

PARENT HANDBOOK 2025



HIGH SCHOOL

ST FRANCIS COLLEGE



St Francis College is an independent
Christian-based school.



Our student body is made up 95%
of various Christian churches.

Our faculty and staff respect and understand
the views and traditions of various
denominations.

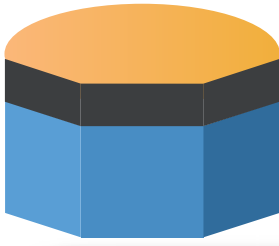


Every school day at St Francis starts with a
reading from the Bible followed by prayer.

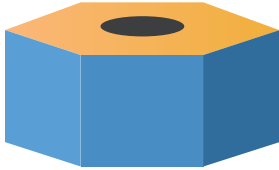
Proverbs 22:6

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

OUR MISSION



- To provide a high standard of education to the learner.
- To develop every learner's academic, social, and moral abilities.
- To provide a secure environment in which learning can take place effectively.
- To provide opportunity and encouragement so that each learner may leave St Francis College as a self-confident well-balanced person, well prepared for life.



To aspire to provide a balanced education which will prepare each individual to achieve their potential to become responsible members of society.



**CHARACTER. COMMITMENT.
EXCELLENCE.**

Welcome

“

St Francis College welcomes all new learners and parents to our St Francis College family.

We hope that this is the beginning of a long happy stay at our school.

”

At St Francis College, there is a warm, friendly and secure environment where children are valued and happy. They are encouraged to respect one another and develop a sense of self-discipline. A strong moral sense is fostered in the classroom, on the playground and on the sports field. We look to reward and encourage children within the framework of an ordered, disciplined, and caring society. The needs of each individual are of paramount importance and encouragement is given to ensure that each child reaches his or her full potential.

While St Francis College extends to the more capable learner, we do offer assistance to the less capable learner. But St Francis does not cater to meet the needs of learners with special educational needs.

We encourage strong and open links between parents and school staff. Parents have an important role in their children's education and will be asked to work together with the educators. Parent meetings are held at the beginning of each term in order to discuss the previous term's report. Parents are free at any time to request a meeting by booking an appointment with an educator should you have any concerns. Please take careful note of the information supplied in this information booklet. Please keep it in a safe place should you need to refer to it in the future.

SCHOOL CALENDAR 2025

Term 1	15th January 2025	28th March 2025
Term 2	8th April 2025	27th June 2025
Term 3	22nd July 2025	3rd October 2025
Term 4	13th October 2025	10th December 2025

The College is a registered, non-profit organization administered by a School Board.

ACADEMICS

We strive to maintain our high academic standards. To ensure that learners are correctly placed, an assessment will be administered on admission. The medium of instruction is English. We are very proud of our excellent standards, illustrated by our matriculation pass rate.

EXTRA-CURRICULAR ACTIVITIES

All learners are encouraged to participate in extra-curricular activities. Sporting and cultural activities are not viewed as important for their own sake but as important aspects in the overall education process. Sporting activities are available according to season. You will be informed about practice days and activities some of which take place after school hours on a voluntary basis. Learners may be invited to represent the school in sporting or cultural activities.

CHARACTER, COMMITMENT, EXCELLENCE

St Francis College aims at the holistic development of all learners. The development of virtues and values in all our learners are seen as equally important to the development of their minds and body. We accept and expect that parents and teachers must work in a mutually supportive and respectful way in the best interest of our learners.

SCHOOL HOURS

School starts at 07:45 and ends at 14:15. Punctuality is essential. Please note that all learners are to be collected a half an hour after any activity ends or school ends as they may not wait around on the pavement all afternoon. Any late learners up to Grade 6 left at school will be enrolled into aftercare for the day at a cost of R80.00 per day.

WORKBOOKS, TEXTBOOKS AND STATIONERY

The tuition fee includes basic stationery but once these items are finished it is up to parents to replace them. The monthly school fees levied will be an all-inclusive fee that will cover your child's tuition, textbooks and basic stationery. Please encourage your child to take the utmost care of his/her stationery textbooks and workbooks. Your child's teachers will inform you when any stationery items need to be replaced.

Textbooks will not be owned by learners and MUST be returned to the school at the end of the year so that they can be used by the next group. Please encourage your child to take the utmost care of the textbooks as learners who lose textbooks, or who damage the books, will be asked to pay the full replacement cost.

Pencil cases should be checked every weekend in order to replace any missing items and to sharpen crayons etc.

FEE STRUCTURE

PAYMENT TERMS

- Re-registration fees to be paid before 31st October 2024.
- Monthly fees to be paid in advance before the 1st of every month.
- All school fees for Grades RR to 11 to be paid in 12 instalments from January to December.
- School fees for Grade 12 to be paid in 11 instalments from January to November.
- School fees include textbooks, and starter stationery pack (textbooks to be handed back to the school at the end of the academic year).

School fees exclude school photographs, camps, tours, excursions, and transport for certain sporting or cultural events.

PAYMENT METHODS

- Debit Order – forms can be obtained from the school office.
- Credit card machine available at the school office.
- Electronic Funds Transfer (EFT) into our account: ABSA Acc. No 1082230200, Branch Code: 632005.
- Bank Deposit into our account: ABSA Acc. No 1082230200, Branch Code: 632005.

Cash payment at the school office – This is our least preferred method, as we are moving towards becoming a cashless school.

DISCOUNTS

- R50 per month, per child if school fees are successfully paid by Debit Order.
- 5% on school fees for siblings (eldest child's fees will be charged at the full rate).
- 10% if annual school fees are paid in full before 31 January 2025.

The monthly school fees levied will be an all-inclusive fee that will cover your child's tuition, textbooks, and basic stationery. Textbooks will be owned by the school and returned at the end of each year. Parents will be charged for the return of any damaged textbooks.

Early Settlement Discount: The school offers parents a discount of **10%** per account if the annual school fees are **settled on or before 31 January 2025**.

Family Discount: The school offers parents an immediate family (true siblings) discount of **5% from the second child onwards**.

Kindly note that the School Fees are payable strictly **IN ADVANCE each month (before the 1st day of each month)**. **Set-up a debit order and save R50.00 per month**.

ALL INCLUSIVE SCHOOL FEES – 2025

Description	Annual Amount	Monthly Amount	Note
Entrance Fee (New Learners)	R1 500		Payable on registration
Re-register Fee (Current Learners)	R400		Payable before 31 October 2024
Pre-School Grade RRR & RR School Fees	R27 300	R2 275	Payable monthly in advance before the 1st of every month
Preparatory School Grade R School Fees	R27 300	R2 275	Payable monthly in advance before the 1st of every month
Preparatory School Grade 1 to 3 School Fees	R28 800	R2 400	Payable monthly in advance before the 1st of every month
Preparatory School Grade 4 to 6 School Fees	R31 500	R2 625	Payable monthly in advance before the 1st of every month
College Grade 7 to 9 School Fees	R33 600	R2 800	Payable monthly in advance before the 1st of every month
College Grade 10 to 11 School Fees	R35 400	R2 950	Payable monthly in advance before the 1st of every month
College Grade 12 School Fees	R35 475	R3 225	Payable monthly in advance before the 1st of every month

AFTERCARE FEES – 2025

Description	Annual Amount	Monthly Amount	Note
Grade R to Grade 3 Afternoon Program Fees	R12 100	R1 100	Payable monthly in advance before the 1st of every month
Grade 4 to Grade 11 Afternoon Program Fees	R12 100	R 1 100	Payable monthly in advance before the 1st of every month
Ad-hoc attendance	R80 per day		To be invoiced and payable monthly in arrears before the 1st of every month

- Grade R to Grade 3 afternoon program be paid in 11 instalments from January to November. There will be no after-care or afternoon program offering in December.
- All fees for Grades 4 to Grade 11 afternoon program be paid in 11 instalments from January to November. There will be no after-care or afternoon program offering in December.
- After-care and Afternoon Program hours until 18h00 on Monday to Friday.
- Safe and secure environment.
- Homework supervision, computer class, arts and culture and structured physical activities.
- After-care and Afternoon Program fees include lunch.

PAYMENT METHODS

- By debit order – Please arrange for a debit order mandate and implementation at the school administration office.
- By credit card machine available at the school administration office.

UNIFORM - COLLEGE GRADE 1 TO GRADE 12

SUMMER UNIFORM

BOYS	GIRLS
Black school shoes	Black school shoes
Grey striped school socks	Short white socks
Grey trousers	Light-blue short-sleeved school shirt
Light-blue short-sleeved school shirt	Grey school jersey
Grey school jersey	Plain grey panel skirt (no 'straight cut')
School blazer (compulsory)	School blazer

WINTER UNIFORM

BOYS	GIRLS
Long grey trousers	Long grey striped school socks
Long-sleeved light-blue school shirt	Long-sleeved light-blue school shirt
Grey school jersey	Grey school jersey
School tie	School tie
School blazer (compulsory)	School blazer
Scarf (grey or blue)	School skirt / grey trousers
	Scarf (grey or blue)

SPORTS UNIFORM

BOYS	GIRLS
School golf shirt with badge	School golf shirt with badge
Navy shorts	Navy shorts
School tracksuit (optional)	School tracksuit (optional)

GRADE 12 UNIFORM (NOTE THE FOLLOWING ADDITIONS/CHANGES)

BOYS	GIRLS
White jersey / pullover	White jersey / pullover
Braided blazer	Braided blazer
White scarf (winter)	White scarf (winter)
	White hairbands
	Black 'court' shoes
	Grey skirt (Gr 12 cut)
	Stockings (black)
	White socks (summer)

SCHOOL UNIFORM STOCKISTS:

- Rynfield Drapers - Pretoria Road, Rynfield – Tel: 011 849 1619
- Ekspa - CLC Centre, Webb Street, Northmead – Tel: 011 425 3332
- Essays – 37 Princess Avenue, Benoni town – Tel: 011 4214544

DRESS CODE - LEARNERS

GENERAL APPEARANCE

- No variation from the uniform will be permitted. Any item that is not listed may be confiscated if worn by a learner.
- At inter-school matches, learners not wearing the stipulated uniform will not enter the field of play. New Sport Kit is compulsory.
- Unkempt or untidy appearance will not be tolerated.
- Nose rings or stoppers are not permitted.
- Make-up is not allowed. This includes colour lip gloss. Only clear lip balm is allowed. Bangles of any nature are prohibited; exception is made for 'medic alert' bracelets only.
- No visible tattoos are permitted. If a learner has a tattoo and it is visible whilst wearing the school or sport's uniform, it must be completely covered by a skin-coloured plaster.
- Infringements of the dress/uniform code will result in removal from the class or sporting event until the pupil's appearance is satisfactory.

HAIR

- Hair must be kept neat and clean at all times.
- The overall appearance of hair must be natural, and hair must be its natural colour. No dyeing, bleaching, highlighting, colouring, colour washing, colour rinsing, causing a change of colour or clean shaving of hair in anyway is allowed.
- No beads or decorations, shiny clips or hair accessories may be worn in the hair. No 'faux' locks or un-platted extensions.
- No 'under-cuts' or 'in-shaving' in hair and eyebrows.
- Hair may be straight braided against the head.
- No gel, glycerine, brill-cream or other hair styling products may be used.
- If a pupil has an unacceptable hairstyle, he/she will not be permitted to wear school uniform and will not be permitted to represent the school in any events, until such time as his/her hair is deemed acceptable.
- A pupil instructed to cut his/her hair has three days to do so (this includes Saturday and Sunday).

BOYS:

- Hair must be short and may not touch the ears, collar, or eyebrows.
- Extensions are not permitted.
- Hair must follow the shape of the head.
- No steps are allowed (hair cut to different lengths must be blended).
- Boys may not straighten their hair.
- Boys must be clean shaven when wearing school uniform or representing the school. No moustaches or stubble is permitted. Sideburns may not be longer than the middle ear.

GIRLS:

- If hair is long enough (over the collar), it must be gathered into a ponytail.
- Hair elastics must be black, navy blue or black.
- Fringes must be clipped back, away from the eyes.
- Hair extensions/braided extensions may be worn. Longer braids must be tied back.
- No coloured hair extensions or braids
- No beads braided into the hair.
- Hair may be tied in a neat bun.

NAILS

- Nails are to be short and neat and may not extend the length of the tip of the finger.
- No colour nail polish is allowed, this includes French manicures, gel nails and artificial nails.

JEWELLERY

- Watches will be allowed as practical time pieces, not fashion statements.
- Piercings are classified as jewellery.
- Medic alert bracelets are allowed.

Boys:

No jewellery is permitted.

Girls:

Permitted jewellery will be gold or silver studs or sleepers in the ears. Earrings will be worn in the ear lobe – one pair only.

ASSESSMENTS

Assessments will be conducted on a termly basis.

EXAMINATIONS

Mid-Year examinations – End of Term 2

Final examinations – End of Term 4

Preliminary examinations – (Grade 12) – September/October

REPORTS

Reports are produced four times per year; normally issued at the end of each term.

CURRICULUM

CAPS: A National Curriculum and Assessment Policy Statement (CAPS) is a single, comprehensive, and concise policy document introduced by the Department of Basic Education for all the subjects listed in the National Curriculum Statement for Grades R - 12. CAPS gives detailed guidance for teachers on what they should teach and how to assess.

NSC: National Senior Certificate – at the end of Grade 12.

TEXTBOOKS

Textbooks will not be owned by learners and MUST be returned to the school at the end of the year so that they can be used by the next group. Please encourage your child to take the utmost care of the textbooks as learners who lose textbooks, or who damage the books, will be asked to pay the full replacement cost.

CELL PHONE POLICY

- **Cell Phone Ban:**

Cell phones including earphones and headphones, are prohibited within the school premises from 07h00 - 16h00, including classrooms, hallways, and common areas.

- **Secure Storage:**

All students who bring phones to school, must hand in their devices every day for secure storage in the school office.

- **Liability Disclaimer:**

The school assumes no liability for the loss, damage, or theft of cell phones brought onto the premises by students, staff, or visitors.

- **Consequences for Violation:**

Violation of the cell phone ban may result in disciplinary actions, including but not limited to verbal warnings, confiscation, and parent/guardian notification.

- **Emergency Situations:**

In case of emergencies, students may use designated school phones or seek assistance from school staff to make necessary calls.

- **Exceptions:**

Exceptions to the cell phone ban may be granted for specific educational purposes or with prior written consent from parents/guardians for a limited duration period.

- **Implementation and Enforcement:**

This policy will be communicated to all students, staff, and parents/guardians. School staff, supported by the school prefect body, will enforce the policy consistently and fairly.

- **Review and Updates:**

The school administration reserves the right to review and update this policy as needed, with any changes communicated to the school community.

This policy aims to maintain a focused learning environment while minimising the school's responsibility for personal devices.

ABSENTEEISM

- **Learners may not be absent from any legitimate school activity at which their presence is explicitly or implicitly expected without the College's permission.**

a) Learners must supply an acceptable written reason for any absence from a school activity immediately on return from the absence

b) Learners who miss any academic assessments must produce a legitimate Doctor's Certificate.

The school may allocate a zero mark and/or void any recognition in accordance with the Assessment and Awards Policies should the required written submission be considered inadequate.

c) Learners who miss fixtures, trials or other evaluations must produce a legitimate Doctor's Certificate or written explanation from their parents.

Learners may not leave the school premises or organised activities without permission during normal school hours and extra-mural activities.

COMMUNICATION CHANNELS (GRADE 7 – 12)

The main method of communication between parents and school for our high school learners is through WhatsApp groups.

Parents will be sent a link to join the group at the beginning of the year and periodically throughout the year.

Please join your child's grade group, as vital information is shared via this platform.

CODE OF CONDUCT – APPLICABLE TO ALL LEARNERS

- 1.)** Learners behaviour and actions must be in accordance with their rights and responsibilities as envisaged in the Constitution of South Africa.
- 2.)** All learners must comply with legitimate directives issued by school personnel with regard to school policies, rules and regulations.
- 3.)** Learners must always act in a manner that upholds the name and reputation of St Francis College.
- 4.)** Conduct by learners, individually or in groups either in or out of class which for any reason, whether because of time, place or manner of behaviour – disrupts class work or involves substantial disorder or invasion of the rights of others is prohibited.
- 5.)** Learners may not engage in misconduct, as defined by the school rules, on school transport. School transport shall be considered an extension of the classroom and learners travelling on school transport are expected to conduct themselves accordingly.
- 6.)** Learners may not engage in theft or tamper with other people's possessions, commit forgery, cheat or engage in plagiarism.
- 7.)** Learners may not arrive late for class or activities.
- 8.)** Outside of supervised activities, learners may not throw potentially dangerous objects that can cause bodily injury or damage to property.
- 9.)** Learners may not litter or deface any property or commit any act of vandalism.
- 10.)** Learners may not use profanity, vulgar language, or obscene gestures whatever the circumstances.
- 11.)** Learners may not chew gum on campus and/or eat during lesson time.
- 12.)** Excessive or unseemly display of affection (between St Francis College learners or between St Francis College learners and people who are not St Francis College learners) is not acceptable on the school campus or anywhere while in school uniform.
- 13.)** No undesirable material is allowed on school property, whether such content is in hard copy or stored (or accessed) on any device.
- 14.)** Learners may not engage in any conduct that may be considered unbecoming of a St Francis College pupil and/or bring the College's good name into disrepute.

Please refer to the full Code of Conduct enclosed.

SUBSTANCE ABUSE POLICY

St Francis College does not tolerate any form of substance abuse.

• **Definition:**

For the purpose of this policy as:

The unauthorised, excessive or wrongful use of drugs (whether legal or illegal) or alcohol by any member of the College community. An individual shall be guilty of substance abuse in cases where either:

- Being found in possession of such substance; or
- Such substance being present in their system; or
- Being under the influence of such substance

• **SMOKING**

Smoking, vaping or 'hubbly' are strictly forbidden. Learners found smoking on school premises or in school uniform outside the school grounds, or on any school outing or in any other situation where they may be identified as St Francis College learners may be required to leave the school with immediate effect.

• **POLICY**

- Appropriate actions will be taken in cases of infringement of this policy.
- The best interests of the College as a whole will be considered paramount.

Application

This policy will be applied consistently in all cases. A distinct culpability will be made between instances of those seeking assistance voluntarily and those discovered. Learners will be given every assistance should it be requested, regardless of any disciplinary action taken. All assistance given will be done with respect to the dignity of those concerned and will be given according to generally accepted codes of confidentiality and legal correctness.

Procedure

All instances of substance abuse will be investigated, and actions taken consistent with this policy. The Principal and designated staff members will be responsible for all necessary investigations.

St Francis College reserves the right to:

- Exert control at all times, as deemed fit by the Principal.
- Arrange urine and/or other non-invasive drug tests, which may entail the engagement of an outside agency selected by the College for any persons identified by the Principal as possibly being involved (these tests will be at the expense of the College if negative, for the parents' account if positive);

- Use agencies (e.g. the SAPS) and/or staff teams to monitor persons, belongings, grounds at any time, to identify possession or usage of drugs or alcohol.

- Establish and insist upon adherence to contracts of behaviour to regulate future conduct.

In cases of possession, usage, abuse or distribution of drugs or alcohol, discipline will be meted out, as seen fit by the Principal or Disciplinary Hearing at the time.

Discipline may take the form of:

- Detentions
- Withdrawal from College activities
- Community service
- Written or verbal warnings
- Final warnings
- Regular monitoring
- Contracts regulating behaviour
- Suspensions – returning after clear blood tests
- Expulsion
- Referral to the SAPS
- Or any other action deemed suitable at the time

Serious and second infractions will be considered expellable offences.

In every case, parents must be informed of their children's involvement and of what actions have been and will be taken.

Expulsion and suspensions will be according to the South African Schools Act, 1196, or other relevant legislation.

• **PRINCIPLES**

In every instance, regardless of whether or not the pupil/s concerned are removed from St Francis College, advice with regards counselling services will be made available.

The degree of involvement of any pupil must be assessed thoroughly and actions taken must be commensurate with the severity of the case, the past disciplinary record of the individual, and coercion or intimidation which may have taken place, as well as the reaction of the individual to being involved.

Learners may be guilty by association: those in company of others at the time they are guilty of infringements to this policy can be deemed similarly culpable and may be subjected to the same or other disciplinary action.

The Principal has the right to search any pupil, in accordance with the prescriptions of the Government Gazette, Notice 776 of 1998.

POLICE ACTION

In cases of possession or of the distribution of illegal substances at school, or in activities associated with the College, referral may be made to the SAPS for further investigation.

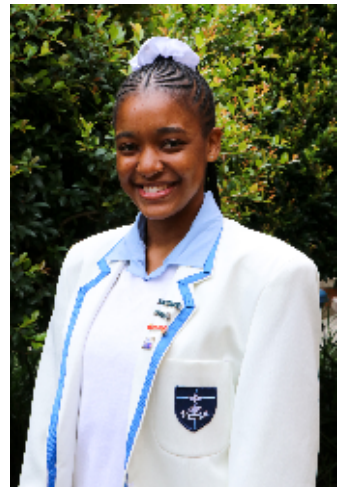
The College will render to the police whatever assistance is required.

Referral to the police will in no way delay or prevent the implementation of the College's drug policy.

TESTING

The South African School Act authorizes the Principal to arrange drug tests of a pupil/s based on reasonable suspicion.

Parents will be informed of the testing, if not before the test, then after the test has been conducted.



DESCRIPTION OF OUR EMBLEM



CROSS

St Francis College, though not a Catholic School, was named with the Prayer of St Francis of Assisi in mind
“Lord make me an instrument of Thy peace.”

DOVE

The “Dove of peace”. When St Francis College was established in 1989, the atmosphere in the townships was one of violence and we wanted to establish a safe place for children to learn.

BOOK

This “Book” symbolises learning. We wanted meaningful learning to take place for all children.



www.stfranciscol.co.za



Call For More Information:

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