



ALJAY HIGH SCHOOL

014 941 0279 061 001 2511

46A East End, Rustenburg, 0299 enquiries@aljayhighschool.co.za

AGREEMENT WITH ALJAY HIGH SCHOOL

DOCUMENTS REQUIRED WHEN SUBMITTING THE REGISTRATION FORM

- Copy of latest Financial statement from previous school
- Transfer card
- Certified copy of birth Certificate
- Copies of parents/guardian's ID
- Latest school report
- Testimonial from current school
- Copy of Residence Permit (if not SA)
- National tracking number (LURITS No.) from previous school

HOW DID YOU KNOW ABOUT US ?

FACEBOOK

☐

TIK TOK

☐

FLYERS

☐

OTHER

☐

If other please specify

1.PERSON LIABLE FOR PAYMENT

Full Name and Surname:

Identity Number:

Residential Address:

Postal Address:

Postal Code:

Contact Numbers:

Cell:

Work:

Fax

Home:

Are you Self-Employed?

Yes

No

Name of Business:

Joint Gross Income of Parent
(Per Annum/Year)

Less than:
R 100 000.00

R10000.00
R25 000.00

More than:
R25 000.00

2.PERSONAL INFORMATION OF THE CHILD/CHILDREN:

Full Names and Surname:

admissions@aljayhighschool.co.za

accounts@aljayhighschool.co.za

principal@aljayhighschool.co.za



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Date of Birth or Identity Number:	
Residential Address:	
MEDICAL INFORMATION:	
Medical Aid Name:	
Medical Aid Number:	
Allergies:	
Chronic Illness:	
Disabilities – Speech Impairment/Concentration Etc.	

APPLICATION FOR ADMISSION:

I hereby apply that my child(ren) to be admitted to Aljay High School as a full –fledged learner(s)

The personal information provided in this form is required for the processing of applications for admission. In the event of failure to provide necessary information, the application will not be able to be processed.

We/I, the undersigned, hereby voluntarily provide the personal information as required and give permission for information to be processed for the purpose for which it is required.

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I, (Full Names and Surname)
And Address:

.....
.....
.....

being the Parent/Guardian of:
Hereby accept that my child will take part in academic activities and extramural activities of the school including ball games, athletics, events, or excursions of any educational, cultural, or sporting nature for the period that he / she will be learners at Aljay High School.

I fully understand and accept that all academic activities, extra mural activities, tours and excursions will be undertaken at my own peril and I undertake on behalf of myself, my executors, my wife/husband and my relatives, to indemnify Aljay High School and its staff against any or all claims, suits, demands and expenses of whatever nature and howsoever incurred which may be taken or made against Aljay High School, its employees or agent arising out of my child's participating as an Aljay High School learner in the events, trips and extra – mural activities.

I acknowledge and accept that Aljay High School and or its employees will make every effort to always ensure the safety and wellbeing of my child while under their care.



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Signed at:.....on:...../...../20.....

..... Signature
(Parent/Guardian)

Identity Number: Tel/Cell

Number:.....

Initial:.....

SIGNED AT RUSTENBURG ON THIS.....DAY OF.....20.....

FATHER/GUARDIAN:
..... (FULL
NAMES AND SURNAME)
IDENTITYNUMBER:.....

.....
SIGNATURE

MOTHER/GUARDIAN:
(FULLNAMES AND SURNAME)
IDENTITY NUMBER:.....

.....
SIGNATURE

PERSON WHO UNDERTAKES TO INSTALL ACCOUNT:

FULL NAMES AND SURNAME;..... IDENTITY
NUMBER:.....

RELATIONSHIP:.....

.....
SIGNATURE

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NUMBER OF SIBLINGS IN ALJAY HIGH SCHOOL AS WELL AS OTHER SCHOOLS

FULL NAMES AND SURNAME	NAME OF SCHOOL	GRADE	CLASS

FAMILY SITUATION (TICK ALL APPLICABLE BOXES)

RESIDE WITH BIOLOGICAL FATHER	☐	PARENTS ARE DIVORCED (RESIDE WITH MOTHER)	☐
RESIDE WITH BIOLOGICAL MOTHER	☐	PARENTS ARE DIVORCED (RESIDE WITH FATHER)	☐
FATHER DECEASED	☐	RESIDE WITH GRANDPARENTS	☐
MOTHER DECEASED	☐	SINGLE PARENT (NEVER MARRIED)	☐
STEPMOTHER	☐	GUARDIANS	☐
STEPFATHER	☐	RESIDES TOGETHER	☐
OTHER SITUATION	☐		☐

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UNDERTAKEN BY PARENTS/GUARDIANS	UNDERTAKEN BY PARENTS
a) I / we undertake to support and endorse the provision of the Code of Conduct. b) I / we undertake to notify the school in writing if of the intend to take our child out of the school and hand in all books and / or equipment belonging to the school before our child leaves the school. c) We undertake that outstanding textbooks and equipment will be debited to our account if our child leaves school without prior notice. d) One month calendar notice (30 days) will be given if learner intend to leave Aljay High School a transfer letter will be given after student is cleared in school fees or Aljay High school stationary or material they might be having in their possession. If a notice is given, the parents / guardians will still be liable for paying the school fees for the notice month. e) I undertake to notify the school in writing if my living and/or work details change within seven (7) days after the date of change. I agree to payment of any costs and expenses incurred in order to track my living and / or work details if I fail to notify the school of any changes.	a) Any installment arrangement must be made by way of an acknowledgement of debt as proposed and approved by the school. The said documentation is available from the Financial Officer of the school. b) Ten percent(10%)interest will be charged annually on overdue accounts. c) School fees must reflect in the school accounts on the 1st of each month .If a parent uses a different bank from that being used by the school, then they should ensure they do instant payments if they are paying on the first (1st) or they should pay three working days before the due date. This is to ensure they are not charged with a Penalty of Three Hundred Rand Should there be non-payment of any installment due by parents who would prefer to pay the school fees over a period of three (3) months, then the total year's school fees be immediately due and payable. This is to ensure they are not charged with a penalty of Three Hundred Rand (R 300.00) for late payment. d) If school fees have to be Increased due to a confluence of circumstances,they will have to be presented through a newsletter and on social media platforms three(3)months prior before increase.

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UNDERTAKEN BY PARENTS/GUARDIANS	UNDERTAKEN BY PARENTS
f) I undertake to settle school fees in accordance with the financial policy of the school and as approved by the majority of the parents during the Annual Financial Meeting. g) I agree to the request of any report from any credit bureau by the school / legal representative and to confirm my living and / or work details as well as to payment of any costs and expenses incurred in this regard. h) I agree that all information may be provided, confirmed and verified by myself in order to ensure that said information is correct for the reasons as requested. i) I take note of the fact that the school is entitled to enforce payment of school fees and if the school hands over my outstanding account for collection thereof, I undertake to pay all legal costs, as settled on an attorney and client scale including collection commission and expenses. j) I note that both the biological parents or the legal guardian(s) and / or person who undertakes to settle the school fees are liable for the payment of school fees. k) School fees which are paid once-off in advance for the whole year, should be paid on or before 28 February of each year.	e) If I am not the biological parent or legal guardian of the learner(s), and I undertake to pay the school fees, I am deemed to be a parent and that all terms, conditions, and undertakings as contained in the application form apply to me. f) I hereby confirm that I have been advised of the provisions and purpose of Protection of Personal Information Act ,Act 4 of 2013(POPIA)and confirm that I hereby consent to the sharing of my personal information with third parties, and in particular the attorneys of the school, in circumstances where legal action needs to be pursued against me in order to recover any and all amounts may be payable to the School. Initial:.....

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UNDERTAKEN BY PARENTS/GUARDIANS	UNDERTAKEN BY PARENTS
I/If a once-off payment cannot be made, payment must be made in equal installments over a twelve (12) month period from January to December before or on the (1st) of each month. Failure to make your monthly payments, the school will hand over your account to the Attorneys.	

SCHOOL FEES

- Event or non-payment, parents will be held jointly and separately liable for the payment of school fees, regardless of their marital status and regardless of any settlement agreement that may exist between the parents, and we understand the following:
- I/we understand that, if my child(ren) gain admission to the school, in my capacity as parent/guardian, am liable for the payment of tuition fees and understand that the payment of tuition fees is legal enforceable.
- The Registration fee for Gr 8 for 2027 amounts to R1 500.00 once-off(Non refundable fee).
- The monthly school fees for Gr 8 for 2027 amounts to R2 550 per month
- The Annual School Fees for Gr 8 for 2027 amounts to R30 600 per annum÷12= R 2 550.00 per month.
- (10%) discount is granted to each learner if paid in full for Annual Fees on or before 28 February 2026.

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Terms and Conditions:

I.....parent/guardian of.....ID.....here
by understand and accept all as mentioned below:

- To pay all school fee monthly on or before the 1ST of each month. Interest will be charged on outstanding money.
- All costs in legal matters to this will be held liable by myself.
- One-month calendar notice will be given if child leaves.
- If notice is given parents will still be liable for paying the months fee.
- A full month fee payable even if the child is sick ,absent of the month all including December month fees.
- No staff of ALJAY High school will be held responsible in regards to any loss or damage to any items whether directly or indirectly on the child.
- ALJAY High school accepts no responsibility for extra moral activities held by any persons at the school.
- ALJAY High School will do all that is possible to ensure the safety and well-being of your child when he or she is in our care.

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SCHOOL FEES ACCOUNT DETAILS

ALJAY HIGH SCHOOL FNB CHEQUE ACCOUNT

ACCOUNT NUMBER	63194835387
REFERENCE	CHILD'S NAME,SURNAME AND GRADE

When depositing money directly into the school's Bank Account, PLEASE make sure that the details on the Deposit Slip/i-Bank Payment are correct. The school accepts NO responsibility for incorrect deposits and a fine of R 50.00 per transaction will be

I.....ID..... have read and understood
Everything stated in this contract.

SIGNATURE (PARENT/GUARDIAN)

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ALJAY HIGH CODE OF CONDUCT

General rules

- 1 Learners shall be good ambassadors of the school, and shall conduct themselves in accordance with the school's code of ethics at all times.
- 1.2 While wearing the school uniform, or any part thereof that is sufficient to establish a link with the school in the public eye, or while representing the school, either directly or indirectly, as participants, supporters, assistants, spectators or otherwise, learners shall refrain from any conduct that could bring the school, staff or their fellow learners into disrepute.
- 1.3 In their interaction with the principal, vice-principal, educators and other staff of the school, learners shall be courteous and respectful at all times and shall refrain from any action that constitutes disrespectfulness or rebelliousness.
- 1.4 In their interaction with one another, learners shall practise self-restraint as far as possible, and shall display mutual respect and tolerance. In particular, learners shall refrain from any action aimed at harming, or that could possibly cause harm to, any other learner's physical, spiritual and moral well-being. Any sexual or improper physical contact between learners on school grounds, or in any other place where they could be identified as learners of the school, is strictly prohibited.
- 1.5 A school educator shall have the same rights as a parent with regard to controlling and disciplining the learner according to the code of conduct, both during such learner's school attendance as well as at any school activity.

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- 1.6 Learners may not eat or drink in the classroom, school hall or library. The chewing of gum during school activities is prohibited.
- 1.7 The use of cell phones during school activities is strictly prohibited. Calls may be made in emergencies only and only with the school principal's permission.
- 1.8 The smoking, possession and/or use of tobacco products, nicotine-containing products, e-cigarettes, liquor, other alcoholic substances or drugs during any school activity, or when learners are dressed in school uniform, is strictly prohibited. A learner may not be under the influence of alcohol and/or intoxicating substances of any nature during any school activity, or when learners are dressed in school uniform.
- 1.9 The possession, display, distribution, creation, manufacture or production of pornographic material in printed, electronic or any other format, during any school activity or when learners are dressed in school uniform and identifiable as learners of the school by the public, is prohibited.
- 2.0 In case of a reasonable suspicion that learners have violated this code of conduct or the laws of the country, the school principal or an educator is entitled to search such learners and/or the property in their possession for any dangerous weapons, guns, drugs or other harmful and dangerous substances, stolen goods or pornographic material that the learners may have brought onto the school grounds. Throughout, learners' dignity will be respected, and therefore, the search will be conducted in private, by persons of the same sex, and in the presence of another person. The search process and outcome must be recorded.

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- 2.1 Any conduct that unfairly prejudices the administration, discipline or efficiency of the school shall be regarded as a violation of this code of conduct.
- 2.2 A conviction of a criminal offence in a court of law shall be regarded as a violation of this code of conduct.
- 2.3 Transgressions that may lead to suspension and/or expulsion include but are not limited to:
- conduct that poses a threat to others' safety and infringes upon others' rights;
 - possessing, threatening with or using dangerous weapons;
 - the possession, use, trading or any visible sign of narcotic or unauthorised drugs, alcohol and intoxicating substances of any nature;
 - fighting, assault or abuse;
 - indecent behaviour or swearing;
 - adopting or assuming a false identity;
 - harmful graffiti, hate speech, sexism or racism;
 - theft, or the possession of stolen goods, including the theft or possession of test or examination papers before such test or examination has been conducted;

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- unlawful conduct towards and/or vandalising, destroying or damaging school property;
- disrespectfulness, offensive behaviour and verbal abuse aimed at educators or other school staff or learners;
- repeated violations of school rules or this code of conduct;
- criminal and oppressive behaviour, such as rape and gender-based harassment;
- victimisation, bullying and intimidation of other learners;
- the transgression of examination rules; and
- intentionally and knowingly providing false information, or forging documents, in order to obtain an unfair advantage.

2.4 Class rules

2.4.1 The class educator shall formulate class rules upon the adoption of this code of conduct, and at the beginning of each ensuing school year, after having consulted the learners in the class as well as their parents.

2.4.2 The class rules must be compiled in writing and –

- immediately be tabled to the principal and school governing body;
- be displayed in a legible format in a prominent spot in the classroom; and be made available to all learners and their parents.

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2.4.3 Learners are expected fully and promptly to comply with the class rules as well as any verbal instruction given by the class educator or any staff member that is reasonably essential to give effect to this code of conduct and/or for the sound and professional management of the school.

2.4.3 Any violation of the class rules shall be regarded as a violation of this code of conduct and school rules.

2.2.3 Rules with regard to appearance and school wear

3.1 School wear

3.1.1 The prescribed school wear shall be worn during school hours as well as other school activities, as determined by the governing body.

3.1.2 School wear must be clean and neat at all times. As for vests, boys may wear only plain white vests, which may not be visible under any circumstances. School shirts must be tucked in at all times.

3.1.3 Clothing rules (*Insert your school's clothing rules here*)

Boys: Winter: Trousers, long sleeve shirt, tie, blazer

Summer: Shorts, short sleeve shirt, tie, blazer

Sports wears: Sports tracksuit

Girls: Winter: trousers, shirt, blazer

Summer: skirt, shirt, tie, sun hat, blazer

Sports wear:

NB. Compulsory items that are part of our uniform

: **Sports bags, lunch bags, school satchels and house T-shirts.**

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3.1.4 Any caps or headgear other than those prescribed in the clothing rules are prohibited.

3.1.5 The governing body may use its own discretion to grant permission for learners to wear civilian clothes to certain events. Such clothes must be neat and proper.

3.2 Appearance

3.2.1 Hair

Girls

- Hair colour must seem natural at all times. No unnatural highlights or lowlights are allowed.
- Hair that extends over the collar must be tied and display neatly.
- Only hair accessories (ribbons, combs and bobbles) that fit in with the school's colours may be worn.
- Hair must be properly tied.

Boys

- Hair must be short and neatly cut.
- There may be no hair in the section around the ears. Hair may not touch the ears when it is combed straight down.
- When hair is combed down, it may not touch the eyebrows.
- Sideburns may extend up to the middle of the ear.

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- Hair may not bush out excessively. No foreign hairstyles are allowed.
- Hair colour must seem natural at all times. No unnatural highlights or lowlights are allowed.
- No caps may be worn.

3.2.2 Jewellery

- All jewellery items, such as rings, bracelets (elastic or leather) or chains are prohibited.
- Only wristwatches are allowed.
- The wearing of body jewellery, such as nose, tongue and eyebrow jewellery is strictly prohibited. As for girls' earrings, only one gold or silver stud or standard gold or silver ring will be allowed per ear, worn in the bottom hole if the ears had been pierced more than once.
- No other studs or gems will be allowed.

3.2.3 Nails

- Nails may not extend beyond fingertips.
- No nail polish may be worn.

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3.2.4 Make-up

- No mascara, eyeliner or blusher will be allowed.

4 Sports and extracurricular activities

4.1 Participants in sports and extracurricular activities

4.1.1 Learners who are selected to represent the school as participants in any sports or other extracurricular activities must be dressed in the sportswear, school wear or other prescribed clothing as determined by the educator responsible for the activity concerned, both during and after participation in such activity.

4.1.2 All learners who participate in the aforementioned activities shall be loyal to the school and fellow participants. In particular, participants must report promptly and on time at the venue of the activity or the venue from where participants depart to the activity. Learners who have been selected to represent the school in an activity may only be excused from attendance if a written apology is handed to the sports or cultural head in advance. Unforeseen absence from an activity will only be excused if the sports or cultural head receives a written apology no later than three days following the relevant activity.

4.1.3 Learners who represent the school at sports activities will at all times be courteous towards, and comply with the rulings, prescripts and instructions of:

4.1.3.1 the sports head and the educator involved in the relevant sports code;

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4.1.3.2 the referee or adjudicator with regard to the relevant activity; and the team captain.

4.1.4 Although it is assumed that learners who participate in sports activities shall do so with commitment and dedication, such learners are expected also to practise self-restraint and self-discipline. In particular, no learner may display bad sportsmanship, use foul or offensive language, get involved in fights or incidents, or engage in any foul or improper play.

4.2 Spectators and supporters at sports and other extracurricular activities

4.2.1 Apart from their duty to comply with the provisions of this code of conduct, all learners attending any school activity as spectators or supporters shall also refrain from any disruptive, improper, rebellious, unnecessarily inciting or indecent behaviour. In particular, learners may not respond negatively to any ruling by an adjudicator or referee.

4.2.2 Learners who attend any school activity as spectators or supporters shall abide by and obey any instructions and directives they receive prior to, during and after the activity concerned from the principal, any educator, member of the Representative Council of Learners (RCL), other school leaders, or parents appointed by the principal to assist with the transport, supervision or control of learners who need to be transported to and from the activity concerned, or who attend the activity.

4.2.3 The abovementioned rules equally apply to any participation in any extracurricular activity apart from sports activities, except cases on which the rules obviously have no bearing.

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School property

5.1 'School property' includes the following:

5.2 5.1.1 The grounds and buildings occupied by the school, as well as any permanent addition to such grounds and buildings

5.1.2 All other property, including equipment, books, stock, motor vehicles and the like that the school owns, rents or stores, or with regard to which the school could be held legally liable in case of any damage or loss

5.2 As the school has been developed and erected for the use of all learners who attend it, all learners are obligated to do everything in their power to protect the school's property in order for it to be utilised to the benefit of all current and future learners of the school.

5.3 No learner may remove any school property from the school grounds without the prior consent of the principal or an educator of the school.

5.4 Learners may not handle, damage, mark, deface or destroy any property of the staff of the school, fellow learners, visitors to the school, or members of the public. This rule applies to property on the school grounds, in the immediate vicinity of the school, at or near the venue of any school activity, as well as any vehicle with which learners are transported, and the property contained therein.

5.5 Learners may not damage, deface or destroy any school property. Any learner who deliberately misuses, damages or vandalises any school property shall replace or pay for such property. Destruction of and/or damage to property is a criminal offence.

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6. The Representative Council of Learners (RCL) and school leaders

- 6.1 The RCL and school leaders, in conjunction with the staff of the school, are responsible for general school discipline.
- 6.2 RCL members and other school leaders shall bring transgressing learners to the staff of the school; where after line functions will be followed.
- 6.3 All learners shall obey any reasonable instruction from a member of the RCL or another school leader, and shall support and cooperate with the RCL and other school leaders in properly executing their duties.

7. School notices

- 7.1 All learners are obligated to hand to their parents all school notices that were distributed to learners for such purpose by the governing body, principal or an educator of the school, as well as promptly return to the class educator any acknowledgement of receipt that was to be completed by the parents.

8. School work and homework

- 8.1 There shall be an orderly atmosphere in the classroom at all times. Learners may not disrupt or hinder teaching.
- 8.2 Learners must promptly carry out instructions in class.
- 8.3 All learners must have and maintain such homework book as may be required by the principal or class educator
- 8.4 All learners must do their prescribed homework and promptly return it to the relevant educator by the due date. Failure to comply with this rule shall be excused only if, on the day on which the homework was to be completed, the learner hands to the educator a written note from his/her parents with an acceptable excuse for such failure.

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8.5 All learners must do their prescribed homework enthusiastically, diligently and with dedication in order to develop a consistent work ethic. Failure to comply with this rule without an acceptable excuse shall be regarded as a transgression of this rule.

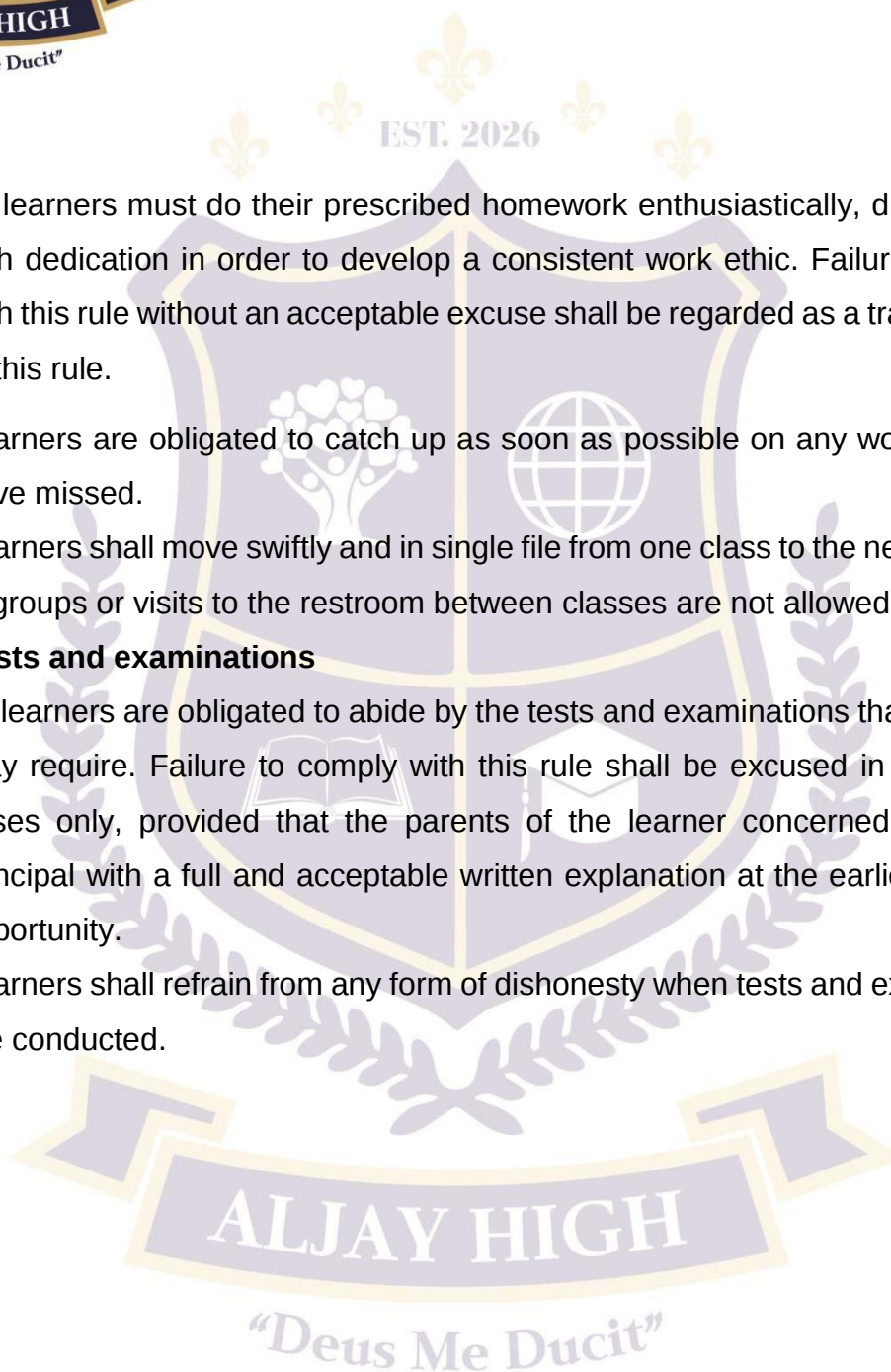
8.6 Learners are obligated to catch up as soon as possible on any work that they have missed.

8.7 Learners shall move swiftly and in single file from one class to the next. Chatting in groups or visits to the restroom between classes are not allowed.

9. Tests and examinations

9.1 All learners are obligated to abide by the tests and examinations that educators may require. Failure to comply with this rule shall be excused in exceptional cases only, provided that the parents of the learner concerned supply the principal with a full and acceptable written explanation at the earliest possible opportunity.

9.2 Learners shall refrain from any form of dishonesty when tests and examinations are conducted.



admissions@aljayhighschool.co.za
accounts@aljayhighschool.co.za
principal@aljayhighschool.co.za



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10. Motor vehicles and motorcycles

10.1 Learners may not bring motor vehicles or motorcycles onto the school grounds, unless he/she has the prior written consent of the principal or another staff member duly nominated by the principal, and unless he/she promptly complies with any conditions imposed together with the aforementioned consent. If a learner does not have the necessary consent when asked to present such by any member of the staff, governing body or RCL, or a school leader, it will be assumed that he/she does not have such consent, until proved otherwise.

10.2 The driving of a motor vehicle or motorcycle by a learner in a way that poses a risk or possible harm to other learners on the school grounds, or other learners and members of the public in the immediate vicinity of the school grounds, is strictly prohibited.

10.3 Learners shall adhere to traffic rules on and around the school grounds.

10.4 All motor vehicles, motorcycles and bicycles are parked at own risk on and around the school grounds.

11. Punctuality

11.1 Learners are expected to arrive on the appointed time at the beginning of the school day and the start of any other school activity. When learners arrive late, they must provide a written apology from their parents. Learners who arrive late must first report to the office before proceeding to their particular class.

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12. Absence from school

- 12.1 Learners may be absent from school in exceptional cases only, and only with the written consent of the principal, or his/her representative if the principal is not available.
- 12.2 When any learner is absent from school without an acceptable excuse, it shall be regarded as truancy, which is strictly prohibited.
- 12.3 Learners who are absent from school for one to three consecutive days must upon their return to school submit a written explanation by their parents. Absence for more than three consecutive days shall be excused only if a certificate from a registered medical practitioner is submitted, except in the case of death or trauma in the learner's family, or another reason approved by the principal.

CELL PHONE & ELECTRONIC DEVICE POLICY

LEARNER & PARENT/GUARDIAN CONSENT AND ACKNOWLEDGEMENT FORM

1. LEARNER DETAILS

Full Name of Learner: _____ Grade: _____ Class: _____

Admission Number: _____

- admissions@aljayhighschool.co.za
- accounts@aljayhighschool.co.za
- principal@aljayhighschool.co.za



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2. LEGAL ACKNOWLEDGEMENT

This document serves as a legal binding acknowledgement of the **Aljay High School Cell Phone and Electronic Devices Policy**, duly adopted by the School Governing Board (SGB) in terms of the school's Code of Conduct and applicable legislation.

By signing this document, both the Learner and Parent/Guardian:

1. Confirm that they have received, read, and understood the official policy in full.
2. Acknowledge that compliance with this policy is compulsory.
3. Accept that failure to comply constitutes misconduct and may result in disciplinary action in accordance with the School's Code of Conduct.
4. Acknowledge that repeated or serious violations may lead to formal disciplinary proceedings

3. STRICT PROHIBITION DURING TEACHING AND LEARNING TIME

1. The use of cell phones or any electronic device during any learning and teaching time is **strictly prohibited**.
2. Devices may only be used:
 - In the event of genuine emergency,
 - or
 - Where explicit permission has been granted by school authorities or the responsible educator for educational purposes.
 - Any unauthorised use during instructional time shall constitute misconduct.

4. PROHIBITED CONTENT AND CONDUCT

1. The possession, viewing, storage, distribution, forwarding, or sharing of any sexual, pornography, explicit, indecent, or sonographic material while on school premises or during any school-related activity is **strictly prohibited**.
2. Any learner found engaged in such conduct will face serious disciplinary action, which may include suspension, a disciplinary hearing, and referral to relevant authorities where applicable.
3. The school maintain a zero-tolerance approach to the circulation of inappropriate digital material on campus.

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5. LOSS, THEFT AND DAMAGES – CONSENT & INDEMNITY

The Learner and Parent/Guardian expressly acknowledge and agree that:

1. The possession of a cell phone or electronic device on school premises is voluntary and entirely on owner's risk.
2. Aljay High School, its Governing Board, management, educators, staff, and representatives shall **not be held liable** for any loss, theft, damage, destruction, or malfunction of any cell phone or electronic device brought onto school property or to any school-related activity.

The school is under no obligation to investigate, insure, repair, or replace any lost or damaged devices.

3. In the event of confiscating due to policy violation, the school shall exercise reasonable care while the device is in its possession, but accept no liability for any damage or technical malfunction occurring during confiscation or storage.
4. By signing this form, the Parent/Guardian indemnifies and holds harmless the school, its Governing Board, and staff from any claim arising from loss, theft, or damage to such device.

6. POPIA COMPLIANCE

(Protection of Personal Information Act 4 of 2023)

In accordance with the Protection of Personal Information Act (POPIA):

1. Aljay High School collects and processes personal information for lawful and legitimate educational and administrative purposes.
2. Personal information obtained through this form will be processed in a lawful, reasonable, and secure manner.
3. Information will only be used for purposes directly related to school administration, policy enforcement, learner discipline, and communication with parents/guardians.
4. The school undertakes to implement appropriate safeguards to protect personal information.

By signing this form, the Parent/Guardian consents to the lawful processing of personal information as outlined above.

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7. LEARNER DECLARATION

I _____

(Learner Name)

declare that I understand the contents of the Cell Phone and Electronic Device Policy and agree to comply fully with its provisions.

Learner Signature: _____ Date: _____

8. PARENT/GUARDIAN DECLARATION

I _____

(Parent/Guardian Name)

confirm that I have read and understand the policy and this acknowledgment form.

I support the enforcement of this policy, consent to lawful processing of personal information in terms of POPIA Act, and accept the Loss, Theft and Damage Indemnity as stated above.

Parent/Guardian Signature: _____ Date: _____

Contact Number: _____

SCHOOL ADMINISTRATION USE

Date Received: _____ Received By: _____

Signature: _____

Adopted by: School Governing Board

School Principal: _____ Effective Date: _____

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