



Hoër Meisieskool Paarl
Paarl Girls' High School

PRE-SCHOOL APPLICATION FOR ADMINISTRATION

Please ensure that the following documents are included with the application form.

Maak asseblief seker dat die volgende dokumente by u aansoekvorm ingesluit is.

Certified copy of unabridged Birth Certificate Gesertifiseerde afskrif van onverkorte Geboortesertifikaat		Signed consent and indemnity Getekende toestemming en vrywaring		Completed WCED Consent Form Getekende WKOD Toestemmingsvorm	
Copy of Inoculation card Afskrif van kliniekaart		Proof of address Bewys van adres.		ID photo attached to application ID foto aangeheg by aansoek	
Signed Financial Agreement Getekende Finansiële Ooreenkoms		Certified copy of ID documents (both parents) Gesertifiseerde afskrif van ID dokumente (beide ouers)			
Verified by: / Geverifieer deur:					

ID PHOTO

ID FOTO

LEARNER INFORMATION / LEERDERINLIGTING

Year of admission: Toelatingsjaar:	2023	Gender: Geslag:	Male Manlik	Female Vroulik
Proposed entry class: Klas waarvoor aansoek gedoen word:	2 – 3 YEARS PIXIES (BORN IN 2020)	3 – 4 YEARS ELFIES (BORN IN 2019)	4 – 5 YEARS KABOUTERS (BORN IN 2018)	
Full names: Volle name:	Preferred name: Noemnaam:			
Surname: Van:	Date of birth: Geboortedatum:			
Home language: Huistaal:	AFR	ENG	OTHER ANDER	ID Number: ID Nommer:
Learner tuition language: Leerder se onderrigtaal:	AFR	ENG	OTHER ANDER	Religious denomination: Kerkverband:
Learner preferred language: Leerder se taalvoorkeur:	AFR	ENG	OTHER ANDER	Nationality: Nasionaliteit:
Reason for application: Rede vir aansoek:				

EMERGENCY CONTACT INFORMATION / KONTAKBESONDERHEDE IN NOODGEVAL (if parents are not available / indien ouers nie bereik kan word nie)

Name and Surname: Naam en Van:	Contact Number: Kontaknommer:	Relationship to Applicant: Verwantskap:

**CLOSING DATE FOR APPLICATIONS
15 APRIL 2022**

**SLUITINGSDATUM VIR AANSOEKE
15 APRIL 2022**

FOR OFFICE USE ONLY

DATE OF APPLICATION		CEMIS	
D6 FAMILY CODE		WAITING LIST	
SUCCESSFUL		UNSUCCESSFUL	

PARENT INFORMATION / OUERINLIGTING

	PARENT / GUARDIAN OUER / VOOG				PARENT / GUARDIAN OUER / VOOG			
	Tick if learner lives with you: Dui aan indien leerder by u woon:				Tick if learner lives with you: Dui aan indien leerder by u woon:			
Marital Status: Huwelikstatus:	Married Getroud	Divorced Geskei	Single Enkel	Widow Weduwee	Married Getroud	Divorced Geskei	Single Enkel	Widower Wewenaar
Relationship to Applicant: Verwantskap:								
Title: Titel:								
Surname: Van:								
First Names: Volle Name:								
Preferred name: Noemnaam:								
ID Number: ID Nommer:								
Preferred Language: Taal van voorkeur:								
Cell Phone Number: Selfoonnommer:								
Telephone Number (H): Telefoonnommer (H):								
Email Address: E-posadres:								
Residential Address: Huisadres:								
Postal Address: Posadres:								
Occupation: Beroep:								
Employer: Werkgewer:								
Telephone Number (W): Telefoonnommer (W):								

FAMILY / FAMILIE

Siblings currently in: Familielede tans in:	GHS	Boys' High	Landbou	Other
Please write name and surname. Skryf asseblief naam en van.				
Siblings previously in Paarl Girls' High: Familielede voorheen in HMS Paarl:				
Please write name and surname. Skryf asseblief naam en van.				

	PARENT 1 / OUER 1	PARENT 2 / OUER 2
ALMA MATER OF PARENTS ALMA MATER VAN OUERS		
PARENT EXPERTISE We offer our expertise as follow: OUERKUNDIGHEID Ons is bereid om ons kundigheid as volg aan te wend:		

MEDICAL INFORMATION / MEDIESE BESONDERHEDE

Any chronic diseases: Enige kroniese siektes:			
Any allergies: Enige allergieë:			
Any medication: Enige medikasie:			
Name of medical aid: Naam van mediese fondse:		Medical aid number: Mediese fondse nommer:	
Main member: Hooflid:		Family doctor: Huisdokter:	

FINANCIAL AGREEMENT / FINANSIËLE OOREENKOMS

Details of the person responsible for the payment of school fees: Besonderhede van persoon verantwoordelik vir die betaling van skoolfooie:	
Relationship to Applicant: Verwantskap:	
Title: Titel:	
Surname: Van:	
First Names: Volle Name:	
ID Number: ID Nommer:	

AGREEMENT OF PAYMENT: BETALINGSOOREENKOMS:			
‘n Eenmalige betaling voor 28 Februarie (sluit 5% afslag in)	Twice a year: February and July (within the 1 st two weeks of the month)	Kwartaalliks (binne 1ste twee weke van kwartaal)	10 Monthly payments

MONTHLY PAYMENTS MAANDELIKSE BETALINGS			
EFT		Debit order Debietorder	d6 Cashless
PLEASE NOTE / LET WEL Application forms for school fee redemption and debit order forms are available at the finance office. Aansoekvorm vir vrystelling van skoolgelde asook debietordervorms, is by die finansiële kantoor beskikbaar.			

DECLARATION / VERKLARING

ACKNOWLEDGEMENT OF DEBT	ERKENNING VAN SKULD
We agree that both parents, father and mother, and/or guardian, are jointly and separately liable for the school fees as determined by statutory regulation annually, and that fees will be paid in accordance with the requirements set out from time to time by the school for the duration of our/my child's school career at Paarl Girls' High School. We also accept responsibility for any damage our child might cause to school property and will pay for such damage.	Ons stem saam dat beide ouers, pa en ma, en/of voog, gesamentlik en afsonderlik verantwoordelik is vir skoolgeld soos jaarliks bepaal deur statutêre regulasie en dat skoolgeld betaal sal word soos van tyd to tyd uiteengesit word deur die skool, vir die duur van ons/my kind se skoolloopbaan by Hoër Meisieskool Paarl. Ons aanvaar verantwoordelikheid vir skade wat ons kind aan skoleiendom mag aanrig en sal sodanige skade vergoed.
MANDATE TO GATHER PERSONAL INFORMATION	VOLMAG TOT DIE INVORDERING VAN PERSOONLIKE INLIGTING
We understand the school's right to seek confidential information regarding personal finances and income and agree to the above when application for financial relief is applied for.	Ons verstaan die skool se reg om vertroulike inligting insake persoonlike finansies en inkomste te ondersoek wanneer daar om finansiële verligting aansoek gedoen word en gee hiermee ons toestemming daartoe.

PARENT 1 / OUER 1		
NAME & SURNAME NAAM & VAN	SIGNATURE HANDTEKENING	DATE DATUM

PARENT 2 / OUER 2		
NAME & SURNAME NAAM & VAN	SIGNATURE HANDTEKENING	DATE DATUM

CODE OF CONDUCT FOR LEARNER / GEDRAGSKODE VAN LEERDERS

Hierdie dokument is die gedragkode van **Hoër Meisieskool Paarl (HMS)/ Paarl Girls' High School (GHS)**, soos die beheerliggaam dit goedgekeur het en is gebaseer op die beginsels van *sinergie, vriendelikheid, moed, verantwoordelikheid, integriteit en dankbaarheid*. Die beheerliggaam het die ouers, leerders en opvoeders van die skool oor die inhoud van die gedragkode geraadpleeg. Die gedragkode is opgestel in ooreenstemming met die toepaslike bepalings van die Grondwet van die Republiek van Suid Afrika, Wet 108 van 1996; die Suid-Afrikaanse Skolewet, Wet 84 van 1996 ('die Skolewet'); die Wet op Nasionale Onderwysbeleid, Wet 27 van 1996; Riglyne vir Gedragkode vir Leerders (Algemene Kennisgewing 776 in Staatskoerant 18900 van 15 Mei 1998); die Regulasies met betrekking tot Apparate vir Dwelmtoetsing en die Prosedure wat gevolg moet word (GK 1140 in Staatskoerant 31417 van 19 September 2008); Regulasies vir Veiligheidsmaatreëls by Openbare Skole (GK 1040 in Staatskoerant 22754 van Oktober 2001, soos gewysig) en toepaslike provinsiale wetgewing.

Simboliek van die nautilus / Symbolism of the nautilus

Die nautilus is deel van die skoolwapen van HMS en het besondere betekenis vir elke persoon wat deel is van dié gevestigde skool-familie.

On the school badge the dark green nautilus shell is placed on a white background and between the letters H and G. South Africans are familiar with the shell, for it is often washed up on our shores.

A white scroll beneath the shield bears the Latin words "Ampliora et Altiora", which means "larger and higher". The shape of the nautilus illustrates the meaning of these Latin words, and we should pause and ask ourselves if we are emulating these values.

Our badge silently exhorts us to turn away from the things that are small, mean, foolish and unworthy and to follow what is true, pure honest, just.

Skoolvisie / School vision

Ons skep 'n gelukkige en uitdagende leefruimte waarin elke individu met trots sy / haar volle potensiaal kan bereik.

We create a happy and challenging environment where every individual can proudly achieve his / her full potential.

Doel van Gedragkode / Purpose of Code of Conduct

Hoewel die Staat verplig is om opvoeding vir almal toeganklik te maak, moet dit aangevul word met die toewyding en verbintenis van verantwoordelike rolspelers, naamlik opvoeders, leerders en ouers. Hierdie gedragkode is bedoel om sodanige toewyding en verbintenis te bevorder.

Die doel van hierdie gedragkode is om 'n gedissiplineerde en doelgerigte skoolomgewing te ondersteun. Hierdie omgewing moet toegewy wees aan die bevordering en handhawing van 'n hoë gehalte leerproses. Die gedragkode onderskryf die skool se missiestelling.

Leerders en hul ouers/voogde moet hulself van die skool se gedragkode en die bepalings daarvan vergewis. Sodra leerders by die skool/koshuis ingeskryf is, is hulle onderworpe aan die gedragkode, en moet hulle dit nougeset nakom. Indien leerders die gedragkode oortree of minag, sal daar volgens die dissiplinêre prosedure vir leerders teen hulle opgetree word.

Die skool erken en respekteer die regte van die individuele leerder, opvoeder en ouer. Die skool verwag ook van die individu respek vir die taak of verantwoordelikheid van die skool om 'n omgewing daar te stel waarin almal kan onderrig ontvang, leer en groei.

The school's Code of Conduct is intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the school. Nothing will exempt a learner from complying with the school rules. Ignorance of school rules is, therefore, not an acceptable excuse.

1. Algemene Beginsels / General Principles

- 1.1 Learners are expected to behave in a courteous and considerate manner towards each other, the Matric Council, the Representative Council of Learners (RCL), all members of staff and visitors to the school at all times.
- 1.2 Learners are expected to abide by the school rules with regards to appearance and behaviour when representing the school both during school hours and after school hours, at school and away from school. Learners may not say or do anything that will discredit themselves or the school.
- 1.3 No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners, or will cause another learner physical or emotional harm.
- 1.4 The school will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.

2. Skool en klasbywoning / School and Class Attendance

- 2.1 Parents/guardians, learners, teachers and School Governing Body (SGB) members are jointly responsible for ensuring that all learners attend school.
- 2.2 If a learner does not attend school regularly, the relevant register teacher will report the absence of the learner to the grade head who will inform the parent and the principal in writing.
- 2.3 The register teacher has to keep an accurate register of learner attendance and must keep copies of all communication to parents when absence from the classroom is reported.
- 2.4 All learners are to arrive at school before the official starting time. Learners who are late for school will be marked absent as registers are completed at the beginning of each school day.
- 2.5 All absence from a class, without the permission of the relevant register or subject teacher, is prohibited.
- 2.6 All learners will attend assembly for the full duration thereof.

3. Afwesigheid / Absenteeism

- 3.1 All truancy from school is prohibited.
- 3.2 **Learners who have been absent must bring a letter to the school, written and signed by a parent or guardian, in which the reason for her absence is given.** Parents can also inform the grade head by email. Children who are not feeling well or have an infectious disease must please be nursed at home until they have recovered.
- 3.3 Learners have to sign out at the office after all permission slips have been completed and signed by the relevant subject teachers and the grade head. Only parents may sign learners out at the office. Parents may give permission for another person to collect their daughter/s. This permission must be provided to the school in writing or via email. No learner will be allowed to be signed out by another person unless the school has received written consent from a parent / legal guardian.
- 3.4 We unfortunately do not have a sick room facility at school. Therefore, when learners fall ill they should report to the office to ask for permission to go home. Permission will be granted by the grade head or deputy principal after which the secretary will contact the parents telephonically to request them to fetch their child.
- 3.5 If learners are late for school, they must report at the office to state the reason for being late. Their names will be taken down and three late arrivals (without a genuine reason) will result in disciplinary action. Parents are responsible for learners arriving on time for school and must ensure that their daughters learn to be prompt.

- 3.6 Indien 'n leerder drie dae agtereenvolgend afwesig is, moet 'n mediese sertifikaat van 'n geregistreerde mediese praktisyn by die kantoor ingedien word. 'n Leerder word gederegistreer indien sy, sonder 'n geldige rede, tien dae agtereenvolgend afwesig is.
- 3.7 Wanneer 'n leerder afwesig is tydens 'n formele assessering, toets of eksamen, is 'n mediese sertifikaat van 'n geregistreerde mediese praktisyn verpligtend. Uitsonderings moet met die assesseringskoördineerder uitgeklaar word.
- 3.8 Learners who fail to produce a medical certificate for absenteeism during formal examinations, tests or assessment tasks will obtain a mark of "0" (nought) for the particular examination, test or assessment task.
- 3.9 Requests for leave of absence from school for unavoidable reasons or for medical appointments which cannot be made after school, must be addressed to the principal in writing. Permission will NOT be granted for learners to be absent from school in order to apply for a driver's licence or complete the driver's licence tests. Parents are requested to arrange auditions, modelling assignments, visa applications and medical appointments after school hours or during school holidays.

4. Klaskamers en Lokale / Classrooms and venues

- 4.1 Wanneer 'n opvoeder weens siekte of enige ander rede nie by die klas kan wees nie, moet leerders stil voortgaan met hulle werk.
- 4.2 Die biblioteke word slegs onder toesig van 'n opvoeder besoek met die doel om boeke uit te neem of naslaanwerk te doen. Gedurende pouses sal mediaprefekte aan diens wees.
- 4.3 It is expected from all learners to keep their classrooms neat and tidy. No papers or other materials may be put underneath the desks.
- 4.4 Enige leerder wat op banke of ander geriewe skryf of teken, sal in samewerking met hul ouers versoek word om die meubelstuk self skoon te maak sodat dit weer in die oorspronklike toestand is.
- 4.5 When the principal, any educator or another adult enters a classroom, the learners must stand up quickly and politely.
- 4.6 Op reëndae, wanneer leerders soms genoodsaak word om pouses en voor skool in klaskamers deur te bring, moet hulle rustig en ordelik daar bly.
- 4.7 Classrooms must be entered and left in an orderly manner. Class changes between periods must occur quickly and politely.
- 4.8 Apparaat (klankversterkers, dataprojektors, mimio-borde, ens.) mag slegs onder toesig van die verantwoordelike opvoeder gebruik word.

5. Swembad / Swimming Pool

- 5.1 Only one piece bathing costumes are permitted.
- 5.2 Everyone MUST always wear a bathing cap.
- 5.3 Nobody may walk on the school premises in their bathing costumes. Hostel learners must be properly clothed when walking from the hostel to the swimming pool.
- 5.4 Geen leerder mag in die swembad wees voordat die verantwoordelike persoon opgedaag het nie. Die hek moet altyd gesluit wees.
- 5.5 Nobody may push another in, throw her in or duck her. No foreign objects may be thrown into the pool, e.g. chairs, etc.
- 5.6 Die terrein rondom die swembad moet skoon bly.

6. Skooldrag en Algemene Voorkoms / School Uniform and General Appearance

- 6.1 Die persoonlike voorkoms en kleredrag van 'n leerder moet voldoen aan die welvoeglikheidsnorme wat normaalweg aanvaar word in die gemeenskap wat deur die skool bedien word.
- 6.2 Learners are expected to be correctly and neatly dressed at all times.
- 6.3 During winter learners are not allowed to wear only a jersey for warmth. A blazer is a compulsory item of the winter uniform from Grade 7 upwards. During summer the V-neck pullover is acceptable without a blazer.
- 6.4 Die romp moet gerieflik om die middellyf pas en mag nooit teruggevou word nie.
- 6.5 Sportoefeninge word bygewoon in goedgekeurde HMS-oefendrag wat by die skoolboetiek beskikbaar is.
- 6.6 After sport activities learners must leave the school in the correct team kit or the official school tracksuit and sport shoes.
- 6.7 Learners are expected to be responsible for their own property. All clothes or other possessions worn or used on the school premises must be clearly marked.
- 6.8 Clothes left at school will be placed in the pound next to the boutique. Items not collected within one term will be sold by the PTA. The proceeds will be used for their projects.
- 6.9 Leerders moet in die korrekte skooldrag of sportdrag geklee wees as hulle amptelike funksies of wedstryde van HJS Paarl bywoon. Dit geld vir leerders vanaf Graad 6 tot 12.
- 6.10 Leerders word toegelaat om 'n eenvoudige, funksionele horlosie te dra. Watches which make a statement as a fashion accessory is not suitable for a school uniform however Smart watches are allowed.
- 6.11 Een paar aanvaarbare silwer/goue oorkrabbars (klein "studs" of ringetjies) mag in die onderste gaatjie van die oorbel gedra word. Gr.12-leerders mag klein pêrel "studs" in die onderste gaatjie van die oorbel dra. No other body piercings are allowed and/or acceptable in combination with the school uniform. No coloured contact lenses or visible tattoos are allowed - tattoos must be covered with clothing at all times.
- 6.12 Leerders mag slegs skoolwapens by hul skooldrag dra wat goedgekeur is deur die skoolbestuurspan. Tydens groot sport- en kulturgeleenthede mag hulle 'n HMS bemarkingsknopie dra.
- 6.13 Geen vorm van grimering word toegelaat nie.
- 6.14 ONLY bottle green Alice bands and small towelling bands may be used as hair accessories. Bottle green ribbons and ribbons with the pattern of the school skirt may also be worn. Discreet hair clips may be used. These accessories are available from the school boutique.
- 6.15 Kleur van hare in 'n natuurlike haarkleur met afwasbare kleursjampoo is toelaatbaar, mits dit net een skakering ligter of donkerder as die normale haarkleur is.
- 6.16 Hare mag slegs een kleur wees, dit wil sê geen sonstrepies (highlights) nie.
- 6.17 Leerders mag slegs 'n bolla dra indien dit nie van vooraf sigbaar is nie.
- 6.18 Vlegsels (etniese vlegsels of etniese haarinsetsels) – moet netjies gevleg wees.
- 6.19 Long hair must be tied back if it touches the collar and fringes must be cut to clear the eyebrows. All loose hair strands must be pinned back to ensure a neat appearance.
- 6.20 Naels moet kort geknip, skoon en netjies versorg wees.
- 6.21 During events that allow casual wear, learners should wear neat, presentable clothes. Beachwear, clothes that are see-through and/or too revealing are not allowed. Hair, shoes and accessories should be neat at all times.
- 6.22 Only learners who have applied and submitted relevant supporting documents and subsequently received the necessary permission from the School Governing Body, may deviate from the official school uniform for religious and cultural reasons as contemplated in Part 1 paragraph I of this Code of Conduct.

7. Waardevolle en Persoonlike Besittings / Valuables and Personal Belongings

- The school will not be held responsible for theft of or damage to personal belongings on school premises (e.g. cell phones, bags, books or clothing).
- 7.1 If a parent requests a learner to pay school fees on his/her behalf, such school fees should be paid before the start of the school day.
- 7.2 Arrangements should be made with the teacher in charge for safekeeping of valuables, etc. during sports practices.
- 7.3 Waardevolle items, byvoorbeeld selfone en kameras, moet nooit sonder toesig in 'n skooltas of sportsak gelaat word nie.
- 7.4 Learners should avoid bringing large sums of money and valuables to school.

- 7.5 Indien 'n leerder 'n skootrekenaar en/of tablet skool toe bring, is sy self vir die veiligheid daarvan verantwoordelik. Die skool aanvaar geen aanspreeklikheid vir skade en/of verlies daarvan nie.
- 7.6 During normal school hours and during class time, cell phones may ONLY be used with permission of the class teacher and for academic purposes. We encourage learners to socialise during break times and therefore, the use of cell phones during breaks is strongly discouraged. Parents must please refrain from sending messages or calling their children during school hours. The unauthorised use of cell phones will lead to disciplinary action by the responsible educator.
- 8. Algemene Reëls / General Rules**
- 8.1 Learners are expected to be correctly and neatly dressed at all times.
- 8.2 Playing in the corridors, stairwells and toilets is forbidden.
- 8.3 All litter must be placed in refuse bins or wastepaper baskets.
- 8.4 Wilful damaging, vandalising or neglecting of school property and the property of others, in any way, is prohibited. Theft of school and private property is prohibited.
- 8.5 Any act of cheating in class work, homework, informal and formal tests or internal or external examinations is prohibited. Furthermore, copying of and/or borrowing another learner's work is forbidden.
- 8.6 Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
- 8.7 The timeous submission of work is the responsibility of each learner.
- 8.8 The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
- 8.9 Language that is seen as pejorative, discriminatory or racist is prohibited.
- 8.10 Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
- 8.11 All learners have the right to an education free of interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners. Fighting or threatening of other learners is forbidden.
- 8.12 The learner will respect learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a befitting manner. She will respect the rights of other learners and will not abuse the authority bestowed upon her through her position.
- 8.13 The carrying, copying and/or reading of offensive material is prohibited.
- 8.14 Learners must keep clear of areas that are indicated as out of bounds. These include:
- the school motor vehicles
 - swimming pool area, except while attending official sports practice and matches or during a lesson while under the supervision of the subject teacher
 - electrical mains distribution boxes, fire extinguishers and hoses
 - the parking lot, except when they are picked up after sport training or choir practice.
- 8.15 Geen leerder mag ooit oneerbiedig wees teenoor die nasionale simbole van die Republiek van Suid-Afrika of die skool se simbole of skoolkode nie.
- 8.16 Leerders moet alle redelike instruksies van opvoeders nakom en die wettige opdragte van die VRL, Matriekraad en Laerskoolprefekte gehoorsaam.
- 8.17 No intimidation and/or bullying will be allowed on the school premises. Learners who do not adhere to this instruction will immediately be dealt with by school management and/or the Governing Body.
- 8.18 Leerders word nie sonder verlof voor skool, tydens pouses of na skool in die skoollokale of klaskamers toegelaat nie. In die hoofgebou beweeg die leerders in stilte.
- 8.19 Geen boeksakke of tasse mag na-ure op die skoolterrein gelaat word nie. Geen tasse en/of sportsakke word ooit in die voorportaal van die hoofgebou of saal toegelaat nie. Tasse en/of sportsakke wat rondlê of op ongemagtigde plekke gelaat word, sal geskut word.
- 8.20 Geen leerder word ooit in die personeelkamer toegelaat nie, tensy spesiale verlof daartoe verkry is.
- 8.21 Skooleiendom of enige iets by die skool wat die eiendom van iemand anders is, mag nie beskadig, ontsier of besoedel word nie. Papiere, ensovoorts moet in die houe, wat daarvoor bestem is, gegooi word. As skooleiendom per ongeluk gebreek of beskadig word, moet dit onmiddellik gerapporteer word.
- 8.22 Leerders word nie toegelaat om kougom op die skoolterrein te kou nie. Geen verversings word sonder toestemming in die onderriglokale toegelaat nie. Geen waterbottels word in die rekenaarlokale toegelaat nie.
- 8.23 No learner may possess, use or distribute anything that can be smoked, drugs, alcoholic drinks or pornographic magazines or material while on school premises, in school buildings, representing the school in a group or while dressed in school uniform. Inspections of learners' bags and/or possessions will be conducted randomly and on a regular basis.
- 8.24 During evening functions, learners must be either inside the hall or off the school premises. Only learners of the school are allowed to attend school functions which are not open to the public. During intervals at evening functions learners may not wander around on the school premises.
- 8.25 Learners will only be under supervision of staff from 07:40 - 14:15 and during official extramural activities. The school offers aftercare until 17:30 every official school day for learners up to Grade 7. Any Grade 8 - 12 learner remaining on the premises after school hours, must wait at the Day House.
- 8.26 It is the responsibility of parents / legal guardians to ensure that learners are collected from school at 14:15 (or after an extramural activities) or to arrange for supervision until their daughter/s can be picked up from school. All learners up to Grade 7 MUST be collected straight after school (or after an official extramural activity) or they must be enrolled in the Aftercare. No loitering on the school premises before or after school hours is allowed.
- 8.27 We would like to congratulate all achievers during assemblies. We request parents and learners to inform us in writing of all achievements and to provide us with the medals and/or certificates received. We need this information on a Friday or during the weekend to enable us to plan the assembly programme.
- 8.28 A respectful atmosphere is maintained at all meetings. Therefor learners are not to giggle, talk or behave disrespectfully in any way at these meetings. Learners are to enter and leave the hall in neat rows. The School Song and National Anthem should be learned by heart. While singing these songs, all persons stand at attention.
- 9. Reëls vir Openbare Ruimtes / Rules for Public Places**
- 9.1 The school is a place of safety where laws pertaining to public spaces are applicable.
- 9.2 No dangerous objects or illegal drugs as defined in the SA Schools Act or the Safety Regulations will be brought onto and/or used on the school's property. Any dangerous object may only be on the school premises when authorised by the Principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
- 9.3 The carrying and/or smoking of cigarettes is prohibited.
- 9.4 Alcohol is not permitted on school premises or during any school activity.
- 9.5 The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.

10. Vervoer / Transport

- 10.1 Learners wishing to park motorcycles /motor vehicles on school grounds must first obtain permission from the school to do so and make use of the areas specifically demarcated for this purpose.
- 10.2 All learners park their vehicles and bikes (pedal or motorised) on the school's premises at their own risk.
- 10.3 Specific areas are provided for the safekeeping of bikes, etc. and must be used by learners.
- 10.4 Learners may ride or drive a vehicle on the school grounds provided the learner has a licence to drive such vehicle and that extreme caution is exercised. Reckless behaviour is forbidden.
- 10.5 The Code of Conduct is applicable when making use of public transport to and from school.
- 10.6 Learners may not hitchhike while in school uniform, whether formal or sports attire.

11. Skoolverrykingsprogram / School Enrichment Programme

- Involvement in activities that are part of the School Enrichment Programme forms a valuable and integral part of the holistic education of every learner. All learners are, therefore, expected to become actively involved in at least one (1) sport, cultural and/or service activity per term.
- 11.1 The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
- 11.2 Once a learner has committed herself to an activity, she will be bound to meet the rules and obligations related to that activity.
- 11.3 Involvement in a particular activity will span the entire season/duration in which that activity takes place.
- 11.4 Attendance of all practices is compulsory. Missing a practice without a valid excuse in writing from the learner's parents may result in the learner being suspended from participation in one match game.
- 11.5 Appropriate kit/uniform will be worn to practices.
- 11.6 The correct match kit/uniform will be worn to matches.
- 11.7 Learners travelling to an away fixture will travel in appropriate sportswear, unless other arrangements have been made.
- 11.8 Sports and other kits must be carried in an appropriate bag.

12. Deelname aan die skoolprogram / Participation in the school programme

- 12.1 A learner must participate in the educational programmes as prescribed by the WCED, unless exemption has been granted by the Department.
- 12.2 Once a learner has decided to participate in an extramural activity of her free will, she has to adhere to the rules and fulfil all her responsibilities and fixtures punctually, unless the principal exempts her from such activities.
- 12.3 Learners may not make use of any school equipment or facilities, including those for sport, after official hours without permission. Learners may not be on the school premises after school hours except at organised school activities.

13. Godsdienstige of Kulturele Regte / Religious or Cultural Rights

Religious practices

- Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this Code of Conduct will be accommodated by a deviation from this Code of Conduct by the Governing Body under the following conditions:
- 13.1 The learner, assisted by the parent, must apply for a deviation from the standard school rules if such rules are in conflict with or infringe on any religious right of the learner.
- 13.2 This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious right(s) as contained in the Constitution of the Republic of South Africa.
- 13.3 This application must include a reasonable interpretation of the religious rights that the learner feels are offended and a suggestion on how the rules may be supplemented by the Governing Body to accommodate such religious rights.
- 13.4 The learner must provide proof that s/he belongs to that specific religion and that the religious practices, rules and obligations, that are in conflict with the school's Code of Conduct, are his/her true beliefs and commitments.
- 13.5 The religious conduct or practice must be lawful.
- 13.6 The Governing Body must consider the application and, if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing.
- 13.7 When the Governing Body allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion and it must be compulsory for the learner to comply with such beliefs.
- 13.8 The deviation must specify the extent of the exemption from the normal rules and must clearly identify the conduct that will be allowed - e.g. the wearing of a head scarf, including colours and details of design; or the wearing of a specific hairstyle or jewellery - and the conditions under which such deviation will be applicable to the learner.

Cultural practices

- Cultural rights will be considered in the event that they do not relate to a religion, if such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or mark will cause considerable pain to the learner.
- 13.9 Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The learner must convince the Governing Body that his/her cultural rights can be exercised only through a permanent intervention.
- 13.10 Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar to that contained in subparagraphs 14.1 to 14.8 above.

14. Versekering van 'n veilige omgewing / Ensuring a safe environment

Dit word van HMS-leerders verwag om:

- beleefd en bedagsaam te wees in alle handelingte met ander persone.
- in alle omstandighede die hoogste standarde van eerlikheid, integriteit en opregtheid te handhaaf.
- deur netheid van hul persoon, korrektheid in die dra van die uniform en deur goeie gedrag te alle tye en op alle plekke hulle lojaliteit aan die skool te betoon.
- met versigtigheid en verantwoordelikheid om te sien na hul eiendom, ander se eiendom en die skool se eiendom (insluitende geld, die geboue en die terrein) en om enige skade of verlies te vergoed.
Om te verseker dat alle leerders die interpretasie van die bostaande gedragskode verstaan, sal die reëls jaarliks aan elke leerder gegee word. Hierdie reëls mag van tyd tot tyd aangepas en gewysig word.

AMENDEMENTE AAN HIERDIE KODE / AMENDMENTS TO THIS CODE

This code may be amended by the School without consultation with the affected learners, provided that the amended procedure is not in conflict with the provisions of the Labour Relations Act, and that one week's notice is given of the changes. The changes will not be applied retrospectively.

DECLARATION / VERKLARING

CONSENT AND INDEMNITY	TOESTEMMING EN VRYWARING
I hereby give my consent for my child to take part in extramural activities for the school including educational excursions/tours, cultural and sports activities, while attending this school. I fully understand and accept that my child's participation in all tours, excursions and sports activities, shall be undertaken at indemnity, hold harmless and absolve the Governing Body, Principal and Staff against any or all claims whatsoever that may arise in connection with my aforesaid child in the course of any such tour/excursion or cultural or sports activity. I agree that the school may contact me via e-mail/sms to improve communication between me and the school.	Ek gee hiermee toestemming dat my kind, solank sy aan hierdie skool verbonde is, mag deelneem aan die skool se buitemuurse aktiwiteite, insluitende opvoedkundige uitstappies/toere, sport- en kulturele aktiwiteite. Ek begryp ten volle en aanvaar dat my kind op eie risiko deelneem aan alle toere, uitstappies en sportaktiwiteite en ek onderneem om die Beheerliggaam, die Hoof, en personeel namens my, my eksekuteure en trustees, my eggenoot/ eggenote en my kind te vrywaar van enige eise wat mag ontstaan as gevolg van die verlies of beskadiging van enige eiendom van bogenoemde kind. Bogenoemde word ook gevrywaar van eise weens beserings van die genoemde kind tydens so 'n toer/uitstappie, sport of kulturele aktiwiteit. Ek gee toestemming dat u my per epos/sms kontak om kommunikasie te vergemaklik tussen my en die skool.
I hereby grant permission for PGHS to use photos/footage/video's of my child(ren) as part of: • A demonstration/project/activity in the course of classroom education; • An example project/-activity on a CD that will be used for educational work sessions, classroom advertisements, etc. Created by the school; • The schools' websites and social media platforms (including Facebook and Twitter); • Examples that are given to program editors, of match entries that are re submitted by sponsors • Video recordings for a program in connection with the school that can be published on television and/or • Any other printed publication, not yet limited to, newspapers, magazines, yearbooks, etc. By granting this permission, I understand that the school may use pictures / footage / videos of the child(ren) for purposes such as celebrating achievements and disclosing educational opportunities, such as the school governing body and the principal, and such use can include performance in the school photo gallery. I further understand that although the school associated with the pictures / images / videos will be identified, and adults appearing in photos / footage / videos may be named by the name, the name (s) or other personally identifiable information of the child(ren) will not be used with any photo / image / video. I sign this indemnity form in the knowledge that any photos / footage / videos published on the school's website can be obtained and reproduced by various news organizations, including print, electronic and broadcasting media, and so I indemnify the school of any liability may arise from the use of pictures / footage / videos of the child (s) in school web publications. I therefore understand that there are possible dangers in publishing photos, footage and videos on a website, as global access to the internet makes it impossible to control who accesses the information. I also understand that if I want to revoke this agreement, I can do it at any time by sending a letter to the principal. We are aware that Paarl Girls' High School is an e-learning school. We have read the Code of Conduct and take note of the content.	Hiermee verleen ek toestemming aan HMS Paarl om foto's/beeldmateriaal/video's van die kind(ers) hieronder te vertoon as deel van: • 'n demonstrasie/projek/aktiwiteit in die loop van klaskameronderrig; • 'n voorbeeldprojek/-aktiwiteit op CD wat vir gebruik in opvoedkundige werkessies, klaskamers, advertensies, ensovoorts deur die skool geskep is; • die skool se webblaai en sosialemediaplatforms (waaronder Facebook en Twitter); • voorbeelde wat aan programuitgewers gegee, of wedstrydinskrywings wat by borge ingedien word; • video-opnames vir 'n program in verband met die skool wat op 'n televisiestasie uitgesaai sal word; en/of • enige gedrukte publikasie, wat insluit, dog nie beperk is nie tot, koerante, tydskrifte, jaarboeke, ensovoorts. Deur hierdie toestemming te verleen, begryp ek dat die skool foto's/beeldmateriaal/video's van die kind(ers) kan gebruik vir doeleindes soos om prestasies te vier en onderwysgeleenthede bekend te maak, soos wat die skoolbeheerliggaam en die skoolhoof goeddink, en dat sodanige gebruik vertoning in die skoolfotogalery kan insluit. Ek verstaan voorts dat hoewel die skool wat met die foto's/beeldmateriaal/video's verbind word, geïdentifiseer sal word, en volwassenes wat in foto's/ beeldmateriaal/video's verskyn by die naam genoem mag word, die naam/name of ander persoonlik identifiseerbare inligting van die kind(ers) nie saam met enige foto/beeld/video gebruik sal word nie. Ek onderteken hierdie vrywaringsvorm in die wete dat enige foto's/beeldmateriaal/video's wat op die skool se webtuiste gepubliseer word, deur verskeie nuusorganisasies, waaronder gedrukte, elektroniese en uitsaaimedia, bekom en gereproduseer kan word, en daarom vrywaar ek die skool van enige aanspreeklikheid wat kan ontstaan uit die gebruik van foto's/beeldmateriaal/video's van die kind(ers) in skoolwebpublikasies. Daarbenewens begryp ek dat daar moontlike gevare bestaan in verband met die publikasie van foto's, beeldmateriaal en video's op 'n webtuiste, aangesien wêreldwye toegang tot die internet dit onmoontlik maak om te beheer wie toegang tot die inligting verkry. Ons is bewus daarvan dat Hoër Meisieskool Paarl 'n e-leer skool is. Die Gedragskode is gelees en ons neem kennis van die inhoud.

PARENT 1 / OUER 1:	NAME & SURNAME NAAM & VAN	SIGNATURE HANDTEKENING	DATE DATUM

PARENT 2 / OUER 2:	NAME & SURNAME NAAM & VAN	SIGNATURE HANDTEKENING	DATE DATUM

LEARNER/LEERDER:	NAME & SURNAME NAAM & VAN	SIGNATURE HANDTEKENING	DATE DATUM



Dit word wyd herken dat bywoning by skool of enige skoolaktiwiteit; insluitende deelname aan uitstappies, speletjies, sport of ander aktiwiteit by of deur die skool, insluitende die gebruik van vervoer wat deur die skool gereël word, risiko's kan behels. Sulke risiko's is deel van die pakket van die lewe en onderrig.

Acknowledging the foregoing I, _____ (full names of a parent/guardian), parent and/or legal guardian of the under-mentioned, over whom I have custody and control, hereby consent to my son/daughter/ward, (full names) _____ participating in the various activities (including sports activities, games, camps and educational and recreational activities and outings) arranged, organised or offered by the School, and, where relevant, to his/her being transported to and from the said activities by means of transport made available by the school for that purpose.

Ek stem verder saam dat sulke deelname of gebruik op eie risiko van die leerder en haar ouer/voog is. Sover elke redelike en praktiese voorneme getref word vir die veiligheid en welstand van my dogter en vir die sorg van haar besittings, hou ek al die persone, Hoër Meisieskool Paarl en alle organisasies wat verband hou met die aktiwiteit onberispelik, indien enige vooroordeel, verlies, skade, siekte of besering voorkom by my dogter, tydens die bogenoemde aktiwiteit, gevolglik nadat ek toestemming gegee het vir haar deelname in die aktiwiteit.

This includes a waiver against my claiming for recovery of costs resulting from theft, damage, loss and/or medical conditions or hospitalisation, **unless such loss is caused by the negligence, wilfulness or deliberate act of the School or one or more of its employees.**

Ek stel verder die skool se personeel aan wat die toer of groep begelei, of toesig hou oor die aktiwiteit, om in loco parentis op te tree met betrekking tot my dogter. Indien die behoeftes ontstaan, en waar dit deur hulle nodig geag word om dit te doen, sodanige stappe te neem soos die skool dit gereedlik ag in die geval waar die aansoeker siek, beseer, of vir enige rede mediese aandag benodig.

RELEVANT INFORMATION CONCERNING YOUR DAUGHTER'S CONDITIONS/CIRCUMSTANCES

Does your daughter have any medical condition or allergy of which the teachers accompanying the group need to be aware?

Yes ☐ No ☐

If so, please provide details: _____

Should medication/hospitalization be necessary please indicate (if applicable):

Indien medikasie/hospitalisasie benodig word, dui asseblief aan (indien van toepassing):

a) Name of your Medical Aid Society: _____ Medical Aid No: _____

b) Naam van hooflid van Mediese Fond (gewoonlik vader of moeder): _____

c) Contact details of Medical Practitioner to be contacted for medical history if necessary:

d) Noodkontakpersoonse telefoonnommer/s:

Telephone: (work) _____ (home) _____ (cell) _____

Signature of Parent/Guardian

Date

Full name of witness

Signature