



My God is more than enough

PO Box 2184
Port Alfred
6170

046 624 3616

info@elshaddaiportalfred.co.za

EMIS: 200100172

NPO Number: 157-590

Greenfountain Farm
R72
Port Alfred

Fax: 0865974246

Student Number:

Please paste photo here

APPLICATION FOR ADMISSION TO EL SHADDAI CHRISTIAN ACADEMY

LEARNER DETAILS											
Year Applied For		Grade Applied For		Grade Accepted For							
Highest Grade Passed		Year Grade passed									
Has learner repeated a grade?		Which grade?		Year repeated							
SURNAME:		(as on birth certificate)									
FULL NAMES:		(as on birth certificate)									
Preferred Name:											
Race:		Identity or Passport Number:									
Date of Birth:		Gender:	Male		Female						
Home Language:		Nationality:		Study Permit:	Y	N					
Church Affiliation:		Pastors Name:									
Church Phone No.		Email address:									
Mode of Transport	Taxi		Car		School		Other				
Physical Address of Learner:					Postal Address:						
Learner Cell phone Number:						Postal Code:					
Learner Email:											
Name and Surname Parent				Cell phone Number:							
Guardian Name and Surname				Cell phone Number:							
As a school information sharing is important please may we have your				WhatsApp Number							
How did you find out about us?	Word of Mouth	Pamphlet	Newspaper	Online	Our Bus	If other, please specify					

NB: We will only consider the application if every section is filled in and the following documents are supplied:

Forms Received

Check

Office Use

Application Form Completed		
Payment details complete and signed		
Parent contract signed		
Parent/ Guardian Id Documents		
Two copies of an ID photo of the child		
Birth Certificate		
Clinic Card/Immunisation Card		
Previous Report Card		
Copy of medical aid card (if available)		
Confidential school reference letter		
Previous school statement		
Proof of income		
If self-employed, comp. reg. docs and VAT reg. docs.		
R200 Application Fee (non-refundable)		

Interview Comments

Office use only:					
Documents Verified:		Principal Interview:		Finance Interview:	
Date:		Accepted:		Accession Number:	
Rejected:		Reason for Rejection:			
Documentation Received:		Transfer Card:		Confidential Report:	

ADDITIONAL INFORMATION ON LEARNER											
Learner lives with:	Both parents	Mother	Father	Other – Specify:							
Parent(s) Deceased:	None	Father	Mother	Both parents							
Communication to:	Both parents	Mother	Father	Other – Specify:							
How many sisters:				How many Brothers							
Position of applicant in family: (e.g. First born, 2 nd , 3 rd etc.)											
Full names of brothers or sisters (Not Cousins)						Age	Grade	What school?			
1.											
2.											
3.											
4.											
PREVIOUS OR CURRENT SCHOOL INFORMATION											
Name of previous/ current school:									Province:		
Address of school:											
Telephone Number:						Email address:					
Dexterity of Learner:	Left	Right	Both	Child Grant:	YES	NO	If yes details:				
MEDICAL DETAILS OR LEARNER											
Medical Conditions (supply Doctors report):											
Learning Disabilities (supply Specialist Report):											
Physical Disabilities (supply Specialist Report):											
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 (or legal male guardian)											
SURNAME:						Title: (e.g. Mr/Dr/Rev)					
FIRST NAMES:											
ID/PASSPORT NUMBER:											
Nationality:				Race:				Language:			
Marital Status: (please indicate with an X)		Single	Married	Separate	Divorced	Widowed	Living Together	Remarried			
Telephone Numbers:		Home:				Work:					
		Cell:				Fax:					
Email Address:											
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 (or legal female guardian)											
SURNAME:						Title: (e.g. Mr/Dr/Rev)					
FIRST NAMES:											
ID/PASSPORT NUMBER:											
Nationality:				Race:				Language:			
Marital Status: (please indicate with an X)		Single	Married	Separate	Divorced	Widowed	Living Together	Remarried			
Telephone Numbers:		Home:				Work:					
		Cell:				Fax:					
Email Address:											
Residential Address:											
										Postal Code:	
Postal Address:											
										Postal Code:	
Occupation or Skill:						Employer:					

If Mother is remarried, STEPFATHER DETAILS												
SURNAME:											Title: (e.g. Mr/Dr/Rev)	
FIRST NAMES:												
ID/PASSPORT NUMBER:												
Telephone Numbers:	Home:						Work:					
	Cell:						Fax:					
Email Address:										Language:		

If Father is remarried, STEPMOTHER DETAILS												
SURNAME:											Title: (e.g. Mr/Dr/Rev)	
FIRST NAMES:												
ID/PASSPORT NUMBER:												
Telephone Numbers:	Home:						Work:					
	Cell:						Fax:					
Email Address:										Language:		

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:												
Relationship to Learner	Grand parent	Aunt	Uncle	Brother	Sister	Boarding Home	Other (specify)					
Telephone Numbers:	Home:						Work:					
	Cell:						Fax:					
Email Address:										Language:		
Residential Address:												
										Postal Code:		
Postal Address:												
										Postal Code:		
Occupation or Skill:							Employer:					

INFORMATION REGARDING PAYMENT OF SCHOOL FEES

Learner First Name: _____ Learner Surname: _____ Student Number: _____

Payment Method(tick):	Annual Payment		Monthly Payment	
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Details of the person responsible for the school fees				
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:
Employer Tel:				

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

- 1) It is hereby agreed that I/we the Guardians/Parents of the Learner shall be **liable jointly and severally** (meaning both parents) for the payment of the School Fees and additional charges as per the terms of El Shaddai Christian Academy.
- 2) It is hereby acknowledged that one month's written notice is required for any learner being removed from the Academy.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) I/we agree to pay interest on outstanding amounts as well as 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.
- 7) 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 _____

- **It is essential to have the witnesses sign this document.**

Name of Mother:	Signature:
Name of Father:	Signature:
If person other than parents is responsible for fees:	Name: Signature:
Name of witness 1:	Signature:
Name of witness 2:	Signature:

Information check by school representative: _____

Student Number: _____



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EL SHADDAI CHRISTIAN ACADEMY

Dear Colleague

Parent Consent to release this information: Parent Signature: _____

CONFIDENTIAL REFERENCE

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 email it together with an updated school statement to info@elshaddaiportalfred.co.za at your earliest convenience. 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

CONFIDENTIAL REFERENCE

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.

3. Please state which extra-curricular activities (Sport & Cultural) the learner has been involved in:

4. Would you recommend this learner to our school? _____
5. If not, please provide a reason.

6. Has the student been assessed by 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		

7. Please make a brief comment on the following facets of the learner’s involvement/progress in school life:

CATEGORY	COMMENTS
Academic Aptitude	
Appearance and manners	
Attitude towards Staff	
Behaviour in Class	
Homework	
Leadership and Influence	
Learning Barriers	
Parental Involvement	
Peer Relationships	
Responsibility	
Self-Discipline	
Other	

Are the school fees paid regularly and up to date? _____ Outstanding Amount _____

Name: _____ Signature: _____

Designation: _____

Please email: info@elshaddaiportalfred.co.za
Please also include an updated school statement.
 Thank you!

School Stamp:



PARENTAL CONSENT FORM AND INDEMNITY AGREEMENT

Child's full name: _____ **Grade:** _____

Date of birth: _____ **Home address:** _____

Parent/Legal guardian 1 full name: _____

Cell Phone number: _____ **Work/home number:** _____

Parent/Legal guardian 2 full name: _____

Cell Phone number: _____ **Work/home number:** _____

Alternate Emergency Contact name: _____

Cell Phone number: _____ **Work/home number:** _____

Please sign and date this form if you are happy for your child to:

- a) To take part in school trips and other activities that may take place off the school premises
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- a) The trips and activities covered by this consent/indemnity include
 - a. All visits by learners to offsite property which can take place during school hours, after school, holidays or weekends.
 - b. Adventure activities at any time.
 - c. Offsite sporting fixtures.
- b) The school will send you information about each trip before it takes place.
- c) You may, if you wish, tell the school that you do not want your child to participate in any particular school trip.
- d) Any regular school day.

DECLARATION:

I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anesthetic or blood transfusion, as considered necessary by the medical authorities present. I agree that all of these treatments will be for my personal account and that the school cannot be held responsible to cover costs incurred.

Initial: _____

INDEMNITY:

I hereby indemnify, hold harmless and absolve the staff, other members of the touring party including accompanying parents and the Governing Body of El Shaddai Christian Academy against any or all claims that may arise in connection with the loss of or damage to the property of or injury to my child/ward in the course of activities during school hours and on any trips or during the course of activities on the trip, in the knowledge that the trip manager will endeavor to take all precautions for the safety and welfare of my child/ward.

Parent/Guardian signature: _____ Date: _____

Witness: _____

I have read, understood and agree to the above.

MEDICAL INFORMATION

Please complete the medical information section below:

a) Does your child have any medical conditions requiring treatment, including medication? _____

b) If YES in a) please give brief details: _____

Please provide a doctor's certificate describing the status and control of the condition.

c) Please outline any special dietary requirements of your child: _____

d) Is your child allergic to anything? _____

e) If YES, please give specific details: _____

f) When last did your child have a tetanus injection? _____

g) Is your child on a medical aid? _____



Code of Conduct and Disciplinary Policy

PREAMBLE

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
- Cyber bullying: is causing hurt by using social media through any electronic devices.

POLICY REVIEW

This policy will be reviewed every three years or as needed.

SECTION A:

1. General statements about discipline at ESCA

- a. Discipline is what is done FOR a learner and not what is done TO a learner.
- b. 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).
- c. A disciplined environment is conducive to learning. This environment relies on each staff member and parent supporting this policy.
- d. 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)
- e. 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.
- f. 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.
- g. 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.
- h. ESCA does not see a distinction between a learner's behaviour in and out of the 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 the Academy unacceptable. Any deviation from this policy will necessitate disciplinary action.
- i. 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. Obedience (Eph. 6:1)	Disobedience
2. Respect for authority (Eph. 6:2)	Rebellious attitudes, backchat, scornful looks, rudeness
3. Self-control (Prov. 14:29, 16:32, 25:25)	Unrestrained anger, temper tantrums, prolonged self-pity
4. Patience (1 Thess 5:14)	Impatience
5. Diligence - Enthusiasm, motivation and ability (Prov. 15:19, Rom. 12:11)	Laziness and nonchalant disinterest
6. Kindness (Eph. 4:32)	Rudeness and selfishness
7. Courage and confidence (Josh. 1:9, 2 Tim 1:7)	Fear and timidity
8. Happiness and joy (1 Pet. 3:10, Phil. 2:14, 4:4)	Depression and complaining
9. Love for others (Rom. 12:10, James 4:11, Tit. 3:2)	Criticism
10. Ability to get along with others (Matt. 5:9, Rom. 12:18, Eph. 4:31, Prov. 17:14)	Quarrelling and strife
11. Honesty (Rom. 12:17, Eph. 4:25, 28, Prov. 11:1)	Lying, cheating, stealing
12. Wisdom and knowledge (Prov. 2:4-9, 8:33)	Ignorance and lack of education
13. Purity (2 Tim. 2:22)	Perverted thinking or wrong information about sexual immorality
14. Friendliness (Prov. 18:24, 2 Tim. 1:7)	Shyness /self-absorption/lack of engagement
15. Dependability and loyalty - 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, culture or identity. We take time to focus upon God, participate in worshipping Him and learning His Word.
- 2.1.2 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 and respectful way.
- 2.1.3 We 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. Levels of misconduct

ESCA will operate its discipline system based on a colour-card system. Each coloured card is regarded as a different level of offence. Discipline is divided into three levels – level 1 offences (green card), level 2 (yellow card) and level 3 (red card). Blue cards will be used as a reward system.

3.1 Level 1 Offences:

These offences will be dealt with by the teacher and/or HOD of the Phases. Each case will be evaluated on its own merit.

This list is not all inclusive

	Consequences
Not following directions	<p>These infringements will be handled by the teacher/HOD with verbal reprimands and discipline fitting the offence.</p> <ol style="list-style-type: none"> Verbal reprimand Written punishment Temporary confiscation of items Atonement Health and fitness development <p>A green card must be filled in and be submitted to the office where it is recorded on SASAMS.</p> <p>In the event of repeat offences, a yellow card will be issued by the HOD in which case this becomes a level 2 (yellow) offence</p>
Running on corridors or in classes	
Excessive talking	
Inappropriate laughing	
Eye-rolling	
Interrupting	
Tardiness in the mornings or to any classes	
Misuse of materials	
Chewing gum at any time while in uniform	
Out of class without a 'hall pass'	
Stationery not at school	
Eating in class	
General misconduct	
Not lining up in an orderly manner	
Not submitting a letter of absenteeism	
Wearing incorrect/incomplete Academy uniform (including hair/ jewellery/nails)	
Leaving sports kit at home	
Littering	
Unreadable or sloppy exercise books	
Note passing in class out of an assessment setting	
Sleeping in class	
Homework not done	
Homework incomplete	
Tasks handed in late	
Tasks not done	

3.2 Level 2 Offenses: Yellow Card

Infringement of the following will be dealt with by an HOD

	Consequences
This list is not all inclusive	<p>These offenses will be initially handled by the HOD of the Phase:</p> <ol style="list-style-type: none"> Atonement Parent meetings Suspension Warning letters Informal hearings Community service Daily report <p>A yellow card must be filled in and submitted to the office where it will be recorded on SASAMS</p> <p>In the event of repeat offences, a red card will be issued by the HOD in which case this becomes a level 3 (RED) offence.</p>
Repetitive infringement of level 1 offenses	
Being in out-of-bounds areas	
Writing/drawing derogatory notes or pictures	
Teasing, name calling or putting others down	
Inappropriate language	
Mocking	
Telling lies/cheating – including plagiarism	
Dishonesty in any form	
Fighting or any aggressive behaviour	
Threatening or intimidating others	
Abusive language	
Back talking/arguing with staff	
Refusing to work	
Open defiance	
Throwing objects	
Disturbing groups or disrupting class	
Possession of an electronic device at school	
Homework not done/incomplete	
Possession of medication without written parental consent	
Cyber bullying	

3.3 Level 3 Offenses: Red Card

The following offences are considered to be extremely serious, and after a fair hearing may lead to suspension or expulsion. These offences will be dealt with by the principal.

This list is not all inclusive.

Damage to Academy property/vandalism/graffiti	<p>These offences will be dealt with in accordance to the procedures and policies as stipulated in the ESCA Disciplinary Policies. These procedures are briefly described hereunder and are in greater detail in the Disciplinary Policy:</p> <ul style="list-style-type: none"> • 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.
Physical affection between learners that breeches the role of simple friendship: holding hands, prolonged hugs, kissing etc	
Assault or battery	
Any conduct which endangers the safety and/or violates the rights of others	
Theft or possession of stolen property, including tests/exams prior to exams	
Smoking or accompanying others who are smoking on the Academy premises	
Possession, threat or use of dangerous weapons	
Possession, use, transmission or visible evidence of narcotics or unauthorised drugs, alcohol or intoxicants of any kind	
Disrespect, objectionable behaviour and/or verbal abuse directed at educators/staff/learners	
Insubordination and disrespect to those in authority	
Immoral behaviour on or off the Academy premises	
Profanity	
Consistent lying and deceit	
Possession/use/transmission of pornographic, satanic, abusive or offensive material of any kind	
Bunking classes/skipping detention or corrective processes	
Victimisation, bullying and intimidation of others – including gender or racial harassment	
Infringement of examination rules	
Incitement to riot or cause disruption to the educational process	
Inappropriate/disturbing/distracting clothing	
A consistent record of level one and two offenses	
Cyber Bullying	

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 the 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 poisonous substances
- Any other item(s) that from time to time may be added to this list by management.

5. Language

All teaching, learning and assessments are done in English (except for FAL). It is required that all learners speak English in the class.

6. Pregnancy

In the event of a pregnancy, each case will be judged individually.

- Counselling and guidance will be made available.
- 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 maternity leave (dates will be determined by the principal) in which case the learner will be responsible to collect notes and teaching material from her classes.
- The learner may be readmitted to the 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.
- If a boy in the Academy is responsible for causing the pregnancy in the Academy, he will face a disciplinary hearing.
- Abortion will not be encouraged as it is the murder of an eternal soul. Learners will be asked to seek Godly council.

This concludes the Code of conduct

Note that changes may be made to this document as the need arises.



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Statement of Faith

We believe

- ❖ The full Bible to be the original writings, inspired of God, as the supreme and final authority for faith, life and church governance. (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 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).
- ❖ We believe that all who repent of their sin and receive the Lord Jesus Christ by faith are born again of the Holy Spirit and thereby become children of God. (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; the eternal blessedness of the redeemed and the eternal banishment of those who have rejected the offer of salvation. (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 baptism and the ministry of the Holy Spirit, by whose indwelling in the Christian is enabled to live a godly life. This is accompanied by boldness and supernatural gifts (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 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)



VISION, MISSION & VALUES

MANDATE

“Train up a child in the way he should go and when he is old, he will not depart from it.” Proverbs 22:6

VISION STATEMENT

Provide a quality, Christ-centred education that instils destiny and purpose so that learners will bring glory and honour to God in all they do.

MISSION STATEMENT

To achieve our vision, El Shaddai is committed to:

- Maintaining an orderly, trusting and caring environment with a prevailing warm family atmosphere where teaching and learning takes great value and in which learner’s self-worth can flourish.
- Teaching curriculum from a Biblical World-view.
- Cultivating the love of learning and seeking out of knowledge.
- Celebrating creativity and achievement of learners.
- Teaching that every person is unique and has been created for a purpose and that as God is sought, His destiny and plans will be revealed.
- Teaching individual responsibility and that all actions have resulting consequences.
- Evangelism.

VALUES

CHRIST CENTERED: We promote relationship with Jesus and strive to live according to Christ’s standards and not the worlds. (Eph. 5: 1 – 33)

SERVANTHOOD: We strive to place the needs of others before our own and serve with joy. (Mark 10:45)

EXCELLENCE: We promote excellence in all areas of life whether at home or school. We encourage hard work to achieve goals. (2 Cor. 8:7)

LOVE: We strive towards caring for all God’s people as we would like to be cared for. (John 13:34)

INTEGRITY: We promote honesty, where individuals honour themselves and their relationships. (Phil. 4:8)

DIGNITY: We promote the acceptance of all God’s created beings and will strive to accept differences in mankind’s colour, race, ethnicity, culture or ability. (Psalm 19:1)

TRUTH: Desire God’s absolute truth in our daily lives which will mature us in our relationship with Him. (2 Tim 3:16)

FAMILIES AND RELATIONSHIP: We strive to build relationships with families and to partner with parents to benefit the child.

PHILOSOPHY OF EDUCATION

El Shaddai Christian Academy endeavours to fulfil its mission and realise its vision through their philosophy of education characterised by the following commitments and that the Bible's teachings are absolute, dependable and unchanging:

- We believe that God existed before the universe was created and that He holds all creation together (Col. 1:17). We believe that all people are created by God, in His image and for His purpose. "For everything absolutely everything, above and below, visible and invisible, ... everything got started in Him and finds its purpose in Him" (Col. 1:16). We believe that our life purpose, identity and significance are only revealed in God. **The purpose of education is to assist children to discover their purpose and identity and to equip them with the necessary skills to fulfil this purpose in a meaningful way.**
- We believe that all truth is found in God and is revealed to us in His Word, the Bible. The Bible is the only inspired and infallible authoritative word of God. **Education then is the process by which truth, including wisdom, knowledge, skills and Christian values and attitudes are taught, discovered, learnt and applied.**
- We believe in the sinful nature of man and that as the Holy Spirit brings conviction of sin, the child will readily and with guided understanding, accept Jesus Christ as their Saviour. **We shall provide a nurturing environment to facilitate the children's recognition of their need for salvation and provide opportunities to grow in their relationship with Him.**
- We believe that God's handiwork is evident in all His creation and it is our desire to **assist children to discover and enjoy His creative design.**
- We believe that there should not be a separation between intellectual and character education. Jesus Christ is the full and complete revelation of the character of God and He is worthy to be imitated. **Our aim is to support a balanced personality with a proper understanding and acceptance of a person's role in life at home, at work, at play and at worship.** This is founded and grounded in the Christian concept of love.
- **We believe in the value of children and that we need to love them unconditionally.** Children are a blessing from God with unique talents, gifts, potential and purpose.
- **We believe in maintaining a rigorous and deliberate integration of Biblical Worldview and learning in all academic disciplines. We promote high academic standards while helping children achieve skills in creative and critical thinking.**
- **We believe in educating the whole child, encompassing the spiritual, mental, intellectual, physical, social and emotional dimensions of the individual.** The spiritual dimension permeates all areas of life and learning.
- The concept of **life-long learning** is applicable for the school staff through professional development, the children through education for life and the parents through active parental guidance.

- We believe that our Christian Teachers are the living curriculum and must strive to consistently be dynamic and authentic expressions of Biblical principles. They teach not only by what they say and do but by who they are. They need to model humility, integrity, transparency, a serving heart and self-discipline and encourage these values in the children they teach. **We believe that our teachers are called of God to represent Christ at our school.**

- **We believe in the value of family.** The family and school should partner with meaningful engagement and support. We desire for parents to be actively involved in their children’s education experiences and the broader life of the school community.

- **We believe in active community engagement** with the aim of developing our children to be mission-minded, compassionate and proactive in support of others.

- We believe that we have been commissioned by God to extend His Kingdom on earth by effective and responsible stewardship of what He has given us. **We strive to maintain an eternal perspective in teaching and daily operational procedures.**

STATEMENT OF FAMILY VALUES

All of the members of the School Governing Body, Administrating and staff El Shaddai Christian Academy believe that the Bible is the Word of God and without error in its teachings.

El Shaddai Christian Academy believes in and teaches these Core Family Values:

- That it is unacceptable for Christians to teach hatred against any group or individual as God loves all people regardless of their differences.
- That human life begins at conception and that an unborn child, at any stage of development, is fully human and should therefore be treated as such.
- That extramarital or premarital sexual intimacy is morally wrong.
- That marriage is an exclusive heterosexual institution involving one biological male and one biological female.



PARENTAL POPI ACT CONSENT FORM

Dear Parents

To ensure that we are complying with the various parts of the POPI ACT (Protection of Personal Information Act), please read the following document carefully and complete it and sign wherever required.

Thank you so much for your co-operation.

Child's full name: _____ Grade: _____

Parent/Legal guardian 1 full name: _____

Cell Phone number: _____

Parent/Legal guardian 2 full name: _____

Cell Phone number: _____

Under the POPI Act, I am obligated to inform you to whom we share your and your child's personal information to. The personal information that we collect is used specifically for school purposes. The following persons or entities are involved in the collection or processing or use of your information:

- The administration staff who collect the data and capture it on our various data-bases to create class lists, contact sheets, report cards and various other school related requirements.
- The teachers and principal have access to information for the same reasons as well as for educational purposes.
- SAGE – Our accounting system, this is also viewed by a third party to ensure that all our practices are credible.
- SASAMS – our Data Base where we capture all the information required. This information is shared with the Department of Education
- The Department of Education has access to personal information and academic information of learners
- NAISA – Have access to information, but only as anonymous surveys, they are not privy to personal information
- ACSI – This is our Covering Body. They have access to minimal learner information, but mostly also in survey form
- Specialist, Like Occupational Therapists, Audiologists etc – They have access to information once you as a parent have granted permission for us to pass this information on.
- Debt Collectors and lawyers – your information will be handed to them to enable us to collect outstanding fees.
- Doctor/Hospital/medical personal – relevant information in case of an emergency.
- Other Schools – To hand over portfolios and profiles in the event of transfer to another school. We also give information to other schools who request references from schools before enrolling their children.
- UMALUSI – The matric examination body to enable the printing of reports
- Auditors – have access to some personal information for auditing processes.

- SACCSA – Our sports association where we give specific information about specific learners if required.
- SGB – relevant information is required by the SGB to enable it to make decisions for the future benefit of the school.
- Various events at school – EG: Eisteddfod, Art competitions may require names, ages and contact numbers.
- Newspapers, Facebook and the ESCA webpage – for marketing and of course to brag about your beautiful children.
- WhatsApp Groups – telephone numbers are easily accessible on the various groups.

The school cannot function without sharing appropriate and relevant information with each of the above.

Please sign your consent for the sharing of information here: _____

WhatsApp Groups

WhatsApp groups need special permission and understanding:

- We use the WhatsApp groups for fast efficient communication with parents and learners.
- Your permission to be on the groups is required.
- By signing this you give permission to the school to add your name to any relevant class, sport, tour or information group that will benefit you and your child. Specific groups will be deleted after they have served their purposes.
- By signing this, you also agree not to share any parent’s numbers with any third party unless you have obtained permission from that person to share their number.
- You also agree not to use any of the numbers for marketing purposes other than ESCA marketing.

Use this number for WhatsApps please: _____

Sign: _____

Media Consent

I hereby give permission for photos of my child to be used for/on:

	√
School WhatsApp groups	
Facebook and the ESCA webpage	
Newspapers	
Annual Class photos	

Please mark each area that you give consent for and sign below:

Sign : _____



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 or pay for them.
- 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, the vision, mission, values and the educational philosophy 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.

1.17. I agree to sign all relevant consent forms that allow my personal information to be shared with entities that relate to the collection of outstanding fees and general educational practices.

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 eleven 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 on overdue accounts.
- 2.2.5 I am responsible for all bank charges, legal fees and interest on any outstanding fees.
- 2.2.6 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.

3. CANCELLATION OF CONTRACT

I understand that the contract may be cancelled by the Academy for any reason including, but not limited to:

- 3.1 Non-payment of school fees
- 3.2 Bad behaviour of the learner as per the Code of Conduct
- 3.3 Bad behaviour of the parents (vandalism, riots, intimidation etc)

Fair process will be followed in this instance and parents will be informed of the reasons of the termination of the contract and be given opportunity to plead their case in either writing or at a hearing. The term of cancellation will depend on the nature of the infringement.

NO CHILD WILL BE ACCEPTED IN THE ACADEMY UNLESS THIS CONTRACT HAS BEEN SIGNED BY PARENTS AND WITNESSES.

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

- **Witnesses MUST sign.**

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