

REGISTRATION FORM 2024

Welcome to TFS Institute of Learning CC t/as Tutoring for Success. Before considering Tutoring for Success (TFS) for your child's **TUTORING CENTRE**, we draw your attention to our vision statement and the fundamental difference between a tutoring facility like TFS and other home, private or government schools. TFS is a Tutoring Centre which strives to provide quality tutoring for the subjects offered. TFS provides tutoring of the CAPS curriculum as purchased by the PARENT from IMPAQ, a CAPS curriculum provider. Parents understand and accept by their signature hereto that TFS is **NOT** a registered school but a **TUTORING CENTRE**.

Parents hereby acknowledge that they are solely responsible for their child's educational obligations in terms of the prevailing requirements of the South African Schools Act at any time.

Learners who are not focused or committed to reach their own personal potential should reconsider registering with TFS for their educational development. We expect our registered learners to abide strictly to our Code of Conduct and failure to do so could result in the learner's registration being terminated. TFS assures parents/guardians that it will not keep uncommitted learners registered for the sake of fee income that would be a distraction or disadvantage to any other registered learner.

Please initial

1. LEARNER'S PARTICULARS

Grade Applied for: Highest Grade Passed: Year Highest Grade passed:

Surname: First Name/s:

ID No: Date of Birth: __/__/__ Impaq Student No:

Physical Address:

City: Country: Postal Code:

Home Language: Preferred Language of Tuition: English Afrikaans

Gmail address of Learner (Not parent email)

For use with Google Classrooms

2. LEARNER'S MEDICAL INFORMATION (see note 15 regarding relevant supporting documents)

Medical Aid: Medical Aid Number:

Main Member:

Compulsory Information (Allergies, Medical Conditions):

Prescribed Medication:

Does TFS have your permission to take your child to the doctor in the case of emergency? Yes / No

Doctors Name: Telephone No:

Doctor's Address:

3.1 **PARENT 1 / LEGAL GUARDIAN'S DETAILS**

Title: Initials: ID No: Relationship to Learner:

Surname: First Name: Acc Payer: Yes / No

Cell No: Email Address:

Physical Address:

City: Country: Postal Code:

(Being my chosen *Domicilium Citandi et Executandi* for delivery of all notices and process in terms of this Agreement)

Occupation: Work No:

Employer:

3.2 **PARENT 2 DETAILS**

Title: Initials: ID No: Relationship to Learner:

Surname: First Name: Acc Payer: Yes / No

Cell No: Email Address:

Physical Address:

City: Country: Postal Code:

(Being my chosen *Domicilium Citandi et Executandi* for delivery of all notices and process in terms of this Agreement)

Occupation: Work No:

Employer:

3.3 The parties listed in 3.1 & 3.2 above agree to be jointly and severally liable for the payment of the learner's tuition fees unless irrespective of whether an alternative party is listed per clause 4. below.

4 ACCOUNT PAYER DETAILS (IF DIFFERENT TO 3.1 & 3.2 ABOVE) – Natural or Juristic Person

Natural Person

Title: Initials: ID No: Relationship to Learner:

Surname: First Name: Acc Payer: Yes / No

Cell No: Email Address:

Physical Address:

City: Country: Postal Code:

(Being my chosen *Domicilium Citandi et Executandi* for delivery of all notices and process in terms of this Agreement)

Occupation: Work No:

Employer:

Juristic Person

Registered Company name

Company Registration Number

Title Full name
acting as duly authorised agent of the company

Cell No: Email Address:

Company Registered Address:

City: Country: Postal Code:

(Being the Company's chosen *Domicilium Citandi et Executandi* for delivery of all notices and process in terms of this Agreement)

5. IMPORTANT NOTICE WHEN REGISTERING WITH IMPAQ

- 5.1 It is the parent's responsibility to ensure the learner is registered with Impaq (the CAPS curriculum provider) and will be responsible to Impaq for all other administration regarding subject changes, concessions (read, scribe and/or extra time accommodations) and any other Impaq related matters. However, TFS will gladly assist upon request and where possible. Please note that in the event that any complication arises with regards to such registration/administration, TFS assumes no responsibility or liability in this regard, howsoever arising. Parents will be advised of any complications that are encountered and it will then be the parent's responsibility to resolve such issues with Impaq directly. This is not due to TFS's unwillingness to assist but Impaq will not interact with a tutoring centre as the Impaq agreement is between Impaq and the parent/guardian/account holder only and dealing directly with the Centre would put Impaq in breach of the **POPI Act**.

Parents who choose to register with Impaq directly are to take note of the following:

- **WHEN JOINING A TUTORING CENTRE, YOU DO NOT NEED TO PURCHASE HARDCOPY FACILITATOR GUIDES.** For grades R to 9 Impaq’s system will require electronic Facilitator guides to be selected in addition to hardcopy student books but for grades 10 -12 neither hardcopy or electronic Facilitator guides need be selected, only hardcopy student books.
- Please ensure that the learner is linked to “**Tutoring for Success**” (Tutor code “**H5410**”) within the registration process.
- We recommend use of the Centre’s physical address for delivery of the books - **20 Nestadt Street, Rynfield, Benoni, 1501**. TFS undertakes to check that the correct books are received where these are delivered directly to the Centre.

Please initial

5.2 **Where a learner is absent from any formal examination, test or task, it is the parent’s responsibility to apply to Impaq to register for a 999 exemption code which, if approved, excludes that task/test/examination from the year results. The parent must ensure that the correct Impaq form is used, that all required supporting documents are submitted and the application is sent to the correct department/email address at Impaq. TFS is unable to assume any responsibility whatsoever in this regard. Alternatively Impaq may require the learner to write a supplementary examination and the parent is hereby solely responsible in communicating Impaq’s supplementary examination requirements to the Centre and confirming that such communication has been received by the Centre.**

5.3 In the event that the learner is not registered with Impaq or that Impaq has suspended the learner’s account with themselves for whatsoever reason, the Centre is strictly prohibited by Impaq from allowing the learner to write any Impaq test or examination or to be assessed or to accept any Impaq curriculum task.

6 CENTRE FEES

TFS’s 2024 tutoring fees are detailed in the addendum to this registration form, which is made available upon re-registration of any existing TFS learner or during the interview process for all new potential TFS learners.

7. PAYMENTS

Payments for registration and tuition fees will only be accepted via EFT payments. TFS will no longer accept cash payments due to the risks associated with receiving large sums of cash. Bank charges incurred by TFS from any cash deposit made will be charged back to the learner’s account.

TFS will, however, continue to accept cash for other small adhoc/petty costs and fees (NB Please insist on a TFS stamped and signed receipt for all cash payments).

EFT payments should only be made to:

BANK:	FNB
ACCOUNT NAME:	TUTORING FOR SUCCESS
ACCOUNT NUMBER:	62613096777
BRANCH CODE:	25-06-55

Please use either the learner’s name or the TFS allocated account number, as found on the TFS tutoring statement, as your payment reference.

- 7.1 In the event that tutoring fees fall into arrears of 2 month's tutoring fees or more, the learnership will be suspended with immediate effect. Failure to pay the full arrears up to date within 7 days of a written demand will result in the learnership being permanently terminated. TFS understands that in the current economic climate one can experience cashflow struggles from time to time. We urge the parent/guardian/payer to contact TFS before the account falls into arrears of 2 month's tutoring fees or more and table a catch-up repayment proposal for TFS's consideration. It is TFS's sole discretion to accept or reject any such proposal.

8. EXTRA LESSONS

TFS facilitates extra lessons for all CAPS curriculum subjects that are offered by the Centre. These lessons do **NOT** form part of the Centre fees (as detailed in the Fee addendum to this agreement) and will be charged for separately. Extra lessons are charged by our tutors and payments are to be made directly to them. Extra lessons will be charged out at R300 per hour (one-on-one tutoring) or R250 hour per learner (groups of two or more learners). Please refer all enquiries for extra lessons to either our email address (tfscentre@gmail.com) or via a WhatsApp message (082 049 9555).

Where new learners joining TFS are in TFS's sole opinion, in need of 'catch-up' for work already covered/taught, such 'catch-up' will be provided to the learner at the Centre's extra lesson charge rate. These 'catch-up' classes will be provided after 15:00, Monday to Friday, as arranged with the parent, designated staff member and centre owner.

9. ASSIGNMENT & CESSION

The payer may not, except with the prior written consent of the Centre:

- 9.1 cede or assign (transfer) all or any of the rights and obligations of the account holder under this agreement;
- 9.2 permit or give up possession of the Centre's property (books/equipment) to any third party;
- 9.3 permit or give up possession of all or any of the Centre's Equipment; or
- 9.4 remove or allow to be removed from the Centre any property belonging to the Centre without the Centre's prior written consent;
- 9.5 It is hereby agreed by all parties that the Centre may cede or assign any debt owing by the account holder arising out of this agreement to a third party without further notification being provided to the account holder.

10 ANNUAL RE-REGISTRATION

It is a requirement that every TFS learner is re-registered on an annual basis. Registrations for the ensuing new year will open on 1st September and TFS registration forms for the new year will be available to download from our website www.tfscentre.com on that date. **Please note that seats will be allocated as follows:**

- 10.1 Existing TFS learners are given first option to renew their registrations and secure their seats during the month of September by downloading and submitting a duly completed Registration Form and Fee Addendum for the new year by email to: tfscentre@gmail.com or in person to TFS's office. To qualify for this first option to renew, **the current year's fees MUST be up to date.**

If the tutoring account is not up to date at the time of the re-registration application, TFS reserves the right not to accept the re-registration for the new year. Such communication will be advised in writing.

- 10.2 Seats will **only** be secured on meeting conditions in point 10.1 above together with payment for the new year’s registration fee (refer Fee Addendum).
- 10.3 Siblings of existing TFS learners will then be afforded the next opportunity to secure seats. These seats will be available from 1st to the 14th of October. Seats will only be secured once the TFS registration form, supporting documents and registration fee have all been received.
- 10.4 From 15th October, any remaining seats will then be made available for all new learner applications on a first come, first serve basis.
- 10.5 Payment of the TFS registration fee for any sibling or new learner does not secure a seat unless confirmed by TFS in writing.**
- 10.6 TFS reserves the sole right of admission/acceptance of all learner applications/registrations. There is no obligation for TFS to provide any reason as to why any particular application has not been accepted.
- 10.7 In the event that there is an over subscription of registrations for any grade and where our registration fee has been received, such registration fee will be refunded immediately upon request. Any application received in this ‘over subscribed’ scenario will, upon request, be placed on a waiting list. Should a seat become available, these seats will be offered in accordance with the chronological order that the applications were received and placed on the waiting list.

Please initial

11 IMPAQ’S LEGISLATION

- 11.1 Impaq has changed their legislation regarding a parent’s access to assessments. The account holder has access to capture marks (except for Grades 10 & 11 test series and June and November examinations and for **ALL** Gr 12 assessments and examinations), create progress reports and general report cards. TFS needs the parent’s consent to still manage all assessments.
- 11.2 If, at any stage, it is determined that a learner enjoyed the benefit of prior sight of memorandums downloaded from Impaq or had their marks favourably altered or had access to tests or exams from *my.impaq*, the learner’s registration with TFS will be immediately terminated as we do not condone such irregularities.**

Initial if in agreement:

11.3 I will not alter my child’s marks on *my.impaq* or download tests and memorandums that will result in giving an unfair advantage to the learner’s test results

11.4 I give TFS permission to manage my child’s assessments

11.5 I will supply my login details to the Centre Owner to register my child with Impaq on *my.impaq*

11.6 **With regards to learners in grades R to 9 inclusive** - Should a learner fail to achieve progression to the next grade at the end of any given year and the parent insists on automatic progression, TFS will only accommodate such request if there was an unfortuante event that caused a distraction during the final examination series. TFS will no longer take the responsibility of accepting ‘automatic’ progression where a learner is not ready, whether academically or emotionally, for the next grade. This places unfair expectations on our tutors and/or could disadvantage other learners in the next grade.

Please initial

12 PHOTOGRAPHIC & VIDEO INDEMNITY

- 12.1 TFS holds various events during the year and encourages all learners to participate, eg ColourFest, Romans Pizzas and team building events. During these events, TFS regularly takes photographs but these photographs are kept for internal purposes only. TFS does not publish any learner's distinguishable photograph on its FaceBook page and/or Website or to make publicly available by any other means whatsoever.
- 12.2 Kindly indicate your indemnity and authorisation for TFS to take photographs for internal use only, which photographs may include pictures of your child:

Please initial the respective block:

YES

NO

- 12.3 TFS provides its learners with access to Google Classrooms as a resource which may include recordings that are uploaded daily. Whilst every attempt is made to ensure any learner's distinguishable features are not visually recorded, TFS cannot guarantee that this will be so. However, TFS does not make Google Classrooms available to any external party. These Classrooms are for the sole access of registered TFS learners and are for their benefit of revision purposes only.
- 12.4 The sharing of any image/photo obtained from TFS which shows any distinguishable feature of any TFS learner through its Google Classrooms or any other medium is strictly prohibited. In the event of any unauthorised sharing of any such image/photo criminal liabilities may be incurred in terms of breach of the POPIA Act for the person so sharing the image/photo.

13 COMMUNICATION

Communication between the Centre and the parent/guardian is becoming more and more important in today's education. TFS is continually trying to improve the standard of its communication by providing ongoing, meaningful communication to its parents regarding the progress and behaviour of its learners.

- 13.1 TFS has an 'open door' policy and physical access to the Centre Head, Deputy Head and/or Tutors is always welcomed. However, to ensure all meetings are streamlined, **ALL** requests for meetings **MUST** be arranged through the administration office. **No meeting may be arranged directly with any tutor.**
- 13.2 TFS uses electronic methods of communications via d6/Email/WhatsApp for the purposes of record keeping and parent communications.
- 13.3 Parents are requested to also make use of electronic communications via email or WhatsApp. Communications from parents sent via d6 is highly discouraged. However notes written to tutors in learner's homework books are acceptable.
- 13.4 No parent may communicate with tutors via Google Classrooms.
- 13.5 Learners may **not** communicate with tutors in private WhatsApp messages.
- 13.6 Our Landline number (010 013 4263) should be used for all voice calls to the Centre. This number is generally in operation between the hours of 07:00 and 17:00 Monday to Friday.
- 13.7 The Centre's cellphone number (082 049 9555) is for purposes of **WhatsApp messages only**. Calls made to this number are unfortunately not received. This phone is **UNATTENDED** but messages received are screened from time to time during each day.

13.8 TFS uses the reputable school communication program d6 for most of its communications to parents. Other than general broadcasts which can be received and viewed on one's cellphone, TFS uses d6 to communicate most incidences that occur at the Centre in the form of 'D6 Notifications'. Notifications issues will include those for 'Homework not done' and 'Tasks not handed in on due date' as well as recognition for tasks or actions for which praise is being given. Please refer to the Code of Conduct for more details.

TFS DOES NOT MAKE USE OF A DEMERIT/MERIT SYSTEM AND ALL NOTIFICATIONS VIA D6 ARE MERELY RECORDED TO KEEP YOU, AS PARENT, INFORMED – THE LEARNER WILL NOT BE IN TROUBLE AT TFS UNLESS THE ACTION HAS A NEGATIVE IMPACT ON ANOTHER LEARNER (EG. BULLYING) OR ON THE CENTRE.

Please initial

13.9 TFS holds Parent Meetings within the first 2 weeks of each term. The format of which may be determined by the Centre taking into account any influencing factors at that time eg. pandemic lockdowns and restrictions. Furthermore, TFS endeavours to issue learners and parents with mid-term progress reports indicating areas that a learner is struggling with together with a suggested method of resolution. These are normally issued via Google Classrooms.

13.10 Term reports will be issued as follows:

- For grades R to 9 inclusive - within the first 2 weeks of each new term except for the final year report which will be issued on the last day of the Centre year at the Centre's Award evening function.
- 1st and 3rd term reports for grades 10 and 11 - within the first 2 weeks of the new term.
- 2nd Term and final year reports for grades 10 and 11 – are issued as soon as all marks have been uploaded to the system by **IMPAQ** and made available to the Centre. TFS does **NOT** mark any test or exam for June or November examinations for grades 10 and 11. These are all marked by Impaq and uploaded by Impaq onto their system. TFS has **NO** control over when these are marked or when uploaded by Impaq to their system. Once the marks have been made available, TFS then checks every learners' answer sheet for any marking errors and checks that the marks uploaded correspond to the marks earned on the answer sheets. This generally takes an additional 3 to 4 days only after which TFS will then print out progress or term reports.
- **ALL GRADE 12** tasks, tests and examinations for **ALL** terms are marked by Impaq and uploaded by Impaq to their system. TFS has **NO** control over when these are marked by Impaq or uploaded by them to their system. Once the marks have been made available, TFS then checks every learners' answer sheet for any marking errors and checks that the marks uploaded correspond to the marks earned on the answer sheets. This generally takes an additional 3 to 4 days only after which TFS will then print out progress or term reports.

Please initial

14 **BREACH**

14.1 In the event that the payer, parent and/or learner is in default or breach of any term of this agreement and/or the Centre's Code of Conduct and fails to remedy such default or breach within 7 (seven) business days after receiving a written demand that such breach be remedied, then this agreement will be deemed to have been cancelled without further notice.

14.2 TFS will be entitled on demand, to take back possession of its property and recover damages from the payer and/or parent, which will include any arrear tutoring fees and/or amounts due in terms of aftercare fees, stationery, clothing kits and any other amounts due and payable by the payer, together with interest thereon.

- 14.3 In the event that TFS is required to employ the services of an attorney in order to enforce the terms of this agreement then the payer or parent agrees to pay legal fees incurred by TFS on the attorney and own client scale including, but not limited to, advocate fees, tracing fees and travel charges.
- 14.4 The parent, guardian, learner or payer each agree that they will not post any negative comments on **social media** before their grievance has been reduced to writing and delivered to TFS and before TFS has had an opportunity to address or reply to such grievance. In addition, the parent, guardian, learner or payer agree that they shall not post any malicious or spurious comments in relation to TFS, its management, staff, employees or agents. In the event that the parent, guardian, learner or payer breaches the terms of this clause, same shall at the discretion of TFS be regarded as material breach which may result in immediate termination of the learner’s tenure with TFS and become subject to further legal steps being taken.

Please initial

15 **PLEASE PROVIDE THE FOLLOWING DOCUMENTS WITH YOUR COMPLETED REGISTRATION FORM**

- 15.1 Copy of payer’s identity document (if ID card, then both sides of the card); and
- 15.2 Copy of learner’s birth certificate or identity document (if ID card, then both sides of the card); and
- 15.3 Copy of proof of residence of both parent/guardian and payer; and
- 15.4 Bank account confirmation letter of parent/guardian and payer not older than 3 months; and
- 15.5 Copy of report from previous school/centre (if a new registration with TFS), and
- 15.6 For a new learner to TFS, confirmation from the learner’s previous school/centre that their account has been settled in full is required before any TFS registration will be considered.

Please initial

- 15.7 Any report regarding your child’s education eg. Educational Psychologist reports, Occupational or Speech Therapist reports and any other report believed to be beneficial if applying for Read & Scribe and/or Time Concessions. **Where a diagnosis of ADD or ADHD etc has been provided (refer Medical Details clause 2 above), please supply the respective medical practitioners report.**
- 15.8 **This registration form must be accompanied with a signed TFS Code of Conduct document.**
- 15.9 **Under no circumstances will TFS allow any new learner to receive tutoring at TFS without ALL forms having been provided as required above.**

16 **GENERAL**

- 16.1 The parent/guardian and payer consent to interest being charged on all amounts due over 60 days at a rate of 15.5% (fifteen and a half percent) per annum until the date of final payment.
- 16.2 The parent/guardian and payer, jointly and severally, the one to absolve the other, accept full responsibility for the prompt settlement of any and all amounts due to TFS from time to time.
- 16.3 The parent/guardian and payer agree that they are required to make payment to TFS within the agreed payment period without setoff or deduction.

- 16.4 The parent/guardian and payer acknowledge that all information provided by them herein is true and correct and confirm that the email address which they have provided is the address to which all accounts and communications may be sent unless TFS is advised otherwise in writing.
- 16.5 The parent/guardian and payer acknowledge that should the Centre be required to employ the service of an attorney to enforce any of the terms of this agreement, including the collection of any outstanding monies, then they will be liable, jointly and severally, the one to absolve the other, to pay for such legal expenses on the scale as between attorney and client. The parent/guardian and payer will also be liable for collection commission, sheriff fees, tracing fees, advocates fees and travel charges along with any other amounts to which TFS is legally entitled.
- 16.4 For the purposes of proceedings that may be instituted by the Centre against the parent/guardian or payer in terms of this agreement, the parent/guardian or payer consents to the jurisdiction of the Benoni Magistrates Court, as the whole cause of action would arise in terms of a contract wherein the services would be provided out of the Centre's premises, located in the jurisdiction of this court. The Centre shall not be obliged, to institute proceedings in the Benoni Magistrates Court, and may proceed in any court of competent jurisdiction.
- 16.6 The parties, parent/guardian, learner and payer acknowledge that this agreement constitutes the entire contract between them and no other conditions, stipulations, or representations of whatsoever nature have been made by either party or his/her/its agents save as may be included herein. This agreement shall not be varied unless such variation is in writing and signed by all parties hereto.
- 16.7 The parent/guardian, learner and payer hereby choose as his/her *domicilium citandi et executandi* for delivery of all notices and processes arising out of this agreement as the addresses set out under his/her name in clauses 2, 3 and 4 of this agreement.
- 16.8 Delivery of a notice at the chosen *domicilium* or postage of a notice to such address shall constitute due notice to the parent/guardian and/or Payer.
- 16.9 This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which shall be taken together and deemed to be one instrument.
- 16.10 Irrespective of any other clause in the Agreement, TFS reserves the right to terminate this agreement, if in TFS's sole discretion that reasonable grounds for termination has taken place and undertakes to provide written notice to the parent/guardian or payer in this regard.
- 16.11 The parent/guardian, learner and payer acknowledge that TFS is a privately owned business and as such reserves the sole right of admission to and registration with TFS of any person throughout the duration of and after termination of this agreement.
- 16.12 This agreement will be governed by the laws of South Africa.**

17 UNDERTAKINGS

TUTORING FOR SUCCESS UNDERTAKES TO PROVIDE TUTORING TO ITS REGISTERED LEARNERS AT THE HIGHEST STANDARD POSSIBLE.

THE LEARNERS UNDERTAKE TO ADHERE TO TUTORING FOR SUCCESS' CODE OF CONDUCT AND VISION STATEMENT AND TO PUT THEIR BEST EFFORT INTO THEIR OWN EDUCATIONAL DEVELOPMENT.

PARENTS UNDERTAKE TO ADHERE TO THE CLAUSES OF THIS REGISTRATION FORM PLUS PROMPT PAYMENT OF ALL FEES DUE AS DETAILED HEREIN.

Signed at _____ on this the _____ day of _____ 20____

Witness

Learner's Signature

Witness

Parent 1 / Guardian's Signature

Witness

Parent 2 / Guardian's Signature

Witness

Payer's Signature
(or signed on behalf of the Juristic Person as detailed in clause 4 above)

Witness

For and on behalf of
Tutoring for Success Education Centre

TUTORING FOR SUCCESS EDUCATION CENTRE CODE OF CONDUCT – CENTRE RULES 2024

The Centre rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at TFS Education Centre. Nothing shall exempt a learner from complying with these rules. Ignorance of these rules is, therefore, not an acceptable excuse.

A GENERAL PRINCIPLES

1. Learners are expected at all times to behave in a courteous and considerate manner towards one another, all members of staff and visitors to the Centre.
2. Learners are expected to abide by the Centre rules with regard to appearance and behaviour when representing the Centre during Centre hours and after hours, on the Centre premises and also when away from Centre. Learners may not say or do anything that will discredit themselves or the Centre. This will include any reference to the Centre, its management or its tutors on any form of social media eg. FaceBook, Twitter and Instagram.
3. No learner has the right at any time to behave in a manner that will disrupt the learning activity of another learner, or cause another learner physical or emotional harm.
4. The Centre will contact parents/guardians where a learner's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.
5. Any transgression that is regarded as a criminal offence in terms of South African law, as well as, any transgression that is regarded as an act of misconduct in terms of the South African Schools Act, will be regarded as a transgression of this Code of Conduct.
6. Learners are required to obey all reasonable instructions given by Centre staff whilst on Centre property or externally when participating in Centre activities.

B CENTRE AND CLASS ATTENDANCE

Parents/guardians, learners, tutors and Centre management are jointly responsible for ensuring that all learners attend facilitated lessons at the Centre.

1. If a learner does not attend the Centre regularly, the relevant register tutor will report the absence of the learner to the parent and the Head Tutor in writing. The register tutor must keep an accurate record of learner attendance and must keep copies of all communication to parents when absence from the classroom is reported.
2. All learners are to arrive at the Centre before the official starting time – 08:00. Learners who are late must report to the Admin gate and office.
3. Any absence from the Centre must be covered by an absentee note from a parent/guardian.
4. Should a learner be absent from the Centre for a period of two (2) days or longer, this leave of absence must be supported by a letter from a medical doctor.
5. **Where a learner is absent from any formal examination, test or task, it is the parent's responsibility to apply to Impaq to register for a necessary 999 code to exclude that task/test/examination from the year results. The parent must ensure that the correct Impaq form is used, all required supporting documents are submitted and the application is sent to the correct department/email address at Impaq. TFS assumes no responsibility whatsoever in this regard.**
6. No learner may leave the Centre during Centre hours without a letter/email/WhatsApp message from a parent/guardian requesting the release of their child and the permission of the Head Tutor from whom permission must be obtained.
7. Truancy from the Centre is prohibited.

8. Any work that has been missed will be for the learner's responsibility to catch-up. Remember that the recorded lessons are available on the Google Classrooms. Work is not revisited except during revision periods just before the tests/exams.

C GENERAL APPEARANCE

Learners are expected to wear neat, presentable clothes and appear neat and tidy at all times. Beachwear, tight-fitting clothes, clothes that are see-through and/or too revealing are not allowed. Learners will be reminded at the start of each term as to the precise detail of the Centre's dress code. The Centre's decision regarding dress code is non-negotiable.

D VALUABLES AND PERSONAL BELONGINGS

The Centre will not be held responsible for theft of, or damage to, personal belongings on Centre premises (e.g. cell phones, laptops, any other electrical equipment, bags, books and clothing irrespective of whether same has been handed in to the Centre during Register period or not).

1. Learners should avoid bringing cell phones, large sums of money and valuables to the Centre.
2. Cell phones and/or smart watches brought to the Centre must be switched off before submitting it to the Register tutor during Register period. All Cell phones, smart watches etc MUST be submitted to the office.
3. If a parent requests a learner to pay Centre fees on his/her behalf, such Centre fees should be paid before the start of the Centre day. Cash payments must be made at the office and the learner is to ensure they receive a stamped and signed receipt for the amount so paid.
4. Learners should not bring computer games, iPods or similar electronic devices to the Centre. However, if these are brought on to the Centre's premises, these must also be handed in during Register period.

E GENERAL RULES

1. Learners must comply with all lawful and reasonable instructions given to them by any Centre staff member.
2. Loitering and/or playing in and around the corridors and toilets are forbidden at any time.
3. All litter must be placed in refuse bins that are allocated on the playground, in the kitchens and/or classrooms.
4. Wilful damaging, vandalizing or neglect of Centre property and the property of others, either by writing on or by a physical act, is prohibited.
5. Theft of Centre and private property is prohibited.
6. Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. This will lead to an allocation of a zero mark as well as reporting to the Examination Board and/or Termination from the Centre.
7. Copying of and/or borrowing another learner's work is forbidden.
8. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
9. Any action or failure by learners that constitutes or could constitute a health risk to any other person must be avoided.
10. Learners must leave the restrooms/toilets in a clean and considerate condition after use.
11. The timeous handing in of homework / tasks is the responsibility of each learner.
12. All learners are obligated to comply with test and examinations as set and the conditions of writing them as prescribed by Impaq and/or the Examination Board.

13. Learners who fail to produce a medical certificate for absenteeism during formal examinations/tests/assessment tasks will obtain a mark of “0” (zero) for the particular examination/test/assessment task.
14. No tests will be written at another time or date other than those as advised by Examination Board, Impaq and/or the Centre.
15. The learner will respect the beliefs, culture, dignity and rights of other learners and staff, as well as their right to privacy and confidentiality.
16. Language that is seen as derogatory, discriminatory or racist is prohibited.
17. Any act that belittles, demeans or humiliates another learner’s culture, race or religion is prohibited.
18. All learners have the right to an education, free of interference, intimidation and/or physical abuse.
19. All learners will respect the property and safety of other learners and staff.
20. Fighting (physical or verbally) or threatening of other learners is forbidden.
21. All learners will respect one another and all Centre staff.
22. The carrying, copying and/or reading of offensive material is prohibited.
23. Learners must keep clear of areas that are indicated as out of bounds. These include:
 - The Staff kitchen.
 - An area where a lesson is being conducted
 - Electrical mains distribution boxes, fire extinguishers and hoses.
 - Parking areas.
 - Admin offices without the supervision of admin personnel or any other staff member.
 - The staffroom and/or staff breakout area.
 - The ground and cleaning personnel’s quarters.
 - Maintenance sheds and/or storage units.

F RULES GOVERNING PUBLIC PLACES

The Centre is a place of safety where laws pertaining to public spaces are applicable.

1. No dangerous objects or illegal drugs as defined in the SA Centre Act or the Safety Regulations will be brought onto and/or used on the Centre property unless authorized by the Head Tutor for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
2. The carrying and/or smoking of cigarettes is prohibited.
3. Alcohol is not permitted on Centre premises or during any Centre activity.
4. The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.
5. In the event that there is any suspicion that a learner is under the influence of any substance or to be carrying any item that is specifically prohibited by this Code of Conduct, then the Centre has the right to conduct searches and testing of the learner and their belongings. During any such search the learner’s dignity will be respected and therefore the search/test will be conducted in private, by persons of the same sex, and in the presence of a witness. The process and outcome of the search and/or test will be recorded in writing and kept on the learner’s file. In the event that the search and/or test results indicate that there has been criminal activity of any kind whatsoever, the Centre retains the right to advise the South African Police Services.

Learners wishing to park motorcycles/bicycles on the Centre grounds must first obtain permission from the Centre to do so and make use of the areas specifically demarcated for this purpose. The Centre assumes no liability whatsoever in granting permission for same to be brought onto the Centre’s premises.

G TRANSPORT

1. All learners park their motorcycles and bicycles on the Centre premises at their own risk.
2. Specific areas are provided for the safekeeping of bikes, etc. and must be used by learners.
3. Learners may ride a motorcycle on the Centre grounds provided the learner has a license to drive that vehicle and provided extreme caution is exercised. Reckless behaviour is forbidden.

H CENTRE ENRICHMENT PROGRAMME

Involvement in activities making up the Centre Enrichment Program forms a valuable and integral part of the holistic education of every learner. All learners are, therefore, encouraged to become actively involved in either sport, cultural and/or service activity per term.

1. The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
2. Once a learner has committed him/herself to an activity, she/he will be bound to meet the rules and obligations related to that activity.
3. Involvement in a particular activity will span the entire season/duration in which that activity takes place.
4. Attendance of all practices is compulsory. A valid excuse in writing from the learner's parents missing a practice is necessary.
5. Appropriate kit/uniform will be worn to practices.
6. Sports and other kit must be carried in an appropriate bag.

I ACCOMODATION OF RELIGIOUS OR CULTURAL RIGHTS

Religious practices, conduct or obligations that relate to the core values and beliefs of any recognized religion will be accommodated under the following conditions:

1. Deviations from any Centre rule must be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.
 2. The deviation must specify the extent of the exemption from the normal rules and must clearly identify the conduct that will be allowed – e.g. the wearing of a head scarf, including colours and details of design; the growing of a beard; or the wearing of a specific hairstyle or jewellery – and the conditions under which such deviation will be applicable to the learner.
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I,, a learner at Tutoring for Success Education Centre, understand the rules and their implications and hereby commit today, the of 20.... to:

- Abide by the Code of Conduct and Disciplinary System.
- Behave in a courteous and considerate manner and respect other learners, all members of staff and visitors to the Centre.
- Treat everyone with respect regardless of differences in culture, religion, ability, race, gender, age, sexual orientation or social class.
- Take responsibility for my learning by attending regularly and punctually and completing all my assessment tasks on time.
- Cooperate with the tutors and other Centre staff.
- Assist in making the Centre a safe place for all.
- Seek help if I need it.
- Let the Centre know if I feel my rights have been infringed, or if I experience any other difficulty.

.....
Learner

.....
Parent/Guardian

TFS makes use of the popular d6 school communication program for most of its communications to parents, including general broadcasts and most incidences that occur at the Centre eg. ‘Homework not done’ and ‘Tasks not handed in on due date’. Although this falls under the Disciplinary notification on d6, TFS DOES NOT MAKE USE OF A DEMERIT SYSTEM IN ANY FORM WHATSOEVER. These notifications are sent to parents so that the parent can take whatever action you deem necessary. No learner will be punished or prejudiced in any way by TFS, or its staff, for not having completed homework or for not having handed in a task etc.

Offences	Steps to be implemented
LEVEL 1	
Littering	3 rd offence – d6 Notice to parents
Excessively noisy or unruly behavior	3 rd offence – d6 Notice to parents
Eating of food or chewing gum during any class time	3 rd offence – d6 Notice to parents
Entering an out of bounds area	3 rd offence – d6 Notice to parents
Misconduct or poor sportsmanship during an extra-mural activity practice	3 rd offence – d6 Notice to parents
Failure to submit an absentee note by the stipulated deadline	3 rd offence – d6 Notice to parents
Spitting in public	3 rd offence – d6 Notice to parents
Failure to do classwork and homework	D6 Notice to parents
Failure to: – bring the required textbooks, notes, stationery, or equipment to a lesson – hand work in on time	3 rd offence – d6 Notice to parents
Copying another learner’s classwork or homework	Keep record – go onto file 3 rd offence – d6 Notice to parents

Defacing Centre property	D6 Notice to parents Parents to be invoiced
Reporting late for class	Keep record – go onto file 3 rd offence – d6 Notice to parents
Use of offensive material to cover books or files	Keep record – go onto file Request replacement
Possession and/or use of a cell phone, computer game, iPod and similar electronic devices, during all class time	D6 Notice to parents
Arriving late for Centre without an excuse note	Keep record – go onto file 3 rd offence – d6 Notice to parents
LEVEL 2	
Vandalism – minor	Removal of graffiti, Phone call to parents, warning letter
Interfering with another person’s possessions/property without the owner’s consent	Phone call to parents and warning letter
Damaging another person’s possessions/property as a result of interfering or using said possession or property without the owner’s consent	Phone call to parents and warning letter and liable for replacement costs
Racism: remarks/insults	Phone call to parents and warning letter
Forgery of parent’s signature	Phone call to parents and warning letter
Intimidation by verbal threat to harm the person or his property (bullying)	Phone call to parents and warning letter
Swearing, lying or using obscene gestures	Phone call to parents, warning letter
Verbal or non-verbal abuse	Keep record – go onto file 2 nd offence – d6 Notice to parents
Disrespect or insolence	Keep record – go onto file 2 nd offence – d6 Notice to parents
Insubordination –ignoring or failing to carry out a specific instruction (to include failure to do work, or failure to report to the Senior’s classroom, or failure to report to the subject tutor with this work/punishment as stipulated)	Temporary removal from class, warning letter
Disruptive behavior in class	Keep record – go onto file 2 nd offence – d6 Notice to parents 3 rd offence - Suspension from class Parent meeting Continuous disruption - Termination
Truancy from any class time	Keep record – go onto file 3 rd offence – d6 Notice to parents
Possession or use of fire crackers	Phone call to parents and warning letter
Any action which brings the Centre’s name into disrepute	Phone call to parents and warning letter
Possession of offensive material, excluding pornographic material	Phone call to parents and warning letter

Tampering with safety and other equipment on Centre premises	Phone call to parents, warning letter, suspension for 5 days, cost to parents
LEVEL 3	
Fighting, common Assault or attempted assault, including physical intimidation	Warning letter, meeting with parents 2 nd assault – immediate Termination
Public disturbance	Warning letter and meeting with parents
Gambling	Warning letter and meeting with parents
Using a cell phone as a means of communication during formal testing	Phone call to parents and warning letter. Zero for test
Cheating, attempting to cheat, or having forbidden material or information in a test venue during controlled testing (class tests, term tests, internal exams). This includes any form of communication, verbal or non-verbal, with another learner	Zero for test and warning letter. – 1 st offence Examination board to be informed Termination from Centre – 2 nd offence
Possession of pornographic material	Warning letter and meeting with parents 2 nd Offence – Termination
LEVEL 4	
Possession and/or use of weapons that cause physical injury(knives, etc.)	Termination from Centre
Possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapon	Termination from Centre
Possession, using and/or dealing in drugs, or alcohol, or any other intoxicating substance	Termination from Centre
Poisoning, or attempting to poison another person	Termination from Centre
Theft, robbery, breaking and entering	Termination from Centre
Malicious damage/injury to property of the Centre, staff members, fellow learners or any other person or body	Repair/replacement Termination from Centre
Rape, attempted rape, or indecent assault	Termination from Centre
Physical assault that results in bodily harm	Termination from Centre
Sedition or inciting any form of illegal strike action/meeting/campaign on Centre premises	Termination from Centre
Public indecency	Termination from Centre
Forgery: altering of official documents such as medical certificates and qualifications and fraudulent use thereof	Termination from Centre
Any offence punishable under common law	Termination from Centre
All LEVEL 4 offences will be reported to SAPS	

ALL DISCIPLINARY INCIDENTS WILL BE RECORDED IN THE LEARNER FILE