

# WITBANK COMBINED CHRISTIAN SCHOOL



# WITBANK PARENTS HANDBOOK

## PARENT ORIENTATION & WELCOME GUIDE

Everything families need to know about learning, life and partnership at WCCS

**2027 EDITION**

**OUR PROMISE:** Academic excellence. Strong character. Christ-like behaviour. A caring partnership with every family.

*“But those who hope in the Lord will renew their strength. They will soar on wings like eagles.” —  
Isaiah 40:31*

## APPENDIX A: PARENT QUICK REFERENCE

| Question                                     | Quick answer                                                                                                                           |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| When must my child arrive?                   | Before 07:30, ready to learn.                                                                                                          |
| What if my child is absent?                  | Notify the school before 09:00 and provide evidence if required.                                                                       |
| When are monthly fees due?                   | In advance, on or before the 3rd day of each month, from January to November.                                                          |
| Can my child bring a phone?                  | No, unless written permission is granted and submitted to the office before 07:30.                                                     |
| Who do I contact about classwork?            | The class or subject teacher first.                                                                                                    |
| How often are reports issued?                | At least once per term.                                                                                                                |
| How much withdrawal notice is required?      | At least two months in writing.                                                                                                        |
| Are trips and transport included in tuition? | Usually not; these are communicated or contracted separately.                                                                          |
| Where do I raise a privacy concern?          | With the Principal.                                                                                                                    |
| Which document controls if details differ?   | The current signed agreement, the approved full policy, the fee schedule, and the latest official notice.                              |
| Does WCCS provide meals for young learners?  | An optional Blossom Tots Feeding Scheme is available mainly for Grade RR and Grade R, subject to the current programme notice and fee. |



## APPENDIX B: IMPORTANT CONTACTS

| Office            | Contact details                                                                                                                                                                                                                  |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| School reception  | Tel: 013 591 6747    WhatsApp: 061 530 9351                                                                                                                                                                                      |
| General enquiries | <a href="mailto:enquiries@witbankcombinedchristianschool.co.za">enquiries@witbankcombinedchristianschool.co.za</a> or <a href="mailto:admin@witbankcombinedchristianschool.co.za">admin@witbankcombinedchristianschool.co.za</a> |
| Website           | <a href="http://www.witbankcombinedchristianschool.co.za">www.witbankcombinedchristianschool.co.za</a>                                                                                                                           |
| Facebook          | <a href="https://www.facebook.com/profile.php?id=61551454732912">https://www.facebook.com/profile.php?id=61551454732912</a>                                                                                                      |
| Tiktok            | <a href="https://www.tiktok.com/@wccs.eagles">www.tiktok.com/@wccs.eagles</a>                                                                                                                                                    |
| Physical Address  | Plot 146, Kromdraai, Emalahleni 1034 (~ 8 km out of Witbank town, along R555, old Middelburg road)                                                                                                                               |
| Transport         | Admin                                                                                                                                                                                                                            |
| Boarding          | Admin                                                                                                                                                                                                                            |
| Uniform           | Admin                                                                                                                                                                                                                            |
| Physical address  | Plot 146, Kromdraai, Emalahleni, Mpumalanga                                                                                                                                                                                      |



FIGURE 1: TEACHERS AND LEARNERS COMING TOGETHER TO TUSSLE IT IN A TAG-A-ROPE

## A WELCOME FROM THE PRINCIPAL

Dear Parent/Guardian,

It is with great pleasure and enthusiasm that I welcome you and your child to Witbank Combined Christian School. Thank you for choosing WCCS and entrusting us with the important responsibility of educating, guiding and caring for your child.

At WCCS, enrolment is much more than securing a place at a school; it marks the beginning of a meaningful partnership between the learner, the family and the school. We firmly believe that children thrive when parents and educators work together with a shared commitment to their academic progress, character development, wellbeing and future success.

Our commitment is to provide purposeful teaching, fair assessment, caring but firm discipline, Christian values, enriching opportunities beyond the classroom and open, respectful communication. We kindly ask parents to support this partnership by ensuring regular attendance and punctuality, supervising homework and reading, attending meetings, keeping fees and important information up to date, and reinforcing the school's values and expectations at home.

This handbook has been prepared as a practical, one-stop guide to help you understand how our school operates, the programmes and opportunities available to your child, and the responsibilities we share as members of the WCCS community. Please read it together with your child and keep it available for reference throughout the year.

We also warmly welcome your suggestions, ideas and opinions. Any contribution that may benefit our children, strengthen our school community or help WCCS become the best school in the region and beyond will always be valued and thoughtfully considered. Parents are encouraged to feel free to schedule an appointment with the Principal or share their suggestions by email at [principal@witbankcombinedchristianschool.co.za](mailto:principal@witbankcombinedchristianschool.co.za).

We are excited to have your family as part of the WCCS community and look forward to working closely with you. Together, we can help every learner grow in knowledge, confidence, discipline, compassion and purpose.

Once again, welcome to Witbank Combined Christian School. We look forward to a successful, rewarding and memorable journey together.

Warm regards,

ROBERT KITTY  
PRINCIPAL



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## 1. OUR SCHOOL: STORY, IDENTITY AND DIRECTION

### 1.1 Our story

Witbank Combined Christian School (WCCS) was established in 2018 and registered by the Mpumalanga Department of Education to provide education from Grade R to Grade 12. The school's EMIS number is 800035704, and Umalusi accreditation number is 26 SCH01 01307. WCCS serves families seeking an affordable, values-based independent education within the South African CAPS framework.

The school has persisted through changes in ownership and management. In September 2024, the current owners took over and launched a renewal programme focused on governance, academic standards, compliance, safer systems and the parent experience. Since then, the school's examination-centre status has been restored, its Umalusi accreditation secured, staff stability and morale strengthened, and the matric pass rate improved from 42% in 2024 to 89% in 2025. The school continues to work towards sustained improvement and a 100% pass rate.

**A SCHOOL IN RENEWAL: Our history is not only about survival; it is about steadily earning confidence through better teaching, accountable leadership and care for learners.**

### 1.2 Our identity

| Item              | Our position                                             |
|-------------------|----------------------------------------------------------|
| School type       | Private co-educational Christian day and boarding school |
| Grades            | Grade R–7 (Primary) and Grade 8–12 (High School)         |
| Curriculum        | CAPS: Curriculum and Assessment Policy Statements        |
| Motto             | Stoop to Conquer                                         |
| Scriptural anchor | Isaiah 40:31                                             |
| Location          | Plot 146, Kromdraai, Emalahleni (Witbank), Mpumalanga    |

### 1.3 Vision

Witbank Combined Christian School is a beacon of academic excellence, strong character and Christ-like behaviour, preparing learners for success in all aspects of life.

### 1.4 Mission

As a Christ-centred school, we inspire and empower every learner to excel academically and personally in a Spirit-led environment. Guided by Isaiah 40:31, we nurture faith, perseverance, character and the pursuit of excellence. We recognise each child as a unique individual and develop knowledge, skills, values and attitudes for meaningful contribution to society and responsible care for the world.

## 1.5 Core values

| Value          | What families should see in practice                       |
|----------------|------------------------------------------------------------|
| Faith          | Compassion, integrity, prayerful reflection and service.   |
| Respect        | Dignity, inclusion, good manners and regard for diversity. |
| Responsibility | Preparedness, accountability and ownership of choices.     |
| Teamwork       | Home, school and learner working toward shared goals.      |
| Excellence     | Consistent effort, improvement and high standards.         |

## 2. THE WCCS EDUCATION PROMISE



GROWING IN KNOWLEDGE, CHARACTER AND PURPOSE

*We aim to educate the whole child: mind, character, faith, relationships, talents and readiness for adult life.*

- CAPS-aligned teaching, assessment and reporting from Grade R to Grade 12.
- A safe, orderly and caring learning environment.
- Teachers who plan, assess, provide feedback and respond to learning gaps.
- Christian values expressed through conduct, service and compassion - not merely words.
- Opportunities in academics and enrichment activities like spelling bee, quiz, debate, sport, culture, clubs, leadership and service.
- Regular quality checks through lesson observation, book control, moderation, learner tracking and parent feedback.
- Fair access and dignity without unfair discrimination, while preserving the school's Christian ethos and lawful admission requirements.

## 2.1 What quality looks like

| We monitor        | Examples                                                                                              |
|-------------------|-------------------------------------------------------------------------------------------------------|
| Teaching          | Curriculum coverage, lesson planning, learner work, classroom practice and regular staff development. |
| Assessment        | Task quality, moderation, marking, feedback and accurate recording.                                   |
| Learner support   | Intervention, remediation, SBST referral, counselling pathways and parent meetings.                   |
| School climate    | Attendance, uniform, discipline, safeguarding, cleanliness and respectful relationships.              |
| Parent experience | Clear notices, meetings, complaint resolution and surveys.                                            |
| Improvement       | Corrective action, staff development and review of school programmes.                                 |
| Health            | Regular inspection of our premises, sickrooms, and playgrounds, and of emergency protocols.           |

## 3. ADMISSION AND RE-ENROLMENT

### 3.1 Admission journey

1. Enquire and obtain the current application pack and fee schedule.
2. Submit a fully completed application with all required supporting documents.
3. Attend a parent/guardian interview and allow the learner to complete any age-appropriate screening or baseline activity required by the school.
4. The Admissions Committee reviews available space, documentation, readiness, support needs, prior progression and alignment with the school ethos.
5. Receive a verbal or written outcome or request for further information.
6. On acceptance, pay the applicable non-refundable admission or re-registration amount, sign the enrolment and policy acknowledgements, and complete orientation.

### 3.2 Typical documents required

- Learner birth certificate, ID or passport copy.
- Certified ID/passport copies of parents or legal guardians.
- Latest school report and transfer documentation (not generally required for Grade RR/R).
- Proof of residence or workplace, as requested.
- Recent passport-size photograph.
- Medical information, emergency contacts and any relevant support reports.
- For non-South African citizens: current immigration, residence, study, refugee/asylum or proof-of-application documentation permitted by law.
- Financial-responsibility documents requested in the current enrolment pack, including a completed previous school fees clearance form.

**IMPORTANT:** An application is not acceptance. Placement becomes final only after written acceptance, completion of contractual requirements and payment of the applicable admission amount.

### 3.3 Fair placement and support needs

The school considers grade progression, age, available capacity, the learner's likely ability to benefit from the programme, support needs and the family's willingness to uphold the school ethos and policies. WCCS seeks reasonable, constructive engagement where a learner needs additional support; however, placement must remain educationally responsible and within the school's available expertise and resources.

### 3.4 Re-enrolment

Re-enrolment is an annual process and is not automatic. Parents must return forms by the announced deadline, update contact and medical information, settle or formally arrange outstanding accounts, and pay the annual re-registration fee stated for that year. Conduct, attendance, contractual compliance and the school's capacity may be considered in accordance with the current agreement and law.

### 3.5 Withdrawal

A minimum of two months' written notice is required. Notice must be delivered to the school administration and acknowledged. Failure to provide the required notice may result in the account holder being liable for fees for the notice period. Fees already due remain payable, and school property must be returned. No refund of any fees paid in advance.

## 4. GETTING READY: THE FIRST MONTH



A CONFIDENT START BEGINS WITH CURIOSITY AND CONSISTENT ROUTINES

| Before Day 1 Parent check |                                                                                                                                                                                                                                                                                                                |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Documents                 | All admission, medical, consent, and emergency contact information is complete.                                                                                                                                                                                                                                |
| Fees                      | Admission/re-registration and first month fee payment are confirmed.                                                                                                                                                                                                                                           |
| Uniform                   | Correct school uniform and sportswear are ready.                                                                                                                                                                                                                                                               |
| Learning kit              | <ul style="list-style-type: none"> <li>Grade stationery list, school bag and required books are ready.</li> <li>Exercise books must be covered with appropriate cover pages obtained from school.</li> <li>Learners' full names, subject and grades are indicated. Textbooks too should be covered.</li> </ul> |
| Transport                 | Collection arrangements or transport contract are confirmed.                                                                                                                                                                                                                                                   |
| Support                   | The school has been informed confidentially about allergies, medications, and learning or emotional support needs.                                                                                                                                                                                             |

### During the first month

- Read every circular and save official school contact details.
- Check the learner's diary/homework book daily and sign where required.
- Ask about friendships, adjustment, learning and safety in a calm, open way.
- Attend orientation and the first parent meeting.
- Respond promptly if a teacher requests a meeting or support action.
- Avoid judging placement from one difficult day; share patterns and facts with the class teacher.

## 5. THE SCHOOL DAY, ATTENDANCE AND COLLECTION

**DAILY NON-NEGOTIABLE:** All learners must be at school and ready before 07:30. Late arrivals must be reported to reception and will be recorded. No learner may leave school before time unless written permission is granted.

| Grade(s)      | Day(s)             | Knock-off Time  | Notes                                                                |
|---------------|--------------------|-----------------|----------------------------------------------------------------------|
| Grades R – 3  | Monday–Friday      | 14:00           | Normal daily dismissal time                                          |
| Grades 4 – 11 | Monday–Thursday    | 15:00           | Unless extra classes are scheduled                                   |
| Grade 12      | Monday–Thursday    | 16:00           | Normal dismissal time                                                |
| Grades 4 – 12 | Friday             | 14:00           | Applies to learners in Grades 4–12                                   |
| Grade 12      | Saturday           | 08:00–14:00     | Compulsory Saturday classes                                          |
| Grades 8–11   | Selected Saturdays | As communicated | Occasional intervention classes; parents will be notified in advance |

**Sports and Enrichment activities:**

| Day       | Times         | Key afternoon focus                                               |
|-----------|---------------|-------------------------------------------------------------------|
| Monday    | 11:00 - 14:00 | Clubs for Grades 4-12, Reading and storytelling/role play for R-3 |
| Tuesday   | 11:00 - 14:00 | Quiz (whole school)                                               |
| Wednesday | 11:00 - 14:00 | Outdoor sports for High school, Reading and storytelling for 4-7  |
| Thursday  | 11:00 - 14:00 | Spelling Bee (whole school)                                       |
| Friday    | 11:00 - 14:00 | Performance arts for High School & Outdoor sports for Primary     |

**\*NB:** Times may change by grade, season, examination timetable or official notice. The most recent written school notice takes priority.

**5.1 Attendance responsibilities**

- Parents must ensure daily, punctual attendance throughout compulsory school-going age and beyond while enrolled.
- If a learner will be absent, notify the school before 09:00 and provide the reason.
- Submit medical or other supporting evidence when requested, especially for missed formal assessment.
- Do not plan holidays, shopping, appointments or travel during teaching and examination time unless unavoidable.
- Absence does not cancel fee obligations or automatically excuse missed work.
- Persistent absence or late coming triggers intervention with the parent and may affect progress or continued enrolment under the applicable policies.
- Matric learners may not apply for leave absence from school for more than a week and only the principal may approve such a leave.
- Any child absent from school for more than 12 consecutive days without a valid reason may be deregistered in consultation with the applicable laws or education policies.

**5.2 Safe arrival and collection**

- Use agreed gates, drop-off points and traffic directions.
- Do not leave a young learner unattended before supervision begins.
- Only authorised persons may collect a learner; update the school in writing if arrangements change.
- Learners may not leave the premises without formal permission.
- If delayed, contact reception. Do not instruct a child privately to leave the premises or travel with an unapproved person.

**5.3 First-day absence follow-up**

For safeguarding, the school may contact a parent or guardian on the first day of an unexplained absence. Parents must ensure that at least two reliable emergency contacts are up to date. A learner arriving late must report through reception before joining class, and appointments during school hours should be arranged outside teaching time wherever possible.

## 6. UNIFORM, APPEARANCE AND PERSONAL BELONGINGS

*Uniform creates a sense of belonging, safety, and equality. Learners must wear the full authorised uniform correctly, keep it clean and represent the school respectfully on and off campus.*

| Day                                                         | Expected wear                                                        |
|-------------------------------------------------------------|----------------------------------------------------------------------|
| Monday, Tuesday, Thursday                                   | Formal uniform; blazer as prescribed.                                |
| Wednesday, Friday                                           | Authorised school tracksuit/sportswear, unless otherwise instructed. |
| Functions, trips, photos, examinations                      | As stated in the official notice.                                    |
| Civvies (Held on the 1 <sup>st</sup> Friday of every month) | Smart casual (with closed shoes) or as stated on the official notice |

- Label all uniforms, jerseys, blazers, bags, lunch containers and learning materials.
- Hair must be natural, clean, neat and consistent with the current uniform and appearance rules as stated in the current code of conduct.
- Jewellery, cosmetics, accessories and alterations are permitted only as stated in the current code of conduct.
- Merit, prefect and matric blazers or badges may be worn only by authorised learners.
- Parents should seek written guidance before buying an item that is not clearly on the official uniform list.

### 6.1 Phones and electronic devices

Learners may not bring cell phones, earphones or unauthorised electronic devices to school. Where a parent has a genuine safety reason, written permission must be obtained and the device handed to the office before 07:30 for safekeeping. Unauthorised devices may be confiscated and managed in accordance with the code of conduct. The school is not responsible for prohibited valuables brought to campus.

### 6.2 Uniform purchasing guide and indicative 2026 price list

**Important price notice:** These are 2026 prices supplied only as a rough guide for 2027 budgeting. Prices may change before or during 2027. Parents must confirm the current price before payment; school's current written quotation takes priority. Any price query must be raised calmly and respectfully.

**Purchase guide:** Crested and specially made items are bought through the school. Plain items marked 'External retailer' may be bought outside the school, provided that they match the prescribed colour and style.

### 6.2.1 Preschool

| Uniform item                                | 2026 price | Purchase from     | Applies to | Requirement                |
|---------------------------------------------|------------|-------------------|------------|----------------------------|
| Avocado-green golf shirt with school crest  | R280       | School            | Both       | Compulsory                 |
| Mustard-yellow golf shirt with school crest | R280       | School            | Both       | Compulsory                 |
| Bottle-green fleece jacket with crest       | R330       | School            | Both       | Compulsory                 |
| Winter tracksuit                            | R800       | School            | Both       | Compulsory                 |
| Black sun hat with school crest             | R200       | School            | Both       | Compulsory                 |
| Black shorts                                | Varies     | External retailer | Both       | Compulsory                 |
| Black denim/chino trousers                  | Varies     | External retailer | Boys       | Compulsory when applicable |
| Black jeggings                              | Varies     | External retailer | Girls      | Compulsory when applicable |
| Black socks                                 | Varies     | External retailer | Both       | Compulsory                 |
| Black/white tekkies                         | Varies     | External retailer | Both       | Compulsory for sports      |

### 6.2.2 Grades 1–7 (girls and boys combined)

| Uniform item                          | 2026 price | Purchase from | Applies to | Requirement                |
|---------------------------------------|------------|---------------|------------|----------------------------|
| Bottle-green blazer with school crest | R850       | School        | Both       | Compulsory                 |
| White-and-green golf shirt            | R330       | School        | Both       | Compulsory                 |
| School tracksuit                      | R800       | School        | Both       | Compulsory                 |
| School tie                            | R80        | School        | Both       | Compulsory                 |
| Pleated bottle-green skirt            | R380       | School        | Girls      | Compulsory when applicable |
| Pleated bottle-green tunic            | R380       | School        | Girls      | Compulsory when applicable |
| Bottle-green wide-brim sun hat        | R300       | School        | Girls      | Optional/additional        |
| Bottle-green cap                      | R250       | School        | Boys       | Optional / additional      |
| Bottle-green drymac                   | R500       | School        | Both       | Optional/additional        |

|                                    |        |                   |       |                            |
|------------------------------------|--------|-------------------|-------|----------------------------|
| Yellow-and-green sports T-shirt    | R330   | School            | Both  | Optional/additional        |
| Bottle-green fleece scarf          | R170   | School            | Both  | Optional/additional        |
| Bottle-green beanie                | R150   | School            | Both  | Optional / additional      |
| Bottle-green V-neck pullover       | R400   | School            | Both  | Optional/additional        |
| Bottle-green V-neck jersey         | R450   | School            | Both  | Optional/additional        |
| Long-sleeved white collared shirt  | Varies | External retailer | Both  | Compulsory when applicable |
| Short-sleeved white collared shirt | Varies | External retailer | Both  | Compulsory when applicable |
| Black school shoes                 | Varies | External retailer | Both  | Compulsory                 |
| Black sports shorts                | Varies | External retailer | Both  | Compulsory for sports      |
| Plain white or black takkies       | Varies | External retailer | Both  | Compulsory for sports      |
| White ankle socks                  | Varies | External retailer | Girls | Compulsory when applicable |
| Knee-high bottle-green socks       | Varies | External retailer | Girls | Compulsory when applicable |
| Bottle-green tights                | Varies | External retailer | Girls | Compulsory when applicable |
| Long grey socks                    | Varies | External retailer | Boys  | Compulsory when applicable |
| Grey shorts                        | Varies | External retailer | Boys  | Compulsory when applicable |
| Long grey trousers                 | Varies | External retailer | Boys  | Compulsory when applicable |

The source lists a compulsory starter pack at R2 060. Parents should confirm the current compulsory items and total with the school before payment.

### 6.2.3 Grades 8–11 (girls and boys combined)

| Uniform item                                       | 2026 price | Purchase from | Applies to | Requirement |
|----------------------------------------------------|------------|---------------|------------|-------------|
| Bottle-green blazer with crest and yellow braiding | R1 200     | School        | Both       | Compulsory  |
| School tracksuit                                   | R900       | School        | Both       | Compulsory  |
| Yellow-and-green sports T-shirt                    | R330       | School        | Both       | Compulsory  |

|                                    |        |                   |      |                            |
|------------------------------------|--------|-------------------|------|----------------------------|
| School tie                         | R80    | School            | Both | Compulsory                 |
| White-and-green golf shirt         | R330   | School            | Both | Optional/additional        |
| Bottle-green drymac                | R500   | School            | Both | Optional/additional        |
| Bottle-green cap                   | R300   | School            | Both | Optional/additional        |
| Bottle-green V-neck pullover       | R400   | School            | Both | Optional/additional        |
| Bottle-green V-neck jersey         | R450   | School            | Both | Optional/additional        |
| Bottle-green fleece scarf          | R170   | School            | Both | Optional/additional        |
| Bottle-green beanie                | R150   | School            | Both | Optional/additional        |
| Long-sleeved white collared shirt  | Varies | External retailer | Both | Compulsory when applicable |
| Short-sleeved white collared shirt | Varies | External retailer | Both | Compulsory when applicable |
| Long black trousers                | Varies | External retailer | Both | Compulsory when applicable |
| Black school socks                 | Varies | External retailer | Both | Compulsory when applicable |
| Black school shoes                 | Varies | External retailer | Both | Compulsory                 |
| Black sports shorts                | Varies | External retailer | Both | Compulsory for sports      |
| Plain white or black takkies       | Varies | External retailer | Both | Compulsory for sports      |

**Indicative compulsory starter pack: R2 510.**

#### 6.2.4 Matric (girls and boys combined)

| Uniform item                                   | 2026 price | Purchase from | Applies to | Requirement       |
|------------------------------------------------|------------|---------------|------------|-------------------|
| Navy blazer with crest and light-blue braiding | R1 200     | School        | Both       | Compulsory        |
| Navy school tracksuit                          | R900       | School        | Both       | Compulsory        |
| School tie                                     | R80        | School        | Both       | Compulsory        |
| Merit or prefect blazer                        | On order   | School        | Both       | Only when awarded |

|                                          |        |                   |       |                                   |
|------------------------------------------|--------|-------------------|-------|-----------------------------------|
| White-and-navy golf shirt                | R380   | School            | Both  | Boys: compulsory; Girls: optional |
| White drymac                             | R500   | School            | Both  | Optional/additional               |
| Yellow-and-green sports T-shirt          | R330   | School            | Both  | Optional/additional               |
| Navy fleece scarf                        | R170   | School            | Both  | Optional/additional               |
| Navy beanie                              | R150   | School            | Both  | Optional/additional               |
| White V-neck pullover                    | R400   | School            | Both  | Optional/additional               |
| White V-neck jersey                      | R450   | School            | Both  | Optional/additional               |
| Navy cap                                 | R300   | School            | Boys  | Optional/additional               |
| Navy pleated school skirt                | R380   | School            | Girls | Compulsory                        |
| Navy wide-brim sun hat                   | R300   | School            | Girls | Optional/additional               |
| Black school shoes                       | Varies | External retailer | Both  | Compulsory                        |
| Black sports shorts                      | Varies | External retailer | Both  | Compulsory for sports             |
| Plain white or black takkies             | Varies | External retailer | Both  | Compulsory for sports             |
| Short-sleeved light-blue collared shirt  | Varies | External retailer | Boys  | Compulsory when applicable        |
| Long-sleeved light-blue collared shirt   | Varies | External retailer | Boys  | Compulsory when applicable        |
| Navy trousers                            | Varies | External retailer | Boys  | Compulsory when applicable        |
| Navy socks                               | Varies | External retailer | Boys  | Compulsory when applicable        |
| Short-sleeved open-neck light-blue shirt | Varies | External retailer | Girls | Compulsory when applicable        |
| Short-sleeved collared light-blue shirt  | Varies | External retailer | Girls | Compulsory when applicable        |
| Long-sleeved collared light-blue shirt   | Varies | External retailer | Girls | Compulsory when applicable        |
| Navy trousers                            | Varies | External retailer | Girls | Compulsory when applicable        |
| White ankle socks                        | Varies | External retailer | Girls | Compulsory when applicable        |
| Navy tights                              | Varies | External retailer | Girls | Compulsory when applicable        |
| Knee-high navy socks                     | Varies | External retailer | Girls | Compulsory when applicable        |

|                         |        |                   |       |                            |
|-------------------------|--------|-------------------|-------|----------------------------|
| Pantyhose               | Varies | External retailer | Girls | Compulsory when applicable |
| Black cross-court shoes | Varies | External retailer | Girls | Compulsory when applicable |

**Indicative compulsory starter pack: R2 560.**

### 6.3 School transport: indicative 2026 charges and service areas

School transport is offered on approved routes and is subject to available capacity. The indicative 2026 charges and service areas are shown below.

| 2026 service areas                 | Indicative 2026 charge |
|------------------------------------|------------------------|
| Clearwater and Jackaroo            | R700                   |
| Dieheuwel, Model Park and Downtown | R1 000                 |

**Important notice for 2027:** The charges and service areas above apply to 2026 and are included only as a budgeting guide. Prices, routes and collection points may change in 2027. Before making any payment or signing a school transport contract, parents must obtain and confirm the school's current transport price list, service areas, route availability and contract terms.

Service areas may be expanded to reach additional neighbourhoods. Parents whose area is not listed are encouraged to ask the school whether a route can be introduced or extended, subject to demand, safety, capacity and operational viability.

## 7. CURRICULUM, LANGUAGE, HOMEWORK AND LEARNER SUPPORT



PURPOSEFUL TEACHING. ACTIVE LEARNING. INDIVIDUAL GROWTH.

### 7.1 Curriculum

WCCS follows CAPS and the National Curriculum Statement from Grade R to Grade 12. Subjects, time allocations, School-Based Assessment and promotion requirements follow the applicable national

and provincial frameworks. Subject choices in the FET Phase are guided by learner performance, career goals, timetable viability and the approved school offering.

| Phase                                | Grades       | Subjects offered                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Foundation Phase                     | Grades R–3   | English Home Language; Mathematics; Life Skills                                                                                                                                                                                                                                                                                                                                                               |
| Intermediate Phase                   | Grades 4–6   | English Home Language; Afrikaans First Additional Language; Mathematics; Natural Sciences and Technology; Social Sciences; Life Skills                                                                                                                                                                                                                                                                        |
| Senior Phase                         | Grades 7–9   | English Home Language; Afrikaans/IsiZulu First Additional Language; Mathematics; Natural Sciences; Social Sciences; Technology; Economic and Management Sciences; Creative Arts; Life Orientation                                                                                                                                                                                                             |
| Further Education and Training Phase | Grades 10–12 | Four compulsory subjects: English Home Language; Afrikaans/IsiZulu First Additional Language; Mathematics or Mathematical Literacy; and Life Orientation.<br>Learners also select three subjects from the school's approved elective offerings: Life Sciences, Physical Sciences, Tourism, Geography, Business Studies.<br>NB: Additional elective subjects will be considered in future, subject to numbers. |

## 7.2 Language

English is the principal language of learning and teaching. Learners study the languages offered by the school in line with CAPS requirements, including a Home Language and, where applicable, at least one First Additional Language. The school values South Africa's multilingual character and seeks respectful support for learners while building the academic English needed across the curriculum. Parents should confirm the current First Additional Language options during enrolment and subject selection.

## 7.3 Homework and home study

- Homework, reading, revision and independent study are essential and may be given from Monday to Friday.
- Provide a quiet, regular study time and check the homework daily.
- Encourage the learner, but do not complete tasks for them.
- Sign work or communication where requested.
- Notify the teacher early if instructions are unclear or work is consistently too difficult.
- Copying, plagiarism or submitting another person's work is academic misconduct.

## 7.4 Support when learning becomes difficult

Teachers monitor classwork, assessments and participation. Support may include extra classes, reteaching, differentiated work, remediation, daily or weekly reporting, parent consultation, referral to the School-Based Support Team (SBST), and recommendations for external assessment or specialist

support. Parents remain responsible for obtaining external services where these are not available at school.

### 7.5 Reading and learning at home

Short, consistent routines are more effective than last-minute pressure. Families are encouraged to provide daily reading time, ask the learner to explain what was learned, review feedback, and help the learner plan ahead for assessments. Contact the teacher early when a pattern of confusion, avoidance or incomplete work develops.

**EARLY HELP WORKS BEST:** Tell the class teacher, HOD, or principal promptly about diagnosed needs, medication, major family change, previous interventions or signs that your child is struggling. Information is handled on a need-to-know basis in accordance with the privacy policy.

## 8. ASSESSMENT, REPORTING AND PROMOTION

### 8.1 How assessment works

Assessment is continuous and includes informal class activities and formal tasks such as tests, projects, practical work, oral work, assignments and examinations. Tasks are planned, moderated, marked, recorded and reported in line with CAPS and the National Protocol for Assessment.

| Parent responsibility      | What it means                                                                                                                                                                    |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Know the timetables        | Learners receive timetables prior to writing tests or exams. Read assessment timetables and support your child accordingly.                                                      |
| Protect attendance         | Avoid absence from school on all days. Some formal task schedules are controlled by individual subject teachers at department level.                                             |
| Report unavoidable absence | Contact the school promptly and provide the necessary evidence. If your child's absence was justified, they will be given extended opportunity to write any missed formal tasks. |
| Support preparation        | Provide study time, materials and balanced routines.                                                                                                                             |
| Review feedback            | Read reports, inspect marked work and attend consultations.                                                                                                                      |
| Act early                  | Agree to an intervention plan when performance declines.                                                                                                                         |

### 8.2 Reports and parent consultation

A written report is issued at least once per term. Additional mid-cycle, progress or daily/weekly reports may be used. Reports communicate achievement and development; they should lead to a conversation about causes, support and next steps - not punishment or comparison with other children.

### 8.3 Missed tasks and academic integrity

A missed assessment does not automatically earn another opportunity. The school applies the applicable assessment policy, considers the reason and evidence, and determines the appropriate action. Cheating, unauthorised assistance, plagiarism, copying and interference with assessment are handled as assessment irregularities and disciplinary matters.

### 8.4 Promotion and progression

Promotion decisions are based on the official requirements for the learner's phase and grade, the complete body of recorded evidence and applicable progression rules. A single mark or informal promise does not determine promotion. Queries must be raised through the principal within a week of receipt.

## 9. ENRICHMENT, SPORT, CULTURE, LEADERSHIP AND SERVICE



ACADEMIC COMPETITIONS, ATHLETICS AND TEAM SPORT

| Programme                                            | Purpose                                                                                                            |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Morning devotion, Assemblies and Christian formation | Values, reflection, school identity and community.                                                                 |
| Clubs                                                | Debate, chess, math and science, and other interest-based learning.                                                |
| Weekly Quiz                                          | General knowledge, curriculum recall and confident participation with a grand competition at the end of each term. |
| Weekly Spelling Bee                                  | Vocabulary, reading, pronunciation and language confidence with a grand competition at the end of each term.       |
| Sport and wellness                                   | Fitness, teamwork, sportsmanship, resilience and healthy competition.                                              |
| Performance arts                                     | Creativity, communication, music, drama and poetry.                                                                |

|                            |                                                               |
|----------------------------|---------------------------------------------------------------|
| Academic badges and awards | Recognition of sustained achievement and improvement.         |
| Prefect leadership         | Service, responsibility, example and learner voice.           |
| Trips and camps            | Experiential learning, exposure and focused academic support. |



### 9.1 Parent support

- Give written consent and pay announced programme costs by deadlines.
- Ensure correct kit, punctuality and collection.
- Encourage participation without placing unhealthy pressure on the learner.
- Model sportsmanship and respectful conduct at events.
- Understand that dates and activities may change for safety, weather, transport or operational reasons.

## 10. SCHOOL FEES AND OTHER COSTS

*WCCS is an independent school funded through fees. Timely payment protects teaching, salaries, learning resources, facilities and learner programmes.*

### 10.1 Approved 2027 fee structure

The following tuition fees apply for the 2027 academic year. The annual amount represents the full 11-month tuition contract before any qualifying 5% annual upfront-payment discount.

| Grade | Monthly | Term 1-3 | Final term | Annual  |
|-------|---------|----------|------------|---------|
| RR-2  | R2 100  | R6 300   | R4 200     | R23 100 |
| 3-6   | R2 600  | R7 800   | R5 200     | R28 600 |
| 7-9   | R2 900  | R8 700   | R5 800     | R31 900 |
| 10-11 | R3 100  | R9 300   | R6 200     | R34 100 |
| 12    | R3 800  | R11 400  | R7 600     | R41 800 |

**Admission fee:** A non-refundable admission fee of R1 600 is payable upon registration. Payment does not guarantee acceptance; admission remains subject to the school's approval process and available space.

## 10.2 Payment options and due dates

- **Monthly:** Pay 11 equal instalments from January to November in advance, by the 3rd of each month.
- **Termly:** Pay at the start of each of the first three terms; the lower final-term fee covers the last two monthly instalments.
- **Annual:** Pay the entire 11-month amount before the academic year begins; a 5% discount is available if paid in full before the year's start.
- The account holder remains responsible for fees whether or not they receive statements or reminders.
- Payments should be made only through authorised channels: EFT to the official account or card/swipe facilities.
- Use the correct payment reference for the learner and send proof of payment promptly.
- Fee amounts are determined by the current signed fee schedule and enrolment agreement. Do not rely on outdated handbooks, screenshots, or verbal quotes.

## 10.3 Discounts for 2027

| Discount                       | Current policy summary                                                              |
|--------------------------------|-------------------------------------------------------------------------------------|
| Annual upfront                 | 5% when the full annual tuition amount is paid within the stated qualifying period. |
| Second child                   | R100 per month.                                                                     |
| Third child                    | R200 per month.                                                                     |
| Fourth and additional children | R250 per month.                                                                     |

The annual upfront discount is 5% of total annual tuition when paid in full before the academic year begins. Sibling discounts apply only while all siblings remain enrolled at WCCS. Discounts apply to tuition and do not ordinarily reduce admission, transport, boarding, feeding-scheme, uniform, textbook, trip or other charges.

## 10.4 Additional costs

- Admission or annual re-registration fee.
- Uniform, stationery and textbooks or replacements.
- Boarding and scholar transport, where selected.
- Camps, excursions, selected sports activities and special events.
- Damage, loss or replacement of school property attributable to the learner.

## 10.5 If payment becomes difficult

1. Contact the accounts office before the due date.
2. Explain the circumstances honestly and submit a realistic written proposal.
3. Obtain written confirmation of any approved arrangement.
4. Keep making the agreed payments and communicate before missing one.

Arrears may attract permitted interest or penalties and may lead to notices, collection action, suspension of optional services, restrictions provided for in the contract, non-renewal or termination after fair process. The school will act in accordance with the signed agreement and applicable law. Tuition remains the priority: payments intended for non-tuition services may be allocated to overdue tuition, where permitted by policy and agreement.

**PROTECT YOUR RECORD: Banking details can be targeted by fraud. Verify any change through a known school number before paying. WCCS will not ask you to pay into a staff member's personal account.**

## 11. TEXTBOOKS, STATIONERY AND LEARNING RESOURCES

### 11.1 Parent responsibilities

- Request the current list of required stationery and textbooks from the admin office.
- Purchase the grade-specific required stationery by the first school day and replace consumed, lost or damaged items.
- Provide textbooks and other learning resources identified on the current list, unless the school specifically issues them.
- Cover, label and protect all books.
- Check the school bag and homework/diary routinely.
- Pay for lost or negligently damaged school-issued property before clearance or re-enrolment is finalised.

### 11.2 Learner responsibilities

- Bring the correct books and stationery every day.
- Do not write in, deface, exchange or lend issued books without permission.
- Report damage or loss immediately.
- Return all issued books on request or at year-end.
- Write all your schoolwork timeously.

Foundation Phase stationery may be kept in class under teacher supervision, with designated homework books sent home. The school supplies basic teacher materials but, as an independent institution, does not ordinarily provide free personal stationery to learners.

## 12. SCHOLAR TRANSPORT



SAFE, DEPENDABLE CONNECTIONS BETWEEN HOME AND SCHOOL

*Scholar transport is an optional, separately contracted service. A route, collection point, times, fee and authorised learners must be agreed in writing.*

### 12.1 Parent duties

- Be sure to sign the transport contract before your child joins the transport.
- Have the learner ready at the agreed point before collection time.
- Provide a responsible adult for younger learners at collection and drop-off where required.
- Pay the transport fee in advance by the 3rd; service may be suspended after the stated grace period if unpaid and no arrangement exists.
- Notify the school in advance when the learner will not use transport.
- Update address, route and contact details in writing.
- Do not negotiate private route changes directly with a driver.
- Due to operational needs or emergency calls, your child's usual transport driver or car/bus may change unannounced.

### 12.2 Learner conduct

- Follow the driver's safety instructions; remain seated and use restraints where fitted.
- No bullying, fighting, vandalism, dangerous play, littering or distracting the driver.
- Use respectful language and protect other passengers' dignity.
- Board and leave only at authorised points.

### 12.3 Service changes

Traffic, weather, mechanical problems or emergencies may cause delays. The school will communicate material changes as soon as reasonably possible. If a learner misses collection because they were not ready, the parent is responsible for alternative transport. Route and fee adjustments may be made with notice where operating conditions change.

## 13. BOARDING AT WCCS

*Boarding extends the school's duty of care beyond the classroom. It requires a distinct contract, full disclosure of health needs, disciplined routines, and close cooperation among parents, boarding staff, and learners.*

| BOARDING FEES                                             |
|-----------------------------------------------------------|
| R 5500 Per Month (This does not include tuition fee)      |
| NB: Only learners in grades 4-12 are accepted in boarding |

### 13.1 Before admission to boarding

- Complete the boarding application, medical and emergency forms.
- Disclose allergies, medication, dietary or support needs truthfully.
- Sign the boarding policy and code of conduct.
- Pay boarding fees and deposits according to the current schedule.
- Provide medical aid information or a bank card with at least R3000 on it (emergency funds).
- Provide the approved clothing, bedding, toiletries and personal items list.

### 13.2 Core expectations

| Learners                                                                  | Parents/guardians                                                  |
|---------------------------------------------------------------------------|--------------------------------------------------------------------|
| Follow wake-up, study, meal, worship, recreation and lights-out routines. | Respect visiting, leave-out and collection times and procedures.   |
| Keep rooms and shared spaces clean.                                       | Supply and replace personal necessities.                           |
| Do not leave the premises or entertain guests without permission.         | Authorise leave, visitors and collectors in writing.               |
| Respect privacy, property, staff and roommates.                           | Communicate health or family changes promptly.                     |
| Use phones only at permitted times and in permitted ways.                 | Do not undermine boarding discipline through private arrangements. |

### 13.3 Health and emergencies

Medication must be handed to authorised staff with written instructions; learners may not keep medication unless formally approved. The school may arrange urgent medical attention and contact the parent as soon as reasonably possible. Medical expenses remain the parent's responsibility unless otherwise agreed.

## 14. SAFETY, HEALTH, SAFEGUARDING AND EMERGENCY CARE

### 14.1 Shared safety responsibilities

- Keep emergency contacts and medical information current.
- Do not send a learner to school with serious contagious conditions; seek medical guidance.
- Report injuries, threats, bullying, suspected abuse, unsafe transport or hazards promptly.
- Use reception and visitor controls; do not enter classrooms or learner areas without authorisation.
- Never threaten, insult or confront another child. Raise concerns with staff.
- Follow emergency, evacuation and event instructions.

### 14.2 Medication

Medication must be in its original, labelled container and accompanied by written parent instructions and, where required, a medical prescription. It must be submitted to the designated office or responsible staff member. Learners may not share medicine or keep controlled medication without written approval.

### 14.3 Emergency consent

The enrolment pack authorises designated school representatives, where necessary, to arrange emergency care or transport to a medical practitioner when a parent cannot first be reached. The school will act in good faith, attempt to make contact promptly, and record the incident. Parents remain responsible for medical costs.

### 14.4 Safeguarding and bullying

WCCS does not tolerate bullying, harassment, discrimination, intimidation, sexual misconduct, abuse, cyberbullying or retaliation against a reporter. Learners should report concerns to a trusted teacher, HOD, boarding master/matron, deputy principal or principal. Reports are considered carefully, confidentiality is protected as far as possible, and a fair investigation is conducted.

### 14.5 Illness, allergies and returning to school

Parents must disclose significant allergies, chronic conditions and emergency care plans, and update them whenever circumstances change. A learner who becomes unwell at school will be supervised while the parent or authorised contact is called. When collection is requested, the family must arrange prompt collection. The school may request medical guidance or supporting evidence before a learner returns after a contagious illness or where participation needs to be safely managed.

### 14.6 Visitors, access and authorised collection

All visitors must report to reception, identify themselves, state their purpose and comply with visitor controls. Parents may not enter classrooms, boarding areas or staff workspaces without authorisation. The school releases a learner only to a parent, guardian, or collector, as recorded or confirmed through the approved process. A telephone message from an unknown person is not sufficient authority.

### 14.7 Court orders and changes in family circumstances

Parents must provide the school with a certified copy of any current court order that affects guardianship, access, collection, communication or release of records. The school cannot enforce private verbal arrangements or take sides in family disputes. Until valid written documentation is received, the school will act in accordance with the information and legal authority in its records, always prioritising learner safety.



### 14.8 Blossom Tots Feeding Scheme



HEALTHY PLAY, CARE AND BELONGING IN THE EARLY YEARS

The Blossom Tots Feeding Scheme is an optional healthy-meal programme designed mainly for Grade RR and Grade R learners, but other Foundation Phase learners can join in upon request from the parent/guardian. It responds to the long day experienced by young children, especially those who remain at school after the 14:00 dismissal while waiting for scholar transport and may reach home

only later in the afternoon. It also supports children whose lunchbox food may be insufficient for the full school day or eaten early in the morning.

### What the programme provides

- Two light, nutritious and age-appropriate meals during the school day, followed by a snack.
- Freshly prepared food selected to support learners' energy, concentration, comfort and general wellbeing.
- A planned menu communicated to participating families and adjusted when reasonably necessary.
- Greater peace of mind for families whose young children spend extended hours at school or use scholar transport.

### Participation and parent responsibilities

- Participation is voluntary and requires enrolment in the programme through the school office.
- The monthly fee, payment date and banking reference are confirmed in the current programme notice. Parents must pay through the authorised school account and submit proof of payment.
- Parents must disclose food allergies, medical conditions, religious requirements and other significant dietary needs in writing before the learner joins the programme and whenever information changes.
- The school will consider disclosed dietary needs in consultation with the family, but can provide only arrangements that are safe and reasonably practicable within the programme's facilities and resources.
- Participation in the feeding scheme does not remove the parent's responsibility to ensure that the learner eats an appropriate breakfast and has sufficient drinking water and any additional items requested by the school.

***Important: The menu, monthly charge and operational arrangements may be reviewed. The latest written programme notice takes priority over an older handbook or letter. Questions should be directed to the school office before payment is made.***

## 15. COMMUNICATION, GRIEVANCES AND FAMILY PARTNERSHIP

### 15.1 Official communication

- Keep both parents'/guardians' phone numbers, WhatsApp numbers, email and address current.
- Read circulars, messages, newsletters, report notices and consent forms promptly.
- Use official school channels and keep proof of important submissions.
- Communicate respectfully and during reasonable hours, except for genuine emergencies.
- Do not treat unofficial parent groups or social-media posts as school instructions.

## 15.2 Grievance procedure

WCCS encourages concerns to be raised early, respectfully and as close as possible to where they arose. The following procedure, read with the Learner Code of Conduct and the role-specific pathway below, applies:

1. Raise the matter with the class or subject teacher responsible, unless the concern involves that person or is too serious for informal resolution.
2. If unresolved, submit the concern to the relevant Head of Department, including the facts, dates, earlier communication and the outcome requested.
3. If the matter remains unresolved, request review by the Deputy Principal or Principal, depending on the nature of the concern.
4. A grievance involving school-wide policy, governance, the Principal, or an unresolved serious matter may be submitted in writing to the Directorate through the school office.
5. Where a disciplinary policy provides a formal review or appeal, follow its stated time limit and submit the appeal to the authority named in that policy. The decision at the final authorised level is final within the school process.

**Urgent exception:** A safeguarding concern, alleged abuse, serious threat, major safety risk, fraud, or complaint about the person who would ordinarily receive it may be taken directly to the Principal or Directorate. The school may redirect a grievance to the correct level, acknowledge written grievances, investigate fairly, keep an appropriate record and communicate an outcome as soon as reasonably practicable.

Grievances must be handled without victimisation or retaliation. Confidentiality will be protected as far as possible, but information may be shared with those who need it to investigate, protect a learner or meet a legal duty. A parent is entitled to an outcome concerning their own child, but not to confidential details or sanctions relating to another learner, family or staff member.

| Issue                    | First contact                             | If unresolved                      |
|--------------------------|-------------------------------------------|------------------------------------|
| Classwork/homework       | Subject or class teacher                  | HOD → Deputy Principal → Principal |
| Assessment result        | Subject teacher                           | HOD → Principal                    |
| Conduct or peer conflict | Class teacher/HOD                         | Deputy Principal → Principal       |
| Safety/safeguarding      | Principal or designated safeguarding lead | Directorate                        |
| Fees/account             | Accounts office                           | Principal                          |
| Transport                | Transport admin                           | Principal                          |
| Boarding                 | Boarding master/matron                    | Principal                          |
| Policy or governance     | Principal                                 | Directorate                        |

### 15.3 A constructive complaint

1. State the learner's name, grade, date and specific concern.
2. Separate facts you observed from information you heard.
3. Explain the impact and the outcome you seek.
4. Allow the person responsible a reasonable time to investigate.
5. Escalate in writing with earlier correspondence if unresolved.

**MEETINGS: Make an appointment. Teachers must not be pulled from supervision or lessons for unscheduled discussions. Aggressive, abusive or defamatory communication is unacceptable and may be restricted to formal written channels.**

### 15.4 Parent participation

Parents strengthen the school by attending meetings, responding to surveys, supporting events, volunteering where invited, reinforcing reading and discipline, and sharing constructive ideas. Participation does not give access to confidential information about other learners or staff.

### 15.5 Parent and visitor conduct

Every adult on campus or communicating with the school must model courtesy, honesty and self-control. Threats, intimidation, harassment, abusive language, public shaming, disruption of lessons, unauthorised recording, confronting another learner, or attempting to discipline another parent's child are unacceptable. Concerns must be directed through the grievance procedure. Serious or repeated misconduct may result in restricted access or communication arrangements, subject to safety, law and the enrolment agreement.

### 15.6 Consultation and response expectations

Teachers are available by appointment and should not be removed from teaching or supervision for unscheduled meetings. Parents should use the learner diary, official email, telephone, WhatsApp or the communication channel announced by the school. The school will acknowledge important written concerns and advise when a fuller response can be expected; complex matters may require interviews, document review or consultation before an outcome is given.

## 16. PRIVACY, RECORDS, PHOTOGRAPHY AND DIGITAL CONDUCT

*WCCS processes learner and parent information for lawful educational, safety, administrative, contractual and reporting purposes. This includes admissions, attendance, assessment, health, discipline, communication, billing and statutory records.*

### 16.1 Your privacy responsibilities and rights

- Provide accurate, relevant information and update it promptly.
- Ask the school to correct inaccurate information.
- Request access through the applicable school process, subject to lawful limits and the rights of others.
- Report suspected loss, unauthorised access or disclosure immediately.

- Understand that some records must be kept for legal, educational or operational periods even after withdrawal.
- Direct privacy questions to the Principal, who is designated as Information Officer unless the school announces otherwise.

## 16.2 Photographs and media

The school seeks, and records consent for photographs, video, audio, publications and marketing. Parents may grant, limit or withdraw consent in writing, subject to lawful processing already completed and records that must be retained. Parents and visitors may not publish identifiable images of other children without permission.

## 16.3 Digital citizenship

- Do not use social media to shame learners, parents or staff.
- Do not circulate confidential reports, disciplinary records, voice notes or screenshots.
- Learners must not record lessons, staff or peers without permission.
- Report impersonation, harmful posts, threats or cyberbullying to the school and relevant platform.

## 16.4 Online safety at home and school

Families should set age-appropriate device rules, privacy controls and screen-time routines; discuss respectful online conduct; and encourage learners to report harmful contact or content without fear. School accounts, passwords and learning platforms must be used only by authorised persons. Parents should preserve relevant evidence and report concerns privately rather than reposting harmful material.

# 17. DISCIPLINE, RESTORATIVE SUPPORT AND DUE PROCESS

***Discipline at WCCS protects learning, safety and dignity. It aims to teach responsibility, repair harm and prevent recurrence. Consequences are proportionate to seriousness, frequency, age, context and impact.***

## 17.1 Learner standards

- Respect staff, peers, visitors, property, faith and diversity.
- Attend punctually, follow instructions and complete work honestly.
- Wear the correct uniform and follow movement and safety rules.
- Do not bully, fight, threaten, steal, vandalise, cheat or leave without permission.
- Weapons, illegal substances, alcohol, vaping/smoking products and dangerous items are prohibited.
- Do not possess or distribute harmful, indecent or discriminatory content.



### 17.2 Progressive response

| Possible response                                     | Purpose                                                 |
|-------------------------------------------------------|---------------------------------------------------------|
| Correction, reflection or restorative conversation    | Clarify the rule and repair minor harm.                 |
| Parent consultation and support referral              | Coordinate home-school intervention.                    |
| Loss of privilege or service-related consequence      | Protect safety and reinforce responsibility.            |
| Formal disciplinary process                           | Address serious or repeated misconduct.                 |
| Suspension or termination/expulsion after due process | Protect the school community in the most serious cases. |

### 17.3 Fair procedure

The learner is informed of the concern and allowed to give their version. Relevant information is considered, parents are involved where appropriate, and serious cases follow the code's formal notice and hearing provisions. A parent may use the review or appeal pathway stated in the current policy. Confidentiality means the school cannot disclose another learner's sanction to you.

### 17.4 Parent conduct during discipline

- Listen to the learner without promising that the school is wrong or right before facts are checked.
- Attend meetings and return behaviour forms on time.
- Do not coach dishonesty, intimidate witnesses or confront other children.
- Support fair consequences and a practical improvement plan.

## 18. TOURS, CAMPS AND EDUCATIONAL VISITS

*Tours, excursions, camps and visits extend curriculum learning, career exposure, cultural understanding and team development. Participation depends on approval, risk planning, consent, conduct and payment requirements.*

### 18.1 Parent checklist

- Read the itinerary, learning purpose, cost, transport, supervision and packing list.
- Return signed consent and accurate medical information by the deadline.
- Pay through official channels and understand the communicated refund/cancellation terms.
- Ensure punctual arrival, correct uniform and authorised collection.
- Provide medication through the approved process.
- Tell staff confidentially about any health, mobility, dietary, behavioural or anxiety-related support need.

### 18.2 Conduct and changes

The learner code applies throughout the activity, including travel and accommodation. A learner whose conduct presents a serious safety risk may be withdrawn from the activity, subject to fair decision-making. The school may change or cancel an activity due to safety, weather, transport, numbers, official direction, or circumstances beyond its control, and will communicate the implications.

## 19. CARE, INCLUSION AND BEREAVEMENT SUPPORT

### 19.1 Belonging and reasonable support

Every learner should experience dignity, respect and a genuine opportunity to participate. Parents should disclose barriers to learning and participation early. WCCS will consider reasonable support within its resources, seek family input and refer to external services where necessary.

### 19.2 Bereavement and serious family events

WCCS uses a structured bereavement-support process to reduce selective or inconsistent responses. Support may include a condolence message, pastoral care, class or staff acknowledgement, voluntary contributions, representation at a funeral where practical, and academic or attendance support. Decisions consider the relationship to the deceased, the learner's or employee's needs, distance, safety, school operations and available funds.

**VOLUNTARY AND DIGNIFIED:** No learner or staff member should be pressured or embarrassed about contributing. Private family information is shared only with permission and only to the extent necessary.

### 19.3 When your family needs support

- Notify the principal or class teacher privately.
- State what may be shared and with whom.
- Discuss attendance, missed assessments, and emotional support.
- Provide documents only when required for an official process.

## 20. OUR FUTURE AND CONTINUOUS IMPROVEMENT



DEVELOPING RESPONSIBLE LEADERS FOR TOMORROW

*WCCS is building toward a stable, trusted and growing school whose academic results, systems and culture match its vision.*

| Priority                  | Direction                                                                                                                                               |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Responsible growth        | Planned enrolment growth of threefold by 2028, subject to facilities, staffing and approvals.                                                           |
| Academic strength         | Better curriculum tracking, literacy and numeracy support, guaranteed matric performance of 100% every year, moderation and learner intervention.       |
| Staff                     | Qualified educators, clear accountability, staff development and leadership succession.                                                                 |
| Facilities and compliance | Ongoing maintenance, safety improvement, land-use processes, registration and examination compliance.                                                   |
| Whole-child education     | Stronger sport, culture, clubs, leadership, service and educational exposure.                                                                           |
| Parent confidence         | Clearer service standards, timely communication, transparent processes and measurable complaint resolution.                                             |
| Identity                  | A carefully managed future transition toward the TAMS identity, with official notice before changes affect contracts, branding or payment instructions. |

## 20.1 How parents influence improvement

- Complete surveys honestly and constructively.
- Attend parent evenings and policy consultations.
- Report problems early through the correct channel.
- Recognise progress while holding the school accountable to stated standards.
- Support responsible enrolment referrals and school events.

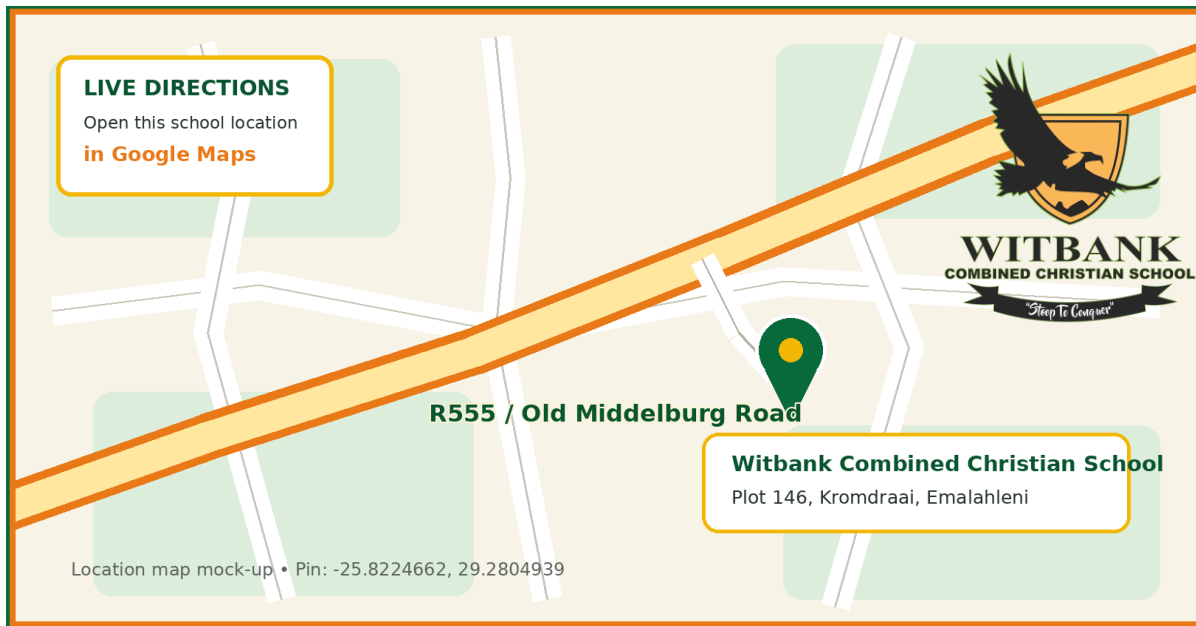


# VISIT WITBANK COMBINED CHRISTIAN SCHOOL

Day and Boarding

|

Grade R to Grade 12



|                         |                                                                                                                                                               |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Physical address</b> | Plot 146, Kromdraai, Emalahleni, Mpumalanga 1034                                                                                                              |
| <b>Telephone</b>        | 013 591 6747                                                                                                                                                  |
| <b>WhatsApp</b>         | 061 530 9351                                                                                                                                                  |
| <b>Email</b>            | enquiries@witbankcombinedchristianschool.co.za                                                                                                                |
| <b>Website</b>          | www.witbankcombinedchristianschool.co.za                                                                                                                      |
| <b>Live directions</b>  | Open the school location in Google Maps:<br><a href="https://maps.google.com/?q=-25.8224662,29.2804939">https://maps.google.com/?q=-25.8224662,29.2804939</a> |

*We look forward to welcoming your family to WCCS.*

Follow us on:

