

## **SCHOOL RULES:**

### **COURTESY**

- a. Learners are expected to greet staff members or visitors as they encounter them in and around the school.
- b. Learners are expected to stand when a member of staff and any visitors enters a classroom and respond appropriately greeting such individuals.

### **BOUNDS OF THE SCHOOL**

- a. The staffroom and Principal / Deputy Principal / HOD offices are out of bounds to learners at all times during the school day, except when they have been called into these areas by a staff member for a specific purpose.
- b. No learner may enter the printing room without permission.
- c. All classrooms are out of bounds at all times unless an Educator is present.
- d. The school hall and swimming pool area are out of bounds at all times unless and educator is present.
- e. Learners must stay away from any areas the Principal / Deputy Principal may designate as out of bounds as and when the need arises.
- f. The Grade R and Grade 1 area, are out of bounds to all Intersen Phase (Grade 4 – 7) learners during lessons, breaks and after school unless an Educator is present.

### **CHANGING CLASSES**

- a. When changing classes, learners are expected to move quickly and promptly from one class to the next. Linger in the corridors, outside the toilets or on the designated break areas is not acceptable.
- b. To decrease the congestion in the corridors during the change of periods, learners are encouraged to keep left both in the corridors and the stairways.
- c. No objects whatsoever may be thrown down from the top classroom to the areas below.

### **LEAVING CLASSROOMS DURING LESSONS**

- a. Learners may only leave a classroom while a lesson is in progress if it is a matter of urgency. An educator must give permission to do so.
- b. It is recommended that learners take water bottles into classes. Only plastic bottles will be allowed on site. Learners will not be allowed to leave a class to go and drink water during any lesson.
- c. Learners who are ill must report to the admin office with a sick note from the teacher indicating if the parents must be contacted to collect the learner if in need of medical care or if the learner will stay in the sick room.
- d. Under normal circumstances learners are not allowed to visit the Reception Office unless they are ill and needs to be signed out by the parent / guardian. The learners must be in possession of a permission slip.

## **ABSENCE FROM SCHOOL**

- a. In terms of the National Policy on Learner Attendance (Government Gazette No. 3315 of 4 May 2010), the Department of Education wishes principals and educators to show zero tolerance towards absence from school without a valid reason. The school therefore regards persistent truancy as a serious offence which, if left unchecked may lead to a persistent truancy as a serious offence which, if left unchecked, may lead to a learner being asked to leave the school.
- b. When a learner has been away from school, a note giving the reason must be handed in to the admin office / Teacher as soon as the learner returns to the school. Forgery of any kind will be considered a serious offence and treated accordingly.
- c. Whenever possible, medical and other appointments should be confined to the afternoons in order to allow the learner to attend all lessons as far as possible. Holiday arrangements should not conflict with term times. Should such a conflict arise, the Principal must be informed accordingly in writing.

## **ARRIVING LATE / LEAVING SCHOOL EARLY**

- a. The Department of Education expects principals and educators to take active and strong measures to curb late arrival at school. Where the late coming is a consequence of constant transport problems, parents / guardians will be expected to make alternative transport arrangements.
- b. Parents / guardians are expected to inform the school when their child is going to be late and to furnish an acceptable reason for that late arrival.
- c. A learner who arrives at school after 07:25 must report to the Admin Office (Reception) accompanied by his / her parent / guardian whom must sign him / her in on the late coming register. Failure to do this will result in the learner being marked absent for the day and absence will be permanently reflected on the school attendance records.
- d. Learners who arrive late will not be allowed to join the 1<sup>st</sup> lesson as it disrupts the classes.
- e. No learner will be allowed to leave the school premises during the course of the day without prior permission of a parent / guardian. Such permission must be sought in writing (letter, fax or email) and not telephonically. Only a communication from a parent / guardian will be accepted and should be in the hands of the Reception Office staff at the beginning of the day.
- f. Except in an emergency, all arrangements for learners to leave school early must be made in advance between the parents / guardians and the school. The Reception staff will not have any dealings with the learners who make their own arrangements with their parents / guardians to be fetched early from the school.
- g. In terms of the GDE Circular 13/2002, the Education Department requires that parents / guardians arrive in person to sign their children out of school, when

they leave early. When that is not possible, the school must be informed in advance which person will be acting in loco parentis and fetching the learner from school. Reception staff is under strict instructions not to release a learner into the care of someone not identified before the time by parents / guardians. Learners are also forbidden to walk out of school unattended.

- h. Learners who leave school without first having been signed out at the Reception Office will be regarded as having played truant. Any subsequent letter or telephone call from the parents / guardians excusing such behaviour will not be accepted.

## **LEARNERS TAKING ILL AT SCHOOL**

Learners who take ill during the school day must report to their Grade Teacher, who will then direct them, with a letter, indicating the seriousness of the illness, to the Reception Office. The staff will contact the parents / guardians to come and fetch him / her. No learner may leave the school without first being official signed out.

## **SAFEGUARDING PERSONAL PROPERTY**

Each learner is responsible for safeguarding his / her own property and the school cannot be held responsible for damage to, or loss of, personal property.

## **POLICY ON CELLPHONE AND OTHER ELECTRONIC DEVICES**

- a. The use of cell phones for non-educational purposes during the school day is absolutely prohibited.
- b. A learner carrying a cell phone on his / her person must ensure that the phone is switched off and out of sight during the school day. This included change of periods and break times.
- c. A learner who has to make or receive an emergency phone call must do so at the Reception Office after obtaining permission to do so from the staff at the Reception Office. If a learner takes out a cell phone at any time of the school day, or a cell phone beeps / rings, that phone will be confiscated and only returned at the end of the term to the parents / guardians.
- d. A learner will receive an official receipt when his / her cell phone is confiscated. This receipt must be produced when the parents wants to reclaim the phone.
- e. Cell phones may under no circumstances be brought into test / examination venues.
- f. Learners found with pornography or any other distasteful materials on their phones will a Disciplinary hearing and an appropriate sanction.
- g. Learners using their phones for the purpose of spreading hurtful information and photographs of other learners will face a Disciplinary Hearing and an appropriate sanction.

- h. Any videoing or taking photographs will not be permitted except for educational purposes under the supervision of an educator.
- i. The use of any electronic device in order to listen to music is only permitted by an educator for a specific time and place.

### **HOMEWORK AND HOMEWORK DIARIES**

- a. Learners are expected to complete all home assignments conscientiously and on time.
- b. Learners (Grade 3 to 7) are supplied with homework diaries which must be available at all times during the school day. Learners who lose or damage their diaries will be required to replace them at their own expense.
- c. The current cost for replacing a diary is R 50.00.
- d. The diary can also be used for exchanging written communication between educators and parents.

### **HOMEWORK / STUDY CLASSES / REMEDIAL CLASSES**

- a. All learners must attend homework / study / remedial classes. Anyone who wishes to be excused from homework / study / remedial classes must excuse him / herself in advance from the educator concerned.
- b. Failure to go to a homework / study / remedial class will be treated as truancy and dealt with accordingly.

### **CYCLE TEST AND EXAMINATIONS**

- a. Prior to the start of the mid-year, examinations, the school does not extend permission to learners to stay home in order to study. When a learner is absent at such a time, the usual letter of explanation must be provided by the parent / guardian.
- b. During examinations learners must abide by the times of arrival and departure determined by the school.
- c. During a test or examination learners must obey all instructions issued by the invigilator(s). This includes silence on entering any examination venue.
- d. Taking a cell phone into an examination venue is strictly forbidden, even if it is switched off. Should a cell phone ring or beep during an examination, or be discovered on the person or any student, a breach of examination procedure will be dealt with as a form of cheating/attempting to cheat.
- e. The normal school dress code remains in force during examinations from beginning to end.
- f. Learners, where caught copying or attempting to copy as a first offence, the question paper will be remove for the learner and the learner will receive a second paper and a verbal warning.
- g. Any subsequent cheating might result in a written warning and detention.

- h. When a learner misses a cycle test or an examination, a doctor's certificate must be provided.

### **CHANNELS OF COMMUNICATION**

When an issue arising out of the CODE OF CONDUCT needs to be discussed, parent and learners should use the following channels in order as listed:

1. The Grade Head
2. The Deputy Principal
3. The Principal

## DRESS CODE AND PHYSICAL APPEARANCE

### EXCLUSION FROM SCHOOL

- a. The school will issue written warnings for misbehaviour which may result in further disciplinary action as provided for in the South African Schools Act of 1996.
- b. The school, however, reserves the right to proceed with immediate disciplinary action when the learner wilfully engages in conduct which, in the opinion of the Principal or Deputy Principal:
  - i negatively affects the moral and disciplinary standards of the school;
  - ii is detrimental to the emotional wellbeing and physical safety of other learners and educators;
  - iii disrupts the teaching and learning processes to the disadvantage of other learners;
  - iv engages in criminal activity.

### DENIAL OR LOSS OF PRIVILEGES / RECOGNITION

- a. To make its search for sound discipline more effective, the school will take the following action over and above the routine disciplinary measures that have been put in place:
  - i Participating in extra murals, going on excursions and being involved in tours will be denied to those learners whose behaviour has been consistently detrimental to the image of the school and the wellbeing of other learners.
  - ii Furthermore, a learner who has received an award / honour and whose behaviour then disgraces that award / honour, will be required to give it up.
- b. **The verbal abuse of educators, any form of substance abuse, e.g. smoking and drinking, and behaviour which brings the school into disrepute, are examples of serious offences which may result in the loss of privileges or recognition over and above action taken in terms of the CODE OF CONDUCT.** There is therefore a particular onus on learners who have worked towards receiving awards not to forfeit these through wrongful behaviour (often occurring under the misguided perception that no one will find out).
- c. Where a learner has been penalised through the denial or loss of privileges / recognition, the situation will be reconsidered after 12 weeks at the discretion of the Principal.

## MANAGEMENT OF DISCIPLINARY OFFENCES

### LEVEL 1 OFFENCES

DISCIPLINARY OFFENCES	RECOMMENDED SANCTIONS
<b>1. Register Period:</b> a. Absentee letter not provided b. Documentation not returned c. Late for registration class d. Case non regulation / defaced with graffiti	<b>Sanctions implemented by the individual register or subject or homework educator can include:</b> ► Confiscation of non-regulation items ► Contacting parents telephonically or by SMS ► Detention at break (10 minutes) ► Detention after school (1 hour) ► Verbal reprimand / warning (1 hour) ► Written warning (informal) (2 hours) ► Written punishment ► Cleaning work areas when littered, defaced
<b>2. Academic</b> a. Books / work at home b. Homework not done / copied c. Written punishment not done	
<b>3. Personal conduct:</b> a. Cell phone beeping / ringing b. Defacing books / furniture / doors walls c. Diary not at school d. Disobedience e. Disrespect / temper tantrum f. Disrupting class g. Dress code infringements h. Eating / chewing in class i. Foul language toward peers j. Inappropriate behaviour towards opposite sex k. Late for class l. Absent from Remedial classes m. Leaving class without permission n. Littering o. Other homework being done p. Pea-shooting	

### PROCEDURES FOR A LEVEL 1 OFFENCE:

1. Level 1 Offences are handled by the individual educator concerned.
2. Educators are encouraged to keep up to date records of misdemeanours and action taken in their observation books.
3. Educators are encouraged to keep parents informed of misdemeanours, especially when these are repeated.
4. An informal warning is the first step prior to issuing a formal letter.
5. When Level 1 offences are repeated, they become Level 2 offences.

## LEVEL 2 OFFENCES

CS = Community Service

DISCIPLINARY OFFENCES	RECOMMENDED SANCTIONS
1. Cheating / attempted cheating in class task / test / examinations	1. Warning letter
2. Wilful damage to property of other learners	2. Repair / replacement and warning letter
3. Defiance / disregard of an authority figure's instructions, e.g. refusing to hand over cell phone	3. Detention and warning letter
4. Detention – non attendance	4. Repeat missed detention; warning letter, double detention time
5. Disruptive / uncooperative in class	5. Identify culprits, demerits
6. Disruptive behaviour on ongoing basis	6. 2 x Teachers, detention, warning letter
7. Dress Code infringements on an ongoing basis	7. Teacher, detention; warning letter
8. Fighting	8. CS Detention; warning letter
9. Fire-crackers	9. Teacher, Detention; warning letter
10. Forgery (e.g. parent / guardians signature)	10. CS Detention; warning letter
11. Gambling – on or off school property	11. 1 <sup>st</sup> offence: Detention; warning letter 2 <sup>nd</sup> offence: 2 hour's detention; warning letter 3 <sup>rd</sup> offence: Informal disciplinary hearing, 2 hours Detention; warning letter 4 <sup>th</sup> offence: suspension; formal disciplinary hearing; 2 hours detention; warning ;letter
12. Graffiti / defacing school property	12. Removal / repair for learners action and account; Detention; warning letter
13. Late for school – 3 days or more	13. Contact parents; detention; informal hearing; warning letter
14. Lying	14. Teacher Detention; warning letter



15. Offensive material – magazine / cell phone	15. 2 x CS Detention; warning letter
16. Selling any goods on site without permission	16. Confiscation; warning letter
17. Smoking – possession of cigarettes / lighter	17. Confiscation; warning letter

1. Smoking	1. <b>1<sup>st</sup> offence:</b> Teacher's Detention; warning letter <b>2<sup>nd</sup> offence</b> 2 x Teachers Detention; warning letter <b>3<sup>rd</sup> offence:</b> Informal disciplinary hearing, 2 x CS Detention; warning letter <b>4<sup>th</sup> offence:</b> Suspension; formal disciplinary hearing; fine; 2 x CS Detention; warning letter
2. Test/ exam procedure ignored	2 Delay start test / exam; detention
3. Threatening/intimidating fellow learners	3. Phone call to parents / guardians, informal hearing, suspension from class, detention; warning letter
4. Truancy – part of the day	4. Detention for each lesson missed
5. Truancy – bunking a whole day or more	5. Phone call to parent / guardian, informal hearing, suspension from class, detention; warning letter
6. Unauthorised / inappropriate use of cell phone or any other electronic device	6. Confiscation, 2 x CS detention; warning letter
7. Undermining authority figures in carrying out their duties	7. Detention
8. Vandalism – defacing / damaging school property	8. Repairs / compensation, 2 x CS detention; warning letter
9. Verbal abuse of a fellow learner	9. Teacher's detention; warning letter
10. "Wedging"	10. Teacher's detention; warning letter

#### PROCEDURES FOR A LEVEL 2 OFFENCE:

1. Level 2 Offences are generally referred to the Deputy Principal concerned.
2. Parents will be informed of a learner's suspension from school telephonically and in writing.
3. A learner called to an informal disciplinary meeting will be informed of the date, time and reason for the meeting. The main purpose of the meeting will

- be to enable the learner and its parents to account for his/her conduct. Such a meeting will take place with a parent / guardian being present.
4. A learner who fails to attend an informal meeting, without just cause may then be required to attend a formal disciplinary hearing conducted by the school. At such a hearing the attendance of a parent / guardian / representative is mandatory.
  5. A learner who repeats a level 2 offence may be required to attend either an informal disciplinary hearing or, depending on the seriousness of the matter, a formal disciplinary hearing on the same terms as specified in clause 4 above.
  6. The level 2 offences will be captured electronically demerits and detention notes will be generated electronically.
  7. Detention takes place on Wednesday afternoons for one hour, after formal lessons (14:00 – 15:00) and generally involves the learner doing written punishment.
  8. A CS Detention is a Community Service Detention which usually takes place on a Monday afternoon for 2 hours (14:00 – 16:00) and involves the learners in some form of physical activity around the school property. Non-attendance of a Detention without a legitimate excuse (presented in advance) could lead to a warning letter being issued and further disciplinary action.
  9. Level 2 offences may result in the denial of privileges or the withdrawal of recognition.

### LEVEL 3 (SCHEDULE 1) OFFENCES

DISCIPLINARY OFFENCES	RECOMMENDED SANCTIONS
1. Alcohol – possession / selling / under the influence at school or on school outings	1. Suspension from school, formal disciplinary hearing, 4 X CS Detention, warning letter
2. Assault on a fellow learner (causing bodily harm)	2. Suspension from school, formal disciplinary hearing, Detention, warning letter
3. Bullying / intimidation including cyber bullying	3. Suspension from school, Detention, warning letter
4. Cheating / attempted cheating in a final exam	4. Implementation of official GDE procedure
5. Collective action – being part of a group disrupting / intending to disrupt running of the school	5. Suspension from school, formal disciplinary hearing, Detention, warning letter
6. Possession / distribution of test / exam material prior to test / exam	6. 0 for test / exam, formal disciplinary hearing, Detention, warning letter
7. Disruptive behaviour affecting smooth running of the school	7. Suspension from school, formal disciplinary hearing, Detention, warning letter
8. Disruptive behaviour during extra	8. Suspension from activity / future

mural activity or on an excursion / tour .	outings, Detention, warning letter
9. Drugs – usage not associated with school	9. Parental involvement, professional intervention, possible suspension pending outcome
10. Gangs – forming / promoting / participating in gang-related activities	10. Suspension from school, formal disciplinary hearing, Detention, warning letter
11. Prejudice – conduct that defames / harasses a learner on basis or race or sexual orientation	11. Suspension from school, formal disciplinary hearing, Detention, warning letter
12. Public indecency	12. Suspension from school, formal disciplinary hearing, Detention, warning letter
13. Sexual harassment of educator / learner	13. Suspension from school, formal disciplinary hearing, Detention, warning letter
14. Sniffing of substances, e.g. glue, meth's, thinners etc.	14. Suspension from school, parent involvement, professional intervention, warning letter
15. Threatening / intimidating a member of staff	15. Suspension from school, formal disciplinary hearing, Detention, warning letter
16. Verbal abuse of educator	16. Suspension from class / school, formal disciplinary hearing, Detention, warning letter

### PROCEDURES FOR A LEVEL 3 OFFENCE:

1. The Level 3 offences listed above include all the offences listed in the Provincial Gazette Extraordinary of 4 October 2000 as SCHEDULE 1 OFFENCES, i.e. serious misconduct that may lead to suspension.
2. Level 3 offences are generally referred to the Deputy Principal.
3. Parents will be informed of a learner's suspension from school telephonically and / or electronically / in writing.
4. A disciplinary hearing for a Level 3 offence will take the form of a Formal Disciplinary Hearing. At such hearing the attendance of a parent / guardian is mandatory.
5. Repetition of a Level 3 offence will result in a learner having to attend a second Formal Disciplinary Hearing with the possibility that the School Governors will recommend a permanent exclusion from the school.
6. Detention is a Community Service Detention which usually takes place on a Thursday afternoon for 2 hours and involves the learners in some form of physical activity around the school property. Non-attendance of Detention

without a legitimate excuse (presented in advance) could lead to a warning letter being issued and further disciplinary action.

7. The offences and demerits will be captured on the school's discipline system.
8. Level 3 offences may result in the denial of privileges or the withdrawal of recognition.

<b>DISCIPLINARY OFFENCES</b>	<b>RECOMMENDED SANCTIONS</b>
1. Alcohol – drinking / drunk at school / on school outing	1. Suspension from school, formal disciplinary hearing, Detention, warning letter
2. Assault on a fellow learner (causing bodily harm)	2. Suspension from school, formal disciplinary hearing, Detention, warning letter
3. Assault on an educator	3. Suspension from school, formal disciplinary hearing, Detention, warning letter
4. Drugs / illegal substances – usage / under the influence / dealing / selling	4. Police, suspension from school, formal hearing, parent involvement, disciplinary hearing, professional intervention, Detention, warning letter
5. Repetition of Level 3 (Schedule 1) offence	5. Suspension from school, formal disciplinary hearing, Detention, warning letter
6. Sexual assault / rape	6. Police, suspension from school, formal disciplinary hearing. Possible expulsion
7. Theft	7. Police, formal disciplinary hearing, suspension. Possible expulsion
8. Vandalism – malicious damage to property leading to permanent damage / financial loss	8. Suspension from school, formal disciplinary hearing, Detention / expulsion, Parents liable for costs incurred

#### **PROCEDURES FOR A LEVEL 4 (SCHEDULE 2) OFFENCES**

1. The Level 4 offences listed above include all the offences listed in the Provincial Gazette Extraordinary of 4 October 2000 as SCHEDULE 2 OFFENCES, i.e. serious misconduct that may lead to expulsion.
2. Level 4 offences are generally referred to the Deputy Principal and may then be escalated to the Principal.
3. The police will be called in by the discretion of the Principal for any offence that could lead to criminal charges being laid.

4. Parents will be informed of a learner's suspension from school telephonically and / or electronically / in writing.
5. A disciplinary hearing for a Level 4 offence will take in the form of a Formal Disciplinary Hearing. At such a hearing the attendance of a parent / guardian is mandatory.
6. Repetition of a Level 4 offence will result in a learner having to attend a second Formal Disciplinary Hearing with the possibility that the School Governors will recommend a permanent exclusion from the school.
7. Detention is a Community Service Detention which usually takes place on a Thursday afternoon for 2 hours and involves the learners in some form of physical activity around the school property. Non-attendance of a Detention without a legitimate excuse (presented in advance) could lead to a warning letter being issued and further disciplinary action.
8. Level 4 offences may result in the denial of privileges or the withdrawal of recognition.
9. Official Warnings can be carried over from one year to the next.

## **SCHEDULED DRUG / SUBSTANCES**

**Schedule 1 and 2:** Can be bought over the counter

**Schedule 3 and 7:** Require a prescription – the higher the schedule, the more addictive the substance

**Schedule 8:** Illegal substance – possession thereof is against the law

- a. The school will take committed steps to combat drug usage or drug dealing among the learner population:
- b. If there is a reasonable suspicion (see Government Gazette no. 18900, 15 May 1998) that Schedule 8 drugs / illegal substances are being brought onto the school property, either for personal use or for the purpose of distribution or sale to others, then the local SAPS will be called to conduct random searches among the learners. Any learner thus found to be in possession of a drug / illegal substance faces the possibility of arrest and possible expulsion.
- c. The school will also conduct random searches amongst the learners from time to time.
- d. If the school discovers that learners has any Schedule 8 drug / illegal substance in his / her possession OR tests positive for an illegal substance in a drug test administered by the school, the following measures will be taken:
  - i The SAPS will be called to the school.
  - ii A case docket will be opened with the local police.
  - iii The school will contact the parents / guardians of the learner who will now be suspended until further notice.
  - iv Within 24 hours of this contact, the parents / guardians and the learner will be required to meet the Deputy principal or Principal and a member of the school's Counselling Team, to discuss the way forward.

- v As an outcome of this meeting, the parents / guardians will have to assist the learner to enter a suitable and professionally recognised rehabilitation programme.
- vi For the learner to continue his / her education at this school, evidence in writing of his / her enrolment in a rehabilitation programme must be provided, as well as evidence of his / her continued participation until it is concluded.
- vii The learner will also be required to sign an agreement to enter a diversion programme, which, if it is successfully completed, will bring an end to the prosecution of the learner. If, however, the learner defaults from conditions set out in the diversion programme agreement, then the prosecution of the learner will continue until the case has been concluded.
- viii The school, at the discretion of the Principal, reserves the right to implement its own sanctions against the learner as provided for in the CODE OF CONDUCT.
- ix Should the learner at any stage withdraw from either the rehabilitation programme or the diversion programme before one or both have been concluded the school will proceed with the relevant disciplinary steps set out in the CODE OF CONDUCT. This could result in the expulsion of the learner from the school.
- x Learners and their parents / guardians must realise that the school has a policy of zero tolerance towards any person who brings Schedule 8 drugs / illegal substances onto school property with the intention of using / supplying / selling these to other persons (see the Provincial Gazette Extraordinary of 4 October 2000 – Schedule 2). The SAPS will be summoned to arrest the learner concerned and severe disciplinary steps in terms of the CODE OF CONDUCT will follow.

## **PART VI – GENERAL INFORMATION**

### **1. Leaders**

- a. The school elects leaders according to the leader policy and procedure.
- b. The leaders chosen are announced and sworn in at the merit evening in October/November each year.
- c. The leader's body consists of a Head Boy and Girl and one deputy each. The number of leaders elected will be determined by the school enrolment.

### **2. Text Books**

- i In most subjects text books are issued to learners as part of the School's text book loan scheme.

- ii Text books issued by the school must be returned after use in condition similar to when they were issued. Learners must replace lost or badly damaged books at a cost of R200.00 (which will automatically increase each year).
- iii All text books must be covered by learners in plastic sleeves.

### **3. Uniforms**

Parents / guardians must ensure that the uniform items they buy conform to the requirements of the DRESS CODE.

### **4. Tuckshop**

The school's Tuck Shop is open every day.

### **5. Photos on Facebook / Website**

**In accordance to the POPIA Act no photos of learners will be published on social network unless written consent was given by the parents.**

From time to time the learner's photos will be published on Facebook / website. If you want your child's photo to be removed from Facebook / website please contact the Administrator immediately via email: [finance@empies.co.za](mailto:finance@empies.co.za) or send an inbox on Facebook via messenger.

### **6. E-mail**

The school's email addresses is:

[admin@empies.co.za](mailto:admin@empies.co.za)

[finance@empies.co.za](mailto:finance@empies.co.za)