



My God is more than enough

**Student Number:**

**PO Box 2184  
Port Alfred  
6170**

**046 624 3616**

[info@elshaddaiportalfred.co.za](mailto:info@elshaddaiportalfred.co.za)

EMIS: 200100172

NPO Number: 157-590

**Greenfountain Farm  
R72  
Port Alfred**

**Fax: 0865974246**

## EL SHADDAI CHRISTIAN ACADEMY

Please paste photo here

El Shaddai Christian Academy aims to provide a quality Christian based education that will equip young people to make a difference in the world. We instil in each child a sense of destiny and purpose in Christ so that they will mature to function as successful members of the community, understanding their value, thereby valuing others.

### APPLICATION FOR ADMISSION

#### LEARNER DETAILS

Application YEAR			Highest Grade Passed:			Year When Grade was Passed:								
Grade applied for:			Has learner Repeated a Grade:			Which Grade Repeated?								
SURNAME:											(As on birth certificate)			
FIRST NAMES:											(As on birth certificate)			
Preferred Name:														
ID or Passport NUMBER												Race:		
Home Language:					Nationality:					Study Permit:				
Religion:					DATE of BIRTH:					Gender	F	M		
Mode of Transport	Taxi			Car			School			Other				
Residential Address of Learner:						Postal Address:								
Learner Telephone:							Postal Code:							
Learner Email:														
Contact Name of Parent:					Telephone Number:									
Person where learner lives:					Telephone Number:									
Who does learner live with:	Both Parents			Mother			Father			Other				
How did you find out about us?	Word of Mouth	Pamphlet	Newspaper	Online	Our Bus	If other, please specify								

Unfortunately we may only consider the application if every section is filled in and the following items accompany the application form:

**Forms Received**

Check

Office Use

**For office use only:**

Application Form	<input type="checkbox"/>	<input type="checkbox"/>
Payment details complete and signed	<input type="checkbox"/>	<input type="checkbox"/>
Parent contract signed	<input type="checkbox"/>	<input type="checkbox"/>
R200 application fee	<input type="checkbox"/>	<input type="checkbox"/>
Learners Birth Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Parent/ Guardian Id Documents	<input type="checkbox"/>	<input type="checkbox"/>
Latest school report CURRENT YEAR	<input type="checkbox"/>	<input type="checkbox"/>
Two copies of an ID photo of the child	<input type="checkbox"/>	<input type="checkbox"/>
Copy of medical aid card (if available)	<input type="checkbox"/>	<input type="checkbox"/>
Road to Health/ Immunisation card	<input type="checkbox"/>	<input type="checkbox"/>
Confidential school reference letter	<input type="checkbox"/>	<input type="checkbox"/>
Confidential Pastor's letter (High School)	<input type="checkbox"/>	<input type="checkbox"/>
Proof of income	<input type="checkbox"/>	<input type="checkbox"/>
Previous school statement	<input type="checkbox"/>	<input type="checkbox"/>
Department of Education Transfer Card	<input type="checkbox"/>	<input type="checkbox"/>
Study Permit Copy (Foreign Nationals)	<input type="checkbox"/>	<input type="checkbox"/>

Application Date:		
Registration Date		
Grade Accepted For:		
Class Accepted Into:		
House:	<b>EAGLE</b>	<b>LION</b>

Remarks/ Comments:

For office use:	
Checked by:	
Principal Appointment:	
Finance Appointment:	
Process completed:	
SASAMS Completed:	

APPLICANT'S ACADEMIC PERFORMANCE												
Please answer: ADDITIONAL INFORMATION ON APPLICANT												
Who does learner live with	Both Parents			Mother		Father		Guardian		Other		
Parent(s) Deceased:	None			Mother		Father		Both				
Communication to:	Both Parents			Mother		Father		Other				
Number of siblings:				How many sisters:				How many brothers:				
Position of applicant in family: (e.g. first, second child)						On Mothers side:			On Fathers:			
Siblings Name: (Full names of brothers or sisters only)						Age		Grade		What school?		
1.												
2.												
3.												
4.												
Name of previous/ current school:									Province:			
Address of previous/ current school:												
Telephone Number:						Email address:						
Dexterity of Learner:		Left		Right		Both		Child Grant:		YES	NO	If yes details:
Medical Details (Please supply Doctor or Specialist reports where necessary)												
Medical Conditions:												
Learning Disabilities:												
Physical Disabilities:												
In case of emergency contact name:						Telephone:						
Emergency contact name other than parent:						Telephone:						
Doctor or Hospital Name:						Telephone:						
Medical Aid Name:						Medical Aid Number:						
Medical Member:						Medical Aid Member ID number:						

FATHER DETAILS															
SURNAME:						Title: (e.g. Mr/Dr/Rev)									
FIRST NAMES:															
ID/PASSPORT NUMBER:						Race:									
Marital Status: (please indicate with an X)		Single		Married		Separate		Divorced		Widowed		Living Together		Remarried	
Telephone Numbers:		Home:						Work:							
		Cell:						Fax:							
Email Address:						Language:									
Residential Address:						Postal Code:									
						Postal Address:						Postal Code:			
Occupation or Skill:						Employer:									
If self-employed, please supply company registration documents and VAT registration documents.															
MOTHER DETAILS															
SURNAME:						Title: (e.g. Mr/Dr/Rev)									
FIRST NAMES:															
ID/PASSPORT NUMBER:						Race:									
Marital Status: (please indicate with an X)		Single		Married		Separate		Divorced		Widowed		Living Together		Remarried	
Telephone Numbers:		Home:						Work:							
		Cell:						Fax:							
Email Address:						Language:									
Residential Address:						Postal Code:									
						Postal Address:						Postal Code:			
Occupation or Skill:						Employer:									
If self-employed, please supply company registration documents and VAT registration documents.															

If remarried STEP-FATHER DETAILS											
SURNAME:											Title: (e.g. Mr/Dr/Rev)
FIRST NAMES:											
ID/PASSPORT NUMBER:											Race:
Telephone Numbers:	Home:					Work:					
	Cell:					Fax:					
Email Address:										Language:	
Residential Address:											
											Postal Code:
Postal Address:											
											Postal Code:
Occupation or Skill:						Employer:					
If self-employed, please supply company registration documents and VAT registration documents.											

If remarried STEP-MOTHER DETAILS											
SURNAME:											Title: (e.g. Mr/Dr/Rev)
FIRST NAMES:											
ID/PASSPORT NUMBER:											Race:
Telephone Numbers:	Home:					Work:					
	Cell:					Fax:					
Email Address:										Language:	
Residential Address:											
											Postal Code:
Postal Address:											
											Postal Code:
Occupation or Skill:						Employer:					
If self-employed, please supply company registration documents and VAT registration documents.											

Details of Guardian if learner does not live with parents											
Please attach certified copy of Guardian's ID document to this application. If legally appointed Guardian please attach the court order.											
SURNAME:											Title: (e.g. Mr/Dr/Rev)
FIRST NAMES:											
ID/PASSPORT NUMBER:											Race:
Relationship to Learner	Grand parent	Aunt	Uncle	Brother	Sister	Boarding Home	Other (specify)				
	Telephone Numbers:					Work:					
Telephone Numbers:	Home:					Fax:					
	Cell:					Language:					
Email Address:										Language:	
Residential Address:											
											Postal Code:
Postal Address:											
											Postal Code:
Occupation or Skill:						Employer:					
If self-employed, please supply company registration documents and VAT registration documents.											



## INFORMATION REGARDING PAYMENT OF SCHOOL FEES

Please complete this for finance office.

Learner First Name: \_\_\_\_\_ Learner Surname: \_\_\_\_\_ Student Number: \_\_\_\_\_

Payment Method(tick):	Annual Payment	Stop Order for 11 months	
<b>Details of Debtor (Person paying school fees)</b>			
SURNAME:			Title: (e.g. Mrs/Mr/Dr/Rev)
FIRST NAMES:			
IDENTITY NUMBER:			
Telephone Numbers:	Home:	Work:	
	Cell:	Fax:	
Email Address			
Residential Address:			Postal Code:
Postal Address:			Postal Code:
Occupation:			Employer:
Trust Fund or Sponsor or Court:		Reference Number:	
Contact Person			Telephone number:

**THIS SECTION MUST BE FILLED IN BY THE PERSON RESPONSIBLE FOR PAYING THE ACCOUNT:**

It is hereby agreed that I/we the Guardians/Parents of the **Learner** shall be liable jointly and severally for the payment of the School Fees and additional charges as per the terms of El Shaddai Christian Academy. It is hereby acknowledged that one month's written notice is required for any learner being removed from the Academy. Should the notice not be given, I/we will be responsible for the payment of the forthcoming month's fees in lieu of such notice.

As per the contract I/we understand that should any legal action be taken to recover outstanding school fees, I/we will be held responsible to pay these legal fees.

I/we furthermore understand that my/our child/ren will be suspended from the Academy, while being charged full school fees, until such outstanding fees are paid.

I/we agree to pay a nominal administration fee set by the Academy to cover the cost of additional paperwork and calls that El Shaddai Christian Academy may have to make to secure overdue payments as well as interest on outstanding amounts.

I agree to pay bank charges related to any returned cheques or payments in the name of El Shaddai Christian Academy.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_

	Name:	ID Number/ Passport Number:	Signature:
Parent/Guardian/Father:			
Parent/Guardian/Mother:			
Person responsible for the account if third party warranting his/her capacity to act./ Company number:			

Information check by school representative: \_\_\_\_\_

Student Number: \_\_\_\_\_

Learner First Name: \_\_\_\_\_ Learner Surname: \_\_\_\_\_

For office use only:

Details	Amount	Date to be paid	Remarks/ Arrangements	Proof of payment received
Application Fee				
Registration Fee				
Registration Fee (Split)				
First School Fee				
Book Fee				
Affiliation Fee				
School Diary Gr 5 to12				
Bible Notes				
Textbook Hire (Gr 2 &3)				

Month	Comments
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

Information Checked and verified by BURSAR: \_\_\_\_\_



## EL SHADDAI CHRISTIAN ACADEMY

### Contract: Undertaking by Parents/Guardians

I/We, the parents/guardians of (Learner) \_\_\_\_\_ agree to the following:

1. GENERAL:

- 1.1. I declare that all the particulars furnished by me on this form are true and correct.
- 1.2. I understand that this application form does not entitle the applicant to a place in El Shaddai Christian Academy.
- 1.3. I hereby give the Academy the authority to verify any and all information supplied on this application and understand that in the event of incorrect or fraudulent information or documents provided, the application process will be immediately cancelled and no further possibility of application will be made available to me.
- 1.4. I hereby certify that I am the legal parent/s of the learner or that I have legal custody and/or guardianship in respect of the above named learner.
- 1.5. I understand that the Principal and or any other duly authorized person will act in *Loco Parentis*, including consent for medical treatment in case of an emergency, once all reasonable efforts have been made to contact the learner's parents/guardians.
- 1.6. I understand that while every reasonable effort will be made to prevent losses or damage to learner's clothing and equipment, the Academy will not be held liable for such.
- 1.7. I undertake to give, in writing, one month's intention to remove the learner from the Academy, failing this one month's fees will be charged pay fees in lieu thereof.
- 1.8. I undertake to return any books and/or equipment belonging to the Academy.
- 1.9. I will inform the Academy of any changes to personal information/contact details in writing.
- 1.10. I acknowledge the authority of the Principal, the teachers, staff and student leaders.
- 1.11. I agree to ensure that the learner attends school regularly and should he/she be absent from school for any reason, inform the school of that in writing.
- 1.12. I commit to working in partnership with the school. I will be involved in the school by attending functions, parent's meetings, sports events and fun events.
- 1.13. I will support all aspects of the learner's education by supervising homework to ensure that it is neat and completed. I will check and sign the child's homework diary each day and ensure that revision and learning take place at home. In the event of my child experiencing a barrier to learning, I will follow the advice of the educators in regards to assessments and assistance needed for the learner.
- 1.14. I have read the Statement of Faith of the Academy and understand that the learner will be taught the Word of God on this foundation. Furthermore, I undertake to support the Academy in all its Christian Principals.
- 1.15. I have read the School Rules and the Code of Conduct attached and undertake to encourage the learner to adhere to these. (*Proverbs 29:17 – Discipline your son and he will give you peace, he will bring delight to your soul*)

Initials of all signatories:

- 1.16. Realising that my/our attitude towards teachers and policies of the Academy affect the emotional and academic stability of the child, I/we will support and uphold the ideals of the Academy in every way and will abide by its discipline and regulations. At no time will I/we participate in destructive criticism of staff or the Academy to the child or to others, but instead, if a problem arises, will go directly to the teacher or Principal in a Christian manner as indicated in Matthew 18:15 & 16.
2. FINANCES:
- 2.1 I understand that both parents are jointly and severally liable for the payment of school fees.
- 2.2 This is a fee-paying school and I/we jointly undertake to pay school fees according to this contract and understand the following:
- 2.2.1 Payment of annual school fees is compulsory in either ten installments, per term in advance or paid fully per annum in advance.
  - 2.2.2 Learner's accounts that run overdue for 37 days will be suspended from school until the outstanding fees are paid in full. Full school fees will still be charged during suspension.
  - 2.2.3 Learners whose accounts run overdue for 60 days will be required to find alternate education.
  - 2.2.4 A fee of R100 will be charged as an administration fee, as well as interest of 1.3% per month on overdue accounts.
  - 2.2.5 I am responsible for all bank charges, legal fees and interest on any outstanding fees.
- 2.3 I undertake to reimburse the Academy for any damage to school property that may be caused by the learner if the damage is caused willfully or through disobedience

NO CHILD WILL BE ACCEPTED IN THE ACADEMY UNLESS THIS CONTRACT HAS BEEN SIGNED.

THE PARENT/LEGAL GUARDIAN DECLARES THAT HE/SHE IS THE LEGAL PARENT/GUARDIAN OF THE CHILD AND IS ENTITLED TO SIGN THIS DOCUMENT AND SHALL BE BOUND HERETO BOTH AS PARENT/GUARDIAN, AND IN HIS/HER PERSONAL CAPACITY.

Signed on this.....day of ..... 20..... at .....

Name of Mother/female guardian:	Signature:
Name of Father/male guardian:	Signature:
Name of witness 1:	Signature:
Name of witness 2:	Signature:





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## EL SHADDAI CHRISTIAN ACADEMY

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### FEE STRUCTURE 2020

1) **Application and registration fees** are a **once off, non-refundable** payments payable per child upon application and acceptance of child for registration:

- **R200 application fee:** Due when this application form is returned to the office. (Non-Refundable)
- **R3000.00 registration fee for all learners payable on acceptance.**

2) **School Fees** are **due monthly** in advance for **11 months** FROM January to November.

3) First months school fees to be paid by **1 January 2019** and the **1st of every month till November**.

Grade	11 Months	P/ANNUM	Book and Art Fees	Affiliation Fees
Grade RRR - R	R 1 850.00	R 20 350.00	R 540.00	R 380.00
Grade 1 - 7	R 2 300.00	R 25 300.00	R 480.00	R 380.00
Grade 8 - 12	R 2 950.00	R 32 450.00	R 480.00	R 380.00

4) **Discount Allowed:** 5% .

- 5% for Siblings
- 5 % Annual fees that are paid in full be paid by the 31<sup>st</sup> of January.

5) **Annual Fees:**

- 4.1. **Book, copy and art fees** are payable for each year that your child is enrolled.
- 4.2. Grade RRR to R book and art fees includes copying, paint supplies and craft glue.
- 4.3. Grade 1 -12 book fee covers all exercise books required not textbooks.
- 4.4. **Affiliation Fees** - Affiliates ESCA with Association of Christian Schools International and Sports Affiliations.
- 4.5. **Annual fees to be paid by 1<sup>st</sup> of January.**

6) **Additional costs:**

- Text books will be purchased by parents from textbook resellers. School will supply ISBN numbers and titles of required books.
- Transport for school activities, sports tours, to and from school daily.
- Transport to and from school.
- Extras: When applicable: charges such as music, dancing, remedial and support lessons, photographs, entertainment, breakages, haircuts, art or clubs.

### **BANKING DETAILS:**

**ACCOUNT NAME:** El Shaddai Christian Academy

**BANK:** First National Bank

**BRANCH NUMBER:** 210 917

**ACCOUNT NUMBER:** 620 8988 6075

**REFERENCE:** School Account Number, Name/Surname/Grade

Please find school account number on the top left corner of your school statement.

**Finance Department Details:**

**All correspondence e.g.: proof of payments & queries to be emailed to**

**bursar@elshaddaiportalfred.co.za**



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## EL SHADDAI CHRISTIAN ACADEMY

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### *Statement of Faith*

*We believe ....*

- ❖ The Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3 :16 ; II Peter 1 :21)
- ❖ There is only one God, eternally existent in three persons - Father, Son and Holy Spirit. (Genesis 1 :1 ; Matthew 28 :19 ; John 10 :30)
- ❖ In the deity of Christ (John 10 :30)
  - His virgin birth (Isaiah 7 :14 ; Matthew 1 :23 ; Luke 1:35);
  - His sinless life (Hebrews 4:15 ; Hebrews 7 :26);
  - His miracles (John 2 :11);
  - His vicarious and atoning death (1 Corinthians 15 :3 ; Ephesians 1 :7 ; Hebrews 2 :9);
  - His resurrection (John 11 :25 ; 1 Corinthians 15 :4);
  - His Ascension to the right hand of the Father (Mark 16:19);
  - His personal return in power and glory (Acts 1 :11 ; Revelation 19 :11)
- ❖ In the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved. (John 3 :16-19 ; John 5 :24 ; Romans 3:23 ; Romans 5 :8-9 ; Ephesians 2 :8-10)
- ❖ In the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and that they are lost unto the resurrection of damnation. (John 5 : 28-29)
- ❖ In the spiritual unity of believers in our Lord Jesus Christ. (Romans 5 :8-9 ; 1 Corinthians 12 :12-13 ; Galatians 3 :26-28)
- ❖ In the present ministry of the Holy Spirit, by whose indwelling in the Christian is enabled to live a godly life. (Romans 8 :13-14 ; 1 Corinthians 6 :9-16 ; Ephesians 4 :30)
- ❖ In baptism in water as an act of obedience as a confession of identification with Christ in burial and resurrection. (Mark 1 :4 ; Matthew 3 :6)
- ❖ In the baptism of the Holy Spirit, empowering and equipping believers for service, with the accompanying gifts of the Holy Spirit. (Acts 1 :5 ; Acts 1 :8 ; John 1 :33)
- ❖ In heterosexual relationships between a natural man and a natural woman within the confines of lawful matrimony. (Genesis 19 ; Exodus 20 :14 ; Matthew 5 :27 ; Romans 1 :26-27 ; 1 Corinthians 6 :18)
- ❖ Parents have a responsibility to set an example in life and to discipline and correct their children in love as God our Father disciplines and corrects us - His children. (Proverbs 3 :11 -12 ; 13 :24 ; 19 :18 ; 22 :6 ; 29 :17)
- ❖ Parents have a biblical responsibility to educate their children. (Proverbs 1 :8 ; 3 :1 ; 3 :21 ; 4 :10 ; 5 :1 ; 7 :1)
- ❖ Children have a responsibility to honour and obey their parents. (Ephesians 6 :1 ; Colossians 3 :20)
- ❖ Children are a heritage from God and should receive acceptance and blessing. (Psalms 127 :3 ; Matthew 19 :14 ; Mark 9 :37 ; Mark 10 :14)



## Code of Conduct and Disciplinary Policy

### INTRODUCTION

As Christians we understand that God has expectations of our conduct clearly laid out in His word to train up a learner in the way he should go to create functional members of society.

### PURPOSE

To guide disciples and to develop boundaries to help the learners mature from a place of external motivation to intrinsic motivation.

### GLOSSARY

- In this policy, the word 'parents' refers to any caregiver/guardian of the learner.
- ESCA: El Shaddai Christian Academy

### POLICY REVIEW

Our policies will be reviewed annually.

### DISCIPLINARY POLICY

In line with the Academy's desire to create a safe learning environment to enable every learner the opportunity for excellent education, correct steps of discipline are required.

The policy sets procedures in place to deal with any form of discipline issues. It works hand-in-hand with the Academy rules and code of conduct.

#### Disciplinary Measures

The Academy reserves the right to exercise both informal and formal disciplinary measures as it deems appropriate. The decision as to which procedure to follow will depend on the seriousness of the alleged infringement and any mitigating or aggravating circumstances.

#### 1. General Statements About Discipline At ESCA

- Discipline is what is done FOR a learner and not what is done TO a learner.
- Discipline is both positive and negative in nature. It not only consists of correction of the fault (negative), but also gives active guidance into what is right (positive).
- A disciplined environment is conducive to learning. This environment relies on each staff member and parent supporting this policy.
- ESCA operates on the Biblical premise that proper discipline is an expression of love. (Proverbs 3:12, 13:24, 22:15, 23:13, 29:15)
- ESCA is not a corrective institution; consequently, we ask that a learner not be enrolled with the idea that the Academy will reform him/her.
- ESCA expects co-operation of the parents in the area of discipline, and does not take the place of the parent/s who have experienced difficulties in fulfilling their disciplinary roles.
- At ESCA discipline recognises the dignity of the learner at all times, yet is firm, consistent, fair and tempered with love, good judgement and understanding.
- ESCA does not see a distinction between a learner's behaviour in and out of Academy. There should in fact be consistency of behavioural standards between the two environments. For example, the Academy finds the use of swearing in and out of Academy unacceptable. Any deviation from this policy will necessitate disciplinary action.
- By the time learners enter Grade 7 of their schooling, we trust that learners will start exercising their own self-discipline strategies, so that external disciplinary measures are not the most dominant form of correction.

##### 1.1 Positive goals in building Christian discipline

- These character traits are certainly desirable and learners are encouraged to be bold and have courage, as well as to display confidence.

What God wants ...	... Therefore ESCA will not allow
1. <b>Obedience</b> (Eph. 6:1)	Disobedience
2. <b>Respect for authority</b> (Eph. 6:2)	Rebellious attitudes, backchat, scornful looks, rudeness
3. <b>Self-control</b> (Prov. 14:29, 16:32, 25:25)	Unrestrained anger, temper tantrums, prolonged self-pity
4. <b>Patience</b> (1 Thess 5:14)	Impatience
5. <b>Diligence</b> - Enthusiasm, motivation and ability (Prov. 15:19, Rom. 12:11)	Laziness and nonchalant disinterest
6. <b>Kindness</b> (Eph. 4:32)	Rudeness and selfishness
7. <b>Courage and confidence</b> (Josh. 1:9, 2 Tim 1:7)	Fear and timidity
8. <b>Happiness and joy</b> (1 Pet. 3:10, Phil. 2:14, 4:4)	Depression and complaining
9. <b>Love for others</b> (Rom. 12:10, James 4:11, Tit. 3:2)	Criticism
10. <b>Ability to get along with others</b> (Matt. 5:9, Rom. 12:18, Eph. 4:31, Prov. 17:14)	Quarrelling and strife
11. <b>Honesty</b> (Rom. 12:17, Eph. 4:25, 28, Prov. 11:1)	Lying, cheating, stealing
12. <b>Wisdom and knowledge</b> (Prov. 2:4-9, 8:33)	Ignorance and lack of education
13. <b>Purity</b> (2 Tim. 2:22)	Perverted thinking or wrong information about sexual immorality
14. <b>Friendliness</b> (Prov. 18:24, 2 Tim. 1:7)	Shyness /self-absorption/lack of engagement
15. <b>Dependability and loyalty</b> - Responsibility and faithfulness (Prov. 11:13, 25:19)	Irresponsibility

## 2. Code of Conduct for learners

### Expectations

ESCA's expectations are based upon Jesus' words in Matthew 22:37-39:

*"You shall love the Lord your God with all your heart, with all your soul and with all your mind. This is the first and great commandment. And the second is like it: You shall love your neighbour as yourself."* In response to this, we have also set up a list of Academy rules that is not all inclusive, but certainly guides learners in a Corinthians 13 type of love.

#### 2.1 "You shall love the Lord your God with all your heart, with all your soul and with all your mind."

2.1.1 We only worship God, as represented in the Trinity. God is a jealous God and commands us to worship only Him. This is more important than power or possessions or culture. We take time to focus upon God, participate in worshipping Him and learning His Word.

2.1.2 Because God's name is Holy, we do not use His name in swearing and cursing. We speak to Him and about Him in a loving way.

- 2.1.3 We would expect no profanity, obscenity in word or action, or dishonour to the Word of God or His creation. (His creation includes people - teachers, parents, grandparents, learners, support - staff etc., and animals)
- 2.1.4 We teach submission to the authority of parents, teachers and others whom God has placed over us. We honour our parents and we require learners to display courtesy, respect and obedience to staff and learner leaders.

## 2.2 “You shall love your neighbour”

A neighbour is anyone you meet; all those in our Academy – younger or older – teachers, parents, other staff etc. We expect love for our neighbours to be:

- 2.2.1 **Truthful** - we will always tell the truth in a loving way.
- 2.2.2 **Honest** - it is wrong to take anything that does not belong to us - we may not steal. We need to be true to our word – we may not lie.
- 2.2.3 **Kind** - our thoughts, words and actions must be free from hatred or hurting others in any way. Instead, we expect consideration, compassion, empathy, tolerance, friendliness and forgiveness rather than bitterness.
- 2.2.4 **Respectful** - we show respect to all our staff members, learner leaders, peers and younger learners. Respect includes: greeting adults, greeting visitors to the Academy, being punctual for all lessons, assemblies and Academy events, helping and serving others, acknowledging that each person’s talents and giftings are unique in accordance with God’s plans and provisions.
- 2.2.5 **Pure** - our thoughts, words and actions should be clean, allowing no sexual impurity, vulgarity or swearing.
- 2.2.6 **Contented** - we are thankful to God in all circumstances and for all He has given to us and we seek to be good stewards of facilities and property. To this end we encourage an uncomplaining spirit.

## 2.3 “Love yourself”

- 2.3.1 We recognise that our bodies are temples of the Holy Spirit and we do not damage this temple by: promiscuity, substance abuse (e.g. narcotics, cigarettes and alcohol) or mutilation of the body (e.g. eating disorders, cutting, etc.). We would encourage learners who struggle in these areas to seek Godly counsel.
- 2.3.2 We show self-respect by:
- wearing our uniform correctly; dressing appropriately, maintaining a high standard of work;
  - completing class work and homework assignments to the best of our ability;
  - submitting our classwork, homework and assignments timeously with excellent quality;
  - having all the required books and stationery in class;
  - participating in the Academy’s physical education programme as well as the extramural programme and displaying a good attitude whilst doing so.

## 3. Offences

Offences will be dealt with in accordance to the procedures and policies as stipulated in the ESCA Disciplinary Policies.

Documentation of such infringements must be submitted to the principal.

- Depending on the nature of the offence, immediate suspension may occur until a hearing takes place.
- A preliminary investigation will be made by ESCA to determine whether a case exists or not.
- In the presence of sufficient evidence, the learner/s will be informed in writing of the charges.
- At least two days will be given to prepare for the hearing.
- The learner has the right to be represented at the hearing by a selected adult or peer.
- The matter will be heard by a disciplinary committee.
- The learner will be informed in writing of the decision taken at the hearing.
- The learner has the right to appeal.

## 4. Prohibited items

A learner may not have in his/her possession, in a school bag or jacket, or on his/her person any of the following items:

- Electronic games
- Electronic visual or audio recording devices (unless permission has been given for educational purposes)
- Laser pointers
- Cellular devices (unless written permission has been given for educational or other stipulated purpose by the principal. This device may not be used at Academy without due cause)
- Items associated with gambling
- Spray paint

- Pornographic, obscene, or suggestive material
- Racist, sexist, homophobic, and/or other material offensive to any ethnic or religious segment of the community
- Any weapon, for example: pocket or other knives, guns etc.
- Items associated with drug use
- Cigarettes, tobacco or marijuana products
- Mace containers/Pepper spray or stink bombs
- Tazers
- Any other item(s) that from time to time may be added to this list by the Principal.

## 5. Language

El Shaddai has been chosen by you for the education of your child, which means that you have chosen English as the medium of education. All teaching and learning is done in English as well as all assessments. In the effort to assist in providing an academically sound foundation, it is required that all learners speak English in and out of the class whilst on the Academy's property.

## 6. Pregnancy

In the event of a pregnancy, each case will be judged individually. Each learner will face a disciplinary hearing:

- The general outcome will be corrective; with counselling and guidance.
- The pregnant learner will require a doctor's certificate stating that she is in good health and able to continue her schooling whilst pregnant.
- The learner will be required to take four months maternity leave (dates will be determined by the principal) in which case she will be responsible to collect notes and teaching material from her classes.
- She may be readmitted to Academy when a doctor's certificate proclaims she is fit enough to do so and she can provide proof that her baby is being responsibly taken care of during Academy hours.
- The learner will be readmitted into the same grade in which she began her maternity leave.
- If a boy in the Academy is responsible for causing the pregnancy, he too will be required to take four months maternity leave and return to Academy in the same grade presented before this leave.
- Abortion will result in immediate expulsion as it is the destruction/murder of an eternal soul.

## APPEALS AND GRIEVANCE PROCEDURES

### 1. Introduction

In a family environment it is expected that others make errors, these errors and misunderstandings need to be dealt with in a godly, biblical way giving each party involved the opportunity to be heard and to express concerns in a constructive manner. This section of the policy deals with appeals and grievance procedures.

### 2. Formal Appeals And Grievances:

- Parent To Staff
  - The parent may privately and politely confront the relevant staff member with any grievances that need attention.
  - If unresolved, the parent may lay a complaint about said staff member to the principal either verbally or in writing.
  - The principal may hold a meeting with the parent and staff member to resolve issues.
  - This failing, the issue will be handed over to the SGB to resolve.
  - Minutes will be taken at these meetings to properly record final outcomes of such meetings.
  - Issues a staff member may have with a parent will be resolved in a similar manner.
- Learner To Teacher
  - Complaint of unfair treatment:
    - The learner must make an appointment with the teacher involved and discuss the matter.
    - This failing, the teacher or learner involved should ask the HOD to act as mediator in the next meeting.
    - This failing, the HOD may make an appointment to see the principal to assist as a mediator between the staff member and learner. The learner may have parental representation in this instance. Minutes will be taken.
    - Resolution failing, the matter will be handed over to the SGB to hold a formal hearing. In this event, any minor learner is required to have representation. Minutes will be taken.

- All discussions and negotiations are to be done in an orderly manner, each party respecting the other.
- The resolution by the SGB will be final.
- Test/Exam Results
  - The learner may approach the teacher who will review the paper with the learner and adjust marks accordingly in the event of error.
  - The learner may approach the teacher and query possible incorrect reflection of results on a report card. The teacher will explain, in detail, the reasons and methods used for obtaining that particular level. In the case of an incorrect level, the teacher will make the necessary adjustments and offer apologies.
  - All appeals will be dealt with in a courteous manner.

Complaints and grievances over other issues are to be made in writing to the principal. If the principal is unable to resolve the issues, they will be referred to the Governing Body that will deal with and make informed, final decisions in these regards.

Learners who commit serious offences and have failed to comply with rules and conduct codes will stand at disciplinary hearings of the SGB.

## **ACADEMY RULES**

To create an atmosphere that is disciplined involves the merging of a three stranded cord: parents, learners and teachers who work together to fulfil God's mandate to love God and to love each other as they love themselves. Parents remain the primary educators of their learners. Ultimately, honour, respect, kindness, consideration, responsibility and self-discipline are moulded at home. The Academy can only assist in building on the character foundation that should have already been built in the formative years in the home environment.

To continue developing character and to teach right from wrong, the Academy has put together rules that will make the boundaries clear for each learner.

### **Routine procedure:**

This list is not inclusive.

- The Academy day begins at 07h45 for the Little Lamb, the Busy Bees, Grade R, Grade 1 and Grade 2.
- The Academy day begins at 07h30 for Grades 3 onwards.
- The Academy day ends at 13h00 for Little Lambs through to Grade 2, at 13h30 for Grade 3 and at 13h45 for grades 4 onwards.
- Sport is compulsory for all learners from grade 1.
- Sporting activity times are presented each term and should be adhered to.
- Parents are to collect their learners timeously after Academy.
- Siblings, cousins, friends etc. are not permitted to attend the Academy as "Day-Care", or participate in extra-curricular activities unless prior permission has been given by the principal and all parental details recorded and indemnities signed.

### **Traffic procedures:**

- The riding of bicycles, four wheelers or motor cycles on Academy property is forbidden during school hours.
- Bicycles and motor cycles must be parked in the allocated areas.
- Learners are not allowed to be in or near staff cars during the Academy day.
- Learners are to adhere to the pedestrian rules of the road.
- Learners are to be vigilant and watchful when exiting or entering the Academy property.
- An orderly taxi drop-off and collection will be arranged and learners will be required to adhere to these rules to ensure their safety.
- Learners are to be considerate and obedient passengers while being transported to Academy functions.
- Learners may never throw litter from vehicle windows.

### **Values and manners:**

- Learners need to uphold and maintain the values of the Academy.
- Learners need to show basic good manners towards their peers, teachers and visitors to the Academy.

- Visitors should be politely greeted.

#### **Homework:**

- Homework must be neatly done on a daily basis or as required by the educators. (All grades)
- Reading cards should be signed by parents every day. (Grades 1 – 3)
- All news-letters and information letters must be signed by the parents (Grades RRR – 3)
- Homework must be recorded by learners in their diaries on a daily basis and signed by their parents. (Grades 1 -7)
- Tasks must be handed in on time.
- No plagiarism will be tolerated.

#### **In the classrooms:**

- Learners are to stand and greet any adult who enters their classroom.
- Learners are to show respect for others and their property, both personal and communal. No stealing will be tolerated.
- Classrooms need to be tidied and swept by the learners at the end of each day.
- A learner will be held responsible for any damage incurred to Academy property and/or the property of others due to wilful destruction or theft.
- Learners are to bring their own stationery to Academy each day. No borrowing of stationery will be allowed.
- The learners will treat the staff of the Academy with respect. They will listen and respond to teaching and they will follow instructions given by educators.

#### **Break time:**

- Classrooms, office buildings, hall and any area out of the playground perimeter are strictly out of bounds.
- Ball play must be controlled and all players must play fairly.
- Learners are to show consideration and kindness to their peers.
- No Littering!
- At the end of break, learners are to move to classes immediately.

#### **General behaviour:**

- Rough play is not allowed.
- Bullying is strictly forbidden.
- Littering is not allowed. Please place rubbish in the bins provided.
- No eating or drinking during lessons.
- No chewing gum.
- Clear plastic Sippy bottles such as Energade or Oros bottles should be sent to Academy each day as water bottles.
- No eating of crisps, sweets or biscuits is allowed at first break in the Foundation Phase
- No use of or possession of prohibited items like cigarettes, pornography or drugs are permitted.
- No weapons of any form are permitted.
- No lewd or vulgar language is allowed
- Sexual purity is to be a value.
- No sexual harassment, hate speech or discrimination will be tolerated.
- Love, patience, kindness, goodness, long-suffering, faithfulness, gentleness, joy and self-control are expected from the learners.

#### **Attendance of academy functions:**

- Learners are required to wear their uniform as required by the Academy, unless told otherwise by the staff.
- Consent and indemnity forms need to be signed by parents at the beginning of each academic year to allow their learners to attend day outings.
- It is compulsory for learners to attend sports days and major fund-raising activities. Notification of these events will be given throughout the year.



**Absenteeism:**

- A written letter (hard copy on a separate page) of explanation is required on the day the learner returns to Academy.
- Medical, dental and any other appointments are to be made after Academy hours.
- A letter addressed to the principal is required to request permission for a learner to leave Academy early.
- A learner will not be excused from classes for holiday reasons, unless the request has been made in writing and the principal has granted permission.
- Medical certificates are expected if the learner is absent for tests or exams, or if the learner is absent for a period of three consecutive days or longer.

**Uniform:**

- The only jewellery allowed for girls is a standard pair of gold or silver stud or sleeper earrings.
- Boys may not wear jewellery.
- Medical bracelets are allowed.
- No nail polish or make-up may be worn. High school girls may wear clear nail varnish.
- The learners may wear plain navy scarves, beanies or gloves. These must be removed during class times.
- The learners may not wear any jackets that are not part of the uniform.
- All clothing and belongings should be clearly marked with the learner's name.
- The Academy uniform is compulsory and should be worn neatly as per the uniform rules both in and out of the Academy.
- Correct P.T. uniform is required.
- No cultural or religious jewellery or talismans are permitted to be worn.

**Hair:**

- Hair must be neat, clean and tidy.
- Boy's hair:
  - must be kept neat and out of the eyes.
  - may not be braided, bleached or dyed.
  - No shaving of patterns or stripes in the hair is allowed.
  - A natural gel look is permitted.
- Boy's facial hair
  - Boys must be clean shaven at all times – moustaches, sideburns and beards are not allowed.
- Girl's hair:
  - must be tied up if it is long.
  - must be kept out of faces.
  - may not be coloured or bleached.
  - long braids must be tied up (it is preferable to not have thick, heavy braids)
  - Hair accessories must be navy, black, brown, white or orange and must be functional, not decorative.

**Civvies:**

- Dress
  - Clothing must be modest. No tight, inappropriately short or revealing clothing is permitted.
  - No inappropriate, political or offensive slogans are permitted on the clothing.
- Makeup
  - Boys may not wear makeup.
  - Primary school girls may not wear makeup.
  - High school girls may wear light makeup.
- Hair
  - Hair must be kept out of faces

**Cell phones and social media:**

- Cell phones are not permitted at the Academy.
- Any actions in social media that bring disrepute to the Academy will not be tolerated.
- Cyber bullying will not be tolerated

### **Tuckshop**

- Learners must line up in an orderly manner at the tuckshop.
- Respect and manners are required at all times in the ordering of items from the tuckshop.
- No credit is allowed.

### **Assemblies**

- Learners are to enter the hall quietly and in an orderly manner.
- They are to remain standing until permission is given to sit.
- Good manners and respect are at all times expected. No snickering, jeering, hooting or inappropriate talking will be tolerated.

### **Sport and cultural activities:**

- Each learner is required to participate in at least one summer and one winter sport and one cultural activity per year.
- Correct foot-wear, sporting equipment and appropriate dress is required for each sport.
- Proper behaviour and manners are expected at all times.
- A good "SPORT-MANS" attitude is expected in all sports.
- A written letter or verbal communication from the parent is required to excuse learners from extra-curricular activities.

### **Tests and exams**

- Learners must adhere to all instructions given during tests and exams.
- Learners must write their exams at the stipulated times, venue and dates.
- Learners must be seated for exams at least 15 minutes prior to the exam.
- There may be no communication during test or exam times whatsoever.
- Each learner must ensure that they have their own stationery required to complete their paper. No borrowing is allowed.
- Learners must keep their eyes on their own work. No cheating will be tolerated.

### **Out of academy**

- Learners are required to behave in a manner fitting a learner of a Christian Academy both in and out of the Academy.
- No actions that bring disrepute to the Academy's name will be tolerated.

THESE RULES AND DISCIPLINARY ACTIONS ARE NOT ALL INCLUSIVE AND ARE SUBJECT TO CHANGE AND ADDITIONS AS THE NEED ARISES.

You are free to choose, but you are never free from the consequences of your choices.



My God is more than enough

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## EL SHADDAI CHRISTIAN ACADEMY

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Dear Colleague

### CONFIDENTIAL REFERENCE

El Shaddai Christian Academy exists to serve the Christian family with whom we partner to train children in the way they should go so that we can raise a godly generation who will stand together for truth and righteousness in the face of adversity, bringing glory to God the Father. We believe that this purpose is best accomplished by a healthy partnership between three key influences in a child's life: home, school and church.

In order to assist us in our admissions procedures, we request that families provide us with a reference from the learner's current school. Your knowledge and understanding of the learner will be most helpful to us.

Please complete the Confidential Reference and return it to El Shaddai Christian Academy at your earliest convenience. Delivery to the school may be by fax, post, email or by hand. Please do not give this confidential report to the learner or the family. The family's application will only be processed once the completed form has been received at our school office.

Thank you for taking the time to complete this form.

Yours Sincerely

Mrs Payne  
Principal

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CONFIDENTIAL REFERENCE (To be completed by the Principal or relevant Department Head)

Student's First Names: \_\_\_\_\_ Surname: \_\_\_\_\_

Name of the Current School: \_\_\_\_\_ Current Grade: \_\_\_\_\_

1. In which year and grade did the learner first enrol at your school? \_\_\_\_\_
2. Please provide details below that relate to any instance where the student has been the subject of any disciplinary hearings or received any disciplinary sanctions (e.g. detention, community service, suspension or expulsion) at your school or any of the schools that have been attended previously.

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Has the student been assessed or consulted with any of the following whilst at your school?

	Yes	No		Yes	No
Speech Therapist/Audiologist			Occupational Therapist		
Psychologist (clinical/educational)			Psychiatrist		
Family Counsellor/Therapist			Other Counsellors		

Where professionally permissible, please provide details below:

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Please make a brief comment on the following facets of the learner's involvement in school life:

CATEGORY	COMMENTS
Academic Aptitude	
Appearance and manners	
Attitude towards Staff	
Behaviour in Class	
Christian Values & Examples	
Clubs and Societies	
Community Outreach	
Cultural Activities	
Emotional Maturity/ EQ	
Homework	
Leadership and Influence	
Learning Barriers	
Musical Ability	
Parental Involvement	
Peer Relationships	
Responsibility	
Self-Discipline	
Sport	

3. Are the school fees paid regularly and are they up to date? \_\_\_\_\_

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

Designation: \_\_\_\_\_ School Stamp: \_\_\_\_\_