



CORE POLICY PRINCIPLES

This document highlights the core principles of each of our policies which we feel should be brought to your attention. We encourage you to read the full set of policies for your own information. These policies are subject to change at management's discretion and major changes will be communicated beforehand.

1) Admissions Policy

- We are an **English medium school** with Afrikaans as the 1st additional language and IsiZulu as the 2nd additional language. The major criterion for admission to the school is the applicant's fluency in English.
- Admission is at the **Principal's discretion** following a formal interview.
- Admission is also subject to the person responsible for the payment of school fees passing a **credit check**.
- The applicant must be able to follow a **mainstream curriculum**. We are unable to cater for those who cannot meet this requirement.

2) Cellphone Policy

- Cellphones must be **handed in to the class teacher** at the start of the school day for return at the end of the day.
- The device must be **clearly marked** with the child's name.
- The school will not be responsible for any **loss or damage** to any cellphones or other electronic communication devices.

3) Code of Conduct

- Educators have the **same rights as parents** to control and discipline learners according to the Code of Conduct when the learner is at the school or any school function.
- An independent school has the **legal right to deny access** to a learner for reasons related to non-payment, short payment, or behavioural issues.
- It is expected that **parents will support the school** by ensuring that learners observe all school rules and regulations.
- Parents are expected to **behave with decorum and respect** when dealing with staff, educators and learners of the school. Due process will be followed in the event of this not being upheld.

4) Communications Policy

- **Newsletters and circulars** must be treated as important and must be read.
- **Reply slips** must be signed where attached.
- Parents are required to **read and respond to all communications** from the school.
- Any **issues or problems** should be raised as early as possible, particularly changes at home that may affect the child.
- **Homework books** must be checked and signed.
- **Whatsapp groups** – Class groups and Parents group
- Email is required for **invoices and statements**, or SMSs will be charged to your account.
- **External communications** through Principal or Information Office only.

5) Disciplinary Code and Procedure

- **Disciplinary measures** may be taken against a learner who contravenes any aspect of the Code of Conduct.
- A **demerit system** is in place to assist in behavioural management.
- **Corrective measures** include: verbal warnings, written reprimands, additional tasks, suspended privileges, detention.

- **Detention is compulsory.**
- Learners not picked up from detention on time will be placed in aftercare at **the parent or guardian's cost.**
- No form of **bullying or discrimination** is tolerated.
- A formal **disciplinary procedure** will be followed.
- A history of disciplinary issues may result in a learner not being accepted for **annual re-enrolment.**

6) School Fees and Collection Policy

- The parents or legal guardians of a child enrolled at Woodcrest Academy are **jointly and severally liable for the payment of school** fees irrespective of any court orders or other internal agreements between them.
- **School fees:** once-off non-refundable Registration Fee and School Development Fund plus Monthly Tuition fees.
 - The Registration Fee must be paid up front.
 - The School Development Fund may be paid up front or monthly for twelve months
 - The Monthly Tuition Fee (these vary according to grade) must be paid monthly in advance or paid up front.
- **Proof of payment** of Registration, School Development Fund (in part or in full) and at least the first month's Monthly Tuition Fee is required before admission.
- One month's **written notice** is required.
- Billing process:
 - **Invoices and statements** are issued monthly via email; if no email SMSs will be billed to your account.
 - **Queries** should be directed via Whatsapp to 082 665 3265.
- Outstanding fees:
 - Fees are considered to be **overdue on the first** of each month.
 - The **TPN credit bureau** will send notification of payments and non-payment or late payments.
 - In the **first month** you will receive an email requesting settlement of the amount.
 - In **second month** you will receive an email notifying you that:
 - Your child will **not be allowed to attend classes.**
 - You will be receiving a **letter of demand** from TPN Collections.
 - **Failure to settle the debt** will result in your child being de-registered with Woodcrest Academy and steps will be taken to blacklist you.
 - In the **third month** you will receive an email notifying you that:
 - Your child has been **de-registered** with Woodcrest Academy.
 - You will be **blacklisted** through TPN.
 - **Legal fees** will be charged should matters go to that stage.
 - **Interest** will be charged on overdue accounts.

7) School Times and Attendance Policy

- **School times** are based on the phase (grade).
- Students must be **seated by 7:45.**
- Arrangements for pick-up are important. Missed or late pick-ups will result in your child being placed in aftercare **at your expense.**
- An **aftercare** facility is available at a cost.

8) Uniform Policy

- School uniforms play a **fundamental role** in creating an identity for the school and providing children with a sense of belonging and inclusion.
- Our uniform policy is intended to provide a **comfortable, practical, and affordable option.**

9) Valuables and Personal Items Policy

- **Valuables** including cash should not be brought to school.
- **Personal items** must be marked with the learner's name.
- The school and its staff and the property owners **shall NOT be responsible** for the loss of or damage to any personal property or cash.