

TULIP COMBINED SCHOOL



PROSPECTUS 2020

1. VISION:

Tulip Combined School aims to produce self-reliant and responsible citizens, through the provision of a sound curriculum that addresses the academic, spiritual, and physical needs of the learners within the confines of a Christian frame work.

2. MISSION:

- Provide a learning environment, conducive to academic excellence where spiritual, moral, intellectual, emotional, physical, cultural and social needs for each student can be met.
- Attracting and retaining quality teachers, staff and administrators who support Tulip Combined School's mission.
- Enriching and deepening each student's relationship with God through prayer and the Holy Communion service.

3. BACKGROUND

Tulip Combined School is a private learning institution registered with the Gauteng Department of Education (Reg.No.700252031). The school has been in existence since 1994 and over the years the school has instilled a culture of discipline, encourages unity and oneness amongst learners, teachers and parents. The school has facilitated the development of the intellect of young people; promoted spirituality among all the learners; inculcated appropriate societal norms, values and beliefs into the minds of the young people.

4. TULIP COMBINED SCHOOL EDUCATIONAL MODEL

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|----------------------|----------------|
| • Foundation phase | Grade R to 3 |
| • Intermediate phase | Grade 4 to 6 |
| • Senior phase | Grade 7 -9 |
| • FET phase | Grade 10 to 12 |

5. SCHOOL HOURS:

Primary:

Grade R – 3	07:40 – 13:30 (Monday - Friday)
Grade 4 – 6	07:40 – 14:15 (Monday, Tuesday and Thursday) 07:40 – 13:30 (Wednesday and Friday)

High School:

Grade 7 – 12	07:40 – 14:40 (Monday – Thursday) 07:40 – 13:30 (Friday)
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Monday, Tuesday and Thursday all High School learners are to attend afternoon classes from 15:00 – 16:00.

Morning Assembly:

Grade R – 6	Tuesday & Friday
Grade 7 – 12	Monday & Thursday

It is compulsory for all learners to bring their Bibles to the morning assembly during prayer time.

Early care:

The building will be open at 06:30 from Monday to Friday. All learners who arrive between 06:30 and 07:30, will be kept in the hall.

After care:

Literacy and Numeracy lessons will be offered to Primary School learners during the After-care session at R450 per child per month. A penalty fee of R50 will be charged for late collection of a child. Aftercare starts at 14h30 until 17h00. A penalty of R50.00 will also be charged for the late collection of a child who is not in the after care.

6. CURRICULUM

PRIMARY SCHOOL

GRADE R - 3	GRADE 4 - 6
1. Literacy	English Home Language
2. Numeracy	Afrikaans
3. Life Skills	Social Science
4. General : Concentration	Life Skill
Completion of Tasks	Economic and Management Sciences (EMS)
Acceptance of Discipline	Creative Arts
Home Assignments	Mathematics
	Natural Sciences & Technology (NS TECH)
5. Computer	Computer + Online learning

HIGH SCHOOL

GRADE 7 - 9			
English Home Language		Technology	
Afrikaans		Economic and Management Science	
Mathematics		Life Orientation	
Natural Science		Creative Arts	
Social Science		Computer + Online Studying	
		Biblical Studies	
GRADE 10 – 12			
COMPULSORY	OPTION A	OPTION B	OPTION C
English Home Language	Physical Science	Tourism	Accounting
Afrikaans/Setswana/IsiZulu (Choose 1 as First Additional Language)	Life Science	History/Life Science	Business Studies
	Geography	Geography	Economics/Tourism
	Maths	Maths Literacy	Maths
Life Orientation			
Computer + Online learning			

- Compulsory Community service: Grade 8 - 12 learners are expected to do at least 20 hours of community service as part of their Life Orientation skills.
- Bible studies are offered from Grade R – 12 and are compulsory.
- Tulip Combined School issues reports on the first Saturday of the new term
- Computer classes are **COMPULSORY** from Grade R-12.

6.1. EXTRA MURAL ACTIVITIES:

- Soccer
- Netball
- Athletics
- Swimming (Grade 1 – 9)
- Public speaking and Debate
- Judeo

6.2. SCHOOL TRIPS /EXCURSIONS

- A calendar for school trips, excursions and other activities will be issued at the beginning of the year. All school organised trips or excursions are compulsory and must be taken seriously by every parent (they are part of the curriculum).

7. ACADEMIC EXPECTATIONS

- Our percentage pass mark is 50% for English Home Language, Life Skills (Life Orientation) 60% and 40% for all the other subjects.
- ***Extra Classes and other arranged classes are COMPULSORY to all Grade 11 and 12 learners after the issuing of timetables.***

8. ADMISSION CONDITIONS:

8.1.CONDITIONS:

- I. Tulip Combined School **is a fee-paying school**, and this is a non-negotiable condition. Payment arrangements will not be accepted for any reason whatsoever.
- II. Cash is not accepted at the school.
- III. Admissions and admission procedures are the responsibility of the Administration office or selection committee delegated by the Board of Directors.
- IV. In case one is not happy with the decision of the selection committee, one has the right to make a direct appeal to the Board of Directors.
- V. For one to be admitted one must accept all the conditions laid down by the school, e.g. (but not limited to) the school's code of conduct, payment of fees and any other policies, rules and procedures implemented from time to time.
- VI. A learner who breaches the school code of conduct or fails to meet other school obligations may have his/her admission withdrawn.
- VII. **Over-age learners**, in terms of par. 30 of the National Admission Policy, learners who are in the school system, but who have become over-age because of repeating grades, may not be refused continued education at a school, but, when transferring from one school to another, may be admitted only with the approval of the circuit team manager. The prescripts and procedures are described in Circular 240/2003.
 - I. Tulip Combined School is a Christian school however, admissions will be done regardless of one's religion affiliations.
 - II. Learners will be searched or drug tested anytime without notice.

8.2.REGISTRATION:

- I. Registrations are done throughout the year, **as long as vacancies exist**.
- II. All learners must be formally registered at the school for the new academic year, regardless of whether the learner has been enrolled the previous academic year.
- III. Registration fees are applicable for all learners that wish to be enrolled at the school and is due before enrolment/ placement.
- IV. Learners will only be considered for placement once all requirements have been met, for example registration fees paid in full, previous year's arrears paid in full and completion of registration/re-registration forms etc.
- V. A learner may not be re-registered if the parent/guardian does not meet his/her contractual obligations, on the recommendation of the Disciplinary Committee.
- VI. Please fill in all the details on the registration forms as indicated. Any changes on telephone numbers, residential addresses, guardianship, names of learners and any information relating to the learner must be brought to the school's attention immediately.

9. SCHOOL FEES

PRIMARY SCHOOL

GRADE R – 7

<u>Grade R</u>		Annual fee: R13 200.00
	New Learner	Old Learner
Registration Fee (Including Jan – School Fees)	R1 650.00 (non-refundable)	R1 650.00 (non-refundable)
Monthly Instalment	R1050.00	R1050.00

*Should you opt **NOT** to pay the school fees upfront (Annual Amount), the monthly fee becomes applicable for the **remaining 11 months** and is paid in “Advance” i.e. paid on the **1st of the month for the month**. (Example: paid on the 1st of February for February or paid on the 1st of March for March).*

<u>Grade 1 - 7</u>		Annual fee: R15 000.00
	New Learner	Old Learner
Registration Fee (Including Jan – School Fees)	R2 900.00 (non-refundable)	R2 900.00 (non-refundable)
Monthly Instalment	R1 100.00	R1 100.00

*Should you opt **NOT** to pay the school fees upfront (Annual Amount), the monthly fee becomes applicable for the **remaining 11 months** and is paid in “Advance” i.e. paid on the **1st of the month for the month**. (Example: paid on the 1st of February for February or paid on the 1st of March for March).*

HIGH SCHOOL

GRADE 8 - 12

<u>Grade 8 - 11</u>		Annual fee: R20 600.00
	New Learner	Old Learner
Registration Fee (Including Jan – School Fees)	R3 000.00 (non-refundable)	R3 000.00 (non-refundable)
Monthly Instalment	R1 600.00	R1 600.00
<u>Grade 12</u>	Annual fee: R21 370.00	
	Old Learner	
Registration Fee (Including Jan – School Fees)	R3 000.00 (non-refundable)	

Monthly Instalment	R1 670.00

*Should you opt **NOT** to pay the school fees upfront (Annual Amount), the monthly fee becomes applicable for the **remaining 11 months** and is paid in **"Advance"** i.e. paid on the **1st of the month for the month.** (Example: paid on the **1st of February for February** or paid on the **1st of March for March).***

N.B. These interest free terms are offered for your convenience and affordability. If account is in arrears, the school reserves the right to demand the annual fee in full. CASH WILL NOT BE ACCEPTED AT THE SCHOOL.

Extra classes: Grade 11 and 12

GRADE	ANNUAL FEE	MONTHLY RATE (divided by 10 months)
11	R3000	R300
12	R3500	R350

The extra classes are compulsory; all grade 11 and 12 learners must attend all classes. The fees are billable over 10 months (JANUARY TO OCTOBER) for your convenience and affordability however classes may/may not take place over 10 months. Please pay directly into school’s bank account – CASH WILL NOT BE ACCEPTED AT THE SCHOOL.

PLEASE NOTE:

- The tuition fee will remain the same even when the child has been admitted later than January.
- **Registration fee for returning learners must be paid before schools open in January.**
- A 7% discount on full payment of school fees by end of January only.
- A 5% discount on full payment of school fees by end of March.
- **Sliding scale for siblings:**
 - 1st child **100% payment of the tuition plus computer fees.**
 - 2nd child **5% discount of the tuition plus computer fees.**
 - 3rd child **7% discount of the tuition plus computer fees.**
 - 4rd child **10% discount of the tuition plus computer fees.**
 - 5th child **[Free (Bursary)].**

HOWEVER, THE SCHOOL IS UNDER NO OBLIGATION TO OFFER A DISCOUNT OR A BURSARY.

- Please remember to email the deposit slip or give it to your child to bring to school so that we can update your records immediately.
- For security reasons, parents are requested not to pay their school fees in cash at the school.
- **All deposit slips must bear the child’s name and grade/ class.**
- A receipt will be issued for every payment made.
- It is your responsibility to ensure that you have received all receipts for payments made and as well as monthly statements. **Please check your statements monthly to ensure that payments have been allocated correctly.**

METHODS OF PAYMENT

INTERNET BANKING AND DIRECT DEPOSIT

TULIP COMBINED SCHOOL BANKING DETAILS

Name of Account:	TULIP HIGH SCHOOL
Bank:	ABSA
Account Number:	4054457742
Direct Deposit:	512141
Electronic transfer:	632005
Reference:	Your child's name and grade

ACCOUNTS STATEMENTS

All monthly statements will be emailed. Please ensure that your email address is written legibly and correctly in the admission form. If you have not received your statement for a particular month, please contact the school to have it resent.

N.B. Terms associated with the payments of the fees

Fees due for each year MUST be fully paid up during the CURRENT year; the 12th / final instalment must be paid on or before the 7TH of December - not the following year.

Queries: If you have any queries regarding fees, please make an appointment with the school's accounts department.

10. BURSARIES

- The school is under no obligation to give learners bursaries for any reason whatsoever.
- The bursary is not a once-off application process and MUST be re-applied for in the new academic year.
- Bursaries are limited and will be decided upon by the relevant school committee.
- The bursaries can be awarded for merit in either academics or sports or under privileged and in dire need.

Should you wish to apply for a bursary kindly fill out the application form and return it to the Admin Office with all your supporting documents.

11. UNIFORM

SUMMER UNIFORM – HIGH SCHOOL

BOYS

- White shirt
- Grey flannel trousers (No Dickies allowed)
- School tie (**Grade 7 - 12 compulsory**)
- Long dark grey socks with two red stripes
- Black school shoes
- Black /Brown leather belt (average buckle)
- Grey pull over with two red stripes (Grade 7-11)

GIRLS

- White shirt (Grade 7-12)
- School tie (**Grade 7 -12 Compulsory**)
- Long dark grey socks with two red stripes
- Black school shoes
- Grey pleated skirt (Grade 7-12)
- Grey pull over with two red stripes (Grade 7-11)

- White cardigan (**Grade 12- compulsory**)
- Black stockings (**Grade 12 only- privilege**)

WINTER UNIFORM

BOYS

- Blazer- **COMPULSORY (Grade 6-12)**
- White shirt
- Grey flannel trousers (**NO DICKIES ALLOWED**)
- School tie (**Grade 6-12: Compulsory**)
- Long dark grey socks with two red stripes
- Black school shoes
- Black or brown belt (Average buckle)
- Grey jersey with two red stripes (**Grade 7-11**)

GIRLS

- Blazer- **COMPULSORY (Grade 6-12)**
- White shirt
- Grey flannel trousers Grade 4-12 (**NO DICKIES ALLOWED**)
- School tie (**Grade 6-12: Compulsory**)
- Long, dark grey socks with two red stripes
- Black school shoes
- Grey pleated skirts (**Grade 7-12**)
- Grey jersey with two red stripes (**Grade 7- 11**)

White Cardigan (**Grade 12 only**) available at school only

School scarf (Grey, Red, Black and White), plain black gloves, official school beanie (purchased at school) may be worn in winter. White lab coat is **compulsory** for all Physical Science and Life Science (Grade 10-12) learners.

PRIMARY SCHOOL SUMMER UNIFORM:

BOYS

- Short/ Long grey pants
- White shirt
- Red jersey (**with school logo**)
- Black school shoes
- Grey socks
- Tie obtainable from school only (**Grade 4-6**)

GIRLS

- Culottes
- White shirt
- Red jersey (**with school logo**)
- Black school shoes
- White socks

WINTER UNIFORM:

BOYS

- Grey pants
- Grey socks
- Navy Blue dri-mac with logo (Grade R-4)
- Tracksuit (**Grade 1-6 optional**)

GIRLS

- Grey pants
- White socks
- Navy Blue dri-mac with logo (Grade R-4)
- Tracksuit (**Grade 1-6 optional**)

SPORT UNIFORM (Grade R-6 Wednesday only):

BOYS

- White shorts
- School t-shirt
- School hat
- White takkies with white socks
- Red/ Black/ Navy swimming shorts
- Labelled Towel

GIRLS

- White shorts
- School t-shirt
- School hat
- White takkies with white socks (**White or Red Tommies**)
- Red/ Black/ Navy full swimming costume
- Labelled Towel

Mark all your children's items with a laundry marker which can be found at any bookshop.

Any changes to the uniform that the school may make are not subject to notice.

12. STATIONERY AND TEXTBOOKS

- All learners must have stationery and textbooks.
- **The stationery will be a billable item on your statement.**
- Tablets/l-pads and laptops are NOT allowed at the school.

13. CODE OF CONDUCT

12.1. UNIFORM POLICY/DRESS CODE

- I. Learners must wear complete school uniform with dignity i.e. shirts must be tucked in, skirts must be of knee length short/revealing skirts (that show underwear) are not allowed.
- II. Learners must always be in complete school uniforms on school days and when attending any school related activity/function be it off-site, on weekends or during school holidays.
- III. The uniform must be properly worn at school as well as to and from school.

- IV. Learners must always display good conduct whenever in school uniform.
- V. During sporting activities, sport attires, as indicated on the uniform list must be worn.
- VI. Only approved hair styles will be allowed:

Girls:

- No weaves
- Loose braids not to exceed neck length and should be tied in a pony tail (never to hang loosely).
- Relaxed hair to be tied neatly with white, red, black hair bands.
- Plaited hair to be kept clean (well maintained).
- Colourful hair (dyed) is not allowed.

Boys:

- No mohawk, freeze and styled cuts.
 - Hair length should be easy to maintain.
 - Colourful hair (dyed) is not allowed.
- VII. Clothing that is not listed on our uniform, is not allowed. In case one bring such it will be confiscated. The school will not be liable if such clothing is stolen or damaged whilst in the custody of the school.
 - VIII. Clothing on civvies days must be decent and modest. No Bermuda shorts and/or bum shorts will be allowed.
 - IX. Jewellery – **Girls:** may only wear one set of earrings (studs – either gold or silver, or thin sleepers – either gold or silver).
 - X. **Boys:** may not wear any jewellery. Watches may be worn however the straps must be formal and only black, navy and brown colours will be allowed.
 - XI. Make up – no make-up of any form is allowed.
 - XII. Tattoos and any other types of piercings are not allowed.

COURTESY

All learners at Tulip Combined School are expected to:

- Greet all members of staff and visitors in the school.
- Treat staff, visitors, peers and all in authority with respect and fairness.
- Give way to elders to go out first.

SCHEDULE 1

SERIOUS MISCONDUCT THAT LEAD TO SUSPENSION

Learner will be guilty of serious misconduct if he or she, intentionally and without just excuse

- i. Seriously threatens, disrupts or frustrate teaching or learning in a class;
- ii. Engages in a conspiracy to disrupt the proper functioning of the school through collective action.
- iii. Insults the dignity of or defames any learner or any other person, which includes racist remarks.
- iv. Distributes, or is in the possession of any test or examination material that may enable another person to gain an unfair advantage in a test or examination;
- v. Cheats in a test or examination or any other form of assessment such as assignment ;
- vi. Engages in any act of public indecency;
- vii. Sexually harasses another person;
- viii. Is found in possession of or distributes pornographic material; or
- ix. Is under the influence or in the possession of alcohol.
- x. Any image, text, copy or any material relating to Tulip Combined School, their parents, peers or teachers onto any social media without the express permission of the person concerned. The parents of the learner who have violated this rule will be liable for the medical cost of the victim.

SERIOUS MISCONDUCT THAT MAY LEAD TO EXPULSION

Learner will be guilty of serious misconduct if he or she:-

- (a) Is found guilty of misconduct as contemplated in Schedule 1 after having been found guilty of the same or similar misconduct on two previous occasions;
- (b) Fails to comply with a punishment or suspension as a correctional measure: or
- (c) Intentionally and without just excuse:-
 - (i) Forges any document or signature to the potential or actual prejudice of the school;
 - (ii) Trades in any test or examination question paper or any test or examination material;
 - (iii) Attempts to bribe or bribes any person in respect of any test or examination to enable himself or herself or another person to gain an unfair advantage therein;
 - (iv) Engages in fraud;
 - (v) Engages in theft or otherwise acts dishonestly to the prejudice of another person.
 - (vi) Is in possession of, consumes or deals in any illegal substance or other harmful substance; e.g. drugs in any form;
 - (vii) Is in possession of, uses or transmits narcotic or unauthorised drugs or on visible evidence of such possession, use or transmission;
 - (viii) Is in possession of any dangerous weapon; e.g. gun, knife etc.
 - (ix) Assaults or threatens to assault another person.
 - (x) Belong to a gang, promoting gangsterism or gangster culture via electronic media or inside the school
 - (xi) Holds any person hostage;
 - (xii) Murders any person;
 - (xiii) Rapes any person; or engages in any sexual activity which amounts to an offence in law; or
 - (xiv) Maliciously damaging property
 - (xv) Engage in Satanic activities/ Devil worshiping or inviting others to join at school or via electronic media
 - (xvi) Post other learners /teachers / school pictures on any social network such as Facebook etc without their consent.

SUSPENSION AND EXPULSION PROCEDURES

i. Suspension pending the outcome of a hearing

If a learner commits an offence that results in a disciplinary hearing being held, the learner may temporarily be suspended from attending school until the hearing has been concluded. The executive head shall only suspend a learner if it is his/her opinion that the learner poses a threat to the safety of the other learners and/or staff members at the school.

ii. Suspension after a hearing is concluded

The school may suspend a learner if the learner is found guilty at a disciplinary hearing. The chairman of the hearing may use his/her discretion to determine the duration of the suspension period. The duration of the suspension period may not be longer than five school days.

iii. Suspended expulsion

A learner may be expelled, but the expulsion is delayed/postponed. If the learner does not break the school rules during that period and fulfills the particular conditions of the probation, the expulsion will lapse. If the learner does not break the school rules and/or fulfills the particular conditions and the expulsion lapses, it must be recorded in the learner's school record.

iv. Expulsion with notice or immediate expulsion

Parents/guardians must be informed at the hearing if the chosen sanction is expulsion or if the parents/guardians are not present at the hearing they must receive a written letter stating that the learner was found guilty at a disciplinary hearing and that the sanction is expulsion. The parents/guardians must be informed of the appeal procedures that they may follow. A learner may be expelled, but if it is deemed necessary to allow the learner to complete a particular part of his/her academic year or exam, attendance may be allowed with conditions imposed until the year/exam is completed. Immediate expulsion may be appropriate in certain cases.

CRIMINAL CONDUCT AND REPORTING OF SEXUAL OFFENCES

- (i) Special caution must be taken should a learner be suspected of committing a criminal offence.

- (ii) A sexual offence is defined in the Criminal Law (Sexual Offence and Related Matters) Amendment Act 32 of 2007, in chapters 2, 3, 4 and sections 55 and 71(1), (2), and (6). A copy of the act must be kept by the executive head and any person who suspects that a person may have committed a sexual offence may be allowed access to the act.
- (iii) Should a member of staff become aware that a learner has committed a sexual offence, they must immediately report the incident, in person, to the Principal.
- (iv) The executive head must report the incident to a police official immediately.
- (v) A written record of the incident and the steps that were taken to inform a police official must be kept.
- (vi) Any disciplinary procedures instituted by the school will not be affected by the possibility of later criminal proceedings that may be initiated.
- (vii) The school reserves the right to conduct a disciplinary hearing without waiting for the outcome of any criminal proceedings.
- (viii) Any decision reached after a disciplinary hearing will not be affected by the outcome of any criminal proceedings and will not be viewed as 'double punishment' if the learner is also found guilty by a court.

14. ERRORS AND OMISSIONS

The school reserves the right to review and correct errors and to make amendments to the terms herein, during the year, without notice. Such revisions shall be communicated to parents in writing or electronically.