

Ridgeway College



Student Policy Handbook

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WELCOME

The Board, Head and Staff warmly welcome all new students and their parents. We trust that the College experience will be both enriching and rewarding for both child and parents and that your family will become fully involved in the life of the College. The success of any school is dependent both on the quality of its teachers and on the quality of the interaction between staff, student and family. Communication with partners is, therefore, of great importance to us and this document attempts to answer the most frequently asked questions about the ethos, structure, management and routine of the College. You will almost certainly have further questions and are most welcome to bring these to us personally but we trust that this document will be a valuable introduction and guide for you and your child.

Ridgeway College was founded in 1999. Like every good school, it is unique, a particular blend of purpose, practice, people and tradition. The uniqueness of Ridgeway College is grounded, we think, on these foundations:

We are genuinely and of set purpose multi-cultural.

We believe in and seek to preserve and develop a relationship between staff and students and among students themselves which combines respect and caring with a comfortable ease of communication and trust. We like and enjoy each other.

We see each other as individuals with different strengths and different needs, different ways of contributing, different paths to different forms of success. But we know that, in recognising the individuality of each one of us, we need also to recognise the reality and importance of the different communities which have formed and nurtured us.

We believe that no one is too young or too special, too limited or too talented, too deprived or too privileged, to take responsibility for themselves, for their work and behaviour, for their relationships, for their own lives.

We believe that we have a responsibility towards our social and our physical environments which demands active engagement with the needs of both. We have a particular commitment to the conservation, in these times of the gravest of threats to its beauty, its diversity and its value and necessity for the well-being and, indeed, the preservation of our species, of our planet.

We believe that the best learning is encouraged and stimulated by an atmosphere of enjoyment and interest. We know that much of the best learning takes place outside of classes and we seek to provide the kind of ethos and experience that provides it.

We recognise that academic achievement is of great importance and value and we support each student in striving to do as well as possible. Our record so far shows that we have done this very successfully. But we do not judge people by how academically successful they are.

We believe that the constantly changing nature of today's world makes adaptability as important as tradition and we actively seek to find and develop new ways of teaching and learning, new ways of experiencing and knowing and coping with and contributing to the world we live in.

Bruce Wells
Executive Head

Below follows an informational alphabetical list detailing Ridgeway College:

ADMISSIONS POLICY

Students wishing to join the College are required to do an academic assessment. This assessment gives us an indication of whether the student will be able cope with the standard and volume of work expected upon entering the College. It also serves as an indication that students have acquired the necessary basic skills to enter Ridgeway College in the relevant Grade. Applicants are expected to be fluent in English in order to cope with English as the instruction medium.

ADDRESS AND CONTACT DETAILS

Postal address

P. O. Box 1705
Louis Trichardt
0920

Physical address

Leeu Street
Louis Trichardt

Telephone

015 151 0111

Cell

072 119 0178

E-mail

admin@ridgewaycollege.co.za
principal@ridgewaycollege.co.za

Website

www.ridgewaycollege.co.za

Twitter

www.twitter.com/ridgewaycollege@ridgewaycollege

Skype

RidgewayCollege.Reception

ACADEMIC ASSISTANCE

We offer academic assistance to students who are experiencing difficulties in any area of their studies or who may have missed part of the course due to entering the College at a later stage. Students are responsible for approaching the relevant teachers to set up an appointment with them. Teachers will assist students after school or during LV's at no extra charge except in cases where external manpower is utilised.

ACADEMIC FACILITIES

- Fully equipped Biology, Chemistry and Physics Laboratories
- Computer Centre with permanent, supervised internet access
- Smart Board
- Library/Media Centre

- Multi-purpose Hall
- Overhead projector

ADDITIONAL PROGRAMMES OFFERED

- Career guidance
- Student Work Placement Programme
- Educational Field trips and tours
- Cultural trips and tours
- Involvement in community projects
- Social and educational activities and functions
- Regular parent feedback sessions
- President's Award Programme
- Peer-to-Peer Support
- Academic support
- Physical Education
- Mentorship
- F1 and F5 campout
- Outward Bound Club
- Drama Festival
- Orators
- Peer to Peer Counseling
- Olympiads
- NBT
- Remedial reading programs
- Online reading and revision programs

ALCOHOL AND DRUG POLICY

Due to the possible repercussions of young people being in any way involved (buying, selling, trafficking, using, directly or indirectly aiding and abetting) in illegal substances, it is Ridgeway College's duty to take every precaution within the law of South Africa, to prevent such involvement from taking place on the premises of the College and warning students about the imminent dangers of such involvement outside of the College premises, including school tours, field trips, sport trips and excursions.

For this reason the policy relating to illegal substances, alcohol and tobacco are deliberately stringent. And will be applied as follows:

- Should the College suspect that a child is taking drugs, the College deserves the right to do random testing with or without the consent of the parent.
- any student who is found to be a supplier of drugs or alcohol at school or in the community may be asked to leave Ridgeway College, pending a disciplinary hearing
- Any student found to be in possession of or taking drugs at school will be suspended for a period of one (1) week pending a hearing. Upon their return the student will be expected to take part in a counseling/rehabilitation programme. Should the student once again be found in possession of, or taking drugs they may face expulsion, pending a disciplinary hearing. The College reserves the right to monitor and test the student. Testing and monitoring forms part of the rehabilitation process and will be conducted with the consent of the parent.
- Any student found in possession of alcohol on the school premises or outside of school, in uniform, will be suspended for a period of one (1) week. A second offence could lead to expulsion, pending a disciplinary hearing.

- A student who is found smoking cigarettes or in possession of cigarettes at school or outside of school but in uniform will lead to the student's parents being contacted, sitting a Head's Detention and a first warning given. If they are caught again, they will be suspended for three (3) days and a final warning given. A third offence could result in expulsion pending a disciplinary hearing
- Students who are smoking, drinking or taking drugs outside of the school and not in school uniform will be deemed to be bringing the College into disrepute and each case will be dealt with accordingly. Depending on the severity of the offence or repeat offences, expulsion or suspension could be considered.
- In the cases above the Head may, at his discretion, take other actions consistent with protecting the welfare of the individual and the College. Such actions could include, but are not limited to, ensuring participation in a regular testing programme and/or attendance at counseling sessions or a rehabilitation and education programme.
- In all cases above, the student's parents/guardians will be notified and consulted.
- Students voluntarily seeking help with regards to drugs or alcohol will be referred to the relevant professionals in order for them to attend counseling, education or rehabilitative sessions.

APPOINTMENTS / INTERVIEWS

The Head and teachers are always willing to meet with parents. Should you wish to make an appointment to see the Head or any of the teachers, it is imperative that you contact the College office to set up a suitable time for both parties.

Please note that we do not permit any interruption of teaching time in order for parents to discuss matters with staff members

ASSEMBLY

College assemblies are held every Tuesday morning from 07h30 – 08h10. As we are a multi-cultural and multi-denominational school, assemblies are non-religious in nature and content. All students are expected to attend and be punctual for assemblies.

ATTENDANCE / ABSENTEEISM

There is a direct relationship between a good attendance record and student performance. Failure to attend school regularly interferes with successful learning and can result in failure to acquire necessary basic skills. Not only must the law regarding compulsory school attendance be adhered to, but regular attendance should be encouraged and enforced where necessary. It is the responsibility of both students and parents to ensure that all students attend school regularly, arrive on time and remain at school for the entire school day.

Compulsory School Attendance

Both the state and the Cambridge International Examination body have stipulations in place which limit the number of absences for reasons other than excused absences from school to ten (10) school days per annum. Ridgeway College reserves the right to refuse entry to CIE examinations should it be felt that due to irregular school attendance, the student is not sufficiently well prepared to sit the examinations.

Students are expected to attend on all school days unless a medical condition makes it impossible for them to do so. Parents or guardians should phone or email the office to inform the College of a student's absence by 07h45. A letter explaining the reason for the absence is also required on the day that the student returns to school. Should a student be away for three (3) consecutive days or longer a doctor's certificate should be provided, verifying the absence.

Work missed

It is the sole responsibility of the student to approach the teachers in order to ensure that all work missed during a period of absence is caught up and that all projects, tests are completed and written.

BANK DETAILS

Bank: STANDARD BANK
Branch: LOUIS TRICHARDT
Branch Code: 05-25-49
Account Number: 330181777
Account Name: RIDGEWAY COLLEGE

BOARDING

We have boarding facilities for both boys and girls. Boarding facilities as managed and run by our Outreach Programme, Sumbandila Scholarship Trust. A separate application for boarding needs to be made. Please contact the School Bursar in this regard.

BREAK TIMES

Monday to Thursday 10h10 – 10h30 (1st Break)
Monday and Thursday 12h30 – 12h50 (2nd Break)
Tuesday & Wednesday 12h30 – 13h00 (2nd Break)
Fridays 09h50 – 10h10 (1st Break)

BULLYING

The College does not tolerate bullying in any form, whether physical or psychological, and strong measures will be taken if ever bullying occurs.

BURSARIES AND SCHOLARSHIPS

The College offers a limited number of bursaries and scholarships to families in genuine financial need. Bursaries and Scholarships are reviewed annually by an independent bursary committee. Please contact the Bursar for further information.

CURRICULUM

Ridgeway College follows a broad-based curriculum in Form 1 (Grade 8) which will prepare students for the IGCSE curriculum in Form 2 and 3 (Grades 9 and 10). Students complete their IGCSE examinations at the end of Form 3 (Grade 10).

In Form 4 (Grade 11), students will choose to study either the IEB or AS curriculum, with advice from staff and the Head. Both curriculums are two year courses, with students writing their AS or IEB examinations at the end of Form 5 (Grade 12).

CAMBRIDGE INTERNATIONAL EXAMS (see also SUBJECT CHOICES)

The International General Certificate of Secondary Education (IGCSE) and Advanced Subsidiary (AS) are two of the most widely written qualifications in the world. IGCSE and AS courses are renowned for developing vital educational skills, including not only recall of knowledge but also practical application skills, oral skills, problem solving, initiative, team work and investigative skills. We believe that the students writing IGCSE and AS examinations are given a solid foundation for their tertiary education.

IGCSE caters for varying levels of ability with a choice between the core and extended papers in many subjects. The core curriculum is based on an overview of the subject and is suitable for students expected to achieve grades C to G. The extended curriculum is more challenging. Grades achieved through either route have the same value.

IGCSE is offered as a two year course, although initial preparations for IGCSE may begin in Form 1 (Grade 8).

Students taking subjects at Core Level for IGCSE may not be allowed to continue with that subject at AS level. Students must take a minimum of 5 subjects at AS level. An AS level pass is equivalent to a higher grade matric.

AS is a rigorous two year course that encourages high academic standards and leads into the Cambridge A level course. Students wishing to apply for the more demanding faculties such as medicine must ensure that they have a minimum of 6 AS Level subjects.

Ridgeway College is a Cambridge International Examination Syndicate which qualifies the College to act as an examination centre for Cambridge International Examinations. The examinations are set and marked in the United Kingdom and are written in about 150 countries around the world. Cambridge is therefore universally recognised by universities and employers for its international standards.

Students who complete AS Level must apply for exemption through HESA (Higher Education South Africa). It is the sole responsibility of the students to do so even though the college may assist.

CAREER GUIDANCE

Career guidance is offered to students when making IGCSE subject choices for Form 2 (Grade 9), and again at the end of Form 3 (Grade 10) when AS subjects are chosen. Form 5 (Grade 12) students are assisted with university applications and suitable course options. The same counsel would be offered to students that wish to pursue the IEB curriculum.

CELLPHONES

We acknowledge the importance of cellphones in modern life. Students are, therefore, permitted to bring their cellphones to school and may only be used under the supervision or instruction of the teacher in the classroom. LV's are designed to be quiet study periods and students may be allowed to use their cellphones to play music quietly on a playlist using earphones. If the cellphone is used for anything other than listening to music it will be duly confiscated and returned at the College's discretion.

Students may not listen to music during the school day. Electronic music devices will be confiscated.

The College will accept no responsibility for cellphones that are lost, stolen or damaged whilst on the College premises. Cellphones may, however, be handed in at the office for safekeeping.

CHANGE OF ADDRESS

Please inform the College office of any changes of work or home address and/or cell, home or work telephone numbers.

CIVVIES DAYS

Students are occasionally allowed to come to school in casual clothes, usually to raise funds for charitable causes.

CLASS SIZES

Class sizes do not normally exceed 25 although there are occasional exceptions.

CODE OF CONDUCT

Students are expected to adhere to the College rules with regards to:

Leaving the school premises

Students are to remain on the College premises for the duration of the school day, unless they have obtained the necessary signed slip permission from the Head, or an appointed staff member, or the student's parent/guardian has made telephonic arrangements for the student to leave early. The student who has been given permission to leave early, should be collected from the Reception area by the parent/guardian upon signing the sign out register.

Dress Code

- Students are expected to adhere to the College dress code and to be neat and presentable at all times. (see Dress Code).

Participation in extracurricular activities

- All students are expected to take part in at least two extracurricular activities each term of which one must be a sport. Permission may be granted for an extra-curricular activity outside school. This is over and above the attendance of Academic Clinics. A letter of excuse from the parent/guardian is required should a student be unable to attend a practice or match or session. Continued absence from extracurricular activities without the necessary permission or excuse could result in withholding of Colours or recognition awards (see Extracurricular Policy).

Students driving to school

- Students may only drive to school if they are in possession of a valid South African driver's license or if they have a valid Learner's License and are accompanied by a person who has a valid South African driver's license.
- A copy of the license must be handed in at the office to be placed on the student's file.
- Student drivers may not give lifts to other students to and from school unless that student's parents have given written permission to do so.
- It is required of students who travel to school by scooter, motorbike or bicycle to wear a helmet.

Alcohol and Drugs

- Members of the Ridgeway College community should be aware that the policy and rules relating to substance abuse are deliberately stringent. They are designed to both preserve the welfare of the students and to be consistent with the laws of South Africa (see Alcohol and Drug Policy).

Computer usage

- While computers play an important part in the education of our students, it is an area which lends itself to misuse. In order to protect the users and the College's network it is necessary to compile a set of guidelines which will assist in ensuring that the great benefit that this facility provides, will be maintained (see Computer Use Policy).

COLLEGE HOURS

School starts at 07h30 and students are expected to be at school by 07h20. The formal academic day ends at 14h10 on Mondays and Thursdays, 15h00 on Tuesdays and Wednesdays and 12h30 on Friday. Parents and students will be informed of the starting and ending times of extracurricular activities at the beginning of each term.

COMMUNICATION

Communication is vital to the effective running of the College and to the success of your children. Parents are always welcome to raise questions or any areas of concern. The school can be contacted either telephonically or via Skype.

COMMUNITY SERVICE

We support a number of community projects and do, from time to time, appeal for contributions towards various charitable and community causes.

COMPUTER CENTRE

The Computer Centre is fully networked with each student being allocated a user name and password, allowing them to customize their work space. The most appropriate, current software is taught on hardware suiting this end. The Computer Centre is open after hours on specific days for research, email and word-processing purposes. The Computer Usage Policy binds all students; a student may be excluded from the Centre if he/she willfully damages equipment, uses the internet to access undesirable sites, sends inappropriate e-mails and cannot behave appropriately in the Centre. Students wishing to use the Centre for academic purposes will receive preference over those who are not busy with academic work. As students have to print multiple documents for both class work and portfolio work, they are asked to supply one ream of paper at the beginning of each academic year.

COMPUTER USAGE POLICY

There is little doubt that the computer network at Ridgeway College has and will continue to add great educational value for teachers and students alike. While it is of benefit to all, it does lend itself to possible misuse and abuse. In order to protect the users of the network, it is necessary to put guidelines in place to prevent any inappropriate use of the network.

Users are governed by the following rules:

- Users may not tamper with someone else's files or programmes
- No user may gain access, with or without permission, to another user's password
- Computers are to be used for learning purposes and accessing of e-mail accounts only
- Users may not copy or transfer any software provided by the College
- No user may introduce any programme which is designed to damage or hinder the network
- No programmes may be entered onto the network
- The network may not be used to annoy others by sending of objectionable messages
- No unauthorized hardware may be attached to the computer network
- E-mails should be regarded as private and may not be read without permission
- All users of the computer network are to obey the rules of the computer centre at all times

Consequences for violating the above rules will result in warnings. However, should there be a pattern of misuse or abuse of the network, it could lead to more serious consequences and a possible loss of network and computer privileges.

CULTURAL TRIPS

From time to time trips are arranged for students to attend shows, cultural programmes and places of interest in the Limpopo province and in other parts of South Africa. These trips have proved to be most popular with our students and provide a very valuable extension of the curriculum. They are, since a charge has to be made for them, voluntary.

DISCIPLINE & BEHAVIOUR POLICY

Ridgeway College expects a high standard from its students. In keeping with our philosophy and multi-denominational-based school, the principles of tolerance and respect for every member of the College community is expected. Adherence to the Disciplinary Policy will contribute to the establishment and maintenance of the desired ethos within the College.

The policy aims to be fair, consistent and appropriate. Students are encouraged to act with self-discipline and in a responsible manner and to be accountable for their actions. In order to make

the right decisions the students are empowered with the foundation of values against which they can measure themselves and their actions.

Should a student not meet the required standards of behaviour, it will be necessary to put corrective actions in place. The corrective actions whether formal or informal will be directly related to the seriousness of the infringement.

This policy is also applicable to behaviour of students on official school field trips, excursions, sport events and the like. The policy could also be applied in cases where behaviour outside of school hours impacts negatively on the reputation of Ridgeway College in the community.

Every student has the right to learn and every teacher has the right to teach in a safe, caring and non-threatening environment where quality education can take place. Students must also recognize that they have responsibilities to their parents, the College, their teachers, their fellow students and themselves. In addition to this they must:

- Abide by all Ridgeway College rules and regulations. These will be made available to all students and parents, and will also be available at Reception.
- Behave responsibly and not endanger the safety, welfare and rights of others
- Respect and care for the property of Ridgeway College and others
- Maintain sound relations with others at Ridgeway College, be courteous and respect the dignity and self-worth of others
- Be punctual and observe the timekeeping practices of the College
- Demonstrate a positive attitude towards the opportunity to learn, and be diligent in their efforts
- Behave honestly and conduct themselves with integrity
- Accept legitimate disciplinary measures taken against them as being necessary and corrective

In addition to the above, Ridgeway College has a set of rules and policies which define the kinds of behaviour expected of its students. A summary of these offences and consequences are attached to this Values and Disciplinary Policy. It must be borne in mind that it is impossible to list every possible type of rule infringement or misconduct by students. The Head and/or teachers will apply corrective action as they deem appropriate and in accordance with what is expressed above.

Infringements and consequences

Misconduct and infringement of rules of the College can be divided into two categories – those requiring informal intervention and those leading to more formal intervention and corrective action.

It should be pointed out that there may be mitigating factors which may justify lesser consequences than those suggested. In addition to this, the policy makes provision for repeated misconduct of less serious infringements.

Informal infringements / misconduct

- Lack of punctuality for class and extracurricular sessions
- Swearing
- Disregard for College rules or instructions, impertinence, insubordination
- Homework / projects not completed
- Non-return of reply slips
- Under performance due to lack of effort
- Unruly class behaviour such as talking, causing disturbance and disruption to the class
- Copying of work, homework, projects, tasks
- Inappropriate dress, hair style, jewellery or make up

- Inappropriate use of sacred names
- Physical contact
- Abuse of cell phones / audio equipment
- Littering
- Abuse of computer network
- Misbehaviour in class – governed by the following guidelines :
 - The right to be respected
 - The right to be heard and to offer an opinion
 - The responsibility to participate with interest
 - The responsibility to be punctual
 - The right of the teacher to teach effectively

Consequences for informal infringements / misconduct

All cases of minor infringements will be dealt with by a Council member or a teacher. In the cases of repeated infringements of the minor offences, these must be referred to the Deputy Principal for an appropriate sanction to be determined.

Infringements resulting in Formal Disciplinary Procedures

- Deliberate or unjustified missing of class, sport practices
- Physical contact of a sexual nature
- Vandalism
- Truancy from school
- Violence, intimidation, fighting
- Bullying of any description
- Smoking, drinking (see Alcohol and Drug Policy)
- Dishonesty, cheating, plagiarism
- Social injustices, racial slurs, cultural intolerance, sexual harassment
- Pornography
- Theft
- Other serious offences

Consequences for more serious offences

- Deputy Heads Detention at discretion of the Deputy Head or appointed representative
- Meeting with parents of student
- Disciplinary Hearing
- Possible suspension
- A warning which could be first or final depending on nature of offence and any mitigating factors
- A record on student's file
- Expulsion would be a last resort

A Disciplinary Hearing will determine suspensions, final warnings and expulsions.

First warnings are kept on file for a period of one (1) year while final warnings remain in force for the period that the student is at Ridgeway College. However, the College reserves the right to treat each case on its merits.

Disciplinary Hearing Process

This procedure summarises the disciplinary process that will be followed by Ridgeway College when formal disciplinary action is considered appropriate.

When a complaint is laid against a student in line with infringements leading to a formal disciplinary action, the following should be borne in mind:

- The complaint should be in writing

- An initial investigation by the Deputy Head or an appointed staff member will be held
- Where there is an admission of guilt by the student, and the case is sufficiently fair and clear to all concerned and in all respects, a consequence may be outlined without a disciplinary hearing taking place
- Where this is not the case, a disciplinary hearing will be called with the following guidelines;
 - at least 48 hours notice before the hearing is provided to the student by means of a written notice on which the charge is clearly outlined
 - the student is suspended from school before the hearing
 - the hearing is presided over by an independent chairperson or the Deputy Head
 - depending on the nature of the case. Should the Deputy Head be the investigating official, an independent chairperson will preside over the hearing
 - the student is given the opportunity to state their case and to call witnesses
 - no representation by legal counsel is allowed at the hearing
 - the parents of the student may represent their child
 - the student's Form teacher and peer(s) [to maximum of 2] are allowed to attend the hearing but also as observers only
 - the findings of the Chairperson are final.

Appeal Review Process

The student/parents of the student have the right to appeal against any informal or formal disciplinary consequences imposed by the College.

Lodging an appeal against a decision for a minor offence, entitles the student to an appeal review. This must be done in writing to the Head.

A review is a process in which relevant documentation submitted by the respective parties is re-examined. An appeal review would be considered on the following grounds:

- the disciplinary process was not properly followed
- the decision regarding the consequences is considered inappropriate
- relevant mitigating factors were not properly considered by the Head or appointed staff member
- another tribunal might come to another conclusion based on the facts

The student/parent wishing to appeal against a formal disciplinary consequence must fully motivate their appeal in writing. This request appeal must be submitted to the Head or Chairperson within 5 days of the hearing chairperson's decision having being communicated to the parent.

The student and their parent's right to appeal does not necessarily mean that all matters raised at the disciplinary hearing will be re-visited. The appeal process is an objective reviewing of the decision made and based on the grounds and motivation for the appeal being lodged.

A full re-hearing will only be conducted where the initial process has been materially defective and/or the decisions reached are considered to be inappropriate / inconsistent with infringements. Should it be necessary for a re-hearing, a full appeal hearing will be conducted chaired by a new and impartial chairperson. A College Board member will also be present at the appeal hearing.

The College will appoint an appropriate person, or appeal panel, to conduct the appeal re-hearing.

When a decision has been made by the reviewer or appeal chairperson, a written finding will be provided to the student or parent within 5 days and a copy of the finding placed on the student's file.

The College's appeal process is the final procedure in the disciplinary process.

DRESS CODE

The College Dress Code is designed to be informal and imposes few restrictions. We consider it very reasonable, therefore, to expect students to adhere to it.

BOYS

Official College golf shirts

Blue denim jeans or khaki shorts (knee length golf-type and not be falling off the waist))

Jeans may not be falling off the waistband should not be torn

Black/brown shoes or sport shoes with socks (no beachwear-type sandals/flip-flops)

College fleece jacket or College dry mac

GIRLS

Official College golf shirts

Blue denim jeans or khaki skirt (no mini skirt)

Skirts and jeans may not be falling off the waist and jeans should not be torn.

Black/brown shoes or sport shoes (no beachwear-type sandals)

College fleece jacket or College dry mac

FORMAL WEAR

Black skirt or black trousers

White collared shirt with black tie

Appropriate black footwear

Plain black jersey or black jacket

SPORTWEAR (BOYS AND GIRLS)

Navy shorts

College sport shirts

Sport shoes with socks

Golf shirts in house colours for inter house matches (Red/Green/Blue)

Specific sports may require specific uniform dress. This will be communicated to students.

JEWELLERY

Girls may wear earrings – appropriate sleepers or stud earrings may be worn, one per ear and only in the earlobe.

No tongue, nose, eyebrow rings are permitted.

Appropriate necklaces and bracelets may be worn, limited to one of each. The College does reserve the right to decide what constitutes “appropriate”.

EARLY DEPARTURE

Should your child need to leave school early for any reason, it is necessary to obtain a permission slip signed by the Head or Deputy Head or a designated staff member. Telephonic arrangements can be made through the College office or parents may send a note with their child informing the College of early departure but students are still to collect a permission slip from the office. Students leaving College early must be collected from the Reception area by a parent or responsible adult and signed out.

E-MAIL ADDRESSES

admin@ridgewaycollege.co.za

principal@ridgewaycollege.co.za

EXAMINATIONS

Formal internal examinations are written in November, with the external IGCSE, AS and IEB examinations being written in October/November.

Pass requirements Form 1 (**Grade 8**): Students who do not show sufficient progress in Form 1 (Grade 8) may be asked to repeat the year to ensure that they are able to cope with the IGCSE syllabus. This would be done in consultation in with the parents and academic staff and only if it was agreed to be in the best interests of the child.

Pass requirements (**IGCSE**): After writing the external IGCSE exams at the end of Form 3 (Grade 10), students who the academic staff feel will not be able to cope with the demands of the AS syllabus may be advised to seek another option.

Pass requirements (**AS**): To pass the National Senior Certificate (NSC) a minimum of five subjects (IGCSE and AS) is required of which two languages and Mathematics are compulsory.

For **Diploma Exemption** for admission to a University of Technology, three subjects at AS level with a minimum D grade and three subjects at IGCSE with a minimum of a C are the basic requirement. Certain institutions or courses may have different additional requirements and it is advisable to check the specific requirements of the individual institution.

For **University Exemption and admission to a Degree course**, the minimum requirement is 4 AS subjects with a minimum of a D grade and 1 IGCSE subject with a minimum of C or 5 AS subjects with a minimum of a D. Please note that these are the absolute minimum requirements. On A-Level, students require a minimum of two subjects with a minimum E grade. Tertiary institutions may require particular combinations of subjects and defined levels of achievement for admission to specific courses of study. It is therefore advisable to check requirements for individual institutions and courses. The College insists that students take a minimum of five AS subjects.

Pass requirements (IEB):

In order to qualify for a **National Senior Certificate**, a learner must achieve:

- A minimum rating of 3 (i.e. 40% or more) in 3 subjects. One of the 3 subjects must be an official language at Home Language level.
- A minimum rating of 2 i.e. 30% or more, in 3 other subjects. Note:
- It is compulsory for a learner to pass an official language at home language level i.e. at 40% or above.
- If a learner offers more than the minimum number of 7 subjects, passes in the additional subjects will be taken into account when determining whether a learner has met the minimum requirements.

In order to qualify for entry into further study at the **Higher Certificate level**, a learner must:

- Pass the NSC
- Meet the language requirement for further study at a South African institution, namely, one of the two official languages offered by learner must be either English or Afrikaans. To meet the language criterion to qualify for entry to study at a tertiary education institution, the learner must pass either English or Afrikaans at least at the 1st additional level i.e. at 30% or more.

In order to qualify for entry into further study at the **Diploma level**, a learner must:

- Pass the NSC as follows: One official language at home language level at 40%, 3 other subjects at 40% and 2 subjects at 30%

- Meet the language requirement for further study at a South African institution, namely, one of the two official languages offered by learner must be either English or Afrikaans. To meet the language criterion to qualify for entry to study at a tertiary education institution, the learner must pass either English or Afrikaans at least at the 1st additional level i.e. at 30% or more.
- The key difference between qualifying for entry to diploma study rather than higher certificate study is that the learner must achieve 40% or more in 4 subjects (incl. the official language at home language level) rather than just 3 subjects.

In order to qualify for entry into further study at the **Bachelor Degree level**, a learner must:

- Pass the NSC as follows: One official language at home language level at 40% or more, 4 subjects from the designated list of subjects at 50% or more, 2 subjects at a minimum of 30%
- Meet the language requirement for further study at a South African institution, namely, one of the two official languages offered by learner must be either English or Afrikaans. To meet the language criterion to qualify for entry to study at a tertiary education institution, the learner must pass either English or Afrikaans at least at the 1st additional level i.e. at 30% or more.

EXAMINATION FEES

Students writing the **external IGCSE, IEB and AS examinations**, are required to pay for each subject written. The examination fee for the Cambridge examinations is charged to the school in pounds sterling and the rand value varies with the exchange rate. The fees for the IEB are charged in rand and the fee increase is determined annually by the IEB.

There is also a local fee payable to cover the administrative costs. Provisional exam fees are paid over 22 months in Form 2 and 3 for IGCSE and Form 4 and 5 for AS exams, to make it more affordable for parents. Exams fees will be charged to your account each month, until the full exam fee has been paid off.

EXTRA-CURRICULAR POLICY

Activities

Extracurricular activities are compulsory for all students, who are expected to take part in at least one cultural and one physical or sporting activity. Students are expected to commit themselves to a sport/activity at the beginning of each term and are expected to continue with their chosen sport/activity for the duration of that particular term. The College offers for the following activities:

- | | |
|---------------------------|-----------------|
| • Netball | • Choir |
| • Soccer : boys and girls | • Chess |
| • Cricket | • Drama |
| • Basketball | • Arts & Crafts |
| • Volleyball | • Eco- Club |
| • Tennis | • IT club |
| • Hockey | • Debating |
| • Cricket | |
| • Zumba | |
| • Athletics | |

An extracurricular programme is published at the beginning of each term giving details of coaching times and sporting fixtures. Attendance registers are taken and only valid doctors' notes will be accepted for absences.

Facilities

- 2 x Netball/basketball courts
- Tennis/basketball court
- Netball/tennis court
- 2 x Volleyball courts
- Sports field with athletics track
- 2 x Cricket Nets

Policy

Programme

The extracurricular programme runs from Monday to Thursday, and consists of a number of sporting and cultural activities from which students can choose. The duration of each activity will be determined by the staff member in charge.

Physical Education Programme(P.E)

As of 2016, Ridgeway College has introduced a formal P.E. programme. PE is compulsory in the school and each year group will be involved in a structured PE programme for an hour 20 minutes. Students are encouraged to take a shower after every P. E. lesson and boarding students may be allowed to return to the hostel to shower.

Fixtures

Students take part in inter-house matches and interschool matches are arranged against local schools on an ad hoc basis.

Absence from practice/matches

If a student is unable to attend a practice or a match due to ill health or injury, or for any other valid reason, a note from the doctor or parent/guardian must be handed to the staff member in charge of that sport/activity the day prior to the sport/activity.

Rain procedure and Hot Days.

In the event of rain, matches will only be cancelled by 12h00 on the day of the match. Students will be permitted to phone their parents informing them of the decision to cancel a sporting event.

Should a practice be rained out, coaches will supervise the students for the duration of the sport session, should this be required.

In the summer, we experience extreme temperatures which make it impossible for students to participate in sport. It's often a difficult call to make but we will try and inform parents as soon as possible so that transport arrangements can be adjusted.

Dress Code

The sport uniform for all sports is as follows, unless otherwise specified by the coach.

Navy blue shorts

College golf shirt or plain T-shirt

Socks

Sport shoes

Students are expected to adhere to the College sport dress code, failure of which could result in a yellow card being issued.

Students are to bring sport clothes on designated days, irrespective of the weather.

Transport to sporting events

Depending on the number of players to be transported, the following options are available for transport.

- Parents to assist with transport
- Hiring of bus/taxi from local bus company

Communication

The sport programme for the term will be communicated as early as possible at the beginning of each term. Students will be notified timeously of any fixtures which affect them.

General

It is expected of all students to display sportsmanlike behaviour both whilst playing in a match as well as as spectators. No unacceptable behaviour will be tolerated. To this end the following applies:

- Players are to be neatly and correctly dressed
- Players are to arrive at practices and matches timeously
- Good manners are expected after a match, ie thank the opposing team and referee/umpire
- No abusive or foul language will be tolerated
- No booing or jeering is allowed
- Behaviour off the field is as important as on the field
- The referee's decision is final and is to be respected at all times
- It is expected of all players to support and assist team mates in all situations on the field.
- Criticising, moaning at or belittling a team mate will not be tolerated.

EXTRAORDINARY SCHOOL DAYS

From time to time the school will organize functions, fun days, civvies days and activities. These days are to be considered as compulsory school days and attendance is compulsory. These activities and initiatives instill team building, community spirit and other important values and are seen as part of the education programme presented at the College.

FEES

All new students entering the College are required to pay a once-off desk fee of R2000 upon acceptance. Please note that a student's place is not secured until the desk fee has been received.

A text book levy is charges and payable at R60 per month over 12 months.

Additional levies which go towards Biology/Science and Computer laboratories, development and sport are also payable.

College fees are due monthly in advance from January to December. Interest is charged on overdue accounts. It is a requirement that monthly payments are made by way of a debit order and the person responsible for the paying the school fees is required to sign a Payment Agreement and a Debit Order Authorisation before the child can be admitted into class.

Please contact the Bursar for any fee-related matters.

FIELD TRIPS

Each Grade undertakes an annual field trip. Form 1, 2 and 3 (Grade 8, 9 and 10) trips take place during the first term at their own cost which will be confirmed at the time. The Form 4 (Grade 11) students go on a leadership camp during the third term, while the Grade 12s attend the Grahamstown Festival in July fat their own cost. Students may may raise funds to supplement the cost of the trip. The cost of the trips is provided well in advance and various payment options are available.

FORMS / GRADE STRUCTURE

<i>Education Dept structure:</i>	<i>Ridgeway College structure:</i>	<i>Curriculum:</i>
Grade 8	Form I	Broad-based curriculum
Grade 9	Form II	Start of IGCSE syllabus
Grade 10	Form III	IGCSE examinations – Oct/Nov

Grade 11
Grade 12

Form IV
Form V

Start of AS / IEB syllabus
AS/IEB examinations – June &/or
Oct/Nov. A- level examinations -
November

FUND RAISING

From time to time fund raising events are arranged. We ask that you support us in our endeavours to raise funds which will ultimately benefit your children. All funds raised go towards the development of the school.

GOVERNING BODY

Ridgeway College is a registered Section 21 Company and its affairs are managed by a Governing Body which assures the good governance of the College. The Governing Body is responsible for developing and monitoring the policies which govern the College and for approving and monitoring the budget and expenditure and strategic planning.

HOMEWORK

It is important for students to complete all homework given within the time allowed by the subject teacher. A termly homework timetable as well as a weekly test timetable are published by the College. Please ensure that your child has a homework diary and that all homework, projects and preparation for tests and examinations are being completed. Students are encouraged to manage their time effectively and not leave homework assignments and learning for tests and examinations until the last minute.

HONOURS EVENING

Towards the end of each year an Honours Evening is held to recognise those students who have excelled in academics, community service and extramurally. Students must wear formal wear to the honours evening as set out in the dress code.

HOUSES

Each student is placed in one of the three houses. Inter-house competitions are held from time to time. Students are to wear sports shorts and plain coloured golf shirts in their house colours to all house events.

EARTH:	Emerald Green
WATER:	Sky Blue
FIRE	Red

INDEMNITY FORMS

Parents are requested to sign an indemnity form as part of their Contract of Enrolment. The various camps visited or field trips and excursions also require that indemnity forms are signed. While every reasonable effort will be made to ensure the safety of your child, we do ask that you comply with this requirement.

INDEPENDENT EXAMINATION BOARD (IEB) – (See also Subject Choices)

The IEB examination is a national examination that is written by all private schools in South Africa that are an affiliate of the Independent Schools of South Africa (ISASA). The IEB uses the South African National curriculum which is regulated by the Department of Basic Education. The IEB is quality assured by Umalusi which is the Council for Quality assurance in General and Further Education. The philosophy of the IEB is that assessment drives teaching and learning. Hence good, probing assessment will promote good, quality teaching. The IEB believes that it provides assessment that stimulates and encourages teaching that develops the

skills needed for success in life – clear thinking, analysis, evaluation, unambiguous communication, substantiation of opinion as well as a strong grounding in the fundamental skills and knowledge that underpin the subject curricula.

The IEB curricula comprises of a portfolio as well as a final examination. Life Orientation, English and Afrikaans are compulsory subjects at IEB Level. Students will choose 4 additional subjects. The following combinations are offered at the College:

1. Mathematics / Math Literacy
2. Accounting / Business Studies
3. Science / Geography/History
4. Biology

ISASA – INDEPENDENT SCHOOLS ASSOCIATION OF SOUTHERN AFRICA

Ridgeway College is a full member of ISASA which has its origins in the Conference of Headmasters and Headmistresses formed in 1929 to represent the interests of independent schools in Southern Africa.

LIBRARY

The College has a growing Library. Specific attention is given to adding books which will encourage a habit of reading and to building up a collection which caters for the entire age range and as wide a range of interests as possible. Donations are welcome. Students are encouraged to read as much as possible and junior classes have designated library periods.

LOST PROPERTY

All items of clothing should be clearly marked. Items of clothing found in the school grounds are placed in lost property. Any unclaimed items will be sold as second hand.

MAGAZINE

The annual College magazine, *College Communiqué* is compiled each year. The magazine gives an overview of the past year and makes for interesting and enjoyable reading. The cost of the magazine is approximately R200 and will be billed to each student's account at the end of the year. Parents wishing to place advertisements in the magazine can contact the office with the details.

MEDICAL (ILLNESS)

The Amended Medicines and Related Substance Act of 2002 states that Heads of schools, matrons and school administrative staff are not health professionals and therefore are not in a position to determine what medication a sick child requires. We are therefore prohibited from dispensing any medication to a student. In cases where a student reports to the office ill, the parents will be contacted. At the discretion of the Head, students will be referred to the doctor indicated on the Enrolment Form. All medical costs will be for your own account.

MEDICATION

Keeping the above paragraph in mind, should your child require any medication during the College day as prescribed by a medical doctor, the medication, with the dosage, must be clearly labeled and handed in at the office from where it will be dispensed. Medication will only be dispensed with the permission of the parents.

MEDIUM OF INSTRUCTION

The medium of instruction is English.

MYSCHOOL CARD

All families will be issued with a MYSCHOOL card. These cards can be used at any shop countrywide which displays the MYSCHOOL logo. The College receives a small percentage of the cost of all purchases made when using the card. There is no additional cost to you: simply hand in the card when making a purchase and it will be swiped. Additional cards for family members and friends can be applied for through the Bursar's office.

NEWSLETTERS

Newsletters are sent out weekly. Please read them thoroughly as they do contain relevant and important information and return any tear off slips timeously, where requested. We prefer to send out all correspondence by e-mail, so please ensure that we have up to date contact details at all times. Please make sure your child/ren also read the weekly newsletter and make a note of any deadlines or other information which directly affects them. Constant reminders, deadlines and other information is also sent out via Twitter. All parents and students are encouraged to sign up with Twitter. A monthly newsletter is sent from the Headmaster's desk.

OFFICE HOURS

The College office is open Monday to Thursday from 07h30 – 16h00 and on Fridays from 07h30 – 13h00. The office is closed during school holidays but is open the day before the official opening of each term.

ORIENTATION (GRADE 8)

Form 1 (Grade 8) students enter the College from a variety of primary schools with varying academic standards. The Orientation Programme is intended to facilitate the transition of Form 1 students from primary school to high school. The Programme will also allow the staff to get a sense of the ability of the students that we have in our intake. The Orientation Programme will begin the day before the official first day of the year and will run for the first week of the academic year, culminating in the Form 1 field trip.

PARENT CONSULTATIONS

Parent information evenings are held in the middle of the first term for parents of new students to the College. The purpose of this is to familiarise new parents with school and staff. Further consultations for all parents are held early in the second and third terms. However, should parents wish to meet with teachers outside of these sessions they are welcome to make an appointment to do so.

PARENT MEETINGS

From time to time we hold general parent meetings to discuss issues of relevance and importance. You are strongly urged to attend these meetings to give your input into important aspects that affect you and your children.

PEER SUPPORT GROUP

The concept of peer support is not a novel one: the realization that students have much to gain from each other's experience, both inside and outside of the school, began to gain recognition alongside the reforms in educational practice early in the 20th century which recognised that children are real people with individual personalities and not just embryonic adults. Once the value of peer interaction had been realised, the usefulness of structuring it with participants identified for their suitability and given training and support soon became evident.

Ridgeway introduced Peer Support in 2009 after a visit from Philip Hewitt, the Counsellor at Westminster school in London who had pioneered it there fifteen years earlier. The students selected are given some training and integrated into a supportive group. It is important to realise

that the peer supporters are very clearly neither therapists nor counsellors and that their primary role is that of the empathetic listener and confidante, someone to whom the student with a problem can relate because of the similarity of age, experience and outlook. Occasionally, they may give advice, drawing on similar experiences of their own or they may ask whether they can, always respecting confidentiality, take the problem to the whole group for discussion and a response.

Confidentiality is naturally a key factor in the process and peer supporters will not break it other than in extreme cases where there might be a real danger to the student they are supporting. Two staff members are closely engaged with the group and are always available to monitor and advise.

PRESIDENT'S AWARD

The students are given the opportunity of taking part in the President's Award programme. The programme is an exciting personal challenge for young people between the ages of 14 and 25. It is a balanced, non-competitive programme of voluntary leisure time activity which encourages personal discovery and growth, self-reliance, perseverance, responsibility and service to community. Participation in the President's Awards is well regarded by universities and business institutions.

PHOTOGRAPHS

Individual, Grade and group photographs are taken each year. Students are able to purchase these photographs.

PUBLIC HOLIDAYS

Ridgeway College observes all official South African public holidays.

READING AGE TESTS

The College conducts Reading Age tests on all new students entering the school. Students whose reading ages are below their chronological age are given remedial reading in order to rectify this problem. All students are encouraged to read every day and weekly comprehensions are carried out to ensure improvement in this area in general.

RECEPTION AREA

The College Reception area is the administrative centre of the College and serves as the link between staff and parents. Parents are requested to report to Reception to ensure that the reason for their visit is most effectively dealt with.

REPORTS

Formal progress reports are sent out four times a year and are available on the last day of each school term or at an alternative date notified beforehand.

SAHISA – SOUTHERN AFRICAN HEADS' OF INDEPENDENT SCHOOLS ASSOCIATION

The Head of Ridgeway College is a full member of SAHISA.

SABISA – SOUTHERN AFRICAN BURSARS' OF INDEPENDENT SCHOOLS ASSOCIATION

The Financial Manager of Ridgeway College is a full member of SABISA.

SANBS – SOUTH AFRICAN NATIONAL BLOOD SERVICES

Representatives from SANBS visit the College once a term, giving students, the opportunity of donating blood. Students wishing to donate blood must be at least 16 years of age. Students donating blood must eat a good breakfast before being able to donate blood.

SKYPE

You can contact reception via Skype. This facility offers parents a communication route which is quick, free and easy. Our Skype account details are RidgewayCollege.Reception.

STAFF

All teachers at Ridgeway College are registered with the South African Council for Educators (SACE) and are qualified in their subject areas. Due to the nature of the subjects offered, the staff comprises permanent full-time teachers as well as a number of permanent part-time teachers. Full-time staff members are allocated a Grade class and take care of all administration responsibilities for that class.

STATIONERY REQUIREMENTS

Students provide their own pens, pencils, eraser, sharpener, ruler, mathematics sets, calculator etc. A sturdy school bag will ensure that all books and belongings are protected. Students are provided with a list of exercise books and files which they will need for each subject at the start of each year. Students taking Biology require a dissection kit which can be purchased through the College.

STUDENT VALUES

Ridgeway College strives to uphold and live by the following set of values that we believe will mould the students of the College into respected and law abiding members of the College community as well as the communities they live in and will serve in the future.

Ridgeway College is committed to an orderly and stimulating learning and teaching environment. The right to learn and teach in an educational setting that is safe, free from disruption and conducive to learning is what we strive for.

For this environment to be achieved, it is imperative that the values should be closely interlinked with the Code of Conduct which explains what we expect from our students.

Student Values

If I am to be TRUSTWORTHY, it is expected of me to Have integrity; show honesty; keep my promises; show loyalty; be reliable; have the courage to do what is right.

If I am to show RESPECT, it is expected of me to Honour the individual; show courtesy and civility; be tolerant of differences; avoid violence, anger and insults; be considerate of the feelings of others, be aware of my rights as well as the rights of others while at the same time accepting responsibility for protecting these rights; ensure that all members of the Ridgeway community are treated with respect and dignity, show proper care and regard for College property and the property of others; refrain from any form of bullying

If I am to be RESPONSIBLE AND ACCOUNTABLE, it is expected of me to Practice self-control; adopt a positive attitude; pursue excellence; be self-reliant; be pro-active; be persistent; think before I act; exercise self-discipline; complete homework and other tasks; learn adequately for tests and examinations; conduct myself in class in such a manner that does not adversely affect the rights of others to learn and the right of the teacher to teach effectively

If I am to be FAIR, it is expected of me to Be impartial, be open-minded and consider the opinions of others; not lay blame carelessly; not take advantage of others and treat them fairly, regardless of race, culture, creed or gender

If I am to practice the principle of UBUNTU (Human dignity), it is expected of me to Show mutual understanding and active appreciation of the value of human differences

If I am to practice GOOD CITIZENSHIP, it is expected of me to Pursue civic duties; respect authority; obey laws and rules; stay informed; be a good team player; co-operate; be involved; keep Ridgeway College grounds and surrounds free from litter.

SUBJECTS OFFERED

Whilst the list of subjects offered may change from time to time, Ridgeway College currently offers the following subjects:

English, English Literature. Afrikaans, Mathematics, Physical Science, Biology, Geography, History, Information Technology, Computing, Business Studies, Accounting , Life Orientation and Art (Social Science replaces Geography/History and EMS replaces Business Studies/Accountancy in Grade 8)Physical Education.

The number of subjects taken in each Grade may differ, as may the subject combinations. Students are adequately informed as they move from one phase to the next.

SWOPP – STUDENT WORK PLACEMENT PROGRAMME

In an effort to try and help students make a more informed career choice, Ridgeway College launched a Student Work Placement Programme in 2004. Students in Form 3 (Grade 10) are placed in a career experience of their choice for a period of one week.

There has been a wonderful response from the local business community. SWOPP runs during the week after Form 3 students have completed their final IGCSE exam. They report to the workplace of their choice from 08h00 – 16h00 and are expected to abide by the rules and regulations of the host company. Students receive no remuneration but gain insight and hands-on experience into their chosen workplace and work environment.

Further details regarding this programme are distributed and discussed closer to the time.

TERM DATES

Term dates are determined by October of the preceding year and are made known to parents as soon as they are finalised. We ask that parents plan their holidays and appointments around these dates in order not to disrupt or interfere with students' education during the school term.

TIMETABLE

Students attend 9 lessons of 40 minutes each on Monday and Thursday, 10 lessons of 40 minutes each on Tuesdays and Wednesdays and 8 lessons of 35 minutes each on a Friday. Timetables are provided at the beginning of the year. All Staff have classrooms allocated to them with the students moving between classes. Subject time allocations are in accordance with the relevant curriculum (IGCSE or IEB/AS) requirements.

TUCKSHOP

The College has a tuckshop which is open every break time. On Fridays, during tutor period, students are given order forms to complete for food orders for the following week. The following foods are available:-

TUCK SHOP ORDER FORM

Week: _____

Name: _____

Monday – 1st Break - Pizza

Cheese & Tomato –R10.00

Cheese – R10.00

Macon – R10.00

Tuesday – 1st Break – Bran Muffin & Fruit

Vetkoek and Mince – R15.00

Hot Dogs – R10.00

Tuesday – 2nd Break – Toasted Sandwiches

Ham and cheese – R12.00

Cheese & Tomato – R10.00

Plain Cheese – R10.00

Wednesday – 1st Break – Hamburgers

Hamburgers – R18.00

Wednesday – 2nd Break – Toasted Sandwiches

Ham and cheese – R12.00

Cheese & Tomato – R10.00

Plain Cheese – R10.00

Thursday – 1st Break - Whole Wheat Rolls

Whole Wheat Chicken Mayo & Lettuce – R10.00

Whole Wheat Lettuce, Cheese & Tomato – R10.00

Boerewors Rolls – R20.00

Friday – 1st Break - Hot Dogs

Subs – Form 5 Fund Raising – R12.00

TUTOR GROUPS

Each student is allocated to a tutor group of about 15 students from all classes, headed by a member of staff (the Tutor). The Tutor is responsible for monitoring the student's academic progress, for advising and mentoring the student and is the first point of reference should any problems arise. The Tutor groups meet every Friday at 12h00 with the Tutor to discuss issues and activities of interest to all.

TWITTER

Follow us on Twitter on www.twitter.com/ridgewaycollege@ridgewaycollege to keep up to date with what is happening at the school.

UNIFORM STOCKISTS

The Office carries stock of the College uniform and this can be purchased at reception throughout the year.

WEBSITE

www.ridgewaycollege.co.za

All relevant documents and information are available on the website. Parents are encouraged to check the website regularly for updated information. The Code of Conduct and Policies and Procedures are also available on our website and parents are responsible for familiarizing themselves with this information.

YEAR CALENDAR

A year calendar listing the activities for the year will be published at the beginning of the year. Supporting information and unavoidable amendments appear in the weekly newsletter. Calendar dates are also available on our website.

Updated:

February 2016