

Mmusi Moroka Royal Academy



Mmusi Moroka Royal Academy
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South Africa
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Code of Conduct

Non-negotiable Norms and Standards

Our Vision

1. To become a world-class leading Christian School.
2. To build an environment in which learners are fully able to actualise their unique potential and strength.
3. To enable learners to become innovators, visionaries and leaders through academics and talents.

Our Mission

To become a school that is highly regarded for its academic excellence, Christian principles and expose learners to an environment that will empower them to actualise themselves fully without inferior but sense of belonging.

Our Values

*Care & Respect * Leadership and Innovation * Commitment and Accountability * Resilience and Courageous

Dear Parents/Parent/ Guardian

We welcome you to Mmusi Moroka Royal Academy and hope that our journey will be long and fruitful. Please be mindful of our non-negotiable norms and standard outlined including but not limited to the below mentioned:

1. REGISTRATIONS

A. RE-REGISTRATIONS

- Re-registration fee is a fee paid by current enrolled learners who wish to continue with us in the following year. A fee will be communicated in the current year. Failure to pay the amount within the given period, the seat will not be secured therefore we can admit new learners and space will be forfeited. No further arrangements can be made if space is forfeited.
- Upon re-registering please be notified that school fees of the new academic year is expected in December of the current year or by the 2nd of the new month (January).

B. NEW REGISTRATIONS

- New registration fee is a fee paid by a new learner applying for acceptance in the new academic year. Once the fee is paid, it's not refundable. It remain non-refundable even if the learner fails aptitude test. Registration fee of the coming year remains valid until a week prior the re-opening of schools in the new year. Failure to pay school fee a week prior, registration fee will expire and you will be liable to pay late registration should you wish to continue enrolment with us.

C. APTITUDE TEST

- All new applicants from Grade R upwards are expected to write aptitude tests or entrance examination. Refund will not be given on registration fee if the learner fails. An aptitude fee of 50% of the registration fee can be paid and wait for results to avoid forfeiting registration fee if the learner fails aptitude test. In the case where the learner passes the aptitude and the parent would like to proceed with registration, full registration fee is to be paid.

D. AUDIO AND SPEECH THERAPIST SCREENING OR GENERAL SCREENING

- All learners identified to have a need to be screened by an Audio and Speech Therapist or any other specialist will be expected to do so before enrolment is concluded based on the feedback of the aptitude test or on-going interaction with the learner.
- Furthermore any findings where the learner requires supports and further intervention, the parent will be advised accordingly. Parent's cooperation is expected at no compromise in the benefit of the child. To maintain enrolment the prescribed recommendations from the therapist must be followed in pursuit of assisting the learner.

E. DOCUMENTS REQUIRED FOR APPLICATION

- Immunisation card, Transfer letter, Report Card, Birth certificate, Learner ID Photo, Parent ID copy, Parent Proof of income, Study permit.

F. TERMINATION

- Parents who wish to terminate a learner are welcome to do so however a 3months notice should handed, if happens that it's with immediate effect, the parent remain liable for 3month school fees from the date of termination.
- The school can terminate a learners application due to any reasons deemed fit by the school.(i.e. no curriculum support, parent hostile behaviour, not adhering to code of conduct). A notice of three months will be given.

2. TEXT BOOKS AND STATIONERY FEES

- Textbooks will be sold only at school. No exemption will be given to learners who comes with their own books.
- Stationery will be provided by the school throughout the year at a yearly fee expect items highlighted to be bought by parents.
- Stationery and Textbook fees should be paid by end of October each year for learners who have re-registered for the coming year.

3. SCHOOL UNIFORM

- Our school uniform is sold at the school unless communicated otherwise. School Uniform schedule will be communicated upon enrolment which should be adhered at all times. Failure to comply will lead to demerits and disciplinary hearing.
- Girls hairstyles are cornrows with their own hair or hair plaited with wool. No fibre extensions and colouring nails. White ribbons will only be used to tie hair.
- Boys hair should be brush cut only. No colouring of hair or highlights will be permitted.
- ALL NEW LEARNERS CAN BUY UNIFORM AS FULL COMBO OR LOOSE ITEMS.
- Learner who do not respect school uniform schedules and permitted hairstyles without reasonable cause will be excused from school and the responsibility is on the parent to fetch the learner from school.

ALL CURRENT LEARNERS MOVING UP GRADE SHOULD ADD ON NEW UNIFORM ITEMS BY END OF OCTOBER OF THE CURRENT YEAR.

- ANY LEARNER NOTICED WITH UNAUTHORISED UNIFORM WILL POTENTIALLY FORFEIT READMISSION.

4. SCHOOL FEES

- Monthly school fees is paid over 12 months. It includes extra mural activities and food for Grade R and preschool.
- For enrolled learners who will be continuing with us in the new academic year will be expected to pay January school fees in December.
- Monthly payments should be done by the 2nd of each month. Failure to pay on time a penalty fee of R500 will be attached. All electronic transfers should be done aligned with the cut-off date, electronic payment received later than the cut-off date, penalty fee will apply.
- School fees will only be paid via two ways; 1st way is Stop Order or Schedule Payment permitted by the Admin Office which should be arranged by the parent from the bank. A proof of the schedule must be attached with forms by end of November of the current year. 2nd way is via EFT only for parents who pay per term. No cash deposit will be allowed unless a R500 penalty fee is included with the fees.
- A FAMILY CODE or child name and grade should be used as reference when making a payment.
- Parents/ Guardian who are self-employed should pay school fees per term via EFT. NO CASH DEPOSIT. At the beginning of a new term and each month, school fees must be settled before the learner resumes with classes.
- All outstanding payments/ arrears should be settled at the end of each term including school trips, fundraising activities,etc, However school fees and transport arrears will not be carried over to end of term but settled by 2nd of every month. No learner will be permitted to continue a term with arrears not settled unless with a signed agreement from the Head of School's office.
- Exception of delayed payment can be accepted for parents who apply three weeks prior the expected date or in the case of undeniable emergencies and such application can be approved or not based on the merit of such case by the head of school.

- Learners who have not paid school fees by the 2nd of each month, unfortunately will not be accepted at school until the account is settled.
- Parents who wish to pay 12 months school fees will be exempted one month. The discount is only available by end of January of the year of enrolment.
- Discounts for parents with more than one child will be given on registration fee. Only one child will be pay registration or re-registration. Parents with three children or more, one child will be exempted to pay stationery fee.

5. EXTRA LESSONS/ EXTRA CURRICULUM PROGRAMME

- Any learner who will be suggested to attend extra lessons due to learning barrier which requires more individual attention should be supported fully by the parent without compromise as it will be compulsory. The teacher responsible will communicate the progress and period the learner will remain in the programme.

6. TRANSPORT

- Parents are permitted to source out private transport for learners which they will be responsible for. The chosen transport should adhere to school timetable.
- Parents who wish to use school transport must apply and will be liable or committed to the transport per term. Should a parent wish to remove a learner from the school transport, it can only be in the new term (3 months) or remain liable even if the learner is no longer using the transport. A month termination notice should be given to the office informing of such termination.
- Learners who use school transport should pay a collective amount of school fees and transport and the cut-off date for both remain the 2nd of each month, penalty of R500 will apply for learners using school transport.
- Transport service agreement is 11 months, the service will be rendered throughout the year and fee will remain the same regardless of public holidays, school holidays or any other reason for school off and payable in full.

7. SCHOOL EVENTS

- Parents/ Guardians are expected and obliged to support all school events and initiatives including but not limited to :
 - Parents Meetings (General Meetings and those requested by the school concerning the learner)
 - End of term one on one feedback from teachers
 - Educational and Social Events
 - School Tours
 - Sports Events
 - Fundraising Events
 - Communicated fees of the above remains an obligation and liability unless if the learner was sick and accompanied by a certified doctor's note.
- Parent are expected to pay all fundraising and social events i.e pizza day, pie day, fun day, camp, civvies, etc. The bill of such events will be included in the statement of that particular month either the learner will be absent or not, in relation to food parent must notify us of allergies to make alternatives for such learners otherwise there is no exemption of payments.
- Tours not communicated as educational, parent have an option not to pay.
- Yearly school photo shoot is compulsory only to new learners.
- Tuck shop purchases are not compulsory. Civvies is every month end and the communicated fee is compulsory.
- Grade R graduation ceremony is hosted yearly and thorough communication will be done with parents. All learners are to participate and all expected fees will be communicated.
- Non-supportive parents will obtain redflags which can affect re-admission of the learner in the coming year, such parents will also be expected to submit a motivational letter of re-admission.

8. EXTRA MURAL ACTIVITIES

- Parent are expected to support learners in their sporting codes and extra murals .Activities scheduled for weekends should also be supported and scheduled adhered to always. Learner who do not attend regularly can be removed from teams without compensation of the school fees. The coach will communicate the terms of joining the team back.

9. RED FLAGS

- REDFLAGS are the things that parents do which are not in line or support the growth of the learner and the school. Parents will receive red letters notifying them on the red flags obtained and accumulation of more than two red flag will lead to re-admission reviewed or denied.
- The REDFLAGS are as follows:
 - FAILURE TO GIVE THE LEARNER CURRICULUM SUPPORT *(with homeworks,projects, assignments)*
 - FAILURE TO ATTENED SCHOOL MEETINGS AND ONE ON ONE CURRICULUM FEEDBACK WITHOUT APOLOGY
 - FAILURE TO PAY SCHOOL FEES ON TIME
 - HOSTILE BEHAVIOUR TOWARDS THE SCHOOL STAFF
 - FAILURE TO SUPPORT SCHOOL EVENTS AND INITIATIVES
 - CREATING UNAPPROVED COMMUNICATION PLATFORMS (i.e WhatsApp Group)
 - COUNTERFEIT OR DISAPPROVED UNIFORM RESULTS IN SUSPENSION OF READMISSION

10. MEETINGS

- The school host a general annual meetings once a year in January as well orientation before classes resumes; if need arise to host parent meetings, a proper communication will be sent out.
- Parents are most welcome to see the head of the school with an appointment from our administration office if any clarity or uncertainty is experienced post the meeting. Parents are encouraged to voice out issues they might on be happy about with an aim to build and support the institution and maintaining a continuous good relationship.
- Unauthorized meetings, spreading nonfactual news and demeaning remarks about the name of the school, either in person or social media platform is prohibited, you are encouraged not to participate in such, when found participating in such can lead to termination of registration of the current year.
- All decision taken during parents meeting in the absence of other parents will be adopted as long as a 3rd of the expected number is present.

11. COVID -19 PANDEMIC

- Parents are fully aware of Covid-19 virus, its symptoms and ways to prevent the contraction. Learners who contracts Covid-19 should not be released to attend class but follow protocol and guidelines of isolation given by the Health Department.
- The institution will continue to follow the guideline and updates around the virus and any other virus which poses a threat to the health and safety of our learners, its employees and the institution at large.

12. IMAGERY AND PUBLICATIONS

- As a parent I give consent to use images of my child in any school publication and format through its social platforms and that of its employees, its clients and stakeholders.

13. AMENDEMENTS

- Take note that amendments can be made when need arise without notice and adopted by all parents and stake holders effectively.

Consent of Parent:

*I.....ID number.....,parent
of.....agree to the norms and standards fully without hesitation including and not
limited to the above mentioned.*

Signature.....Date.....

Mmusi Moroka Royal Academy



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