



Full Names of Student

Surname
First names

Starting Date

2	0	Y	Y	M	M	D	D
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Grade of Entry

8	9	10	11	12
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AFFIX PHOTO OF STUDENT

Rules and Conditions of
ADMISSION

Conditions of Admission

The parties referred to in these **Conditions of Admission** refer to the **Applicant/s**, either one or both parents(s)/guardian(s), and the **Student** to be enrolled as on the **Final Agreement** form, and **Jordao College NPC**.

1. General Conditions

- 1.1 The **Applicant/s** and the **Student** will be bound by the rules, regulations, policies and procedures of **Jordao College** as laid down by the **Jordao College** Board of Directors, its Executive Committee and/or its Head from time to time.
- 1.2 The **Applicant/s** and **Student** agree and undertake to read and be bound by the **Jordao College** Code of Conduct and any future amendments thereto.
- 1.3 The **Applicant/s** hereby acknowledge and confirm that they are personally liable for all terms and conditions herein and to be effected in terms hereof.
- 1.4 The **Applicant/s** and the **Student** undertake at all times to uphold the good name and reputation of **Jordao College**.
- 1.5 The **Applicant/s** accept that personal possessions of the **Student** are not covered in any risk insurance by **Jordao College** and that the **Applicant/s** are responsible for supplying adequate cover for the **Student's** personal possessions.
- 1.6 The **Applicant/s** accepts liability for any loss or damage suffered by **Jordao College** arising from any conduct of the **Student**, howsoever caused.
- 1.7 The **Applicant/s** understand that **Jordao College** will constantly endeavour to take such steps as may be reasonably required in the circumstances to do what it can to ensure an environment free from harm and/or loss, taking into account what can be reasonably foreseen and provided for in the circumstances.
- 1.8 The **Applicant/s** hereby indemnify and hold blameless **Jordao College**, its shareholders, directors, employees and agents against any loss, damage or injury which may be sustained from whatever cause excluding gross negligence, whether on **Jordao College** property or en route thereto or therefrom or in the course of any extra mural activity or organized outing in which the **Student** or **Applicant/s** may participate.
- 1.9 The **Applicant/s** understands that the information contained in the **Application for Admission** constitutes a material representation relevant to the acceptance of the enrolment of the **Applicant's/s'** child as a **Student** and the **Applicant/s** warrant that all information contained therein is true, complete and accurate.
- 1.10 The **Applicant/s** further agree that any change in information supplied in this agreement including but not limited to the **Applicant/s** marital status, residential status or employment status does not alleviate the agreement made herein, and any such change will be reported in writing to **Jordao College**.
- 1.11 In the event of the **Student's** expulsion or exclusion from **Jordao College**, the **Applicant/s** understand that he/she/they will nevertheless forfeit 3 (three) months fees payable in advance.
- 1.12 Any relaxation or deviation from the terms of this agreement, which may have arisen in the past or may arise in the future, shall not be deemed to be a waiver of **Jordao College's** rights to enforce strict compliance with these conditions without further notice.
- 1.13 This agreement shall be deemed to be concluded upon the enrolment of the **Student** by **Jordao College**, and on the payment of the registration and admission fee stipulated by **Jordao College** and shall constitute the whole agreement between the parties and no amendment, alteration, addition, variation, representation or warranties, whether expressed or implied, will be of any force or effect unless reduced to writing and signed by both parties.
- 1.14 All legal correspondence between the **Applicant/s** and **Jordao College** sent by **Jordao College** shall be delivered by hand, either directly to the **Applicant/s** or via the **Student** or sent by pre-paid registered post. The correspondence shall be deemed to have been received on the date of delivery or on the 5th business day after posting. In regard to all correspondence by the **Applicant/s** to **Jordao College**, the onus of proof of delivery shall rest on the **Applicant/s**.
- 1.15 The *domicilium citandi et executandi* of the **Applicant/s** shall be as contained in the **Final Agreement** form. (The physical address to which legal correspondence and documentation is sent.)
- 1.16 The **Applicant/s** acknowledge that **Jordao College** shall be entitled to recover all legal costs incurred by it, in order to enforce its rights under this agreement, including but not limited to attorney and own client fees and collection and tracing charges.
- 1.17 The **Applicant/s** understand that by signing this form he/she/they consent to **Jordao College** conducting whatever enquiries may be considered necessary to verify any information given in this application, including confirming his/her/their credit rating with a credit bureau and contact with previous schools of the **Student**.

Conditions of Admission

- 1.18 On termination of this agreement for any reason whatsoever, the **Applicant/s** undertake to immediately withdraw the **Student** from **Jordao College** and to make satisfactory arrangements for the **Student's** attendance at any alternative school.
- 1.19 **Jordao College** shall be entitled to cancel this agreement by giving the **Applicant/s** 3 (three) months written notice to this effect.
- 1.20 The **Applicant/s** accept that **Jordao College** makes use, amongst others, of electronic media including bulk SMS and email messaging for correspondence, and that they have no objection to receiving such correspondence.
- 2. Payment of Fees**
- 2.1 The **Applicant/s** accept joint and several liability for the due and punctual payment of such school fees, subscriptions, levies or other amounts which may become due and payable to **Jordao College** or in respect of attendance or participation by the **Student** in any extra-mural or school related activities, and that they have sufficient funds to meet the financial commitments herein.
- 2.2 The **Applicant/s** accept that fees, as prescribed in the annual fee structure from time to time, are payable annually in advance on or before the first day of attendance of the **Student** at **Jordao College**, unless arrangements have been made for the payment of school fees in instalments.
- 2.3 If arrangements have been made for the payment of school fees by way of instalments, each instalment shall be paid before the last day of each month to which such instalment relates. The final instalment for any year shall be paid by no later than 20 December of that particular year. Fees in respect of foreign **Students**, are payable quarterly in advance.
- 2.4 Interest shall accrue on all fees and disbursement not paid by the due date at a rate to be determined by the Board from time to time, which rate shall not exceed the maximum rate prescribed by law. The said interest shall be calculated and compounded monthly in arrears from due date to date of payment, both days inclusive.
- 2.5 The **Applicant/s** will be liable for **Jordao College's** customary charges and necessary disbursements incurred in the administration relating to the late or non-payment of the said fees and incidental expenses inclusive of, but not limited to the payment of bank charges arising from unpaid cheques or returned debit orders.
- 2.6 If any payment due by the **Applicant/s** remains unpaid for a period of 30 (thirty) days after due date, the balance of the annual school fees shall immediately become due and payable and **Jordao College** shall have the right to suspend the **Student** from attending classes without prejudice to its other rights under this agreement, including its right to immediately institute action against the **Applicant/s** for the full balance owing in terms hereof.
- 2.7 The **Applicant/s** consent to the jurisdiction of the Magistrate's Court in respect of any action to be instituted by **Jordao College**.
- 2.8 In the event that **Jordao College** is obliged to institute legal action for outstanding school fees and related expenses due by the **Applicant/s** then, and in that event, the **Applicant/s** shall be liable to **Jordao College** for all expenses incurred in collecting any amount owing by the **Applicant/s**, which expenses shall include all legal charges on the scale as between attorney-and-own-client, collection commission and tracing fees.
- 2.9 Without limiting or detracting from **Jordao College's** rights to enforce payment of any and all monies not paid on or before due date to **Jordao College** by the **Applicant/s**, **Jordao College** may, in its sole discretion:
- (i) Suspend the **Student** from attending classes until such date as all fees and monies have been paid in full.
 - (ii) Withhold the release of report cards, results and transfer cards until such date as all fees and monies have been paid in full.
 - (iii) In respect of Grade 12 students, if fees are not fully paid up by the time the matriculation entries are due to be dispatched to the Department of Basic Education, withhold the **Student's** entrance for the Matriculation Examination.
- 2.10 School fees are subject to an annual increase.
- 2.11 All incidental expenses incurred during the course of the term shall be due and payable as and when charged and upon presentation of the statement of account.
- 2.12 The **Applicant/s** agree to the payment of the Admission Fee to secure a place that is offered to the **Student** and which will be offset against the school fees for the **Student's** first year at **Jordao College**. This fee is non-refundable if the place is not taken up in January of that year.
- 2.13 The **Applicant/s** acknowledge that the inability of the **Student** to attend school or the absence of the **Student** from the school does not relieve the obligation to pay school fees. Three (3) calendar months' notice must be given in writing of a **Student's** intention to leave **Jordao College** or three (3) months' notice will be billed and payable in lieu of notice.

Personal Electronic Media Use Policy

This policy refers to any electronic data storage, receiver, transmitter or similar device, including but not limited to cellular phones, PDA's, laptops, notebooks, i-Pods, MP3/4 players, hereafter designated as 'electronic devices'.

This policy expands but does not replace the Jordao College Code of Conduct.

Jordao College recognises that electronic devices are an integral part of social and educational technology, and that cellular phones are also a means of security for many children, hence Jordao College allows students to be in possession of electronic devices during school hours, or at school related functions, subject to the provisions below:

General

1. Jordao College cannot be held responsible for the loss of or damage to electronic devices under any circumstances.
2. It is the student's responsibility to ensure that his/her electronic devices are safe and secure at all times.
3. Students will not be allowed to be in possession of any electronic device during assessments or examinations, unless expressly authorised. While Jordao College may attempt to safeguard property during such times, Jordao College will not be responsible for loss of or damage to the same.

Usage

4. Ring tones and volume controls of electronic devices must be set to 'silent' or 'mute' during all teaching and/or organised activities. 'Vibrate on silent' settings must also be de-activated.
5. Students may not respond to calls, text messages or other electronic communication of any kind during teaching and/or organised activities.
6. Students may not take or make calls, send text messages or access an electronic device in any way during teaching periods or organised activities, unless specifically authorised to do so by the teacher in charge.

Transgressions of any of these rules may result in the electronic device being deactivated or set to emergency mode only by the Headmistress, or her nominated representative. The transgressor will not be allowed to be in possession of an electronic device at school for a period of one week thereafter. If found in possession of such a device during the aforesaid period, the device will be retained by the Headmistress, or her nominated representative, for a period of one week.

Content

7. Crude or unacceptable sounds, text or graphics are not allowed. Crude or socially unacceptable content may not be stored on the electronic device.
8. Taking photographs, recordings or videos of an unseemly nature, or sending such content, is prohibited.

'Unacceptable' or 'unseemly' content will include any pornographic, erotic, vulgar language, sexually explicit drawings or cartoons, inflammatory, racist or sexist related content and any other content considered socially unacceptable. A student suspected of using an electronic device contrary to these conditions will be subject to disciplinary procedures for misconduct. In the event of a guilty finding, the student may lose the right to carry an electronic device to school in addition to any other censure.

9. Students will be held wholly responsible for all content stored on their electronic devices at all times.
10. A student in possession of an electronic device belonging to another person without their express permission will be deemed to be in possession of stolen equipment.

Code of Conduct

The Code of Conduct governs the conduct of all students and the relationship between Jordao College and its students. Signed acceptance of the Code of Conduct by the parent (guardian)/s and student is a prerequisite for admission to Jordao College.

The Code of Conduct has been designed to promote positive discipline, develop self-discipline and establish exemplary behaviour.

It is based upon the following values:

Human rights

Students have certain rights and respect the rights of others. They recognise the dignity and equality of all persons and undertake to exercise their rights in such a manner that others are not prejudiced by their actions.

Jordao College makes use of both positive and negative reinforcement, with rewards and recognition for success, and censure and punishment for those who disobey the Rules and act in an unbecoming manner.

We believe that all rights come with responsibilities. No individual right is greater than the group's right.

Respect for teachers

Students respect their teachers and promise their wholehearted co-operation in all reasonable assignments they receive from their teachers. Students respect the teachers as adults and recognise that their training and experience can be of benefit to them. Students undertake to give their full co-operation to the teachers and to act courteously towards them at all times.

Respect for non-teaching staff and visitors

Students appreciate the contributions that the administrative and ground staff make towards the smooth running of Jordao College. Students act with respect towards these members of staff. Students politely and respectfully assist visitors who have Jordao College's welfare at heart.

Acknowledgment of multi-culturalism and diversity

The South African community consists of a number of races, cultures and religions. Students respect this diversity and will not act in a manner which will detract from the dignity of others.

Respect for the environment and school facilities

Students appreciate school buildings, contents of classrooms and other physical facilities that have been provided for their use. Students undertake to make use of these facilities in a responsible manner and contribute to their maintenance to the extent that they are able.

Obedience to rules

Students understand that a school cannot function without rules and the need to abide by them. They accept the authority of those in charge of order and discipline in Jordao College and subject themselves to the applicable punishments should the rules be broken.

Personal appearance as an expression of respect for others and of self

Students understand that Jordao College allows for them to express their individuality. Students' dress and appearance should at all times reflect a sense of pride and respect of self and others. Students are required to at all times be dressed in a Jordao College shirt or hoodie with black or blue jeans. Black or white takkies must be worn. Male students are required to be clean shaven unless specific exemption has been granted by the Head. Exemptions will be considered only where a written motivation together with sufficient supporting documentation have been submitted. Exemption may be considered for religious, cultural or medical reasons.

Safety

Students understand that safety rules protect them and others from coming to harm. They adhere to the rules in laboratories, classrooms and school grounds. While moving from one class to another, on the school grounds and on outings, students do not act in a way that will endanger their own safety or that of others.

Academic excellence

Students know that they need to be actively involved in the learning process. They participate in class activities and disapprove of activities that disrupt the process of education. Students realise the value of homework and do it conscientiously. They accept responsibility for themselves by carefully preparing for assessment activities. As honesty is an integral part of an impeccable character, students are always totally honest during assessment and do not tolerate dishonesty in others.

Jordao College prides itself on having good relations with the parents of students. While parents must expect Jordao College and its teachers to provide the best education possible with the resources available to Jordao College, parents must also accept responsibility to help Jordao College achieve this goal.

Initials of signatories

Code of Conduct

Parents have the responsibility to:

- Actively support the efforts of Jordao College and its teachers to teach their children.
- Involve themselves to the fullest possible extent in school activities.
- Encourage their children to participate fully in school events and extra-mural activities.
- Participate in the learning process and assist their children with homework, provide encouragement, check results and communicate freely with Jordao College.
- Not expect Jordao College to meet their child's every need and to work with Jordao College to overcome any student behaviour which negatively impacts on the learning environment.
- To ensure that the student is in attendance at all compulsory attendance functions and activities, and that school time keeping requirements are observed.
- Support the disciplinary structures and procedures of Jordao College in the interests of maintaining an orderly and positive educational environment.

In general terms, students must therefore:

- Comply with instructions and the general rules of Jordao College.
- Behave responsibly and not endanger the safety and welfare of others.
- Respect and care for the property of Jordao College and others.
- Maintain sound relations with others at school, be courteous and respect the dignity and self-worth of others.
- Be punctual and observe the time keeping practices of Jordao College.
- Demonstrate a positive attitude towards the opportunity to learn, and be diligent in their efforts to learn.
- Behave honestly and conduct themselves with integrity.
- Comply with the protocols, procedures and rules of Jordao College recently implemented and aimed at the containment and management of the spread of COVID-19.
- Accept legitimate punishment and disciplinary action taken against them as being both necessary and corrective.

Jordao College has a number of specific rules which define the kinds of behaviour expected of its students. Students are expected to conduct themselves within the parameters of the rules provided.

Victimisation

Any form of victimisation, including but not limited to bullying, fighting, intimidation and any display of racism, or religious intolerance, will not be tolerated.

Jordao College has a zero tolerance policy towards bullying. Hurtful incidents, be it verbal or physical in any nature, will not be tolerated. Pupils should support each other by reporting all instances of bullying to a staff member.

Verbal harassment shall be defined as threats, gestures or verbal attacks on persons including attacks directed at one's racial, ethnic, or religious background, physical or mental ability, appearance as well as any form of teasing. Sexual harassment is unacceptable.

Physical harassment shall be defined as any conduct which threatens or harms a person physically, or conduct which causes physical distress.

No firearms, airguns or any kind of weapon may be brought to school under any circumstances.

In terms of the Education Laws Amendment Act, Act 50 of 2002, no person may conduct or participate in any initiation practices of any student in a South African school. This prohibition covers all sports, cultural and additional extramural activities.

Any student who violates this prohibition will be subjected to disciplinary action.

Initials of signatories

Substance Abuse Policy

Introduction

The problems associated with what has become the free availability of drugs and alcohol in society permeates all sectors of our community. Drug experimentation and abuse, and the abuse of alcohol, poses a threat not only to our own well-being, but to the community as a whole. Drugs and alcohol abuse, therefore, have the potential to undermine the ethos and achievements of our community and the cognitive capability of individuals within it.

Studies on drug usage in the country point to an increase in drug abuse across all communities. Available evidence indicates that school communities are particularly vulnerable and drug use by students is on the increase. These reports also indicate a high correlation between drug abuse and other anti-social and high-risk behaviour typical of countercultures such as violence, sexual violence, gangsterism and theft.

Our philosophy

Our approach to drug abuse is primarily focused on the provision of a supportive environment to students in terms of education against experimentation, deterrent from experimentation, and support in the event of drug use. Only after exhaustive efforts at rehabilitation will the options of suspension or expulsion be considered.

This policy is intended to comply with the spirit of the National Education Departments Policy Framework for the Management of Drug Abuse by Learners in Schools.

Jurisdiction of the policy

The jurisdiction of the Jordao College Drug Policy includes the following:

- on school property at all times;
- at all bona fide school events under the auspices of school management;
- whenever a student is in school uniform, or is recognised as a student of Jordao College; and
- whenever the conduct of a student at a place or time not covered by the above nonetheless affects fellow students, staff or the student's own performance or brings Jordao College into disrepute.

Educational programmes

A life skills programme is in place that teaches (amongst others) the dangers of drugs, self-image issues, peer group issues, and other topics which pro-actively discourage substance experimentation and abuse. In addition, Jordao College organises a range of educational events which deal with the problems of drug use and dependency.

Procedure for counselling and rehabilitation

If there is reason to believe that a student is using drugs or abusing alcohol, the case will be referred to the Headmistress.

The Headmistress will take all the steps necessary to investigate the seriousness or otherwise of the problem. These steps would include investigating, interviewing and referring where appropriate.

If the student admits to drug use and seeks assistance, or self-refers, support will be given and outside agencies (where necessary) and parents consulted. A contract for rehabilitation will be drafted and signed by the student, the parents/legal guardians and the Headmistress. Provided that the treatment is adhered to, and that fellow students and staff-members will not be adversely affected, no disciplinary action will be instituted. If however, the contract is not adhered to, Jordao College reserves the right to institute disciplinary procedures at a later stage.

If the student denies drug use and refuses assistance, parents will be notified. Jordao College will at its sole discretion decide whether testing for substances is to be carried out by a professional or appropriate agency. The parents and child will also be informed that any behavioural manifestations of drug use whilst at school will be subject to the disciplinary action outlined below.

If a student or parent initially declines help, assistance will be provided without prejudice should they later require this.

Disciplinary action

Disciplinary action will be taken according to the norms and procedures of Jordao College and may involve detention, suspension, community service or expulsion.

Substance Abuse Policy

Careful assessment will take place with regard to every case, and action taken will be commensurate with the severity of the case, the previous disciplinary record of the student concerned, any possible coercion or intimidation which may have taken place, and the subsequent reaction of the student involved.

If a student is suspected of being under the influence of drugs whilst at school, the matter will be referred to the Headmistress, who will investigate the claims according to laid-down procedures. If the assessment appears to validate concerns, the student will be isolated from others, parents will be called and required to take responsibility for the student and Jordao College will have the student tested for substances by a professional or appropriate agency.

Possession of drugs on Jordao College property or the provision of drugs to others is regarded as a particularly serious breach of this policy and may result in immediate suspension or expulsion without following the other procedures under this policy.

Jordao College will, if it considers it necessary, request the intervention of the South African Police Services.

Testing for drug use

Any senior staff member may, with the approval of the Headmistress, request testing for substances by a professional or appropriate agency.

Parents will be liable for the cost of testing in all cases where the testing is positive. Refusal to consent to a test or to undergo a test may lead to the inference being drawn that the pupil has breached the policy. Jordao College may proceed with appropriate disciplinary action.

The purpose of testing for substances is:

- to provide students with a counter argument to peer group influences which tend to pressurise students into drug experimentation; and
- to identify drug users at an early stage.

There are no punitive consequences to the drug screening programme.

Dealing in drugs

Where a student is distributing and/or selling drugs at school, that pupil is liable for immediate suspension or expulsion.

Jordao College will contact the parents, and may refer the matter to the police for further action.

Confidentiality

The confidentiality of the child and the family will be safeguarded at all times throughout any procedures contemplated in this policy.

Disciplinary Procedure

Jordao College makes use of both positive and negative reinforcement, with rewards and recognition for success, and censure and punishment for those who disobey the Code of Conduct, Policies and Rules and act in an unbecoming manner. Jordao College students accept legitimate punishment and disciplinary action taken against them as being both necessary and corrective.

The Headmistress, or her appointed agent, shall at his/her sole discretion be entitled to call for and convene a Disciplinary Committee in circumstances where he/she deems it necessary to conduct a disciplinary hearing.

No legal representative is permitted at such a hearing but the student may nominate a teacher or fellow student of Jordao College as a representative. The parents or guardians of the student may attend the proceedings as observers only.

A student must:

- receive written notification of the date, time and venue of any disciplinary hearing;
- be informed of the alleged infringements of the Code of Conduct, Policies and Rules in writing;
- receive such particulars of the alleged infringements as he/she may reasonably be entitled to, if so requested;

Disciplinary Procedure

- be given the opportunity to be heard and to present his/her version of events and to present relevant facts;
- be heard by an impartial person;
- be treated with dignity during the disciplinary process; and
- be informed of the decision of the Disciplinary Committee on whether or not he/she is guilty of misconduct and the penalty to be imposed.

The Chairperson at a disciplinary hearing shall cause a record of the proceedings of the hearing to be kept.

A student may appeal the decision of the Disciplinary Committee in writing within five (5) days of the finding of the Disciplinary Committee.

Jordao College retains the right to act in applicable situations according to the 'Regulations relating to Safety Measures at Independent Schools' as published in the Government Gazette No: 26663 on 20 August 2004. (These regulations deal amongst others with violence, drugs and trespassing on Independent Schools' premises.)

Information Technology Code of Acceptable Use

The use of the computer facilities at Jordao College is a privilege and inappropriate use will result in cancellation of these privileges.

Students recognise that the computers will enhance their education and provide them with the skills that will help them in their future lives. Students will use the computers for academic purposes only.

Students recognise that all software installed on Jordao College's computers is protected by copyright laws and they will therefore not copy programs.

Students may not load any software onto Jordao College computers. Students will endeavour to ensure that any files copied onto their user folder or opened on any of Jordao College's computers are virus free. To this effect students must perform a virus scan on any such files prior to opening or copying them.

Students may not use any account other than their own. They have full responsibility for their accounts and must not share their passwords with anyone, and therefore, any violations of any part of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account.

Students recognise that the work of all users is valuable and thus will protect the privacy of others' areas by not using their passwords. Students will not copy, change, read or use files in another user's directory without the specific permission and under the direct supervision of that user.

Students understand and acknowledge that Jordao College has the right to monitor their digital and electronic usage to ensure adherence to our rules and to Jordao College's standards of behaviour.

Students will at all stages display the utmost respect for the property of Jordao College, specifically as deployed in the computer centre. Students will immediately report any damage, faults and errors to the teacher in attendance.

Any attempt by any student to hack the network and gain unauthorised access to any programmes, directories or files will lead to immediate suspension, a disciplinary enquiry being held and possible expulsion.

Jordao College does provide printing facilities as part of Jordao College's network. These printers should only be used in accordance with the following school policy. Students should only print during class time when instructed to do so by their teacher. All material which is sent to the printer should have the student's name clearly displayed on each page, so that collection of the printed work can be facilitated. Jordao College provides 300 sheets of paper for each student per year. Should a student use more than this amount, the student will have to apply for permission to use more, and the limit will be increased, but the extra paper will be charged to the student's account.

Final Agreement

Jordao College

I / We, the parent/s or legal guardian/s of

Student's Full Names and Surname

hereby confirm the admission of the above student to Jordao College.

I/We hereby confirm that the information supplied by me/us in this agreement is accurate and complete.

I/We have read, understood and agree to all the rules and conditions as contained in this booklet, including: Conditions of Admission, Jordao College Code of Conduct, Medical Information and Indemnity Declaration.

This agreement shall become effective immediately upon signature hereof and shall continue for the duration of the enrolment of the student at Jordao College.

Parents/Guardians (Please Print)

1. Relationship to Student

Full Names

ID Number

Nationality

Date

2	0	Y	Y	M	M	D	D
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Signature _____

2. Relationship to Student

Full Names

ID Number

Nationality

Date

2	0	Y	Y	M	M	D	D
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Signature _____

Domicilium Citandi et Executandi

(Physical address to which legal documentation will be sent.)

Tel

Fax

Email

Student - I have read and accept the Code of Conduct and other related policies.

2	0	Y	Y	M	M	D	D
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Signature _____

For Jordao College

2	0	Y	Y	M	M	D	D
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Signature _____

Name _____

Medical Information

Jordao College

Student's Surname

Student's First Names

Date of Birth

Y	Y	Y	Y	M	M	D	D
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Gender

Blood Type

Medical Aid Scheme Name

Principal Member

Membership Number

Family Doctor's Name

Telephone Number

Previous Illnesses

Allergies	
Anaphylaxis	
Asthma	
Blood pressure	
Depression	
Diabetes	
Drug sensitivity	
Eczema	
Epilepsy	
Other	

Fainting	
Fits or Blackouts	
Hayfever	
Headaches	
Hearing problems	
Heart condition	
Emotional instability	
Nose bleeds	
Sight problems	
Other	

Date of most recent Tetanus injection

Y	Y	Y	Y	M	M	D	D
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Any other medical conditions, illnesses, disabilities or limitations (both physical and psychological)?

The **Parent (Guardian)/s** of the student consent to the exercise of the necessary parental powers by the Headmistress or her representative over the student whilst the student is on the Jordao College premises and/or engaged in any activity in connection with or incidental to **Jordao College**, and herewith confirm their appointment *in loco parentis*, having all necessary authority and without limiting the generality in case of emergency, regarding any medical treatment, operation or blood transfusions.

The **Parent (Guardian)/s** accept/s responsibility for payment of all medical/hospital and related costs, and undertake/s to refund Jordao College immediately on demand, such funds dispersed by **Jordao College**.

The Parent (Guardian)/s must give written permission and directions for the administration of any medication taken during school hours or afterhours school activities.

Signed at _____ this _____ day of _____ 20 _____

Father / Guardian

Mother / Guardian

Indemnity Declaration

Jordao College

I / We

Full Names and Surname

the

Parents	
---------	--

Guardians	
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 of

Student's Full Names and Surname

acknowledge that in certain situations there may be insufficient time to contact Parents/Guardians or to refer to medical records, and consequently the school representative is authorised to utilise the most appropriate medical services available,

and we therefore:

1. Delegate to the Headmistress or her representative, the power to authorise whatever medical treatment he/she in their sole discretion deems necessary for the student and in doing so agree that the Headmistress and/or her representative should act *in loco parentis*.
2. Indemnify and hold **Jordao College**, its members, directors, employees and agents harmless in respect of all loss or damage, whether to person or to property, from any cause howsoever arising, which may be sustained by the student stipulated or his/her property or possessions, whilst on school property or under school control during any school excursion, activity or outing, or as a result of medical treatment administered under paragraph 1 above.
3. Agree that this indemnity and appointment *in loco parentis* shall commence on the date of signature hereof and remain in force and effect for the duration of the student's enrolment at **Jordao College**.

Signed at _____ this _____ day of _____ 20 _____

Father / Guardian

Mother / Guardian

Witness 1 - Signature

Witness 2 - Signature

Witness 1 – Full Names

Witness 2 – Full Names

For **OFFICE** use only

How did you hear about Jordao College?

Family / Sibling	
School is in your local area	
Word of mouth	
Reputation in community	
Internal referral	
Advertising	

What form/s of marketing created an awareness of Jordao College?

Street pole advertisements	
Newspaper advertisements	
Newspaper reports	
Jordao College website	
Other websites	
Events and exhibitions	
Magazine advertisements	
Estate agents	
Billboards	

Checklist

Signed Application for Admission	
Birth certificate / Identity Document of Student	
Passport size photograph	
Most recent academic report	
Transfer record from current school	
ID copies of parent(s) / guardian(s) / account payer(s)	
Proof of residence of parent(s) / guardian(s) / account payer(s)	
All pages hereof completed in full and properly signed or initialed	
Admission fee paid	
Captured on EMIS	
Allocated to class	



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