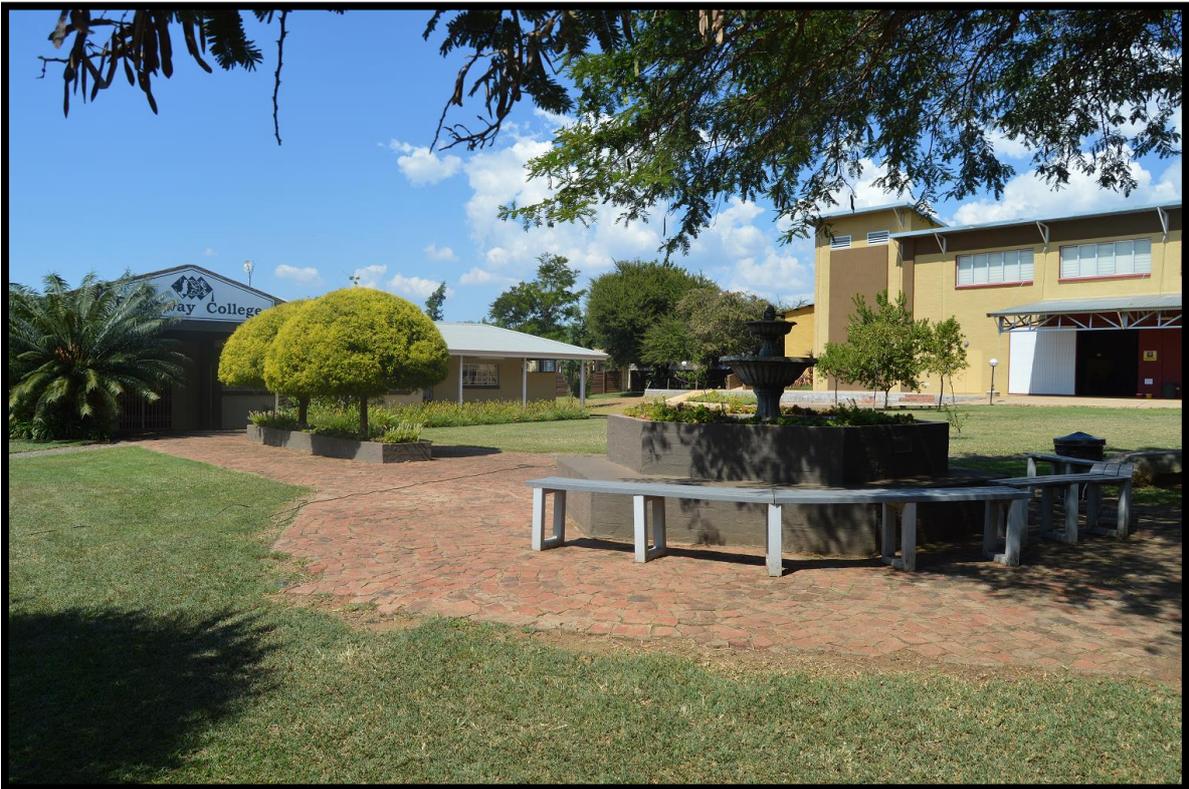




# Ridgeway College



## Student Handbook

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## **WELCOME**

On behalf of the staff of Ridgeway College, I welcome you and your child to our community and hope that your association with our school will be both rewarding and enjoyable.

Founded in 1999, Ridgeway College has at its core four simple principles: aspiration, inspiration, excellence and transformation. It is our purpose and intent to create an environment in which dreams for the future may flourish; to encourage our learners to aspire to new heights; to be role models; to push for excellence in all we do and to do so in a manner which is reflective of the multi-cultural world we live in.

The education and development of our learners is at the heart of all we do and we are blessed to have a professional, dedicated staff who seek to build positive relationships with their pupils, showing genuine care and concern for their well-being and academic endeavours; a staff who recognise and value every child.

We strive for learners who are bold, who have tenacity, grit and resilience, who show an intrinsic desire to learn and grow and develop the skills to cope in an ever-changing world beyond our doors. We aim for our students to have a social conscience and a clear sense of responsibility towards the environment and the preservation of our world; to be successful as people in every sense of the word; to show grace and kindness, gratitude and humility alongside a healthy spirit of competitiveness and drive.

While we will do all we can to nurture and grow each of our learners, we cannot do this alone. We look forward to a healthy spirit of co-operation between parents and the school that we may work alongside one another, taking shared pleasure in watching your child fulfil their potential and thrive in every respect by taking full advantage of all the opportunities on offer to ensure the time spent at Ridgeway is happy and fulfilling. Open, honest communication is an imperative. Part of that communication is contained in this booklet, which is intended to give you useful and necessary information for your child's start at Ridgeway and to help you understand how the school operates.

Thank you for entrusting us with the education of your child. We look forward to walking this journey with you.

**Dionne Redfern**

**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](mailto:admin@ridgewaycollege.co.za)  
[principal@ridgewaycollege.co.za](mailto:principal@ridgewaycollege.co.za)

### ***Website***

[www.ridgewaycollege.co.za](http://www.ridgewaycollege.co.za)

### ***Twitter***

[www.twitter.com/ridgewaycollege@ridgewaycollege](http://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
- Library
- Multi-purpose Hall

- Overhead projectors & speakers in each classroom

### **ADDITIONAL PROGRAMMES OFFERED**

- Career guidance
- Student Work Placement Programme
- Educational Field 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
- Orators
- Peer to Peer Counseling
- Olympiads
- NBT

### **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 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/her 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 – 08h05. 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

The Department of Education 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 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 two (2) 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 and 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. We offer both weekly and termly boarding. A separate application for boarding needs to be submitted. Please contact the Bursar or Head of

### **BREAK TIMES**

09h50 – 10h10 (1<sup>st</sup> Break)  
12h30 – 13h00 (2<sup>nd</sup> 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**

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

### **CURRICULUM**

Ridgeway College follow the CAPS curriculum. The curriculum aims to ensure that students' acquire and apply knowledge and skills in ways that are meaningful in their lives.

### **CAREER GUIDANCE**

Career guidance is offered to students when making subject choices in Grade 9. Grade 12 students are assisted with university applications and suitable course options.

### **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 OR CONTACT DETAILS**

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 permission slip 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 and sign in 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 to Fridays for Grade 8 – 10 students and 14h45 for Grade 11 and 12 students. 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.

## **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 Executive Head 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**

- Executive Heads Detention at discretion of the Executive 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 Executive 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 Executive Head
  - depending on the nature of the case. Should the Executive 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 Executive 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.

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.

### **EARLY DEPARTURE**

Should your child need to leave school early for any reason, it is necessary to obtain a permission slip signed by the Executive 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](mailto:admin@ridgewaycollege.co.za)

[head@ridgewaycollege.co.za](mailto:head@ridgewaycollege.co.za)

### **EXAMINATIONS**

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

**Pass requirements Grade 8 & 9:** Students should achieve a minimum of level 4 in English, level 3 in Afrikaans and Maths and level 3 in any of the remaining subjects and level 2 in any of the two remaining subjects. These are the minimum requirements needed for the learner to progress to the next grade. School based assessment is a compulsory component of the promotion mark. This component constitutes 40% of the year mark and the November examinations 60% towards the final promotion mark.

**Pass requirements Grade 10 -12:** Students should achieve a minimum of level 3 in English, level 3 in any 2 subjects and level 2 in any 3 subjects. These are the minimum requirements needed for a learner to progress to the next grade. We, however do not advocate mediocrity and for a student to comfortably move to the next grade a minimum of adequate achievement should be obtained. School based assessment is a compulsory component of the promotion mark. This component constitutes 25% of the year mark and the November examinations 75% towards the final promotion mark.

### **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 IEB examinations** are required to pay IEB for each subject written. IEB bill Ridgeway College after exam entries have been received and payment is then made to IEB. The fees for the IEB examinations are determined annually by the IEB.

Provisional exam fees are paid over 36 months from Grade 10 – Grade 12, to make it more affordable for parents. Exams fees will be charged to your account each month and forms part of the monthly fee structure.

## **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 the following activities:

- Netball
- Soccer
- Cricket
- Basketball
- Volleyball
- Tennis
- Hockey
- Cricket
- Cycling
- Zumba
- Athletics
- Choir
- Chess
- Drama
- Arts & Crafts
- IT club
- Orators

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**

- 1 x Netball/basketball courts
- 1 x Tennis/basketball 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. Students are encouraged to take a shower after every P. E. lesson. There are showers in the hall.

#### 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 R3000 upon acceptance. Please note that a student's place is not secured until the desk fee has been received.

College fees are due monthly in advance from January to December. Fees are payable by the 4<sup>th</sup> of each month. 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 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.

## **FET PHASE**

All students in Grade 10 to Grade 12 form part of the FET Phase. Students in this phase do English, Afrikaans and Life Orientation as compulsory subjects. Students then choose either mathematics or maths literacy and then 3 other subjects to complete the required number of subjects for this phase.

## **FIELD TRIPS**

Each Grade undertakes an annual field trip. Grade 8, 9 and 10 trips take place during the first term. The Grade 11 students go on a leadership camp during the third term. The cost of the trips are notified to parents in advance and various payment options are available. Because the Grade 8 trip takes place in the first month of the new academic year, parents should budget for this expense.

## **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 Board of Directors who assures the good governance of the school. The board is responsible for the ethos, strategic direction, broad policies, finances and assets of the school.

## **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 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 recognize 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 t-shirt in their house colours to all house events.

EARTH: Emerald Green  
WATER: Sky Blue  
FIRE Red

## **INDEPENDENT EXAMINATION BOARD (IEB)**

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. Physical Science / CAT
4. Biology/Geography

## **INDEMNITY FORMS**

Parents are requested to sign a general indemnity 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.

## **ISASA – INDEPENDENT SCHOOLS ASSOCIATION OF SOUTHERN AFRICA**

Ridgeway is a full member of ISASA. The Independent Schools Association of Southern Africa is the largest and oldest association of independent (private) schools in the Southern African region. ISASA's brand is a hallmark of high standards of educational and ethical practice. Quality, Values, Diversity characterise its membership. Not all schools can become members of ISASA because its conditions for membership are rigorous. These include on-site inspections and commitment to a code of ethical practice. ISASA member schools also have to be quality assured before it is accepted for ISASA membership, and every six years thereafter by the Independent Quality Assurance Agency.

## **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.

## **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, the *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 for more 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 at Ridgeway, is English.

## **MYSCHOOL CARD**

All families are encouraged to register for a MYSCHOOL card on [www.myschool.co.za](http://www.myschool.co.za). These cards can be used at Woolworths, Engen, Loot, Bidvest Waltons and Flight Centres 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.

## **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 Friday from 07h30 – 16h00. The office staff work shifts during the holidays and the office is open from 08h00 – 13h00 during the holiday period.

## **ORIENTATION (GRADE 8)**

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 Grade 8

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 Grade 8 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 child.

### **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 20<sup>th</sup> 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, group and sports photographs are taken in the third term each year. Order forms are sent out for parents to be able to place orders.

## **PUBLIC HOLIDAYS**

Ridgeway College observes all official South African public holidays.

## **RECEPTION AREA**

The College Reception area is the administrative centre of the school 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.

## **SENIOR PHASE**

Students in Grade 8 and 9 fall into the Senior Phase. Students in this phase are required to take the following 9 compulsory subjects: English, Afrikaans, Mathematics, Natural Science, Social Science, Technology, Economic Management Science, Life Orientation and Creative Arts.

## **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 few 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.

## **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 (Home language), Afrikaans(First Additional Language), Mathematics, Mathematical Literacy, Natural Science, Physical Science, Life Science, Social Science, Geography, History, Technology, Computer Application Technology, Economic Management Science, Business Studies, Accounting , Life Orientation, Arts & Culture, Conversational Venda and 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 Grade 9 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 June/July holidays. 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**

The Grade 8, 9 and 10 students attend 10 lessons of 35 minutes each from Monday to Friday, while the Grade 11 and 12 students attend 11 lessons of 35 minutes each from Monday to 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 NSC/IEB curriculum requirements.

### **TUCKSHOP**

The College has a tuckshop which is open every break time. The following foods are available:-

#### **TUCK SHOP ORDER FORM**

Week: \_\_\_\_\_

Name: \_\_\_\_\_

#### **Monday – 1<sup>st</sup> Break - Pizza**

- Cheese & Tomato –R12.00
- Cheese – R12.00
- Macon – R12.00

#### **Tuesday – 1<sup>st</sup> Break – Hamburgers**

- Hamburgers – R25.00

#### **Tuesday – 2<sup>nd</sup> Break – Toasted Sandwiches**

- Ham and cheese – R15.00
- Cheese & Tomato – R15.00
- Plain Cheese – R15.00

#### **Wednesday – 1<sup>st</sup> Break – Vetkoek & Mince**

- Vetkoek and Mince – R20.00

#### **Wednesday – 2<sup>nd</sup> Break – Toasted Sandwiches**

- Ham and cheese – R15.00
- Cheese & Tomato – R15.00
- Plain Cheese – R15.00

#### **Thursday – 1<sup>st</sup> Break – Toasted Chicken Mayo**

- Toasted chicken mayo – R15.00

#### **Friday – 1<sup>st</sup> Break – Toasted Sandwiches by arrangement**

- Slap chips – Form 4 Fund Raising – R20.00

## UNIFORM

	Summer	Winter	Sports
<b>Grade 7-12 Girls</b>	White Shirt with Logo Tartan A-line skirt White ankle socks Black school shoes Navy school jersey with Logo School Tie Navy Blazer with logo	White Shirt with Logo Tartan A-line skirt Black woolen stockings Black school shoes Navy school jersey with Logo School Tie Navy Blazer with logo	Navy/White sports shirt Micro active shorts School Tracksuit Navy/White rugby socks White takkies Navy school basketball cap
<b>Grade 7-12 Boys</b>	White Shirt with Logo Khaki Long school pants Navy long socks Black school shoes Navy school jersey with Logo School Tie Navy Blazer with logo	White Shirt with Logo Khaki Long school pants Navy long socks Black school shoes Navy school jersey with Logo School Tie Navy Blazer with logo	Mustard Golf Shirt with Logo Micro Active shirts Navy/white rugby socks White takkies Navy school baseball cap

Orders will be placed with the manufacturers twice a year, January for delivery in May and July for delivery in November.

Orders need to be sent to the office on the relevant uniform order form together with payment.

The Office carries limited stock of the College uniform which can be purchased from reception during the course of the year..

## WEBSITE

[www.ridgewaycollege.co.za](http://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.

## WIFI

Ridgeway College have wifi access throughout the school. Students are able to connect to the school wifi from their mobile devices or laptops by completing an application form giving full details of the device and the mac address. Students have to adhere to a strict internet usage policy. Wifi access is monitored and students found to be in breach of contract will be blocked from the network. Students are charged a small monthly internet fee for internet usage.

## 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.