

ST. CATHERINE'S NURSERY SCHOOL

CODE OF CONDUCT

ADMISSION AND LANGUAGE PROFICIENCY POLICIES



Dear Parents,

1. **Registration Documentation**

All applications must be accompanied by the following documentation:

- An application form for registration and admission to the school
- An official birth certificate
- Immunization card
- Deposit (to be deducted from school fees)
- Proof of Residence
- In cases of children with special needs a professional assessment will be required. Learners presently attending speech or occupational therapy will be required to give the school a copy of the latest assessment report.
- Learners transferring from another school must provide a copy of their scholastic report.

2. **Administration & Interviews**

Parents will be required to attend an interview prior to final admission. Prospective pupils are to be present with their parents at our Open Day or at another date prior to admission to the school.

3. **Responsibilities of Parents**

Parents will be responsible for the following in terms of registration:-

- Grade R Learners who wish to attend St. Catherine's for the first time will have to complete an entrance assessment;
- In the case of children with special needs, besides a professional assessment the school also requires full disclosure of any problems. If the parents do not fully disclose any pre-existing learning difficulties the admission process may be terminated.

Over and above the parent's responsibilities in terms of registration, the following responsibilities apply

- All parents are to subscribe to the ethos of the school.
- Parents or guardians are to accept responsibility for the payment of school fees.
- Children are to be attired in the correct school uniform as stipulated in the Information Sheet given to you during enrolment.
- Children are to attend school regularly.

4. **Age grade norms**

St. Catherine's caters for learners for the four years preceding Grade 1. Therefore the children will be admitted in the following groups:

- 2-3 year olds – Tiger group
- 3-4 year olds – Teddy group
- 4-5 year olds – Squirrel group
- 5-6 year olds – Grade R

(Please initial.....)

Children younger than 2 will only be admitted if the school is not full at the discretion of the Principal and will have to remain in the tiger group for 2 years.

Learners who are of compulsory school-going age but whose circumstances necessitate exemption from formal schooling may be retained in the older group, provided the necessary assessments by a professional, stating that it would be in the child's best interest to repeat Grade R, are provided.

5. Notice Period

- A month's notice must be given before your child leaves the school, or
- A month's fees will be charged in lieu of notice.

6. Suspension & Termination

The Governing Body has the right to, at any given time and at its sole discretion, suspend or terminate any learner's admission to the School if such learner and/or his/her parent/s:

- Conduct themselves in a manner that is unacceptable in terms of the School's rules, policies, code of conduct and procedures as determined by the principal of the school;
- Fails to make payment of arrear school fees after receiving 14 days' notice to make payment of such arrear fees;
- Fails to make full disclosure in the case of children with special needs;
- Suffers from, or at a later stage acquires, any illness or mental condition which can potentially cause harm to other learners or the staff of the School.

7. Policy review

This admissions policy will be reviewed by the Governing Body on an annual basis.

Thank you for taking the time to read the St. Catherine's Nursery School Code of Conduct and Admission and Language policies. We are required by our Governing Body to ask you to sign this form below to confirm that you have read and fully understood these policies. Thank you for your co-operation.

I hereby acknowledge that I have read and understand the contents of the above mentioned policies. I further acknowledge that in cases where I have not fully understood the policy I have requested clarification and received the necessary clarification enabling me to fully understand the policies.

We, the parents of..... have noted and do acknowledge that St. Catherine's Nursery School is an English independent private nursery school which is not a feeder school for any primary school. You the parents will have to find out and comply with the entrance requirements of the primary school to which you wish to send your child.

SIGNED: _____
S.E. RAMOS – PRINCIPAL

DATE: _____

SIGNED: _____

(Please print full names:)

DATE: _____