during school time or break time.

**Smart watches may not be worn during test period or worn during exams.**

Speakers may not be used at school, on the bus or at school events. Speakers that are used without the express permission of a teacher will be confiscated.

## Social Media

Social media activity is not allowed during school time or break time. There may be no social media account in the school's name, without an active member of the PEPPS teaching staff in the group. This includes any WhatsApp groups amongst students and classes.

## 12. CLASSROOMS

Classrooms are aesthetically pleasing and pupil centred. Good ventilation is important. The following items should be available in all classrooms:

- The School Motto
  - The School Vision and Mission Statement
  - The PEPPS Essential 15
  - Merit and penalty point lists
  - A subject term and assessment planning sheet
  - An extra contact time booking sheet
  - A white paper recycling container
  - Leadership words
- 
- The pupils are expected to enter the classroom in an orderly manner and stand behind their chairs. The teacher will greet the class before they are seated.
  - Pupils' desks must be arranged in such a way that the teacher can move easily around the classroom and can work with each pupil individually. Pupils are not allowed to rearrange desks in the classroom or to change their seats without the permission of the teacher. No graffiti or scratching on desks is allowed.
  - Whilst the teacher is teaching there should be no talking, all pupils must remain seated (unless not necessary), and pupils should be focused on the teacher. If this does not occur, the lesson should be stopped, and the pupils' behaviour should be corrected. It is important that no pupil deprives other pupils of the opportunity to learn.
  - Teachers must encourage a secure environment in which pupils can participate freely. The attitude of mocking those who participate, or laughing at the answers of others will be disciplined immediately. In the same vein, teachers should not use sarcasm, mockery or victimize the pupils in any way.
  - Although an environment conducive to participation is encouraged, it must be controlled. Pupils may not shout out answers. Answers must be offered by individual pupils whom teachers acknowledge by name. When pupils are required to proceed with work individually, this must occur. Quiet discussion of the work is allowed, but this should not distract other pupils from the given task.
  - At no time are pupils to be given permission to eat in the classroom. Teachers should also not eat in class. Class parties etc. should be held outside. Pupils are permitted to drink water from a clear bottle in class.
  - Pupils should retrieve books, water etc. from their lockers and visit the bathroom at the start of the day or during break. They should be strongly discouraged from going to their lockers or the bathroom during classes.
  - When a teacher enters another classroom, she/he should greet the class present in that room. The pupils are expected to return the greeting, but it is not necessary for them to stand. When a visitor to the school enters the classroom, it is expected that pupils stand and greet the visitor.

- Pupils are expected to move swiftly from one lesson to the next.
- Since PEPPS is an Eco-school, each classroom does have a dustbin specifically allocated to the collection of recyclable waste paper.
- A water cooler is available for the use of College pupils in the library. The water cooler may be used before registration, in between lessons, during break and at the end of the day.
- School lockers may only be accessed in the morning before school, during break and at the end of the school day.

## 13. COLLECTION OF PUPILS

The school is committed to punctuality, and we strive to adhere to set times in all matters. PEPPS will always endeavour to provide accurate end times of events. Pupils need to be collected within 15 minutes of the end time. Thereafter, parents are held responsible for their children. Teachers cannot be expected to care for un-collected pupils indefinitely at the expense of their own families. 15 minutes after the provided end time of an event or tour, pupils will be asked to wait with the security guard at the school gate until they are collected.

## 14. CONTROL OF WORK

### BOOK MONITORING

It is not necessary for teachers to assess each completed piece of work. Activities and homework are not marked by the teachers. In high school pupils mark their own work. However, it is the teacher's responsibility to ensure that work is completed and corrected. Teachers must ensure that the pupils are given the correct answers to questions. Answers may be written on the board, projected onto the screen or clearly read out.

### ASSESSMENTS

When a teacher does assess work, justification of the assessment reached must be provided i.e. assessment criteria are given, a rubric is provided, a memo is available, etc. Qualitative comments should also be used and give directions for possible improvement, motivate and praise, or constructively criticise. Teachers must attempt to assess and return work handed in for marking in a period no longer than 5 school days.

It is the teacher's responsibility to monitor whether the pupil's work is up-to-date and to take action when it is not. Penalty points are given when homework is not done, or work is not kept up to date. A pupil whose work is continuously incomplete must be brought to the attention of the HOD or Grade Coordinator. The HOD or Grade Coordinator will speak to the pupil and may communicate with the parents or guardians.

### FAILURE TO SUBMIT AN ASSIGNMENT

If a pupil fails to submit an assignment on the due date, without a reasonable and verified explanation, 2 penalties will be issued for each school day that the assignment is overdue. After two days if the assignment is still not submitted, the teacher will email the parents, and copy the Grade Coordinator, to notify them that the pupil has not met a deadline. This form is filed in the teacher's Assessment File. The mark awarded for the work will be recorded on the assessment. The late penalty points must also be indicated, but late penalties in no way change the mark. If no task is submitted after 5 school days, no marks will be awarded for that item.

## 15. COUNSELLING

The latest Child Protection and Confidentiality Laws limit the support we can legally offer children. A teacher may not be alone in a classroom with a pupil with the door closed. Legally teachers may not counsel pupils – who seek guidance regarding non-school related issues – without a counselling qualification. Pupils may only request counselling from a member of staff who has a counselling qualification. A list of these teachers will be made available. Teachers with counselling qualifications may only counsel pupils for a maximum of 4 sessions. If a pupil requires further professional counselling, parents need to source a qualified professional outside of the school, for their own account.

## 16. DETENTION

The purpose of detention is to deter pupils from practising bad habits and to teach them to embrace good values and principles. Detention is not meant to be fun and a strict code of conduct is advised.

- Pupils and their parents are to be notified timeously to ensure queries and disputes are dealt with before the upcoming Friday detention. Pupils are to be notified on Tuesdays. The final time for queries to be dealt with is 12h00 on the Friday of the detention.
- Pupils must eat and drink before detention since they will not be allowed to eat lunch or drink any beverages during the detention period.
- HOD and teacher on duty will meet pupils in front of the main office.
- Pupils are to meet promptly in front of the main office directly after school.
- Pupils are to line up in an orderly fashion and wait their turn to sign the detention list.
- If a pupil arrives late for detention, a penalty of -5 must be awarded.
- No excuses will be accepted for late arrival eg. donating blood/meeting a teacher.
- There will be no talking or communication amongst the pupils themselves.
- A 5-minute bathroom break will be allowed after one hour with a maximum of two breaks during a three hour detention period and pupils may drink water during this time.
- Special Saturday detentions are at the discretion of the Head
- Pupils on detention need to wear a bib to distinguish them from other pupils on the property should they be doing menial tasks on the school grounds.
- At the end of the detention period, pupils will greet the relevant people on duty and thank them for their time and effort to help mend their ways.

## 17. DISCIPLINE

All discipline policies, practices and procedures will apply when a pupil is representing the school in any way on campus, off campus or on tour. Various forms of informal and formal disciplinary measures may be initiated by the school.

The severity of the action taken by the school will depend on the circumstances, the seriousness of the infringement and any mitigating or aggravating factors that are relevant.

The disciplinary measure or penalty applied in response to the pupil's misconduct will therefore generally require the teacher or Head to exercise judgement in deciding on the appropriate and fair action to be taken.

Disciplinary action that may be applied by the school, in order of severity, includes, but is not limited to –

- conversation with the teacher, Head of Department, Grade Coordinator or Head
- a warning or penalty (recorded)
- detention or time punishment
- parental contact and an interview with parents
- suspension
- a disciplinary hearing
- exclusion.

Discipline will, wherever feasible and effective, be applied progressively. Therefore, it is important that the teacher applies disciplinary measures appropriately and consistently. Repeated committing of a similar or related offence will result in progressively more severe action being taken; particularly where a clear pattern or trend is indicated by the pupil's continued misconduct. Penalties issued by the school will be noted on the pupil's record. When the pupil reaches certain consequences for negative behaviour, various intervention methods are implemented to try and modify this behaviour. At these intervention points, the following procedures may be used:



- letters of concern or phone calls to parents
- referral to counselling
- parent interviews
- disciplinary hearings
- referrals to the police (in the case of incidents involving drugs or other serious offences).

The school reserves the right to deny pupils' privileges based on their behavioural record. Privileges such as attending socials, participating in fun days, trips and outings must be earned, they are not a right. The school reserves the right not to re-enrol any pupil who, after having followed the various stages of the disciplinary process, makes little or no attempt to amend his/her behaviour.

## **PENALTIES**

Penalties are given for the following unacceptable behaviours:

The penalty points given are determined by the appropriate description of the infringement on the list of penalty points. Penalties are recorded on the penalty slips. Pupils must sign the penalty slip or lodge a formal appeal procedure (see Appeals) immediately.

## **Disciplinary Process**

- Penalty points from 1 to 5 will be given for less serious offences.
- Penalty points from 6 to 20 will be given for more serious offences. An offender with a total of 15 penalty points will have to attend a 3-hour detention on Friday afternoon from 12h40 to 15h40.
- Attending detention will cancel the 15 penalty points. Failure to attend detention will result in the offender being given 15 penalty points which will be added to his previous points. In other words, the pupils will have to make up the missed detention and serve an additional detention.
- Points will be totalled every week and pupils will be informed, whether they have to attend detention on the Friday of that week. Names of pupils on detention each week will be announced in assembly. Parents are notified via SMS and email that their child is in detention.
- Penalty points are cancelled at the end of each term, but the record of detentions attended is continuous.
- Pupils involved in any illegal substance-related incident are liable to an immediate notification of a Disciplinary enquiry, pending an investigation by the school and possibly the police.
- Exclusion will be the extreme punishment for offences such as procurement, possession, use and sale of illegal substances, assault with grievous bodily harm etc.

PENALTY POINTS ARE INDICATED ON REPORTS ISSUED AND ARE AVAILABLE ON ADAM.

## **See Annexure A – PEPPS College Penalty Points**

1. Infringements that are not considered serious, or do not require disciplinary action in the opinion of the pupil's teacher, can be dealt with directly by the teacher. These are not generally recorded on the pupil's record but may still require communication with the pupil's parents.
2. When an infringement occurs which requires disciplinary action, the teacher concerned will record the disciplinary process by completing a penalty slip or Behaviour Report. These documents may be supplemented by any additional information or statements to clarify or adequately detail the facts surrounding the infringement.
3. The teacher and the HOD, Grade Coordinator or Head must investigate serious infringements and decide upon appropriate corrective measures. This assessment generally takes the form of an INFORMAL INVESTIGATION, which may include an opportunity for the pupil to "state his/her case" in response to the complaint.
4. When a pupil has been in detention three times, an interview is held with the pupil, the parent/s or guardian, and the Head. A Behavioural Report is prepared before this meeting. All teachers report on the pupil's behaviour in all activities in which he/she participates. Together all parties present at this interview will decide on the appropriate action to be taken.

5. After the meeting with the pupil and his/her parent/s or guardian, any subsequent detention/s will lead to a further meeting and a consideration of the appropriateness of the pupil staying at PEPPS.
6. When a serious infringement occurs or in the case of the pupil having been in detention five or more times and informal disciplinary measures not having their expected effect, a notification of a formal disciplinary process is given to the parents of the pupil concerned. This notification must provide sufficient information to ensure that the pupil/parents are properly informed of the school's intention to convene a formal process to investigate the infringement and consider exclusion.  
In the case of all disciplinary enquiries, please note that-
  - a) the pupil's parents must be notified of the disciplinary enquiry, and who will Chair the enquiry, at least 48 hours (two working days) before the scheduled disciplinary enquiry
  - b) the pupil may be suspended until the enquiry is conducted if this is considered appropriate bearing the alleged misconduct in mind. The suspension of the pupil should be indicated in the notification.
  - c) the pupil's parents must be advised that they are expected to attend the enquiry, as their non-attendance may prejudice their case and result in the enquiry being held in their absence, and a decision being made without their involvement.
  - d) the pupil's parents must be advised of the serious nature of the allegations, and the possibility of serious disciplinary action being taken should the pupil be found guilty of the allegations made against him/her.
  - e) legal representation at the disciplinary enquiry is not permitted.
7. The conducting of the disciplinary enquiry is of great importance and must be chaired by an objective senior school official, who has not been involved in the investigation process. The enquiry chairperson will be responsible for leading and managing the enquiry process and making the critical decisions as to:
  - a) the guilt or innocence of the pupil relative to the allegations made;
  - b) the appropriate sanction to be taken, after due consideration of mitigating and aggravating factors.

To ensure that this crucial procedure is properly and fairly conducted, all disciplinary enquiries should be conducted in such a way as to ensure that the rules of natural justice are complied with i.e. the pupil/parent:

- must properly understand the allegations being made
- should be presented with all facts and information relating to the allegations
- must be given the opportunity to question evidence led and be heard by an impartial chairperson
- is entitled to present their own perspective and explain/defend their actions
- must be treated with dignity and respect throughout the enquiry
- is to be assured of the greatest confidentiality possible
- must be offered the right to appeal against any decision made by the chairperson.

After the completion of the enquiry, any decision made (whether to impose disciplinary action or not) should be formally communicated and supported by the enquiry chairperson. This notification must include a reminder that the pupil has the right to appeal against any action decided upon, within five days of the enquiry.

NB! Copies of all documentation must be retained by the school for record and safekeeping purposes.

## 18. DRUGS AND ILLICIT SUBSTANCES

- Pupils in possession of or caught using tobacco, alcohol, illegal drugs, illicit substances (including hubbly bobbies, e-cigarettes, 'vapes', etc) or any item associated with their use such as matches, lighters, cigarette papers, pipes, hookah pipes or who are under the influence of any unauthorised substance are committing an offence and will face an immediate disciplinary enquiry.
- Pupils in the company of others using alcohol, tobacco, illegal drugs or illicit substances are also

committing an offence and will face disciplinary action.

- Trading, supplying or selling of any drugs, including medication such as ADD tablets or dexamphetamine, is considered a very serious offence and the police may be notified.
- Tobacco, alcohol, or other drug emblems are not permitted on any items brought to school e.g. suitcases, pencil cases etc.

#### **Other items not permitted at school:**

- Chewing gum
- Weapons of any kind
- Firecrackers, etc.

#### **Search and Seizure**

A search may only be conducted after taking into account all relevant factors, including the best interest of the pupils in question or any other pupil in the school; the safety and health of the pupils in question or of any other pupil at the school; reasonable evidence of illegal activity; and all relevant evidence received.

All searches will be conducted in a manner that is reasonable and proportional to the suspected illegal activity.

Prohibited goods include:

- Dangerous objects include any explosive material or device; any firearm or gas weapon; any article, object or instrument that may be employed to cause bodily harm to a person or damage to property, or to render a person temporarily paralysed or unconscious; any other object similar in nature to the objects listed previously.
- Illegal drugs include any unlawful substance that has a psychological or physiological effect. Alcohol is an illegal drug on school property.
- Stolen goods are items possessed unlawfully.

No person may carry, store or allow any prohibited goods to be brought onto school premises or to any educational, cultural, recreational, sporting or social activity of the school within or outside the school premises.

The Head or a person delegated to by the Head (authorised person) may, without a warrant, search any pupil or group of pupils, or the property of a pupil or group of pupils, for any prohibited goods if a member of staff or another pupil has a reasonable suspicion that prohibited goods may be found on school premises or during a school activity. Any prohibited goods found may be seized by the authorised person.

Possession, suspected possession, use, or suspected use of prohibited goods may be brought to the attention of SANCA or the police if it is considered appropriated and may be followed up in line with the Disciplinary Code.

At the conclusion of any investigation, any prohibited goods will routinely be handed over to the South African Police Services, or a stolen item will be returned to its owner.

PEPPS may conduct urine or other non-invasive tests to test for alcohol and/or drug use. It is the duty of the pupil to disclose to PEPPS any medication that may have been taken that may affect the outcome of the test. Pupils need to provide PEPPS with a doctor's certificate after any such test, as soon as is reasonably possible, which states precisely what the nature of such medication is. These tests are necessary to ensure that all pupils at PEPPS are protected against the scourge of drugs in our society. A pupil may be subjected to disciplinary proceedings if a prohibited good is found in his or her possession or if a drug or alcohol test yields a positive result.

## **19. ECO SCHOOL STATUS**

PEPPS is very proud to fly the WESSA Eco-Schools Platinum Flag. With this privilege comes the responsibility to care for the environment and to be responsible citizens beyond our school. We have outreach programmes which encourage charity and leadership. We also prioritise the environment in our curriculum, our

infrastructure and the behaviours we encourage. Recycling is promoted along with various opportunities to contribute towards sustainable living in an over-populated world.

Through the coordination of the Life Orientation teachers, all Grades must be involved in at least one community project in the year. Other activities include:

- Community Outreach
- Recycling – paper, plastic, glass and tin are collected at the school
- Eco Fashion Show
- Junior Rangers
- Blood Donating
- 67 Minutes for Mandela
- World Environment Day
- Arbour Day
- Tutoring

Because of our commitment to the environment, any teacher or pupil who flies under the PEPPS name is expected to offset their carbon emissions by planting either a Weeping Boer Bean, Tree Wisteria or Plumbago plant on the school property.

## 20. ELECTRONIC ACCESS

Access to computer facilities, e-mail and the internet is provided to pupils at PEPPS Polokwane Preparatory School and College as tools to increase their overall efficiency and effectiveness in the performance of their academic studies.

School-related uses of the internet include accessing external databases, libraries, newspapers, newsletters, magazines, bulletin boards or encyclopaedias to obtain reference information or conduct research. Pupils are reminded that authors of information have copyright and intellectual property rights unless these are explicitly waived.

Pupils should be cautious about how they represent themselves when using PEPPS' Computer facilities, e-mail and Internet system. A pupil's remark or comment may be interpreted as PEPPS' position or instruction.

Abuse of, or improper use of the computer facilities, e-mail or the internet will not be permitted and will result in disciplinary action. Unacceptable usage includes, but is not limited to, the transmitting, retrieving, storage or display of the following:

- Material of a discriminatory nature;
- Obscene or pornographic materials;
- Derogatory or inflammatory remarks of any nature;
- Abusive, profane or offensive languages;
- Chain letters, petitions and spam.
- Political or religious viewpoints in contravention to the College's ethos;
- Materials or language that might be deemed to constitute harassment;
- Video, voice clips, music clips and/or picture files unconnected to PEPPS' business;
- Make use of IRC or "chat rooms";
- Make use of a social networking site such as Facebook
- Streaming and torrenting
- Personal commercial purposes
- Using and VPN or Proxy services
- Receipt of indecent or offensive material may not be preventable, but retransmission of such information at school is strictly prohibited. The IT Administrator or Head should be advised of all such occurrences.
- From time-to-time certain websites, protocols and file type may be blocked by the IT Administrator in order to manage the internet bandwidth available to network pupils. No pupils may access websites intended to circumvent these restrictions.

- PEPPS has the right to inspect any data that is stored digitally on its networks such as data stored in folders or in e-mails.
- Unless specifically authorised, pupils may not modify files, data or passwords, access and read messages and files clearly intended for or saved by other persons without their permission. Pupils may not misrepresent other pupils on any network.
- No files containing confidential information concerning or belonging to PEPPS may be forwarded to any persons not authorised to receive such information, if any uncertainty exists concerning whether the information is confidential or not, it should be treated as confidential and permission should be obtained before its distribution.
- The unauthorised use of the school's facilities, internet and electronic messaging systems for purposes of "hacking" (i.e. intruding on the privacy of an individual or organization) or "cracking" (i.e. the intrusion on a privacy of an individual or organisation with the aim of performing changes malicious or otherwise) is a violation of school policy and will be grounds for exclusion.
- Pupils may not use the computer, e-mail or the internet facilities in such a manner as to disrupt the use of PEPPS' network by others.
- Pupils should never download or install any software onto network drives unless given permission by the Head or IT Administrator.
- Copyright violation is a serious legal matter. Pupils must ensure that any software that they have used within PEPPS is authorised.
- All downloaded images and texts that do not have copyright must be properly referenced and never presented as a pupil's own work.
- Pupils are responsible for the integrity of their passwords and log-on security and are held responsible for any transaction undertaken under the log-on. All pupils are entitled to privacy of their work and therefore it is an offence to use or attempt to use another pupil's account/password no matter what the circumstances may be.
- Pupils have full responsibility for their accounts and must not share their passwords with anyone, and therefore, any violations of any part of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account.
- Pupils must respect all license agreements when transferring software and information on the internet, including all agreements that PEPPS has with third parties covering the use of software information.
- Pupils may not take record any other pupil or teacher without their express permission.

## 21. EVACUATION

Evacuation drills for threat, fire and bombs are conducted regularly in order to ensure the safety of our pupils.

## 22. EXAMINATIONS

Pupils need only come to school when they are writing an exam. Grade 10-12 pupils may leave after they have written an exam in the morning session. Grade 8-9 pupils will stay until 12h00 on days that they are writing. The Academic Top Twenty in Grades 8 and 9 have the privilege of leaving after an exam.

### Exam regulations

- Teachers and pupils must arrive promptly at the exam venue. Pupils who arrive late, without good reason will receive penalty points.
- Pupils must remain in their seats whilst in the exam room. Walking around or discussing work is not permitted. Pupils may not request permission to study in the library during this time.
- Pupils must go to the toilet before each session. Going to the toilet during the session should only be allowed under extreme circumstances.
- No hats, beanies or scarves are allowed in the exam room.
- Before the start of an exam, all pupils writing the exam must put their bags outside the classroom. Pupils may **not** have their pencil cases on their desks during an exam. All stationery needed must be removed from the pencil case. Calculators must be removed from their cases. These items may be kept in a clear



plastic sleeve or Ziploc bag.

- Pupils must enter the exam room with the necessary stationery.
- The use of correcting fluid is not permitted.
- No pupil is allowed to have a cell phone on their person whilst writing an exam.
- No pupil is allowed to have tissues or toilet paper on their desk during an exam.
- Once an exam paper is handed out all pupils must sit in silence for the duration of that paper. To attract the attention of the invigilator, the pupil must raise his hand. Pupils may not ask any questions relating to the interpretation of questions.
- During an exam, no pupil may aid or attempt to aid another pupil or communicate in any way with another pupil.
- Teachers may not use a cell phone whilst invigilating.
- The exam paper must be written as is. Invigilators may not make any changes to the paper. Any problems will be dealt with during the marking of the paper, to the benefit of the pupils.
- No pupil may leave the exam room whilst the exam is still in session except in the case of an emergency and then a teacher will accompany the pupil.
- Teachers may not collect exam papers until the end of the session.
- All teachers must adhere to the specified starting and finishing time for each paper. Pupils must be allowed 10 minutes reading time before the start of each exam.
- The teacher must circulate the room and may not be seated behind a desk at any time during the session.
- Teachers are discouraged from sending pupils on errands whilst any grade is writing an exam. Teachers may not leave the exam room during a session unless they are relieved.
- No board games, computer games, cards etc. may be played in the exam room. Pupils may put their heads down when they are not writing.
- Teachers must ensure that uniform regulations are adhered to during the exam period.
- No pupil is allowed to have in his/her possession, whilst writing an exam, any book, memo, notes or any paper whatsoever not issued by the invigilator. If found, this will be treated as cheating.
- Should any pupil be caught cheating/copying during an exam, his/her paper will be taken away immediately. He/she will get a new paper and he/she must be escorted to the Chief Invigilator or Head along with any evidence after the exam.
- Should any pupil refuse to co-operate with the exam regulations the Chief Invigilator or Head should be called upon to intervene.
- Pupils are not allowed to wear Smart Watches in the exam venue.

## 23. EXTRA-CURRICULAR PROGRAMME

Term 1	Term 2	Term 3	Term 4
School bus to depart at 14:10			
Pupils move to homework venue at 14:15			
Sport Programme Mondays and Wednesdays 14:20-15:45			
Athletics	Boys Hockey	Boys Football	Athletics
Swimming	Girls Hockey	Girls Football	Swimming
Fitness Club	Netball	Volleyball	Fitness Club
Tennis	Fitness Club	Boys Tennis	
		Girls Tennis	
		Boys Basketball	
		Girls Basketball	
		Fast 5 Netball	
Cultural Programme Tuesdays and Thursdays 14:20-15:45			
Choir	Choir	Drama Club	Choir
Drama Club	Creativity Club	Creativity Club	Drama Club
Debating	Chess	Debating	Creativity Club
Chess	Coding Club	Chess	Chess
Coding Club	Debating	Choir	Coding
Creativity Club	Production	Coding Club	Debating
Production			
School bus to depart at 16:00 and a 2 <sup>nd</sup> bus to depart at 17h30 (for late fixtures/activities)			

## CO-CURRICULAR ACTIVITIES

First Aid Club  
Oratory Event  
Royal School of Music Exams  
Cultural Festival  
Inter-class Song and Dance Competition  
President's Award  
Musical, Major Production or Inter-House Plays

**All pupils must participate in at least one activity per term.** Each pupil should be involved beyond the classroom for at least 2 afternoons per week.

## 24. HIV/AIDS

PEPPS does not discriminate against any member of our community on the basis of HIV status. Pupils and staff are trained to handle all bodily fluids with latex gloves. If anyone is bleeding during a sporting activity, they will be asked to leave the field.

## 25. HOMEWORK

Homework serves to:

- develop perseverance and self-discipline;
- allow for practice, where it is needed, of skills learned in the classroom; to permit more ground to be covered and more rapid progress to be made;

Homework can take many forms, including written and revision work. The homework program shall vary according to the age and grade level of pupils. The amount of time and the rigours of homework should

increase as children get older. Consequently, the purposes and guidelines that regulate the Homework program differ at different stages through the school.

Teachers inform pupils in class-time of homework expectations and, where practical, upload homework onto Google Classroom. Pupils and Parents have free access and are encouraged to use it to assist in staying up to date and completing homework. Pupils are also encouraged to keep their own homework diary, either in paper or electronic form. Due dates for assignments should also be written on the assignment, assessment sheet or rubric (term planner section)

Resources required for lessons and homework are uploaded onto Google Classroom for each pupil to access both at school and at home, in order to enhance their learning.

Additional contact time may be booked with a teacher if a pupil is confused. Pupils must prepare specific questions for these additional contact time sessions.

In Grades 8-9 Pupils may need to study or source materials or read for their Creating Tomorrow Projects. Grade 8 and 9 pupils should spend approximately 1 hour on written homework per day. Additional time may need to be invested in studying for examinations and tests.

Grade 10-12 pupils can expect approximately 2 hours of written homework per day. It must be stressed that these are guidelines. Obviously, different students work at different speeds. Allowances need to be made for this. If pupils do not plan for coinciding deadlines by working consistently, they must not be surprised if they find themselves doing many more hours the day before tasks are due or tests are being written.

Homework should not be specifically set for weekends or holidays unless time is needed to catch up on incomplete work or to work on assignments.

## **26. LABORATORY USE**

Laboratories can be dangerous areas in schools, for this reason, strict discipline needs to be followed at all times. The teacher must be co-operated with inside a laboratory. Pupils may not be unsupervised in a laboratory. No unauthorised experiments may be conducted. Lab benches must be kept free of clutter, all chemicals must be safely stored, and the gas supply must be off when it is not in active use.

In a laboratory, pupils need to wear lab coats and safety goggles. Shoes must be closed, and no loose items should be worn. All long hair needs to be tied back. Gloves should be worn when using chemicals that irritate or can be absorbed through the skin. Pupils should be made aware of the dangers involved and the precautions that should be taken before pupils handle hazardous chemicals and hazardous chemical reactions.

Any injury or breakage needs to be reported to the teacher in charge immediately.

## **27. LEADERSHIP**

Each Grade is encouraged to focus on an aspect of leadership.

Grade 8 – Courage

Grade 9 – Self-worth

Grade 10 – Integrity (and Committees)

Grade 11 – Compassion (and Committees)

Grade 12 Citizenship (and Prefects)

## **PREFECTS**

All Grade 11s are invited to submit an application to become a Junior Leader. In the best interest of the potential prefects, pupils with concerning academic records are not elected to become prefects, since this places additional pressure on them during their matric year. Junior leaders are selected from the applications based on sound academic performance, school involvement, satisfactory discipline record

# College Policies, Practices and Procedure Booklet

and satisfactory school attendance. After serving as a Junior Leader, a pupil is eligible to be elected as a Prefect. Prefects are selected through the votes of Grade 10 and 11 pupils, prefects and teachers.

Prefects for the following year are announced at Prize-giving in late October. Head prefects are announced at the term 1 Prize-giving.

## COMMITTEES

There are six committees: Sport, Cultural, Spirit, Service, Eco and Media.

The committees were established to create opportunities for leadership and management.

General responsibilities of the Committees are:

<b>Sport:</b>	<b>Cultural:</b>	<b>Spirit:</b>	<b>Service:</b>	<b>Eco</b>	<b>Media</b>	<b>Leadership</b>
Winter Sports Day Coords	PEPPS Cultural Day	Cheerleading	Assembly Lead-ins	Eco portfolio and status	Media coverage of school events	Prefect Assembly
Inter-house sports organisation and assistance	External cultural days	Pupil and staff birthdays	Setups for and service at functions	World Environment Day (5 June)	Uploading of media to drive	Grade 8 Orientation
Setup of inter-house and independent athletics	Inter-house culture organisation and assistance	General encouragement	Parents' consultations	Recycling and litter awareness	Editing of media content	Prefect Camp
Inter-house general knowledge contributor	Inter-house general knowledge contributor	Song and Dance	Information evenings	Identification of trees	Submitting material to Ms P Mojapelo	Fun Day
Grade 8 open evening	Grade 8 open evening	Valentine's Day	Raising and lowering of flags	Consult regarding sustainable gardening ideas	Inter-house general knowledge contributor	Discipline: uniform check etc.
Tabloid Sports	Heritage Day	Civvies Days	Entrance test ushering	Eco column in newsletters	Grade 8 Open Evening	Parliament Assembly
Storeroom and equipment	Storeroom and Props	Staff Polly and moral	Grade 8 Open Evening	Awareness posters	Prize-giving display	Grade 8 Open Evening
Tours/Clinics	Tours/Clinics	Staff notice board beautification		Inter-house general knowledge contributor		Inter-house general knowledge contributor
		Staff function		Grade 8 Open Evening		
		Inter-house general knowledge contributor		President's Award		
		Grade 10-12 Bring and Braai		Eco Fashion Show		
				Eco cleanup after events		

## 28. LIBRARY

The school library has a wide selection of fiction and non-fiction books and pupils are encouraged to make use of this facility. The library is open every break and every Monday – Thursday afternoon from 14h00 – 15h00. Printing and photocopying may be done in the library at a nominal cost. Pupils are only permitted to come to the library before school, during break or at the end of the day to print essays, speeches, or projects. Late return of books borrowed from the library incur a fine payable to the librarian. Damaged and lost books will need to be paid for at the library.

## 29. MERIT SYSTEM

It is expected that members of the school community will show:

<b>Care</b>	for others and for the school environment
<b>Respect</b>	for others and their property and for school rules
<b>Courtesy</b>	by acknowledging others, by speaking politely and by using good manners.
<b>Responsibility</b>	by being well presented, by being punctual and by doing their best.

### At PEPPS we respect God by doing the following:

- Respect yourself. No matter the circumstances, always be honest. If you win do not brag, if you lose do not show anger. Congratulate others on their successes.
- Respect other students by valuing their comments and ideas. Do not bully and if anyone is bullying you, report it. If you observe someone bullying another person, report it.
- Respect all others by having good manners. Always say thank you when given something. Greet all people at the school and make them feel welcome. Make eye contact when engaging with others. When returning from a trip, shake the hand of every chaperone. Respect the formality of assemblies. Boys should stand aside for girls to enter or exit a room and all students should stand aside for a teacher, parent or visitor. If you are seated and a senior student, teacher, parent or visitor enters the room and does not have a place to sit, offer them your seat.
- Speak English in order to avoid excluding others from your conversation.
- Recognising the privilege of our beautiful grounds and buildings and keeping them clean.

Positive behaviour and achievements are rewarded with merit points. The merit points awarded are determined by the appropriate description of the achievement on the list of merit points. The teacher must fill in a merit slip, recording all the necessary information.

Merit badges are announced to acknowledge the accumulation of merit points. Merit badges indicating 100 Merits, 200 Merits, 300 Merits, 400 Merits, 500 Merits and 600 Merits can be achieved. Merit badges are available from the admin office at R30/ badge. If a pupil achieves 700+ merits at the end of a year, they will be awarded a Merit Scroll to be sewn onto the school blazer.

All merit badges and scrolls may be purchased from the uniform shop.

### See Annexure B – PEPPS College Merit Points

## 30. PARENT CONSULTATIONS

Parent Consultations are held twice a year, at the start of the second and third terms. An additional parents' consultation evening is held for matric parents at the start of the fourth term. Parents are encouraged to set up an appointment with a teacher or the Grade Coordinator through the school secretary, should they have any worries or concerns that cannot be addressed at parent consultations.

## 31. PARKING

- Any pupil who wishes to park their vehicle on school property during the course of the school day must request the permission of the Head of the College.
- Any pupil who drives a vehicle on school property must be in possession of a driver's license. The driver's license must be brought to the school office to be copied.



- Once a pupil is granted permission to drive on school property it is expected that he/she will drive in a safe and cautious manner not exceeding the speed of 15 km/h.
- Pupils park their vehicles on school property at their own risk. The school accepts no responsibility for damage to vehicles parked on school grounds. Vehicles must be properly licensed and have third-party liability cover.

## 32. PEPPS PARLIAMENT

The PEPPS Parliament was established to act as a representative platform for the pupils. Representatives are elected by their peers. Two members are elected per class for six months. Meetings are held once a month and are chaired by the prefects. Before each meeting representatives are required to meet with their class and discuss any matters that they wish to be put before Parliament.

All members have equal say and matters are discussed democratically. Minutes are taken in each meeting and report back is given regarding issues raised at previous meetings. Subsequent to meetings, members are required to give feedback to their classes.

Parliament Assemblies are held once a term where Parliamentary matters are raised in front of the school. Parliamentarians are expected to present both commendations to and concerns about the school to the assembly.

A Parliament member who is put on detention will be asked to step down, and the class will have no representation in Parliament for the remainder of that term.

## 33. PLAGIARISM

Plagiarism is the "failure to acknowledge the ideas or writing of another" or "presentation of the ideas or writing of another as one's own" and should be read to cover intentional and unintentional failure to acknowledge the ideas of others. In this context "others" means any other person including a pupil, academic, professional, published author or other resources such as the internet. The College believes that failing to acknowledge the use of ideas of others constitutes an important breach of the values upheld within the school. The school uses software as a tool to help verify the originality of the work submitted.

Any work submitted by a pupil must be correctly referenced. If a teacher suspects that sections of work submitted are not the pupil's own and the work is not referenced, 10 penalty points will be given. The pupils will be given an opportunity to re-submission in two days. Habitual plagiarism will be dealt with in line with the Code of Conduct and may result in exclusion from PEPPS.

## 34. PRIZE-GIVING AND AWARDS

The Awards Committee consists of the Head, HOD Extra-Curricular and relevant Extra-Curricular staff. This committee will consider nominations for all awards.

Every effort is made to be objective and transparent in the criteria for awards. With the proliferation of the availability of external competitions, all criteria that refer to external competitions will need to be recognised by the Awards Committee. Acceptance of the validity of each external organisation will be carefully considered, however, recognition will be at the discretion of the Awards Committee.

### PEPPS COLLEGE MERIT SHIELDS

Merit shields are awarded for extra-curricular achievements. Merit shields are awarded for academics, athletics, basketball, chess, cricket, debating, football, hockey, music, netball, oration, performing arts, reading, Science-Expo, swimming and tennis.

**A. To qualify for academic, reading and Science Expo merit shields, pupils must meet the following requirements specific to the particular activity in the year of application.**

## **Academic**

1. To achieve a cumulative average of at least 75% for the year.

## **Reading**

1. Read a minimum of 20 books which are age and grade appropriate in a year, of which at least 50% must be taken from the school library.

## **Science Expo**

1. Participate in an inter-provincial Science Expo.

## **B. To qualify for a merit shield in the below categories, pupils, must in the year of participation:**

1. Attend 80% of practices and participated in all matches/events for which selected in a particular code during the term in which that activity is undertaken where applicable (taking injury/coaches discretion into consideration).
2. Display sportsmanship, pride and loyalty in the school.
3. Maintain a high standard in that activity throughout the season.

In addition to the above, pupils must meet the following requirements specific to the particular activity in the year of application.

## **Athletics**

1. Break an event record at inter-house, Independent Schools, or other School's athletics meetings.
2. OR represent the Capricorn district team.
3. OR be placed in the top 2 for the relevant age and gender division in inter-house cross-country (on average throughout the year).

## **Chess**

1. Represent the school as one of the top 4 players.
2. AND achieve more win than losses in the year of application OR be selected Most Valued Player (MVP) for at least 2 of the matches played.

## **Debating**

1. Represent PEPPS in at least 80% of debates sanctioned by the school.
2. AND be a speaker in at least 3 debates.

## **Music**

1. Meet the requirements of the Performing Arts Code of Conduct
2. AND perform a solo/duet at a minimum of 3 public events OR achieve a distinction in an internationally accredited external music school exam.

## **Oration**

1. Participated in the Best Speakers Final two years in a row.
2. AND participated in an external speech competition or language eisteddfod and achieve an 'A'.

## **Performing Arts**

1. Meet the requirements of the Performing Arts Code of Conduct.
2. AND participate in School Performing Arts for 2 years in a row.
3. AND represent the school in a major school production or house plays in the year of application.

## **Swimming**

1. Break an event record at an inter-house or inter-school gala.
2. OR come first at an inter-school event.
3. OR represent the Limpopo team.
4. OR successfully complete a long-distance open water event.

## Team Sports

1. The team should have played at least five matches (considering draws as a win)
2. To represent a team that achieves more wins than losses in the year of application.
3. OR be selected Most Valued Player (MVP) for at least 3 of the matches played.

## PEPPS FIRST TEAM POCKETS

Available for team sports only. Eligible from Grade 10.

1. The first team of the sport needs to have had a minimum of 5 fixtures in the year.
2. The pupil must have attended 80% of first team practices and played in all first team matches/events for which selected in a particular code during the term in which that sport is played (taking injury/coaches discretion into consideration).
3. The pupil displays sportsmanship, pride and loyalty in the school.

Prize-giving is held towards the end of October. There is a gala evening event where all matric awards and all trophies are presented. School prefects, Library prefects and House captains are also announced. A prize-giving assembly is also held to award all of the certificates for extra-curricular activities. Grade 8-11 academic awards are presented at a separate event after the final reports have been completed.

Subject prizes are awarded for best overall achievement in the grade (gift voucher) and up to 5 certificates per grade per subject are given out.

## ACADEMIC AWARDS

### Trophies are awarded for:

- SABIO TROPHY Inter-House General Knowledge Competition winners
- ENTREPRENEURS' TROPHY Best Grade 9 Entrepreneur Group
- ECO AWARENESS TROPHY Awareness of the needs of the community
- CULTURAL TROPHY Contribution to Cultural Activities over the past 3 years
- DU PLESSIS TROPHY Most Promising Musician or Performer
- VADIT CUM DUO TROPHY Effort and Service beyond the call of duty over the past 3 years
- ATTENDANCE TROPHY Matric with best record of school attendance: Grade 8 - 12
- PREFECTS' SPIRIT TROPHY Matric who encourages positive spirit in the school
- ILORAH / IDOLOR ESPRIT DE CORPS TROPHY Group Spirit that has a positive influence on the growth and success of activities within the school
- ABRAHAM'S TROPHY Christian Leadership
- VAN KRAAYENBURG TROPHY Outstanding Chess Player
- TLADI TROPHY Outstanding Performance in Debating
- MADDEN TROPHY Most positive improvement in attitude and work ethic
- ZIMBA TROPHY Best project entered into the Science Fair
- LIBRARY TROPHY Dedication and commitment to duties as a Library Prefect
- 'ENGLISH FOR LIFE' WATSON TROPHY Outstanding performance in and love of the English language
- TIMOTHY TROPHY Enthusiasm and Diligence in Music
- STONE TROPHY Best Performance in Accounting in Matric
- BUSINESS STUDIES RESEARCH TROPHY Best Matric Research Project in Business Studies
- BRANSON TROPHY Best Performance in Business Studies in Matric
- ZINTH-WOOD TROPHY Best Performance in English in Matric
- COMPUTER WHIZZ TROPHY Best Performance in Computer Applied Technology in Matric
- EGD PAT TROPHY Best Engineering Graphics and Design PAT Project in Matric
- EGD TROPHY Best All-Round Performance in Engineering Graphics and Design in Matric
- NAIDOO TROPHY Best Matric Research Project in Geography
- MJ TLADI TROPHY Best Performance in History in Matric

- BITS AND BYTES TROPHY Best Information Technology PAT Project in Matric
- SMITH FAMILY TROPHY Best Performance in Life Sciences in Matric
- KAPP TROPHY Best Performance in Mathematical Literacy in Matric
- PRISM TROPHY Best Performance in Mathematics in Matric
- DAYAH TROPHY Best Performance in Physical Science in Matric
- WILLETTS' TROPHY Best All-Round Performance in Matric
- HEADMISTRESS' TROPHY Top Academic Performance in Matric
- SUCCESS THROUGH ENDEAVOUR TROPHY
- ROBERTS TROPHY Top Creating Tomorrow and Genius Hour Performance Gr 8-11
- MELVILLE TROPHY Best all-round performance in Gr 8-11

## SPORTS AWARDS:

Trophies are awarded for:

- VILAR TROPHY Girls' Hockey Player of the Year
- AFONSO TROPHY Boys' Hockey Player of the Year
- SPORTS TROPHY Netball player of the Year
- SPORTS TROPHY Tennis Player of the Year - Female
- SPORTS TROPHY Tennis Player of the Year - Male
- SPORTS TROPHY Best Female Athlete of the Year
- SPORTS TROPHY Best Male Athlete of the Year
- SPORTS TROPHY Girls' Football Player of the Season
- SPORTS TROPHY Boys' Football Player of the Season
- WATSON SWIMMING TROPHY Dedication and Achievement - Female
- WATSON SWIMMING TROPHY Dedication and Achievement - Male
- TROPHY Best Performance in a Non-School Activity
- SPORTS TROPHY Sportswoman of the Year
- SPORTS TROPHY Sportsman of the Year

## PEPPS COLLEGE MERIT SCROLL

1. Achieve 700 merit points in a year

## PEPPS COLLEGE READING SCROLL

1. Read 60 books which are age and grade appropriate in a single year. At least 50% of the books must be taken from the school library.
2. OR have received 3 Reading Merit Shields.

Colours awards for academic, sport, cultural, merit and service (Vadit Cum Duo) achievements are awarded.

## PEPPS COLLEGE - COLOURS AWARDS

Only Grade 10 and upwards are eligible for Colours Awards. Colours awards are recognised by red and gold braiding on the blue blazer.

### Academic

1. Achieve a cumulative average of at least 80% at the end of the year.
2. OR receive 3 Academic Shields.

All colours and honours awards (except Academic Colours) must be applied for, using the correct form, by the pupil. Nominees may have to attend an interview. All applicants must fulfil the criteria of displaying sportsmanship, pride and loyalty to the school.

Application for colours must refer to participation in events in the year of application (unless explicitly stated otherwise). The colours application form must be completed and submitted before the published deadline in early October. All substantiating documentation must accompany the application form.

**Cultural** (Must satisfy 4 of the following criteria over the previous year - October to October)

1. Be placed in the Top 3 in the final round of Best Speakers Internal.
2. Participate in an internal/external art competition.
3. Represent the school in culture for 3 consecutive terms in a year and to have attended 80% of the practices and participated in all events for which selected in these codes.
4. Participate in a least 80% of Inter School Debates and have been a speaker in at least one.
5. Have performed a lead role or solo/duet (at least 3 events) in a school production or inter-house plays and have attended 80% of practices.
6. Have at least three articles published in a newsletter, magazine, school Facebook page or website.
7. Have participated in an external writing competition. This must be clearly documented. (English teachers).
8. Achieve at least Bronze in the De Beers English Olympiad.
9. Participate in an external eisteddfod and achieve at least 70%
10. Have attended at least 80% of chess practices and at least 5 Inter-School or league Chess games as a Senior Team Member.
11. Have attended at least 80% of Choir practices and participated in at least 5 public performances of the Choir.
12. Be awarded a shield in 1 cultural activity 3 years in a row including the year of application.
13. Be an active member of the Cultural Committee.
14. Pass, in the year of application, a Level 2 or higher Internationally Accredited Music Exam (External).
15. Be awarded Limpopo or SACOPA Colours for a Cultural Activity (counts for 2 criteria).

**Sport** (Must satisfy 4 of the following criteria over the previous year - October to October)

1. Represent the province in a sporting event in the year of application (counts for 2 criteria).
2. Represent the school in 3 different sporting codes in a year and to have attended 80% of the practices and participated in all matches for which selected in these codes.
3. Be elected as the captain of a 1st Sports Team for 80% of the fixtures OR to be elected as overall Head of House.
4. Be awarded a shield in 1 sporting code 3 years in a row including the year of application.
5. Represent the First Team in 1 code, for which there is a Second Team, 3 years in a row AND to have participated in all matches for which selected (leeway for 1 legitimate written excuse given in advance).
6. Represent a school team in 1 code 2 years in a code, for which there is not a Second Team, 2 years in a row AND to have participated in all matches for which selected (leeway for 1 legitimate written excuse given in advance). Includes the Athletics Team.
7. Be an active member of the Sports Committee.

**Vadit Cum Duo** (Must satisfy 5 of the following criteria over a period of 1-2 years. If a criteria has been used to obtain this award in a certain year, it may not be used again in the following year towards this award)  
An honours award is not possible in this category.

1. College Prefect.
2. Library Prefect.
3. Active Service Committee member.
4. Active Blood Recruiter.
5. Active Eco Committee member.
6. Top Blood Donor – at least 4 donations in a year (leeway for one donation missed due to disqualification for attending a school tour in a Malaria area).
7. Active Media Committee member.
8. Have served as a mentor or tutor/Mathematics tutoring from 2024) for a minimum of 20 x 15 minute sessions.
9. Leadership in an external organisation. This must be clearly documented.
10. Any additional documented voluntary community service (not done through the school).
11. Any additional documented church service (not done through the school).
12. Active Spirit Committee member.
13. Commitment to at least 4 school community projects over 2 years.

14. Consistent meritorious service to the school (scoring/technical table/time keep/raising flags etc.) documented by the teacher in charge.
15. Participate in the Model United Nations debate.

### PEPPS COLLEGE HONOURS AWARDS

1. Honours is recognised by a white blazer. A second award of colours in a specific category, namely (Academic, Sport, Culture) will automatically qualify.
2. A candidate needs to achieve 700 merit points 4 times to be awarded Merit Honours.

Prefects, House Captains and Library Prefects are announced at prize-giving.

All award badges, scrolls, pockets, braiding and blazers may be purchased from the uniform shop. Braiding, scrolls and pockets must be sewn onto the blazer.

### PROVINCIAL COLOURS AWARDS

Recognised by blue and gold braiding and a Limpopo Scroll. Must have represented Limpopo at an official Inter-provincial event.

### 35. REPORTS AND PROGRESSION

Reports are issued at the end of the first and second terms, in October before final examinations and at the end of the fourth term. These reports will reflect Term 1 classwork, Term 2 classwork, Mid-year examination, Term 3 and 4 classwork and Final examination. Composite comments will be given on all reports except for the final one. These comments are put together by many teachers.

The pupil's individual mark and the grade average will always appear as well as a year-to-date mark.

Weightings of cumulative marks for reports are as follows:								
	End of Term 2 Report			End of Year Report				
Grade	Term 1	Term 2	June Examination	Term 1	Term 2	Term 3&4	June Examination	November Examination
8-12	20%	20%	60%	10%	10%	10%	30%	40%

A separate extra-curricular report, reflecting activities in which the pupil has participated throughout the year is compiled. This report reflects the pupil's attendance and performance in all activities.

In order to progress to the next grade at PEPPS a pupil must achieve all of the following criteria:

- a cumulative year end result over 40% for English
- a cumulative year end result over 50% for Mathematics,
- not achieve less than 40% in two or more subjects.
- in grade 8 and 9 they should achieve 60% and above for Creating Tomorrow.
- results lower than this do not allow a pupil to start the next year with a solid foundation for further study.

Please note the following important information. Pupils may only change 1 subject in grade 11. **No subject changes are allowed in grade 12.** All subject changes from grade 10-12 must go through the IEB.

### 36. RIGHTS AND RESPONSIBILITIES

<p><b>Pupils have the right to:</b></p> <ul style="list-style-type: none"> <li>• be treated with courtesy and respect</li> <li>• work in a clean, safe environment</li> <li>• learn without disruption</li> </ul>	<p><b>Pupils have the responsibility to:</b></p> <ul style="list-style-type: none"> <li>• know and comply with school rules and procedures</li> <li>• follow teachers' reasonable instructions</li> </ul>
---	---

<ul style="list-style-type: none"> <li>• achieve their potential</li> <li>• have their property respected</li> <li>• be proud of their achievements</li> </ul>	<ul style="list-style-type: none"> <li>• treat others with courtesy and respect</li> <li>• contribute to a clean, safe environment</li> <li>• ensure there is no disruption to the learning environment</li> <li>• respect the property of others</li> <li>• participate fully in their educational programme including extra-curricular activities.</li> <li>• ensure their actions do not discredit the school.</li> </ul>
<p><b>Staff have the right to:</b></p> <ul style="list-style-type: none"> <li>• be treated with courtesy and respect</li> <li>• work in a clean, safe environment</li> <li>• teach without disruption</li> <li>• be supported by the whole school community</li> </ul>	<p><b>Staff have the responsibility to:</b></p> <ul style="list-style-type: none"> <li>• treat others with courtesy and respect</li> <li>• ensure the school environment is reasonably safe</li> <li>• ensure good organisation and planning</li> <li>• provide relevant and challenging educational programmes</li> <li>• support the school's ethos, policies, procedures and strategy</li> <li>• know and comply with school rules and procedures</li> </ul>

<p><b>Parents have the right to:</b></p> <ul style="list-style-type: none"> <li>• be treated with courtesy and respect</li> <li>• be informed of their child's progress</li> <li>• expect their child to participate fully in his/her educational programme</li> <li>• have a forum to voice their opinion on school-related matters</li> </ul>	<p><b>Parents have the responsibility to:</b></p> <ul style="list-style-type: none"> <li>• treat others with care and respect</li> <li>• ensure that their child attends school, compulsory functions and events</li> <li>• ensure that their child has the appropriate materials needed for learning</li> <li>• monitor their child's progress</li> <li>• be supportive of the school</li> <li>• ensure that their child has the correct uniform</li> <li>• know and comply with school rules and procedures and support the school in the implementation of these.</li> <li>• support their child in all school activities and facilitate their participation in extra-curricular activities</li> </ul>
---	---

### 37. SICK BAY

Sick bay is located in the school administration office. Pupils who wish to leave class to go to sick bay must be given a sick note by the teacher whose class they are attending at that time. If it is break, one of the break duty teachers must write a note for a pupil to go to sick bay. This note is given to the sick bay clerk when the pupil reaches sick bay. The sick bay clerk must sign the note before the pupil returns to the classroom.

No pupil is allowed to phone his/her parents to come and fetch him/her from school when feeling unwell unless he/she has reported to sick bay first.

### 38. STATIONERY AND EQUIPMENT

Following is a list of compulsory equipment and stationery needed by each pupil in the College. All equipment and stationery must be available on the first day of term. Please make sure each item is marked with the pupil's name. Grade 10 pupils will be notified about any specialised stationery needed for their chosen subjects.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Black and Blue Pens</li> <li>• Coloured Pens (five colours other than black) – NO RED</li> <li>• HB Pencils</li> </ul> | <ul style="list-style-type: none"> <li>• Colouring Pencils</li> <li>• Clutch Pencil (compulsory for all Geography students) and spare leads</li> <li>• Sharpener</li> </ul> |
|---|---|

- Highlighter
- Black permanent marker
- Eraser
- Pritt glue
- 30cm ruler
- Pair of scissors
- Exam pads (to be used throughout the year)
- Paper and thick plastic for covering books
- Pack of 10 plastic sleeves
- Flip file

### OTHER EQUIPMENT

- Casio f(x)-82ZA Plus Scientific Calculator
- Maths Geometry Set
- Afrikaans / English dictionary
- Oxford dictionary
- Afrikaans handbook and Study Guide – Beryl Lutrin
- English handbook and Study Guide – Beryl Lutrin & Marcelle Pincus (if you don't get one in Grade 7)

Cellphones are not allowed to be used as the electronic device of choice in the PEPPS College classroom. As a result, your child will need to bring a laptop or at least a tablet to school in order to complete their projects.

We highly recommend a laptop with the following **minimum specs**:

#### (IT/CAT/EGD Pupils)

**OPERATING SYSTEM:** Window 11 Microsoft office 365 or Office 2021 (includes Word, Excel, Powerpoint, Access)

**PROCESSOR:** 3.0 GHz or Higher Intel Core i5 or AMD Ryzen 5

**MEMORY:** 16GB RAM

**STORAGE:** 512GB SSD

#### (None IT/EGD/CAT Pupils)

**OPERATING SYSTEM:** Windows 11 Microsoft office 365 or Office 2021 (includes Word, Excel, Powerpoint, Access)

**PROCESSOR:** 2.5-2.9 GHz Intel Core i3 or AMD Ryzen 3

**MEMORY:** 8GM RAM or more

**STORAGE:** 256GB OR 512GB SSD

## 39. TOURS

Grade Tours make up an important part of our holistic curriculum at PEPPS. It is expected that all pupils attend.

Pupils may be excluded from tours if they have a poor discipline record. Pupils are not eligible to attend the voluntary tours if they do not attend the grade tours. Any pupils who do not attend tours for any reason will be expected to attend school during normal hours for the duration of the tour.

The tours offered are:

- Grade 8 Orientation Weekend (Compulsory)
- Grade 8 Team Building Tour to Camp Discovery (Compulsory)
- Grade 9 Cultural Tour to Johannesburg (Compulsory)
- Grade 10 Adventure Tour (Compulsory)
- Grade 11 Cultural Tour in Limpopo (Compulsory)
- Voluntary Biennial Overseas Tour
- Voluntary Sports Tours
- All discipline policies, practices and procedures apply while pupils are on tour.
- Parents have a responsibility to check the luggage of their children before they depart and to ensure that their children understand the risks and consequences of prohibited behaviour. Staff may also search all luggage before the tour and at any time during the tour.
- It must also be understood that pupils carry a duty of care to each other and must report any information or incidents, before or during tours, which may cause danger or harm to others.
- Any serious infringement to this code or the Policies, Practices and Procedures included in this document will result in a pupil being expelled from the tour. Parents will be asked to collect their child immediately from the tour. Failing this, the pupil will be returned home at a cost to the parents, via a mode of transport that is most convenient for the tour organisers.
- The school and staff will endeavour to care for pupils responsibly. However, PEPPS will not be held responsible for incidents which occur outside of the given parameters.



- Boys/Girls may not enter the rooms of pupils of the opposite sex. Any infringement will result in immediate expulsion from the tour. No socialising may take place in bedrooms/dorms.
- Pupils should never go anywhere alone. If it is necessary for pupils to separate from the rest of the group permission must be obtained from the teacher.
- Rooms must be neat. Beds must be made, clothes packed away and all litter discarded daily.
- Pupils take full responsibility for the safety and care of their possessions.
- Pupils may not take cellphones or electronic devices on tours. Tour organisers will communicate and update parents via broadcast messages and in the case of emergencies.
- A poor discipline record may result in a pupil being excluded from any of the tours offered.

## 40. UNIFORM

Pupils are to dress in accordance with the school uniform code at all times, except on civvies day. Pupils will be assigned penalties for incorrect uniform. **All items of school uniform must be clearly marked with the child's name.**

**Summer Uniform: Term 1 (1 January to March) and Term 4 (October to December)**

**Winter Uniform: Term 2 and 3 (April to September)**

### Formal Academic Uniform

- Tartan pleated skirt or khaki chino trousers. The trousers must be worn with a black belt with a small buckle. Trousers must not be excessively tailored or too tight. The bottom of the trousers may have a minimum 40 cm circumference. The trousers must touch the top of the shoe. The skirt must not fall below the pupil's knees nor be more than 12cm above the knees when kneeling on the ground.
- White cotton blouse with tartan collar and tartan turn-ups on sleeves.
- White short socks (maximum of 4 fingers above the ankle bone).
- Black polished school shoes with the laces tied.
- Navy blue wool knit, or lycra pantyhose may also be worn instead of white short socks.
- The formal uniform is to be worn every day except on the physical component LO day.

### Additions

- Blazer - *Must be worn during assemblies and other formal occasions and may also be worn daily.*
- Green blazer (national award) may be worn on Fridays.
- Pullover or jersey. (Jerseys may not be worn around the waist) Prefects may wear a white sleeveless pullover.
- Alice bands & scrunchies - available in school material or plain navy or red.
- School hat (not to be pulled down to eyes or have writing on the rim). School peak cap (School hat must fit comfortably on the head and not be propped up on hairstyle)
- Navy blue beanie
- Navy blue scarf. Matrics may wear a white scarf.
- Navy blue gloves
- No jewellery may be visible besides a watch. Girls may wear pierced small circular metal studs or small sleeper earrings in the lowest hole of the earlobe. A matching pair must be worn. Boys are not allowed to wear earrings.
- No make-up, nail varnish nor tattoos are allowed.
- Nails may not be visible over the backs of hands.
- Hair must be neat and presentable at all times. Hair may not be obviously coloured or highlighted. Should not exceed the waist for safety reasons.
- No coloured braids, extensions, etc are allowed.
- Long hair must be tied with an elastic band, and all kept off the face. Alice bands, hair accessories and clips must be blue or red. No beads.
- Head wear may not be worn inside. Exceptions will be made for beanies on very cold days.
- Facial hair (excluding eyebrows) must be clean shaven. It is compulsory to shave, if necessary. **No shaving of eyebrows.**

### Supporters Uniform

When supporting PEPPS teams in competition, dark blue, untorn, denim trousers or shorts may be worn with the PEPPS red golf shirt and/or PEPPS tracksuit top. No faded denims are allowed.

## **Civvies**

When pupils are given the privilege of wearing civvies, dress must be appropriate. Any pupil who wears clothes that are too revealing or is dressed inappropriately will be sent home to change and assigned 5 penalty points. Civvies days are intended to add some spirit and fun to the normal routines of school. We hope for them to be enjoyed by all. Clothing choices on civvies days should not distract pupils from learning and should allow for comfortable and free movement throughout the school day. It is expected that the chosen outfits are modest and respectful of PEPPS' ethos. Pupils may wear the provincial or national attire on civvies days.

Please adhere to the following expectations for civvies days to avoid pupils possibly being sent home to change:

- Hair must be secured out of the eyes
- No fashion makeup (Dress-up make for the theme is permitted)
- Jewellery may be worn
- No very tight clothing may be worn
- Skirts and shorts may be no shorter than four fingers above the knee
- A vest or concealing underwear must be worn under strappy, low cut or somewhat transparent tops
- Midriffs may not be visible
- There may be no offensive logos or writing on clothing
- No sleepwear or slippers – except on pyjama days
- No torn jeans may be worn

## **Sport Uniform**

*To be worn for sports practices, during examinations/study days and on other occasions as requested, if they come to school.*

Navy blue quantex shorts with PEPPS College embroidered on the leg, red golf shirt with tartan collar, white sports socks (maximum of 4 fingers above the ankle bone) and proper running or sport shoes.

### **Additions:**

The track suit top and/or bottom may be worn with the sports uniform. A jersey or pullover may be worn under the tracksuit top, but not without the tracksuit top. The tracksuit top may be worn with sport shorts and the tracksuit bottom may be worn with the sports golf shirt. Tracksuit tops and jerseys may not be tied around the waist.

School hat or sports cap may be worn outdoors.

*Pupils may only wear slops during a swimming event at the pool. Pupils may not arrive or leave an event/meeting wearing slops.*

*For certain matches pupils are required to wear their blazers with the appropriate sports uniform.*

### **ATHLETICS:**

Blue, red and white PEPPS vest

Navy blue quantex shorts/ Navy blue Second Skins/Navy blue lycra pants/ Navy lycra sports bra

White sports socks and running shoes

School hat or cap

### **FOOTBALL MATCHES:**

School red and blue v-neck sports shirt

Blue, red and white PEPPS socks

Navy blue PEPPS sport shorts

Football boots

### **HOCKEY MATCHES:**

School red and blue v-neck sports shirt

Navy blue PEPPS shorts or red and white hockey skirt with navy blue lycra pants

Blue, red and white PEPPS socks

Hockey boots

Shin pads and gum guards are compulsory for hockey

## **TENNIS MATCHES:**

School red and blue v-neck sports shirt  
Navy blue PEPPS shorts or red and white tennis skirt with navy blue lycra pants  
White socks  
Tennis shoes

## **NETBALL MATCHES:**

Sleeveless red and blue PEPPS netball shirt  
Red and white netball skirt with navy blue lycra pants  
Short white socks

## **SWIMMING:**

Navy blue or black speedo costume/navy blue or black lycra pants  
Navy blue PEPPS shorts  
PEPPS swimming cap  
School hat or cap  
Slops

## **SCHOOL BAGS:**

Bags should preferably have a square or rectangular reinforced base to support the shape of books. Only the child's name should appear on the bag, no other writing should appear on the school bag.

## **Uniform Shop Hours – 2024**

**Monday to Thursday** 07h00 – 08h00 / 09h20 – 11h00 / 13h30 – 15h00.  
**Friday** 07h00 – 08h00 / 09h20 – 11h00 / 12h30 – 14h00.  
**Email** uniform@pepps.co.za

## *Contact Details*

### **PEPPS Polokwane College**

P O Box 405, POLOKWANE, 0700  
Tel: 015 263 6236  
Website: [www.pepps.co.za](http://www.pepps.co.za)

**Executive Head:** Mrs Amanda Korff ([korffa@pepps.co.za](mailto:korffa@pepps.co.za))

**College Head:** Mrs Nelia de Beer ([debeern@pepps.co.za](mailto:debeern@pepps.co.za))

**Business Manager:** Mrs Lea-Anne Cole ([admin@pepps.co.za](mailto:admin@pepps.co.za))

**Admin Office:** Mrs Lienkie Jacobs ([infoplk@pepps.co.za](mailto:infoplk@pepps.co.za))

**Absentee notes:** Ms Jeridah Mogale ([absentplk@pepps.co.za](mailto:absentplk@pepps.co.za))

**Finance:** Ms Johanna Nkoana ([nkoanaj@pepps.co.za](mailto:nkoanaj@pepps.co.za))

**FECHS:** Mr Martin Afonso ([afonsom@pepps.co.za](mailto:afonsom@pepps.co.za))

**Extra-Curricular:** Mrs Ashley Joubert ([joubertas@pepps.co.za](mailto:joubertas@pepps.co.za))- Sport

**Extra-Curricular:** Mr Katlego Mpepele ([mpepelek@pepps.co.za](mailto:mpepelek@pepps.co.za))-Culture

### **Banking Details:**

PEPPS Polokwane Schools  
Standard Bank Polokwane  
Branch Code 051001  
Current Account No 030122562

## Annexure A – Merit point system

Academic		Sport and Culture	
Academic merits (Admin to allocate)	Average according to report per term	Cheerleader	5
10% Report improvement	Gr. 8 & 9 - 10 Gr. 10 -12 - 20	Team Captain	6
5 % Report improvement	Gr. 8 & 9 - 5 Gr. 10 – 12 - 15	House Captain	20
Top 5 in grade	Gr. 8 & 9 - 20 Gr. 10 – 12 - 30	80% attendance	15
Top 6-10 in grade	Gr. 8 & 9 - 15 Gr. 10 – 12 - 20	House team	5
<b>Genius Hour Projects</b>	20	School Team Match	7
90-100	15	Provincial Team	30
80-89	5	Player of Match	5
70-79		Record breaker (school competition)	10
<b>Books covered</b> (once off at the start of the academic year)	3	Victrix/Victor Ludorum (Internal)	20
Consistent diligence / Self-disciplined	10	Victrix/Victor Ludorum (External)	50
Greatly improved work ethic	5	<b>Blood Drive:</b>	
<b>Time Management:</b>		Blood donating	10
Uses time wisely	Gr. 8 & 9 - 3	Donor recruiter	30
Meets deadlines	Gr.10 - 12 - 6	<b>Assistance:</b>	
<b>On the spot – any teacher</b>		Helping teachers and peers with needs.	5
<b>Care:</b>		<b>Choir:</b>	
Awareness of the needs of others	5	Per performance	7
Honesty/integrity: <b>On the spot – any teacher</b>	10	Choir: Soloist	10
		80% attendance <b>per term</b>	15
		UN Debate	20
		<b>Oration:</b>	
		Inter-school	10
		<b>Best speaker:</b>	
		Eliminations	3
		Program director	10
		Third place	5
		Second place	10
		First place	15
		Final Round	10
		<b>Colours:</b>	
		Full colours	50
		Honours	70
		<b>Allocated – prize giving</b>	
		<b>Donation:</b>	
		Library books (Librarian to allocate)	5
		<b>Prefect:</b>	
		Heads	100
		Deputy Heads	80
		School prefect	60
		Library prefect	40
		<b>Service:</b>	
		School function	5
		Assume responsibility	8
		Constant willingness to help	5
		Peer tutorial	5
		<b>Committees</b>	
		Participation (once-off)	10
		<b>Parliament</b>	
		Member (per term) once-off	10
<b>Science Fair:</b>			
Region	20		
Nat. participate	30		
Nat. bronze	35		
Nat. silver	40		
Nat. gold	45		
<b>Uniform correct</b>			
Ironed clothing / Polished shoes	20		
Impeccable uniform <b>Per term</b>			

## Annexure B – Penalty Point System

# College Policies, Practices and Procedure Booklet

Category	Description of Offence	Penalty Points
Attitude	Poor attitude	5
Bunking	Failure to attend a lesson	10
Bullying (repeated, intentional intimidation or harm to someone perceived as weaker)	1st Offence	10
	2nd Offence	20
	3rd Offence	disciplinary
Cell Phones	The use of a cell phone without the permission of a teacher OR inappropriately	15
Civvies	Wearing inappropriate clothing	5
Communication	Failure to return extra-curricular slips / have letters signed and returned	2
Computers and devices	Inappropriate use of Computer Lab and devices	10
Detention	Failure to attend detention (without prior arrangement)	10
Dishonesty	Cheating, forgery, lying etc.	10
Disruption	Disrupting a lesson / event / break-time (including dangerous play)	5
Eating and drinking	Interfering with other peoples' food and drink	5
	Chewing gum, paper etc. in school uniform	2
	Eating or drinking in class, in assembly or the library	2
Ethos	Any behaviour that contravenes the ethos of the school or brings the name of the school into disrepute	5
	Excluding others by not speaking English	5
	Gambling	5
	Retailing (without permission)	5
	Sexual harassment or sexually inappropriate behaviour	heads discretion
Extra-curricular	Failure to commit to at least one extra-curricular activity per term	10
	Inappropriate behaviour when representing the school	5
	Bunking an extra-curricular/practice (without excuse from a parent)	2
	Bunking an extra-curricular/event (letting your team down)	5
Fighting	Physical fighting that leads to injury	20 disciplinary
	Physical fighting	10
Homework	Failure to submit a project	15
	Homework not done / left at home	2
Inappropriate physical contact	Kissing/intimate hugging/holding hands/sitting on laps	10
Insubordination	Disrespecting a staff member	5
Learning Materials	Disrespecting books, stationery or equipment	3
	Books, stationery, equipment left at home	2
Library	Books overdue	1 per day
Litter	Dropping or refusing to pick up litter	5
Loyalty	Letting the school down	10
Out of Bounds	Being in non-designated area	5
Punctuality	Arriving late for any school related activity	2
Plagiarism	Handing in someone else's work as your own (Includes copying of homework)	10
Prohibited substances (alcohol, drugs, tobacco, e-cigarettes, weapons etc.)	Any involvement: possession, accompanying etc.	min 20 disciplinary
Rude Language (written or spoken)	Swearing, vulgar or obscene comments or gestures (including name calling)	10
Sitting	Not sitting properly in a chair	2
Social media	Any inappropriate or negative use of social media	10
Time management	Loitering at school	5
	Poor time management including not engaging in a lesson, sleeping etc.	2
Theft	Theft	15/disciplinary
	Interfering with the property of others	10
Uniform	Violating the uniform policy (non-uniform items removed, not confiscated)	3
Vandalism	School property or the property of others, including graffiti	10

## *Acceptance of Policies, Practices and Procedures Form*

We, \_\_\_\_\_, the parents/guardians/caregivers of \_\_\_\_\_ in Grade \_\_\_\_\_ have read, understood and agreed to the Policies, Practices and Procedures of PEPPS College as outlined in this information booklet. We are committed to form a partnership with the school and will ensure that our child abides by this code.

We have especially taken note of the rights and responsibilities, drugs and illicit substances (including search, seizure and consent to testing), disciplinary procedures, laboratory rules, plagiarism, bullying and electronic access sections.

Explicitly I consent to my child being searched and being tested for drugs and alcohol.

I permit photos of my child, taken while he/she is involved in school activities, to be used in school marketing material.

I understand that this agreement remains in force until my child leaves PEPPS Polokwane.

*Signed:*

Father / Guardian / Caregiver: \_\_\_\_\_  
Name Signature

Mother / Guardian / Caregiver: \_\_\_\_\_  
Name Signature

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

I, \_\_\_\_\_, in Grade \_\_\_\_\_ have read, understood and agree to the Policies and Procedures of PEPPS College, as outlined in this booklet. I am committed to form a partnership with the school and will ensure that I abide to this code.

I have especially taken note of the rights and responsibilities, drugs and illicit substances (including search, seizure and consent to testing), disciplinary procedures, laboratory rules, plagiarism, bullying and electronic access sections.

Explicitly I consent to be searched and be tested for drugs and alcohol.

I understand that this agreement remains in force until I leave PEPPS Polokwane.

*Signed:*

Pupil (over the age of 12): \_\_\_\_\_  
Name Signature

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