



MARAGON

PRIVATE SCHOOLS
PRE-, PRIMARY AND HIGH SCHOOL

ENROLMENT CONTRACT

SURNAME	
FULL NAMES	
REQUIRED GRADE	
REQUIRED YEAR	



The following must please accompany this signed and completed contract and handed over to the Registrar:	Checklist for internal use
1. A copy of the pupil's most recent report (PRIMARY AND HIGH SCHOOL ONLY);	
2. A recent passport size photograph;	
3. A copy of the pupil's identity document or birth certificate;	
4. "Road to Health" Immunization Card (Clinic Card) (PRE-SCHOOL ONLY);	
5. Transfer Card from previous school attended;	
6. Certified photocopies of the front page of the Identity Documents of both parents/guardians as detailed above;	
7. Payment of administration and registration fee (NON-REFUNDABLE) as per the current fee structure.	

Please read the entire document, initial each page, sign in full and return to Maragon.

PUPIL'S AND PARENT'S / GUARDIAN'S DETAILS

PUPIL'S DETAILS			
DATE OF BIRTH		ID NUMBER	
GENDER		RELIGION	
NATIONALITY		PREVIOUS SCHOOL	
OTHER SIBLINGS (Names and Grades)			
SCHOLASTIC ACHIEVEMENTS			
SPORT/CULTURAL ACHIEVEMENTS			
HOME LANGUAGE			
EMERGENCY CONTACT DETAILS			

PARENT'S / GUARDIAN'S DETAILS			
FATHER'S DETAILS		MOTHER'S DETAILS	
TITLE		TITLE	
FIRST NAMES		FIRST NAMES	
SURNAME		SURNAME	
MARITAL STATUS		MARITAL STATUS	
ID NUMBER		ID NUMBER	
OCCUPATION		OCCUPATION	
EMPLOYER		EMPLOYER	
WORK TELEPHONE		WORK TELEPHONE	
HOME TELEPHONE		HOME TELEPHONE	
CELL NUMBER		CELL NUMBER	
E-MAIL ADDRESS		E-MAIL ADDRESS	
POSTAL ADDRESS			
RESIDENTIAL ADDRESS			

Initial

ENROLMENT CONTRACT

Maragon Private Schools



I/We the parent(s) / Legal guardian(s) ("Applicant(s)") of

Pupil's Full Name ("Pupil")

hereby confirm the admission of the pupil named above to

Maragon Private Schools Ruimsig (Pty) Ltd. ("Maragon")

I/We hereby confirm that the information supplied by us in this agreement is complete and accurate.

I/We have read, understood and agree to all the rules and conditions as contained in this booklet including:

Conditions of Admission, Code of Conduct of Maragon, Medical Information and Consent Form and Indemnity Declaration
and Appointment *in loco parentis*.

This agreement shall take effect immediately upon signature hereof and shall continue for the duration of the enrolment of the pupil at Maragon.

Parents/Guardians (Please Print)

1. Relationship to Pupil

Full Name

ID No.

Nationality

Date

Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

Signature _____

2. Relationship to Pupil

Full Name

ID No.

Nationality

Date

Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

Signature _____

Domicilium Citandi et Executandi

Tel:

Fax:

E-Mail:

Pupil

Date

Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

I have read and accept the Terms of the Code of Conduct (Pupils in Grade 04 or higher)

Signature _____

For Maragon Private Schools Ruimsig (Pty) Ltd

Date

Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

Name

Signature _____

Initial	
---------	--

CONDITIONS OF ADMISSION

1. General

- 1.1 The **Applicant/s** and the **Pupil** will be bound by the rules, regulations, policies and procedures of **Maragon** as laid down by the Maragon Board, its Executive Committee and/or its Head from time to time. The **Applicant/s** confirm that by signing this enrolment contract, that he/she/they will have read, and discussed the school rules contained in the Code of Conduct with his/her/their son/daughter/ward.
- 1.2 The Applicant/s and Pupil agree to abide by Maragon's Christian ethos, and conform to the spirit of Maragon's Christian-based education.
- 1.3 The **Applicant/s** and **Pupil** agree and undertake to read and be bound by the **Maragon** "Code of Conduct" and any future amendments thereto.
- 1.4 The **Applicant/s** hereby acknowledge and confirm that they are personally liable for all terms and conditions herein and to be effected in terms hereof, including but not limited to: **Maragon** Code of Conduct.
- 1.5 The **Applicant/s** and the **Pupils** undertake at all times to uphold the good name and reputation of **Maragon**.
- 1.6 The **Applicant/s** accept that personal possessions of the **Pupil** are not covered in any risk insurance by **Maragon** and that the **Applicant/s** are responsible for supplying adequate cover for the **Pupil's** personal possessions.
- 1.7 The **Applicant/s** accepts liability for any loss or damage suffered by **Maragon** arising from any conduct of the pupil, howsoever caused.
- 1.8 The **Applicant/s** understand that **Maragon** will constantly endeavour to take such steps as may be reasonably required in the circumstances to do what it can to ensure an environment free from harm and/or loss, taking into account what can be reasonably foreseen and provided for in the circumstances.
- 1.9 The **Applicant/s** hereby indemnify and hold blameless **Maragon**, its shareholders, directors, employees and agents against any loss, damage or injury which may be sustained from whatever cause excluding gross negligence, whether on **Maragon** property or en route thereto or therefrom or in the course of any extra mural activity or organized outing in which the **Pupil** or **Applicant/s** may participate.
- 1.10 The **Applicant/s** understands that the information contained in the enrolment contract constitutes a material representation relevant to the acceptance of the enrolment of the **Applicant's/s'** child as a **Pupil** and the **Applicant/s** warrant that all information contained in the enrolment contract is true, complete and accurate.
- 1.11 The **Applicant/s** further agree that any change in information supplied in this agreement including but not limited to the **Applicant/s** marital status, residential status or employment status does not alleviate the agreement made herein, and any such change will be reported in writing to **Maragon**.
- 1.12 In the event of the **Pupil's** expulsion from **Maragon**, the **Applicant/s** understand that he/she/they will nevertheless forfeit 3 (three) months fees payable in advance.
- 1.13 Any relaxation or deviation from the terms of this agreement, which may have arisen in the past or may arise in the future, shall not be deemed to be a waiver of **Maragon's** rights to enforce strict compliance with these conditions without further notice.
- 1.14 This agreement shall be deemed to be concluded upon the enrolment of the **Pupil** by **Maragon**, and on the payment of the registration and admission fee stipulated by **Maragon** and shall constitute the whole agreement between the parties and no amendment, alteration, addition, variation, representation or warranties, whether expressed or implied, will be of any force or effect unless reduced to writing and signed by both parties.
- 1.15 All legal correspondence between the **Applicant/s** and **Maragon** sent by **Maragon** shall be delivered by hand, either directly to the **Applicant/s** or via the **Pupil** or sent by pre-paid registered post. The correspondence shall be deemed to have been received on the date of delivery or on the 5th business day after posting. In regard to all correspondence by the **Applicant/s** to **Maragon**, the onus of proof of delivery shall rest on the **Applicant/s**.
- 1.16 The **Applicant/s** acknowledge that **Maragon** shall be entitled to recover all legal costs incurred by it, in order to enforce its rights under this agreement, including but not limited to attorney and own client fees and collection and tracing charges.
- 1.17 The **Applicant/s** understand that by signing this form he/she/they consent to **Maragon** conducting whatever enquiries may be considered necessary to verify any information given in this application, including confirming his/her/their credit rating with a national Credit Bureau and contact with previous schools of the **Pupil**.
- 1.18 On termination of this agreement for any reason whatsoever, the **Applicant/s** undertake to immediately withdraw the **Pupil** from **Maragon** and to make satisfactory arrangements for the **Pupil's** attendance at any alternative school.
- 1.19 **Maragon** shall be entitled to cancel this agreement by giving the **Applicant/s** 3 (three) months written notice to this effect.

2. Payment of Fees

- 2.1 School fees, subscriptions and levies, as prescribed in the annual fee structure from time to time, are payable monthly in advance, by the 1st of the month.

- 2.2 Interest shall accrue on all fees and disbursement not paid by the due date at a rate to be determined by the Board from time to time, which rate shall not exceed the maximum rate prescribed by law. The said interest shall be calculated and compounded monthly in arrears from due date to date of payment, both days inclusive.
- 2.3 The **Applicant/s** will be liable for **Maragon's** customary charges and necessary disbursements incurred in the administration relating to the late or non payment of the said fees and incidental expenses inclusive of, but not limited to the payment of bank charges arising from unpaid cheques or returned debit orders.
- 2.4 The **Applicant/s** consent to the jurisdiction of the Magistrate's Court in respect of any action to be instituted by **Maragon**.
- 2.5 In the event that **Maragon** is obliged to institute legal action for outstanding school fees and related expenses due by the **Applicant/s** then, and in that event, the **Applicant/s** shall be liable to **Maragon** for all expenses incurred in collecting any amount owing by the **Applicant/s**, which expenses shall include all legal charges on the scale as between attorney-and-own-client, collection commission and tracing fees.
- 2.6 Without limiting or detracting from **Maragon's** rights to enforce payment of any and all monies not paid on or before due date to **Maragon** by the **Applicant/s**, **Maragon** may, in its sole discretion:
 - (i) Suspend the **Pupil** from attending the classes until such date as all fees and moneys have been paid in full.
 - (ii) Withhold the release of report cards, results and transfer cards until such date as all fees and money's have been paid in full.
 - (iii) In respect of Grade 12 **Pupils**, if fees are not fully paid up by the time the matriculation entries are due to be dispatched to the Independent Examination Board, withhold the pupil's entrance for the Matriculation Examination.
- 2.7 School fees are subject to an annual increase.
- 2.8 In addition to the school fees charged by **Maragon**, the **Applicant/s** shall be liable to pay increases in such additional fees including subscriptions and levies which may be imposed from time to time.
- 2.9 All incidental expenses incurred during the course of the term shall be due and payable as and when charged and upon presentation of the statement of account.
- 2.10 The **Applicant/s** agree to the upfront payment of the NON REFUNDABLE registration and administration fee as per the current fee structure, prior to admission and acceptance of the **Pupil** to **Maragon**.
- 2.11 The **Applicant/s** acknowledge that the inability of the **Pupil** to attend school or the absence of the **Pupil** from the school does not relieve the obligation to pay school fees.
- 2.12 Three (3) calendar month's notice must be given in writing of a **Pupil's** intention to leave **Maragon** or three (3) month's notice will be billed and payable in lieu of notice;
- 2.13 The **Applicant/s** accept joint and several liability for the due and punctual payment of such school fees, subscriptions, levies or other amounts which may become due and payable to **Maragon** or in respect of attendance or participation by the **Pupil** in any extra-mural or school related activities.

CODE OF CONDUCT

The Code of Conduct governs the conduct of all **Pupils** and the relationship between **Maragon** and its **Pupils**.

Signed acceptance of the Code of Conduct by the **Applicant/s** and **Pupil** is a prerequisite for admission to **Maragon**.

Maragon Private School has an established code of conduct to promote:

- A high standard of values and behaviour;
- Development of positive characteristics;
- Responsible behaviour at all times;
- Consideration and respectfulness towards others;
- A consistent, neat and tidy appearance; and
- Display of good manners and courteous conduct at all times.

As a member of the Maragon Community, I undertake to:

- Be responsible for upholding the core values of **Maragon**, as outlined in the Mission Statement.
- Strive in work and play to be an example of Christian love for others and for ourselves.
- **Respect myself** by striving to realise my full potential, have pride in my actions, dress and thoughts.
- **Respect others** by being polite, considerate and helpful at all times, giving others every opportunity to realise their full potential.
- **Respect the environment**, by consciously caring for and protecting my physical and natural surroundings.
- **Accept responsibility** by completing tasks given and recognising that with responsibility goes accountability.
- **Endeavour** to have the courage to face, and overcome challenges and stand up for what is right and fair.

Initial

1. DRESS AND APPEARANCE

Pupils are required to appear neat, tidy and clean at all times and must be dressed in the **correct school uniform**.

- 1.1 **School Blazer** **1**
School Regulation Blazer. It is compulsory that a blazer be worn on a Friday for assemblies. When a blazer is worn the collar of the shirt must lie on top of lapels of the blazer. All pins and badges must be worn on the left lapel unless otherwise stipulated. Boys standing on a platform or stage, in a public place, should always have one button of their blazer buttoned.
- 1.2 **School Tunics** **1**
School Regulation tunic. Must not be shorter than 10cm above the knee, measured from the floor when kneeling. Skirts may not be rolled up at the waist.
- 1.3 **Shirts** **1**
School regulation shirts only. Shirts to be tucked in at all times, including during sport. No T-shirt may be worn under the school shirt.
- 1.4 **Ties** **1**
School regulation tie only. Ties must be tied in a Windsor knot, neatly pulled up to the collar of the shirt. The bottom of the tie should just reach the belt.
- 1.5 **Jersey** **1**
No jersey may be worn without a blazer. When a school jersey is worn, the sleeves are to be worn down. Jersey sleeves should not be unravelled and tatty. The pull-over may be worn without a blazer.
- 1.6 **Shoes** **1**
BOYS: Plain black lace-up shoes (Oxford type) have to be worn. Shoes should be polished. No loafers slip on's or slippers may be worn.
GIRLS: Black school shoes (lace-up, buckle or baby doll) may be worn. Shoes should be polished.
- 1.7 **Socks** **1**
BOYS: The standard grey Maragon school socks should be worn. No white or other coloured socks may be worn.
GIRLS: In summer only short white socks should be worn. These socks must be turned over to cover the ankles, not pulled half-way up the calf or rolled down to below the ankle.
- 1.8 **Tracksuits** **1**
School Regulation tracksuit. Full tracksuit may be worn for sport only. A tracksuit top may not be worn instead of a school jersey and may not be worn during the school day. When the school tracksuit is worn, the zip is to be fastened.
- 1.9 **Headgear** **1**
Only the official school headgear may be worn. It is polite to remove one's headgear when you move indoors or when greeting an adult. "Beanies" are not part of the school uniform and may not be worn.
- 1.10 **Jewellery** **1**
Watches may be worn, but no other jewellery is permitted. Religious symbols may be worn on a gold or silver chain, provided that these are not visible and worn under a shirt.
No bracelets (with the exception of the medic-alert bracelet) may be worn. This includes WWJD, FROG or the like.
BOYS: No earrings or piercings (this includes tongue rings and studs) may be worn to school. Tattoos may not be visible.
GIRLS: Studs, bars or sleepers may be worn in the ears only, one per ear. No nose, eyebrow or tongue rings/studs are permitted. Tattoos may not be visible.
- 1.11 **Hair** **1**
BOYS: Hair must be kept clean and tidy. Hair must not hang over their ears and/or over their collar. Hair cut into a step, undercut, "mullet" styled, butterfly-winged fringes, dyed or highlighted hair is unacceptable. The tasteful use of gel will be permitted. However, no "hedgehog" or "spiky" styles are permitted. Outlandish or irregular hairstyles, detrimental to the image of the school, will not be permitted. Unseemly shaving of the head or very short hair is unacceptable. A "No. 4" cut is the shortest that hair may be cut. Senior boys are required to shave daily. Side-burns are not permitted.
ETHNIC HAIR: Hair may not cover the collar. Hair may not be coloured or dyed. Hair that is braided may not go beyond the collar. Gel may not be used. Hair may not be cut into patterns or shapes eg. Stars, Lines or "V" shapes etc.
GIRLS: Hair must be kept clean and tidy and of natural-looking colour. Long hair (touching the shoulder) or hair that falls over the collar must be tied back or plaited. Outlandish or irregular hairstyles, detrimental to the image of the school, will not be permitted. Scrunchies, ribbons or hair bands may only be navy in colour.
Two days grace will be allowed for hair to be cut or redressed after such instruction has been given. Failure to adhere to this instruction will be viewed as a serious misdemeanour. **2**

- 1.12 **Make-up** **1**
No make-up may be worn.
- 1.13 **Nails** **1**
No artificial nails are allowed. Nails are to be kept short and clean. Only clear nail polish is allowed. The nail may not exceed the top of the finger in length.
- 1.14 **Chewing gum** **1**
Chewing gum is prohibited.

2. GENERAL BEHAVIOUR

Pupils must at all times display impeccable behaviour. **Pupils** are to be ambassadors for **Maragon** and are expected to conform to the normal rules of courtesy, and dignified behaviour in and out of school. Poor sportsmanship will not be tolerated. This includes offensive language and/or racial comments.

- 2.1 **Pupils** are expected to take pride in their school. Littering will not be tolerated. Grounds and buildings are to be kept clean and tidy at all times. **1**
- 2.2 No **Pupil** may through his or her behaviour or attitude disrupt the learning process of other pupils. **2**
- 2.3 No ball activities may be played in the quadrangle or in the proximity of any school building. **1**
- 2.4 **Pupils** are expected to move in a quiet and orderly fashion in the passageways and stairways. No rough play or unruliness is allowed. **Pupils** are expected to keep to the paths when changing venues. **1**
- 2.5 **Respect:** Academic staff, administrative staff, ground staff, parents, visitors and fellow pupils are to be treated with the utmost respect and courtesy.

This will include behaviour as follows:

- When an adult approaches the **Pupil** will stand and greet the adult; **1**
 - Offer assistance where necessary; **1**
 - Greet staff when passing each other; **1**
 - **Pupils** wearing caps or hats should doff these when greeting others; **1**
 - Adults to be greeted by surname or as "Sir" or "Ma'am, whichever is applicable; **1**
 - Stand back to allow adults to pass, along corridors or on approaching an entrance or exit; **1**
 - Pupils are to be silent when entering venues for formal occasions, such as assemblies, and boys are to give right of way to girls and girls are to thank boys in a courteous manner. Order and quiet are to prevail at all times. **1**
- 2.6 **Late Arrivals:** Punctuality is essential. Late arrivals cause a major disruption. **Pupils** arriving late will not be permitted to enter a class without a late slip. **1**
- 2.7 While **Pupils** are encouraged to think independently and to question, insolent or insulting behaviour with regard to teachers or fellow **Pupils** is unacceptable. **2**
- 2.8 Unauthorised absence for a whole day or for a specific lesson is viewed as a serious offence. **Pupils** may not meet visitors at school without permission. No **Pupil** may leave the school grounds at any time without permission. **Pupils** may not hitchhike in uniform. Any disciplinary measures decided on must be carried out by the **Pupils** concerned within the given time. Failure to do so will be viewed in a serious light. **1**
- 2.9 A **Pupil** departure form must be completed for early departures. **1**
- 2.10 Cellphones may not be switched on, or used, in a classroom, during Assemblies, or in an examination venue. Cellphones may not be used in place of calculators. **1**
- 2.11 **Pupils** are responsible for their personal belongings and valuables. Personal possessions and bags should not be left unattended. **1**
- 2.12 When schools adjoin each other, **Pupils** are restricted to their respective campuses during school hours. Interaction between pupils from different phases is not permitted during school hours. **1**
- 2.13 **Pupils** may not involve themselves in socially unacceptable conduct, e.g. improper physical conduct between Pupils. **2**
- 2.14 **Absenteeism:** Should a **Pupil** be absent from school, parents are requested to notify the administration office by telephone. Absentee notes explaining the reason for absenteeism signed by at least one parent/guardian must be produced upon return to school for all absences from school. **1**
- 2.15 Eating or drinking is not permitted in the school buildings unless permission is granted by an educator. **1**
- 2.16 **Maragon's** pianos or other instruments may not be played by any learners without permission. **2**
- 2.17 Bags are to be placed only in the designated areas. During school no bags are to be left in the corridors. **1**
- 2.18 **Pupils** may under no circumstances enter the staffroom or staff work rooms. **Pupils** may wait at the entrance to speak to a member of staff. **1**
- 2.19 Unauthorised removal of **Maragon's** or other people's property will not be tolerated. No graffiti is allowed in the school. Unhygienic personal habits and improper use of the school's facilities and ablutions are prohibited. **2**

- 2.20 **Pupils** who have been selected to represent **Maragon** in any form of extra mural activity have a commitment to the school to be present at the fixture. By non-arrival you are letting the school and your team down. Failure to be present is unacceptable. Any pupil guilty of poor conduct during an extra mural activity, on or off the field of play, being sent off by an umpire or referee, or using abusive or foul language will be dealt with after the event. All factors leading to the poor sportsmanship will be reviewed. **2**
- 2.21 **Pupils** are to ensure that notices handed out at school are given to parents or guardians. When return slips are attached these must be returned promptly to the Class Teacher. **1**
- 2.22 During the course of the year, a number of school functions and sport fixtures are compulsory. **Pupils** are given the dates in advance and may only miss such events with the permission of the Headmaster or Deputy-Principal. **2**
- 2.23 **Pupils** found in possession of pornographic material or any other offensive material (e.g. racist or sexist propaganda publications) will be severely dealt with. **3**

3. CLASSROOM CONDUCT

Maragon expects a concentration on, and a commitment to, academic excellence. To achieve this end:

- 3.1 Punctual arrival for all lessons is required. **1**
- 3.2 No disruption of classroom routine will be tolerated. **1**
- 3.3 The ambience of the classroom must be one of warmth and mutual respect. **1**
- 3.4 Homework must always be timeously done, and thorough preparation must be carried out before tests and examinations. **1**
- 3.5 **Pupils** may not change any computer setups whatsoever. For example: no screen savers, autoexec, cong, prompts, names, backgrounds, hardware or software settings may be changed. **Pupils** are not allowed to load software of any kind without written permission from the Computer teachers nor may they delete any files, change passwords/names or hack into any of the computer systems or fellow pupils' files. **2**
- 3.6 **Pupils** found using other pupils' passwords in the Computer Centre or changing names to gain access to other pupils' files will be charged with cheating. **2**
- 3.7 **Pupils** may not work in the Computer Centre unsupervised, or without prior consent from the Computer teachers. **1**
- 3.8 **Pupils** may only use the Internet for educational purposes, as directed by academic staff. **3**

4. THEFT AND DISHONESTY

- 4.1 All members of the **Maragon** community have an important role to play in the combating of theft. Expensive items such as clothing or goods should not be brought to school. Interference with another pupil's kit or school bag is not allowed. Theft is a criminal offence. Apprehend or report a suspected thief to a member of staff or prefect. Being with a perpetrator of theft is an offence. **3**
- 4.2 Unauthorised use, misuse, or removal of any equipment from any school venue, will be treated as theft. **3**
- 4.3 Any form of cheating in test and examinations or with homework given is unacceptable. A Pupil caught cheating will receive a "0" for the examination/ test, task. **3**
- 4.4 Dishonesty is regarded as a serious offence. An investigation into the degree and the circumstances will be conducted. **2**

5. VANDALISM

Vandalism will not be tolerated. The school reserves the right to claim compensation due to loss or damage, to school property from the transgressor and/or their parent(s)/guardian(s). Wilful destruction of property or tampering with equipment will be viewed in a most serious light. **3**

6. VICTIMISATION

- 6.1 Victimisation, including but not limited to bullying, fighting, intimidation and any display of racism, or religious intolerance, will not be tolerated. **3**
- 6.2 The policy towards bullying is merely summarised below. **3**
- Maragon** has a zero tolerance policy towards bullying. Hurtful incidents, be it verbal or physical in any nature, will not be tolerated. **Pupils** should support each other by reporting all instances of bullying to a staff member or a prefect.
- Verbal harassment shall be defined as threats, gestures or verbal attacks on persons including attacks directed at one's racial, ethnic, or religious background, physical or mental ability, appearance as well as any form of teasing.
- Physical harassment shall be defined as any conduct which threatens or harms a person physically, or conduct which causes physical distress.
- 6.3 No firearms, airguns or any kind of weapon may be brought to school under any circumstances. **3**
- 6.4 Sexual harassment is unacceptable. **3**

7. SUBSTANCE ABUSE

- 7.1 The use of alcohol and drugs is strictly forbidden. Any **pupil** found to be in possession of or under the influence of drugs or alcohol, or participating passively or actively in activities relating to drugs or alcohol may be required to leave the school with immediate effect. This applies while on the school grounds or during any school activity, outing or tour, or in any other situation where they may be identifiable as **pupils**. Any **pupil** in the company of a group of pupils involved in such activities will be liable for disciplinary action. **3**
- 7.2 If there is reasonable suspicion that a pupil is under the influence of alcohol or drugs, the **pupil**, in co-operation with the parents, will be sent for testing.
- 7.3 Any **pupil** who tests positive for drug use during a random drug test conducted by **Maragon** will be required to undergo a process of counselling and rehabilitation which will be arranged in consultation with **Maragon**. A second test must be arranged (at the parents' costs) after a period of at least six weeks has elapsed from the date of the first test. If the results of this test prove positive, disciplinary action in terms of the Code of Conduct will be taken.
- 7.4 Smoking is strictly forbidden. **Pupils** who are found to be smoking on school premises or in uniform outside the school grounds, or on any school outing, or tour, or in any other situation where they may be identifiable as **Maragon pupils**, will be subject to disciplinary action. Any **Pupil** found in the company of a group of **pupils** who are smoking will be subject to disciplinary action. **Pupils** caught in possession of cigarettes, or holding a cigarette, whether lit or not, will be deemed to be smoking. **3**

8. INITIATION

In terms of the Government regulations, no person may conduct or participate in any initiation practices. This prohibition covers all sports, cultural and all additional extramural activities.

DISCIPLINARY PROCEDURE

Category 1 – Minor Offences:

These offences are dealt with by the members of staff with disciplinary measures instituted by the staff, Grade Tutor, Deputy Principal or the Headmaster.

Disciplinary measures can include:

- Afternoon detention
- The giving of additional/repetition of sections of scholastic work
- Letters of apology
- Verbal warnings
- Community service e.g. collection of litter

Repetition of Category 1 offences will be considered a Category 2 offence.

Category 2 – Serious Offences:

These offences are dealt with by the Deputy Principal / Headmaster.

Disciplinary measures can include Category 1 measures plus:

- Referral to the Grade Tutor and recording of events on the Tutor Card
- Being placed on detention – this will take precedence over all other activities.
- Communication/interview with parents.
- Letter of warning
- Referral for counselling
- Possible suspension from class/from extra-mural activities/from school.

Repetition of Category 2 offences will be considered a Category 3 offence.

Category 3 – Major Offences:

These offences are dealt with by the Rector of the School or his appointed agents, and ultimately, the Disciplinary Committee comprising of the Rector, Headmaster, Deputy Principal and the respective Vice-principals or Heads of Department.

The Headmaster/Deputy principal is responsible for the initial investigation and then refers to the Rector.

Disciplinary measures can include Category 2 measures plus:

- Letter of final warning
- Removal of awards/status/honours bestowed by **Maragon**
- Immediate Internal or External suspension from school
- Implementation of due process for transfer/expulsion/referral to a correctional institution
- Contacting the SAPS

Disciplinary Hearings

1. The Rector, or his/her appointed agent, shall at his/her sole discretion be entitled to call for and convene a Disciplinary Committee in circumstances where he/she deems it necessary.
2. This Disciplinary Committee shall consist of five members being the Rector, Headmaster, Deputy Principal, one teacher (or nominated representatives) and one member of the Student Judiciary.
3. No parent, legal representative or external representative is permitted but the **Pupil** may nominate a teacher or student as a representative or aid.
4. Written notice of the date and time of a disciplinary hearing will be given.

MEDICAL INFORMATION AND CONSENT FORM

STUDENT NAME AND SURNAME			
STUDENT GENDER			
MEDICAL AID SCHEME			
PRINCIPAL MEMBER			
MEMBERSHIP NO.			
DOCTOR'S NAME			
DOCTOR'S TELEPHONE NUMBER			
STUDENT BLOOD TYPE			
PREVIOUS ILLNESSES	ALLERGIES		ANAPHYLAXIS
	ASTHMA		BLOOD PRESURE
	DIABETES		DRUG SENSITIVITY
	ECZEMA		EPILEPSY
	FAINTING		FITS/BLACKOUTS
	HAYFEVER		HEADACHES
	HEARING PROBLEMS		HEART CONDITION
	NOSE BLEEDS		SIGHT PROBLEMS
DATE OF TETANUS INJECTION			
IS YOUR CHILD TAKING MEDICATION			YES NO
PLEASE STATE MEDICATION			
IS YOUR CHLD SUFFERING FROM ANY OTHER ILLNESSES			YES NO
PLEASE STATE ILLNESSES (INCLUDING PHYSICAL OR PSYCHOLOGICAL LIMITATIONS)			
ANY OTHER RELEVANT MEDICAL INFORMATION			

The **Applicant/s**, in his/her/their capacity as parent/guardian of the pupil consent to the exercise of the necessary parental powers by the Head, Deputy Head or nominated teacher over the pupil whilst the pupil is on the Maragon premises and/or engaged in any activity in connection with or incidental to **Maragon**, academic, sporting, recreational or otherwise and herewith confirm their appointment in loco parentis, having all necessary authority and without limiting the generality in case of emergency, regarding any medical treatment, operation, or blood transfusions.

The **Applicant/s** accept/s responsibility for payment of all medical/hospital and related costs, and undertake/s to refund Maragon immediately on demand, such funds dispersed by **Maragon**.

The Applicant/s must give written permission and directions for the administration of any medication taken during school hours or after hours school activities.

This done and signed at _____ this the _____ day of _____ (month) _____ (year).

	FATHER/LEGAL GUARDIAN	MOTHER/LEGAL GUARDIAN
SIGNED		
FULL NAMES		

(To be signed by both father and mother or legal guardian)

INDEMNITY DECLARATION AND APPOINTMENT IN LOCO PARENTIS DECLARATION

I/We, the undersigned, _____ of _____
PARENTS/GUARDIANS FULL NAMES

PUPIL'S FULL NAME AND SURNAME

acknowledge that in certain situations there may be insufficient time to contact Parents/Guardians or to refer to Medical Records, and consequently the school representative is authorised to utilise the most appropriate medical services available.

And we therefore:

1. Delegate to the Headmaster or his/her representative, the power to authorise whatever medical treatment he/she in their sole discretion deems necessary for the pupil, and in doing so agree that the Headmaster and/or his/her representative should act in loco parentis.
2. Indemnify and hold **Maragon Private Schools Ruimsig (Pty) Ltd.**, its shareholders, directors, employees and agents harmless in respect of all loss or damage, whether to person or to property, from any cause howsoever arising, which may be sustained by the pupil stipulated or his/her property or possessions, whilst on school property or under school control during any school excursion, activity or outing, or as a result of medical treatment administered under paragraph 1 above.
3. Agree that this indemnity and appointment in loco parentis shall commence on the date of signature hereof and remain in force and effect for the duration of the pupil's enrolment at Maragon.

This done and signed at _____ this the _____ day of _____ (month) _____ (year).

	FATHER/GUARDIAN	MOTHER/GUARDIAN
SIGNED		
FULL NAMES		

	WITNESS 1	WITNESS 1
SIGNED		
FULL NAMES		

MARKETING INFORMATION

How did you hear about Maragon Private Schools?

Family / Sibling	
School is in your local area	
Word of Mouth	
Reputation in community	
Internal referral	
Advertising	

What form/s of Marketing created an awareness of Maragon for you?

Street pole advertisements	
Newspaper advertisements	
Newspaper reports	
Maragon website	
Other websites (i.e. ISASA, SA Private Schools etc)	
Events and Exhibitions	
Magazine Advertisements	
Estate Agents	
Billboards	



Maragon Private Schools

Cnr. Peter and Van Dalen Roads, Ruimsig

Telephone: 011 958 0707 | Facsimile: 011 958 0718
 Email: registrar@maragon.co.za | Website: www.maragon.co.za
 P.O. Box 54 Strubensvalley 1735