



# ***MEL International School***

## **Rules and regulations of MEL International School**

### **1. School Uniform**

- It is compulsory that all learners from 3 years upwards wear the correct uniform.
- Sloppy, untidy appearance will not be tolerated.

Serious or respected infringement of the uniform will result in the removal from class until his/her appearance is satisfactory. Incorrect school bags, jersey, jackets and beanies will be confiscated.

### **2. School fees**

- School fees are divided over 12 months including January, July and December holidays.
- Fees are to be paid in advance and by not later than the 2<sup>nd</sup> of each month.
- A penalty of R200.00 is charged for late payment.
- School fees increase annually at the discretion of the Directors.
- If school fees are paid in full by December, or January latest for the next academic year a one month's notice will be given (i.e. pay for 11 months instead of 12)

### **3. Non-Payment of school fees/Arrears**

- If fees are not paid by the 2<sup>nd</sup> of the month the learner will be de-registered until monthly fee has been paid in full.
- The learner's place in school will be kept for one month's notice thereafter termination of the contract will proceed if payment is not forthcoming.

### **4. Non-refundable school/ registration fees**

- School and registration fees will not be refunded under any circumstances like absenteeism, sickness, transfers or not attending.

### **5. Registration fee**

- No child will be permitted in school if the necessary registration fees is not paid unless they are only here for one day.

## **6. Withdraw from school**

- Any child leaving the school without notifying the administration in writing before the period of the year has expired, the parent will be liable for full payment of the total balance outstanding.

## **7. Cell phones**

- No cell phone is allowed at school.
- If brought to school, it will be confiscated and only be returned at the end of the year.

## **8. Late coming (Primary School)**

- Children are to be at school no later than 07:30am.
- The gate will be closed at 08:00am and learners are to come to reception so that they can be taken to their respective classes.

## **9. Collecting of learners**

- Only biological parents (or by arranged transport) are allowed to collect the child, unless prior arrangements have been made with the school otherwise the child will not be released.

## **10. Boarders**

- Parents are to fetch children on a Friday or during school holidays. If fetched on a Friday, they must be returned to school by Sunday evening not later than 6:00 pm for weekly boarders.

## **11. Visitation for Monthly boarders**

- This should be on Saturday Afternoon between 2 pm to 6 pm by appointment.

## **12. Telephone calls (Boarders)**

- Boarders are allowed to come to the Administration office to phone their parents.

## **13. Damage to text books / school property.**

- Any damage to text books (which remains property of the school) or school property by any child, the parent of said child will be held responsible to either refund or replace the books or property damaged or destroyed with immediate effect.

## **14. Crime and Violence**

Criminal activities and violence of any sort will not be tolerated. In case a crime had been committed, authorities will be notified and parents will be held culpable.

- Bullying is not allowed and completely unacceptable. This includes verbal bullying, emotional bullying, physical bullying, cyber-bullying and social bullying.
- Learners must refrain from all forms of abuse. This includes verbal abuse, physical abuse, sexual abuse and social abuse. Any action a learner performs against another that could potentially cause harm is considered abuse. This included teasing and taunting.
- Assault against peers or teachers will be dealt with sternly and may lead to expulsion.

### **15.Serious misconduct**

- Any child found causing serious misconduct (i.e stealing, drugs, alcohol, dangerous play, weapons or dangerous objects, physical fighting etc. will result in the learner being expelled from school.

### **16.Absenteeism**

- If a child is absent from school a telephone call should be made to the school by latest 08:30am on the day of his/her absence.
- A medical certificate is required for a period of more than 3 days.
- Should school attendance be unsatisfactory a medical aid certificate maybe required.
- Absence during examinations and cycle tests ALWAYS requires a medical certificate.
- Parents are asked to avoid making appointments (i.e doctors & dentist) during school hours.

### **17.Medicine**

- Due to health and safety reasons medicines are not allowed at school.
- The teachers do not have time to administer medicine to a child as they are far too busy teaching. If the child is ill, they must be kept at home.
- Only medicine for chronic disease will be permitted (doctor to provide necessary information)

### **18. Accidents**

- Should anything happen to the child while on school property or in an organized execution (i.e trip etc.) the school, principal or individual teachers will not be held responsible, however reasonable precaution will be taken for the child's safety.

### **19.Make-up/Jewellery /Toys/Gun**

- Children are not allowed to come to school wearing lipstick or nail polish. No jewellery is allowed except for sleepers or ear studs without jewels for girls.
- Toys are also not allowed as they may get broken and will be confiscated until the end of the term.

- No child is allowed to come to school chewing gum (i.e chappies etc.)

## **20.General Hygiene**

### **A. NAILS**

- Learners' nails are to be kept short, tidy and clean.

### **B. HAIR (Girls)**

- Hair may not hang in the eyes.
- Long hair to be tidily tied or plated and tied back with ribbons & elastics.
- No wigs or hair extensions are allowed.
- No half plated hair.
- No dreadlocks, no colored or dyed hair.

### **C. HAIR (Boys)**

- Hair must always be neatly cut.
- No steps, undercuts, dreadlocks or designs (i.e patterns) will be allowed.
- Hair must be short and brushed and not hanging over the ears.

## **21.School uniform**

- School uniform to be kept neat and clean.
- No blazers or shirts to have buttons missing.
- Trousers/Tunics to be worn with a belt.
- Shoes (black) to be polished.

## **22.Discipline Policy (Merit and Demerit Points)**

- Learners are to be well behaved / mannered.
- Any child found to be unruly, rude in class, inappropriate touching, verbal or physical threats to teachers, learners or other staff members and not abiding to the school rules, the learner will be given demerit points appropriate to the incident.

*A list of merit/demerit points is attached to the child's communication book.*

## **23.Appointment with the principal**

- Parents are welcome to come and discuss any problems with the principal. Please make prior arrangements with the administration staff regarding an appropriate date and time.
- If for some reason you are unable to keep the appointment, please inform the school as soon as possible.

## **24.Appointment with Educators**

- Parents are requested to make appointments with the educators through the administration staff. Please note, educators will only be able to see parents before and after school.
- Once an appointment has been confirmed, please arrive for it. If for some reason you are unable to keep the appointment, please inform the school as soon as possible.

## **25.Class Rules**

- Learners are to adhere to the classroom rules and if not abiding to them they will be given demerit points.

## **26.Injury or illness during school hours**

- If a learner gets hurt or becomes ill during school hours, it will be reported immediately to the office.
- A third party with a parent's confirmation, may fetch that said learner from school.

## **27.School telephone**

- Learners are allowed to use the school landline in case of an emergency by asking the Administration office to contact their parents.
- These calls are free of charge  
School numbers **011-825-7369** or **010-591-6470**

## **28.Administrations office**

- No learners are allowed in the administration's office unless an errand, when injured/ill or for disciplinary purposes.

## **29.Annual review**

- The school rules and regulations will be renewed and updated (if necessary) to keep abreast of the changes in society and the educational environment in which the school operated.

## **30. Photo/Picture Policy**

- During your child/rens attendance at MEL School we will be taking random photos, pictures, videos etc of your child/ren which will be used for schools purpose.

## **31.Conclusion**

- The success and implementation of these rules and regulations relies and depends heavily on the cooperation received from learners, parents and teachers alike and more details are in school's Code of Conduct