



Gryphon House

INDEPENDENT PRIVATE SCHOOL

School Admission Policies

Gryphon House

Gryphon House Directors hereby reserves the right to amend this policy.
Gryphon House (Superiorita Academy)
Address: 19 Concourse Crescent, Aston Manor, Kempton Park, 1619
Telephone & WhatsApp: 011 391 6201 / 084 217 7076
Director/s: Mrs GA Boshoff Director/s: Mr AJ Boshoff
Email: info@gryphon-house.co.za Webpage: www.gryphon-house.co.za

EMIS: 700400982
Adres: 19 Concourse Singel, Aston Manor, Kempton Park, 1619.
Telefoon & WhatsApp boodskappe: 011 391 6201 / 084 217 7076
Direkteur: Mev. GA Boshoff Direkteur: Mnr AJ Boshoff
Epos: info@gryphon-house.co.za Webbladsy: www.gryphon-house.co.za



Gryphon House

INDEPENDENT PRIVATE SCHOOL

1. ADMISSION POLICY

GENERAL

- Whether the parent/guardian can pay the fees (with or without financial assistance) as determined by management from time to time.
- Gryphon House (hereinafter referred to as G.H.) is a Private Independent Christian School based on Biblical principles that is committed to providing an environment of excellence in the provision of academic, cultural, and sporting education and activities.
- Priority is given to siblings of current learners in the school and to students attending Smiley Kids Glen Marais provided they meet the criteria.
- Applications are received at any stage during the year and are considered when places become available. Thereafter, the normal admission protocol applies.
- Not all applicants are guaranteed an interview or assessment.
- A transfer card, if transferring from one school to another, is required on the first day of the learner's schooling at G.H, should the application be successful.
- Immigrants requiring a visa or permit, applicants seeking refugee status and LSEN applicants cannot be accommodated.
- Should scholastic assessments be necessary, an appointment will be arranged by the relevant member of staff.
- Alternatively, an assessment can be required by Gryphon House from an external counselling psychologist, at the parents' expense.
- An application will become null, and void should any information be found to be false/dishonest.
- Applications are valid for a period of one year.
- Registration fees are payable within the stipulated period indicated on the acceptance letter should the application be successful.
- These registration fees are also non-refundable at the end of the schooling period and when the learner leaves the school for whatsoever reason.
- **If a calendar month's notice is not given for a student who attends for 3 (THREE) months or less to indicate the intention to remove a learner from the school, one month's school fees will be billed and payable by the parents as per this agreement.**
- **If a terms notice is not given for a student who attends for longer than 3 (THREE) months to indicate the intention to remove a learner from the school, 1 (ONE) term's school fees will be billed and be payable by the parents or guardians per this agreement.**
- Should notice be given for removal it must be done so in writing per individual, by stating the name/s as the student is enrolled as at G.H.
- The available number of places in a particular class (given the maximum class size determined from time to time in accordance with the school's commitment to providing a quality education.)
- Where an application is unsuccessful the Admittance Committee will inform the parent(s) / guardian(s) that verbal reasons for such refusal will be given on request.
- The selection process is confidential, and parents undertake to accept the decision reached by Gryphon House.

Initial/s: _____

I/We declare that I/we have read and understood the contents and I/we fully agree to adhere to the set-out requirements. All clauses have been read and understood clearly.

Signature of Father/Guardian _____ Signature of Mother/Guardian _____ Date _____

Gryphon House Directors hereby reserves the right to amend this policy.
Gryphon House (Superiorita Academy)
Address: 19 Concourse Crescent, Aston Manor, Kempton Park, 1619
Telephone & WhatsApp: 011 391 6201 / 084 217 7076
Director/s: Mrs GA Boshoff Director/s: Mr AJ Boshoff
Email: info@gryphon-house.co.za Webpage: www.gryphon-house.co.za

EMIS: 700400982
Adres: 19 Concourse Singel, Aston Manor, Kempton Park, 1619.
Telefoon & WhatsApp boodskappe: 011 391 6201 / 084 217 7076
Direkteur: Mev. GA Boshoff Direkteur: Mnr AJ Boshoff
Epos: info@gryphon-house.co.za Webbladsy: www.gryphon-house.co.za



Gryphon House

INDEPENDENT PRIVATE SCHOOL

APPLICATION CRITERIA

We are an Educational Department-registered independent school. Learners must demonstrate a definite school readiness before acceptance to Gryphon House can be contemplated. If necessary, the learner/s and the parent(s) / guardian(s) are interviewed.

A correctly completed application form. This includes but is not limited to the following supporting documents:

- 1 x recent ID photograph
- Copy of the learner's birth certificate
- Copy of the learner's immunisation card
- Proof of residence
- Copy of most recent up-to-date school fee account
- Copy of previous year-end report card
- Copy of last term report card
- Copy of any relevant assessments
- Copy of both parent's ID documents and or the ID documents for the Legal Guardian/s.
- Proof of permanent residence document (also needed for immigrant learners and Non-RSA citizens)
- Age compatibility: the learner should be the correct age for the grade he/she is applying for
- Availability of space
- Language proficiency
- Affordability – financial screening of the parents will be carried out before acceptance.
- Academic standard/level
- A successful academic assessment
- All learners must have undergone all necessary immunisations and be free of contagious diseases.
- Cultural and sports achievements may strengthen your application.
- Admissions of Pupils with Disabilities (the school can only accept pupils with mild to moderate learning disabilities i.e., those pupils who can work successfully in a regular classroom with the support which our Learning Support staff can offer.)
- In special circumstances the school may accept pupils with more severe disabilities.
- Any additional costs relating to this acceptance will be met by the parents.
- Gryphon House director/s hereby reserves the right to amend this policy from time to time as deemed necessary to ensure the upkeep of quality education.

Initial/s: _____

I/We declare that I/we have read and understood the contents and I/we fully agree to adhere to the set-out requirements. All clauses have been read and understood clearly.

Signature of Father/Guardian _____ Signature of Mother/Guardian _____ Date _____

Gryphon House Directors hereby reserves the right to amend this policy.
Gryphon House (Superiorita Academy)
Address: 19 Concourse Crescent, Aston Manor, Kempton Park, 1619
Telephone & WhatsApp: 011 391 6201 / 084 217 7076
Director/s: Mrs GA Boshoff Director/s: Mr AJ Boshoff
Email: info@gryphon-house.co.za Webpage: www.gryphon-house.co.za

EMIS: 700400982
Adres: 19 Concourse Singel, Aston Manor, Kempton Park, 1619.
Telefoon & WhatsApp boodskappe: 011 391 6201 / 084 217 7076
Direkteur: Mev. GA Boshoff Direkteur: Mnr AJ Boshoff
Epos: info@gryphon-house.co.za Webbladsy: www.gryphon-house.co.za



Gryphon House

INDEPENDENT PRIVATE SCHOOL

2. ACADEMIC ADMINISTRATION

- All learners admitted to the school will take part in the total school programme – academic, sporting, social and cultural.
- Should the school deem it necessary for any student to attend additional classes of any kind to assist them with their schooling or to attend to certain problem areas of their educational performance, the parent/s or legal guardian will comply with the need, and should there be any costs that are incurred, it will be for the parent/s or legal guardians' account.
- Should a student take part in any extra mural activities and or sports that are part of the school, the student must maintain a minimum educational average of C or equivalent thereof in all subjects.
- Should a student already be on a team or partake in any of the abovementioned activities noted and they fall below the minimum requirement of educational standard the student will be removed from the team or the activity till educational averages have been lifted to or above the minimum requirement.
- Admitted learners must be able to benefit from the kind of education offered at the school which the school has implemented from Grade 1 through to Grade 7.
- The medium of tuition is English and Afrikaans is the First Additional Language (FAL) for all grades.
- Learning barriers and language barriers will be taken into consideration and will be allowed only for 2 (TWO) terms, thereafter, student/s must improve or maintain the required standard.
- Participation in extra-mural activities is encouraged.
- The school makes use of the various LTSM's (Learner Teacher Support Materials).
- Teaching materials used comply with the NE's (National Education) requirements for CAPS.
- The classes are kept small and do not exceed 25 learners per class in Grade 1 – Grade 3 and a maximum of 26 learners per class in Grade 4 – Grade 7. G.H. reserves the right to revise this amount should the need arise. The necessary adjustments and provisions will then be made to accommodate all students.
- Learning areas are accommodated as per the CAPS curriculum.
- Learners will also not be permitted to be overcommitted to activities as their academic needs and marks achieved will take priority over all other areas.
- Gryphon House director/s hereby reserves the right to amend this policy.

Initial/s: _____

ETHOS

- No learner will be refused on the grounds of race, gender, culture, or religious belief.
- The school's belief and value systems are based on the Christian Religion and will be taught and maintained as such.
- Learners are expected to adhere to the school's code of conduct.
- It is the learners' responsibility to familiarise themselves with the school's code of conduct.
- Our parents, staff, and learners are committed to a multi-cultural, multi-racial society, and our approach to education is based on Christian religious principles.
- We thankfully consider each application.

I/We declare that I/we have read and understood the contents and I/we fully agree to adhere to the set-out requirements.
All clauses have been read and understood clearly.

Signature of Father/Guardian _____ Signature of Mother/Guardian _____ Date _____

Gryphon House Directors hereby reserves the right to amend this policy.
Gryphon House (Superiorita Academy)
Address: 19 Concourse Crescent, Aston Manor, Kempton Park, 1619
Telephone & WhatsApp: 011 391 6201 / 084 217 7076
Director/s: Mrs GA Boshoff Director/s: Mr AJ Boshoff
Email: info@gryphon-house.co.za Webpage: www.gryphon-house.co.za

EMIS: 700400982
Adres: 19 Concourse Singel, Aston Manor, Kempton Park, 1619.
Telefoon & WhatsApp boodskappe: 011 391 6201 / 084 217 7076
Direkteur: Mev. GA Boshoff Direkteur: Mnr AJ Boshoff
Epos: info@gryphon-house.co.za Webbladsy: www.gryphon-house.co.za



Gryphon House

INDEPENDENT PRIVATE SCHOOL

- Respect for all staff, parents and learners is something that we strive for.
- No student is allowed to laugh or tease another student, no matter what the reason.
- Gryphon House director/s hereby reserves the right to amend this policy.

Initial/s: _____

3. FINANCIAL POLICY

3.1. The finance office accepts EFT payments, debit orders and cash. We will also look at a merchant device available for all Visa and Master Cards. Please note only “chip” cards may be used when making payments with a card. Once this is implemented, a notification will be sent out and the necessary signage will be put.

3.2. Financial aid is not extended to any family.

3.3. Registration fees of R 2 500.00 (TWO THOUSAND FIVE HUNDRED RAND ONLY) are payable for each learner accepted into Gryphon House. This is compulsory and non-refundable.

- Fees, sundry levies, supplemental costs, and additional fees are advised to the parent(s) in a School Statement and the fees are payable in advance, during each school year.

- Supplemental charges: Certain extra-curricular activities such as private music lessons, aftercare facility, late collection fees, aftercare emergency daily rate, trips and visits in which the pupil may participate shall be deemed to be supplemental costs to the fees. These supplemental costs are payable on presentation to avoid being late.

- Annual fee review: The parent/s and/or legal guardian and/or person responsible for payment acknowledge that school fees will be reviewed on an annual basis and may be subject to annual increases. Gryphon House shall give the parent/s and or legal guardian/s and/or person responsible for payment notice of any decision to increase the amount of the fee. Fees are advised to the parent(s) in a School Statement. - To ensure the safety of our students, if a student uses the aftercare emergency daily rate more than 3 (three times) in one month, the student will be automatically enrolled into aftercare and the parent/s and or legal guardian/s will be liable for the additional costs. Note that it will be noted on the late collection register whether signed for or not parent/s or legal guardian/s will still be held liable for the costs.

3.4. EFT PAYMENTS: When making an EFT payment or direct deposit, please use the reference number that is unique to each student, this is found on your monthly invoice and or statement. Anything that reflects on your child’s school fee account may be paid as one payment together with the school fees (aftercare, sports participation fees, camps, PT uniform, SMS service, outings, e-books etc.)

Initial/s: _____

I/We declare that I/we have read and understood the contents and I/we fully agree to adhere to the set-out requirements. All clauses have been read and understood clearly.

Signature of Father/Guardian _____ Signature of Mother/Guardian _____ Date _____

Gryphon House Directors hereby reserves the right to amend this policy.
Gryphon House (Superiorita Academy)
Address: 19 Concourse Crescent, Aston Manor, Kempton Park, 1619
Telephone & WhatsApp: 011 391 6201 / 084 217 7076
Director/s: Mrs GA Boshoff Director/s: Mr AJ Boshoff
Email: info@gryphon-house.co.za Webpage: www.gryphon-house.co.za

EMIS: 700400982
Adres: 19 Concourse Singel, Aston Manor, Kempton Park, 1619.
Telefoon & WhatsApp boodskappe: 011 391 6201 / 084 217 7076
Direkteur: Mev. GA Boshoff Direkteur: Mnr AJ Boshoff
Epos: info@gryphon-house.co.za Webbladsy: www.gryphon-house.co.za



Gryphon House

INDEPENDENT PRIVATE SCHOOL

Where EFT payments are made without a reference or with an incorrect reference, only proof of payment will be accepted as a claim of payment. You have 2 months from the date of payment in which to claim the amount otherwise the monies will be forfeited.

3.5. OVERDUE ACCOUNTS: Should the school fees fall in arrears; the school reserves the right to suspend the child. There will be communication from the school should an account problem arise. NB –no account will be allowed to continue past the current month's fees. Parents with problem accounts are to settle as a matter of urgency. **No exceptions.**

- As per the school constitution: - The School's Accounts Department will WhatsApp / SMS/email parents whose accounts are not paid after the due date which is on or before the 1st of every month for monthly payments.

- The School's Accounts Department will WhatsApp / SMS/email parents whose accounts are not paid after the due date of the new term fee which is on or before the commencement of the new term. Our school year consists of 4 terms.

- If accounts are still not paid and no arrangements are made to pay, a "Suspension Notification" will be issued giving the date of suspension from school attendance. If the overdue accounts are still not paid in full within the stipulated period, the accounts will be handed over for collection. All avenues will then be explored to recover outstanding amounts and the parent/s and or legal guardian will be held liable for all legal costs incurred to recover said fees. Gryphon House has the right to withhold all documents and reports relevant to the student till the full outstanding amount has been paid and parent/s or legal guardian/s will remain fully liable for all outstanding fees till settled in full by any means.

Initial/s: _____

On non-compliance of payment, parents or legal guardians will be notified that the student/s will be deregistered with the school and that parents must then go and re-register their children with the District Education Department directly at their offices to be placed in schools where they can afford the school fee payment in full and on time.

We have overhead costs that require the receipt of school fees in full and on time to ensure that we can provide the required quality of education and the quality of our facilities and their maintenance to ensure a safe and functioning environment. Educator salaries are also part of our overheads and to ensure that we can employ the best qualified teachers for the positions we need to have the correct cash flow of finances.

Non-payment of school fees can lead to unnecessary and embarrassing situations that will not be because of the school but because of the neglect of parental duties, we appeal to parent/s and or legal guardians to make every effort to ensure that it will not have to result in such action.

If at the end of the year, when it is time to issue reports and accounts are overdue, an "Acknowledgement of Debt" letter will have to be signed by the parents before the reports are handed over.

I/We declare that I/we have read and understood the contents and I/we fully agree to adhere to the set-out requirements. All clauses have been read and understood clearly.

Signature of Father/Guardian _____ Signature of Mother/Guardian _____ Date _____

Gryphon House Directors hereby reserves the right to amend this policy.
Gryphon House (Superiorita Academy)
Address: 19 Concourse Crescent, Aston Manor, Kempton Park, 1619
Telephone & WhatsApp: 011 391 6201 / 084 217 7076
Director/s: Mrs GA Boshoff Director/s: Mr AJ Boshoff
Email: info@gryphon-house.co.za Webpage: www.gryphon-house.co.za

EMIS: 700400982
Adres: 19 Concourse Singel, Aston Manor, Kempton Park, 1619.
Telefoon & WhatsApp boodskappe: 011 391 6201 / 084 217 7076
Direkteur: Mev. GA Boshoff Direkteur: Mnr AJ Boshoff
Epos: info@gryphon-house.co.za Webbladsy: www.gryphon-house.co.za



Gryphon House

INDEPENDENT PRIVATE SCHOOL

The school may also terminate the re-enrolment of learners in the event of continual late payment of school accounts.

REPEAT OFFENDER CLAUSE – Should a second suspension occur due to financial obligations not being met; the school reserves the right to terminate the schooling of the child with immediate effect.

Initial/s: _____

Absence: Fees and pre-paid supplemental costs will not be reduced because of absence from School due to illness or otherwise, or for any periods spent at home due to study leave before or during examinations.

Late payment: Fees, sundry levies, supplemental costs, and additional fees will be deemed unpaid until proof of payment is received.

In the event of late payment of the above, within the first 3 days of the new term or month, interest will be charged at a maximum rate permissible in law, to institute legal proceedings for the recovery of late fees and supplemental costs and charge the associated costs of recovery to the parent/s and or legal guardian, and to notify any other school or educational establishment to which the pupil may be sent.

The School reserves the right, without placing parent/s and or legal guardian in default or giving notice of intent, to levy any or all of the following penalties for any fees or supplemental costs that are late: - charging interest at the maximum rate prescribed by the National Credit Act; - exclusion of the pupil from attending the School for a period or permanently and/or from all or any extra-curricular activities for a period or permanently; - withholding pupil references, reports and testimonials; - institute legal proceedings for the recovery of late fees and supplemental costs and charge the associated costs of recovery to the parent/s and or legal guardian; - notify any other school or educational establishment to which the pupil may be sent.

Initial/s: _____

3.6. E-MAIL ADDRESSES AND CONTACT DETAILS: All school accounts are sent via email. Please ensure that the school has your correct contact details. It is very difficult to keep track of parents without email addresses. Parents with email addresses who cannot open our emails, should fetch the documents from the school office or email info@gryphon-house.co.za for a resend.

3.7. SMS SYSTEM/ WHATSAPP COMMUNICATION: As a means of communication, all parents will be required to have WhatsApp so that we can do a broadcast with all urgent notifications and or reminders. We will explore the D6 School Communicator system and if it is considered further requirements will be communicated to parents for the use of this means of communication.

The communication system is compulsory for two numbers per family. The cost of R50.00 per number per year will be billed to your school account.

I/We declare that I/we have read and understood the contents and I/we fully agree to adhere to the set-out requirements. All clauses have been read and understood clearly.

Signature of Father/Guardian _____ Signature of Mother/Guardian _____ Date _____

Gryphon House Directors hereby reserves the right to amend this policy.
Gryphon House (Superiorita Academy)
Address: 19 Concourse Crescent, Aston Manor, Kempton Park, 1619
Telephone & WhatsApp: 011 391 6201 / 084 217 7076
Director/s: Mrs GA Boshoff Director/s: Mr AJ Boshoff
Email: info@gryphon-house.co.za Webpage: www.gryphon-house.co.za

EMIS: 700400982
Adres: 19 Concourse Singel, Aston Manor, Kempton Park, 1619.
Telefoon & WhatsApp boodskappe: 011 391 6201 / 084 217 7076
Direkteur: Mev. GA Boshoff Direkteur: Mnr AJ Boshoff
Epos: info@gryphon-house.co.za Webbladsy: www.gryphon-house.co.za



Gryphon House

INDEPENDENT PRIVATE SCHOOL

3.8. SCHOOL FEES School fees are charged and are payable monthly and or termly in advance for a 12-month year or a 4-term year.

3.9. AFTERCARE: Aftercare fees are charged and are payable monthly and or termly in advance for 12 months of the year.

One month's written notice (within the first 3 months of joining) and One term's notice (for longer attendants) is needed to remove your child from aftercare.

Initial/s: _____

Notice will not be accepted for learners who are withdrawn from Aftercare in November, only to return in January of the following year. Aftercare homework assistance is from after school till student/s go home or till 16h00 when educators leave, any homework not completed by then will have to be completed independently and be presented to school the following day. Failure to do so will result in offenses being issued for homework incomplete. After 16h00 only supervision will be provided for student/s.

3.10. TERMINATION OF SCHOOLING Notice: A Calendar months' notice is required for students who joined the school within 1 – 3 months of attendance and a full term's written notice is required for students attending longer than 3 months if you intend to remove your child from the school. This notice must be written and handed in during the last week of the month prior to the notice month or of the term prior to the notice term. The parent/s and or legal guardian and/or person responsible for payment remain liable for school fees during the full notice month or notice term. Should your child leave the school for any reason whatsoever, a full calendar months' notice or a full term's notice is required in writing, failing which the parents will be liable for the school fees for the required notice period.

For any financial enquiries please contact – info@gryphon-house.co.za

Please sign and initial all the areas and return them to the office before the student commences their first day of schooling.

In signing this document, you agree to adhere to the terms and conditions set out in Gryphon House's Finance Policy.

CHILD'S FULL NAME AND SURNAME: _____

GRADE: _____ (20)

(PLEASE RETURN ONE FORM PER LEARNER)

Initial/s: _____

I/We declare that I/we have read and understood the contents and I/we fully agree to adhere to the set-out requirements. All clauses have been read and understood clearly.

Signature of Father/Guardian _____ Signature of Mother/Guardian _____ Date _____

Gryphon House Directors hereby reserves the right to amend this policy.
Gryphon House (Superiorita Academy)
Address: 19 Concourse Crescent, Aston Manor, Kempton Park, 1619
Telephone & WhatsApp: 011 391 6201 / 084 217 7076
Director/s: Mrs GA Boshoff Director/s: Mr AJ Boshoff
Email: info@gryphon-house.co.za Webpage: www.gryphon-house.co.za

EMIS: 700400982
Adres: 19 Concourse Singel, Aston Manor, Kempton Park, 1619.
Telefoon & WhatsApp boodskappe: 011 391 6201 / 084 217 7076
Direkteur: Mev. GA Boshoff Direkteur: Mnr AJ Boshoff
Epos: info@gryphon-house.co.za Webbladsy: www.gryphon-house.co.za



Gryphon House

INDEPENDENT PRIVATE SCHOOL

4. OTHER POLICIES

4.1. Language Policy: Gryphon House is an English-medium school. The language of instruction is English. Pupils who do not speak English as a first language are supported in their learning of English until they are reasonably fluent and have adequate literacy skills to cope competently at their standard level.

4.2. Bullying Policy: Gryphon House does not tolerate bullying in any form, and all members of the school staff are committed to promoting a safe and caring environment for the boys and girls in their care. Staff, pupils, and parents will work together to address issues of bullying when these arise.

Initial/s: _____

The intention of this policy is to protect the dignity of every learner, staff member and parent affiliated with the school when they engage with one another on any school platform. We consider bully-type behaviour an extremely serious misdemeanour. Disrespectful behaviour will not be left unchecked, and it is to ensure that it does not escalate to more serious and harmful situations.

4.2.1 Definition of bullying: Bullying happens when a pupil or groups of pupils set out deliberately to upset another pupil again and again, either directly or indirectly by inciting others to bully. It may include:

- Name-calling and teasing
- Threats and intimidation
- Hurting physically
- Extortion (taking things away)
- Damaging property and belongings
- Spreading rumours and stories
- Deliberate exclusion from games and activities
- Cyberbullying (using the Internet and cellular telephones to torment, threaten or humiliate).

As this is a relatively new component, the following examples of what constitutes cyberbullying may be helpful:

Instant Messaging/Text Messaging Harassment

- Pupils may send hateful or threatening messages to other pupils, without realising that while not said in real life, unkind or threatening messages are hurtful and very serious.
- Warning wars: many Internet Service Providers offer a way of "telling on" a user who is saying inappropriate things. Pupils often engage in "warning wars" which can lead to someone being suspended or "offline" for a period. While this should be a security tool, pupils sometimes use the Warn button as a game or prank.

I/We declare that I/we have read and understood the contents and I/we fully agree to adhere to the set-out requirements. All clauses have been read and understood clearly.

Signature of Father/Guardian _____ Signature of Mother/Guardian _____ Date _____

Gryphon House Directors hereby reserves the right to amend this policy.
Gryphon House (Superiorita Academy)
Address: 19 Concourse Crescent, Aston Manor, Kempton Park, 1619
Telephone & WhatsApp: 011 391 6201 / 084 217 7076
Director/s: Mrs GA Boshoff Director/s: Mr AJ Boshoff
Email: info@gryphon-house.co.za Webpage: www.gryphon-house.co.za

EMIS: 700400982
Adres: 19 Concourse Singel, Aston Manor, Kempton Park, 1619.
Telefoon & WhatsApp boodskappe: 011 391 6201 / 084 217 7076
Direkteur: Mev. GA Boshoff Direkteur: Mnr AJ Boshoff
Epos: info@gryphon-house.co.za Webbladsy: www.gryphon-house.co.za



Gryphon House

INDEPENDENT PRIVATE SCHOOL

- A pupil may create a screen name that is very similar to another pupil's name, and he/she may use this name to say inappropriate things to other users while posing as the other person.

- Text wars or text attacks are when pupils gang up on the victim, sending thousands of text messages to the victim's cell phone or other mobile device. Stealing passwords

- A pupil may steal another pupil's password and begin to chat with other people, pretending to be the other boy/girl. He/she may say mean things that offend and anger friends or even strangers. A pupil may also use another pupil's password to change his/her profile to include sexual, racist, and inappropriate things that may attract unwanted attention or offend people.

- Blogs are online journals. They are a fun way for pupils to post messages for all their friends to see. However, pupils sometimes use these blogs to damage other pupil's reputations or invade their privacy.

- Pupils sometimes create Websites that may insult or endanger another pupil. They create pages specifically designed to insult another pupil or group of pupils. Pupils also post other pupils' personal information and pictures, which puts those pupils at a greater risk of being contacted or found.

Initial/s: _____

Sending Pictures through E-mail and Cell Phones

- Pupils may send mass e-mails to other users that include degrading pictures of other pupils, for example, a picture of someone changing, etc. Once an e-mail like this is sent, it is passed around to hundreds of other people within hours; there is no way of controlling where it goes.

- Many of the newer cell phones allow pupils to send pictures to each other. They receive the pictures directly on their phones and some of these can include pornographic pictures or other unsuitable material.

- Cyberbullies may sign their victims up for e-mailing and IM marketing lists, including porn sites. When the victim receives thousands of e-mails from pornographers their parents usually get involved, either blaming them (assuming they have been visiting porn sites) or making them change their e-mail or IM address.

Internet Polling

- Who's Hot? Who's Not? These types of questions run rampant on the Internet polls, created by pupils and other teens. Such questions are often very offensive and are yet another way that pupils can bully other pupils online. Impersonation.

- Posing as the victim, the cyberbully can do considerable damage. They may post a provocative message in a hate group's chatroom posing as the victim, inviting an attack against the victim, often giving the name, address, and telephone number of the victim to make the hate group's job easier.

I/We declare that I/we have read and understood the contents and I/we fully agree to adhere to the set-out requirements. All clauses have been read and understood clearly.

Signature of Father/Guardian _____ Signature of Mother/Guardian _____ Date _____



Gryphon House

INDEPENDENT PRIVATE SCHOOL

They often also send a message to someone posing as the victim, saying hateful or threatening things while masquerading as the victim. They may also alter a message really from the victim, making it appear that they have said nasty things or shared secrets with others. (Adapted from www.stopcyberbullying.org)

4.2.2 Steps to be taken to prevent bullying.

- Staff members will teach the pupils about bullying in Life Orientation lessons.
- Pupils will learn how to identify bullying, how to respond when made a victim of bullying, and how to handle bullying incidents that they might observe.
- Pupils are encouraged to report any incident or suspected incident of bullying.
- They will also learn how to identify and correct bullying behaviours that they themselves may exhibit.
- Staff will also ensure adequate supervision of the pupils around the school and will take special note of any identified bullying "hotspots" in the school, to reduce the incidence of bullying.

4.2.3 Reporting of bullying Pupils or parents can report bullying to the school Principal and or the school owner and the reporting of bullying should be encouraged as the right and courageous thing to do. Staff members will take these reports seriously, investigate them thoroughly and provide feedback.

Initial/s: _____

4.2.4 Procedures to deal with bullying.

When an incident of bullying or suspected bullying is reported, the school will respond in a manner that is appropriate to the incident. The following steps will usually be taken, depending on the nature of the incident:

- A suitable member of staff will meet with the victim to establish what has been taking place, to ensure that the victim understands and is comfortable with the action that the school will take in dealing with the matter, and to ensure that the victim will not be placed at further risk.
- The victim's parents will be contacted and informed of the situation and kept apprised of the school's actions and approach. If it is felt that the victim needs further support or coaching, this will be arranged in conjunction with his/her parents and the school's pastoral care systems.
- A suitable member of staff will then meet with the perpetrator of the bullying incident to hear his/her side of the story, and to ensure that the bullying behaviour stops immediately. If there is a negative comeback from the perpetrator to the victim following this, parents will be called in. If it is felt that the perpetrator needs some form of intervention or help, this should be arranged in conjunction with his/her parents and the school's pastoral care systems.

I/We declare that I/we have read and understood the contents and I/we fully agree to adhere to the set-out requirements. All clauses have been read and understood clearly.

Signature of Father/Guardian _____ Signature of Mother/Guardian _____ Date _____

Gryphon House Directors hereby reserves the right to amend this policy.
Gryphon House (Superiorita Academy)
Address: 19 Concourse Crescent, Aston Manor, Kempton Park, 1619
Telephone & WhatsApp: 011 391 6201 / 084 217 7076
Director/s: Mrs GA Boshoff Director/s: Mr AJ Boshoff
Email: info@gryphon-house.co.za Webpage: www.gryphon-house.co.za

EMIS: 700400982
Adres: 19 Concourse Singel, Aston Manor, Kempton Park, 1619.
Telefoon & WhatsApp boodskappe: 011 391 6201 / 084 217 7076
Direkteur: Mev. GA Boshoff Direkteur: Mnr AJ Boshoff
Epos: info@gryphon-house.co.za Webbladsy: www.gryphon-house.co.za



Gryphon House

INDEPENDENT PRIVATE SCHOOL

- In the event of the stories of the victim and the perpetrator being at odds, investigating staff will usually either bring both pupils into an interview together for mediation or will investigate further by interviewing other pupils who have witnessed the incidents.
- The incidents should be recorded - If the perpetrator repeats his/her behaviour, the school will be obliged to take more stringent steps to curb his/her bullying behaviour. In the event of repeated bullying behaviour that is felt to endanger one or more of the pupils in the school, the perpetrator may be asked to leave the school.
- In incidents involving cyberbullying, whether these occur on or off the school property, the school reserves the right to take the same action as for other incidents of bullying behaviour.

4.2.5 Role of parents and guardians Parents or guardians should:

- Watch for signs of unhappiness in their child's life.
- Be supportive when an incident of cyberbullying is reported as this can be extremely damaging and have lasting effects. - Inform their child's class teacher or houseparent if there is any suspicion that their child is being bullied.
- Not take matters into their own hands in confronting the perpetrator or his/her parents.
- Refrain from telling their child to retaliate.
- Help their child to learn positive behaviours that will help him/her not to become a victim.
- Clearly address the situation if their child is found to have abused another boy/girl.

4.3. Code of Conduct

- Learners should always strive to maintain the ethos of the school by behaving in a respectful and dignified manner.
- Learners should always remain helpful, polite, and considerate of other peoples' needs.
- Racist and sexist comments, abusive language, violent behaviour, bullying and vandalism are not permitted at the school and will be severely dealt with.
- Learners are not permitted to tamper with, damage or deface property belonging to other learners or the school. - Learners are expected to greet staff and visitors to the school.
- The school environment should be respected, cleaned, cared for and protected by all learners.
- Learners should always abide by the dress code of the school and wear their uniform with pride.
- Learners are encouraged to assist with the discipline of the school and should report any incidents or misdemeanours committed.
- Should any school property be damaged by a learner/s the parent/s and or legal guardians will be liable for the cost to replace said property at the current replacement cost.
- The correct school uniform must be worn at all times, with no exceptions.
- If learner/s attend school functions, trips or sports days they must wear the correct attire and they must uphold the best of behaviour as it may bring the school into disrepute.
- Gryphon House reserves the right to amend all policies at any time without prior notice. Should amendments be made parents will be informed and an annexure will be circulated for the necessary signatures.

I/We declare that I/we have read and understood the contents and I/we fully agree to adhere to the set-out requirements. All clauses have been read and understood clearly.

Signature of Father/Guardian _____ Signature of Mother/Guardian _____ Date _____

Gryphon House Directors hereby reserves the right to amend this policy.

Gryphon House (Superiorita Academy)

Address: 19 Concourse Crescent, Aston Manor, Kempton Park, 1619

Telephone & WhatsApp: 011 391 6201 / 084 217 7076

Director/s: Mrs GA Boshoff Director/s: Mr AJ Boshoff

Email: info@gryphon-house.co.za Webpage: www.gryphon-house.co.za

EMIS: 700400982

Adres: 19 Concourse Singel, Aston Manor, Kempton Park, 1619.

Telefoon & WhatsApp boodskappe: 011 391 6201 / 084 217 7076

Direkteur: Mev. GA Boshoff Direkteur: Mnr AJ Boshoff

Epos: info@gryphon-house.co.za Webbladsy: www.gryphon-house.co.za