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Somerset College

Celebrating Potential

Letter from the Headmaster

January 2010

Dear Parents

This handbook has been compiled as a tool for your use. Our school is a busy and multi-faceted place, and in order to ensure that your support of your child is made as simple as possible, the information contained here has been carefully compiled to be user-friendly.

Before calling the school for information, please check this handbook to ensure that the answer does not lie herein. Our office receives very high call volumes, and many of the answers can be found in this publication.

I wish you and your families all of the best for the school year.

Yours sincerely

Dave Campbell
HEADMASTER

Important Contact Details

Physical Address: Bredell Rd, Somerset West, 7130
Postal Address: P.O. Box 2440, Somerset West, 7129
Telephone: 021 842 3035
Fax: 021 8423908
Sports Line: 021 842 8057
Website: www.somersetcollege.co.za
E-mail Address: info@somcol.co.za

Headmaster's Secretary: Ms Carol Mitchell-Baker cmb@somcol.co.za
Deputy Head: Mr Zane Godwin zgodwin@somcol.co.za
Deputy Head: Mrs Janine Tessendorf jt@somcol.co.za
School Secretary: Mrs Shirley Mussmann sm@somcol.co.za
Assistant Secretary: Ms Jeanna Wessels jeanna@somcol.co.za
Admissions Officer: Mrs Jean Lewin jlewin@somcol.co.za
Account Enquiries: Mrs Brenda Buckland buckland@somcol.co.za
Head of Sport: Mr Quentin du Toit qdutoit@somcol.co.za
House Parent: Mrs Anthea Oliver ao@somcol.co.za
021 8420018.
House Parent: Mr Clarence Oliver co@somcol.co.za
021 8420018
Facilities Bookings: Mrs Melanie Barnard mb@somcol.co.za
Matron: Sr Sarah Parker spr@somcol.co.za
021 8422179

Somerset College bank account details for school fees:

Bank: Nedbank, Somerset West
Branch: 106012
Account: 1060102919 (current account)
Important note: Please reference your deposit slip with the students surname and initials, and fax the deposit slip to Mrs Brenda Buckland at 021 842 3098



Somerset College

Celebrating Potential

Vision Statement

We envisage a College which

- Offers a world-class standard of education
- Strives for excellence in all activities according to each individual's unique ability
- Nurtures sound, caring relationships
- Has a Christian foundation but fosters respect and understanding of other religions
- Creates a stimulating and challenging working environment for the entire College community
- Provides an educational asset which serves the wider community

Mission Statement

We envisage a College which

- encourages best use of talents and lifelong learning
- is committed to core values of caring, honesty, integrity, diligence and respect for the needs of others
- provides a broad and balanced programme that enhances the acquisition of life-skills
- encourages students to think and act independently and to take responsibility for their decisions
- encourages students to address the needs of the wider community in a responsive way
- is managed on sound business principles

Somerset College Board of Governors 2010

BOARD MEMBER	PORTFOLIO
Arlene Laing	Chair; all Committees; parent
Enrico Greyling	Vice chair; Chair Finance Committee; past parent
Robert Goff	Diversity Committee; past parent
Rev Michel Hansrod	Church Unity Commission representative; Chair Spirituality Committee; non-parent
Dieter Kulenkampff	School legal adviser; non-parent
Paul McNaughton	No specific portfolio; advisor to Marketing; non-parent
Ed du Plessis	Chair Marketing Committee; parent
Sue Gardener	Chair Education Committee; non-parent
James Scott	Chair Buildings & Grounds Committee; past parent
Terri Murdoch-Coyle	Chair Fundraising; parent
Fabienne Edmeades	Prep School Parent Association; parent
Melissa Rademan	Prep School Parent Association; parent
Maarten Schurer	Senior School Parent Association; parent
Gina Clifford-Holmes	Senior School Parent Association; parent
Doug Batchelor	No specific portfolio; parent
Duncan Brown	Education Committee member; parent
Dave Campbell	Ex-officio; Headmaster Senior School
Jan de Waal	Ex-officio; Headmaster Prep School
Zane Godwin	Ex-officio; Deputy Head Senior School
Janine Tessendorf	Ex-officio; Deputy Head Senior School
Warren Bevan	Ex-officio; Deputy Head Prep School
Gail Schulschenk	Ex-officio; Financial Manager College

Somerset College Parents Association

The Somerset College Parents Association exists to promote communication between parents, college staff and the Board of Governors. The Association Committee is made up of parents/guardians nominated and elected by parents. Parents are strongly encouraged to make their interest in serving known to committee members. The functions of the Association Committee include the following:

- To communicate with parents on all matters relating to their children's needs and concerns, be it academic, cultural, social or sporting.
- Where the Association considers it is not qualified to resolve certain matters due to specialization and/or confidentiality, it is the responsibility of the association to facilitate or forward such matters to the person(s) or representative body.
- To assist with fund-raising as requested by the Board of Governors.
- To institute and promote initiatives designed to help parents and learners cope with various problems, e.g. teenage drinking, substance abuse, private party guidelines, etc.
- Be active in the support of extra-curricular activities such as sporting and cultural events and encourage other parents to participate.
- Be aware and supportive, through communication, of the day to day needs of the learners (dress code, tuck shop, campus rules, etc.)
- To encourage dialogue between parents and the Association with the aim of being proactive in addressing issues.
- All committee members are assigned to grades as contacts for those parents/guardians.
- To organize social evenings and thereby promote school camaraderie.
- The Association, through the Chairman and Vice-Chairman, is represented on the Board of Governors and thus forms the primary link between the two bodies.
- To be concerned with the well-being of all associated with the College and in doing so to stimulate and encourage the College's prime objective i.e. to offer a well-balanced, world-class education.

Staff

Headmaster: Mr D Campbell

Deputy Heads: Mr Z Godwin
Mrs J Tessendorf

Chaplain: Mr P Cordery

Grade Heads

Mr P Cordery	Grade 8
Mrs N Fein	Grade 8
Mr A Brink	Grade 9
Mrs L van Zyl	Grade 9
Mr B Coxon	Grade 10
Mrs C Engelbrecht	Grade 10
Mr G Esterhuyse	Grade 11
Ms K Kruyshaar	Grade 11
Mr M Engelbrecht	Grade 12
Mrs M Gibson	Grade 12

Heads of Departments

Mr K Baartzes	French
Mrs J Botha	Information Technology
Mr S Chapman	Director of Music
Mr B Coxon	Mathematics
Mr Q du Toit	Sports Administrator and Outdoor Education
Mr M Engelbrecht	Geography
Ms T Engledow	Accounting and EMS
Mrs M Gibson	Life Sciences
Dr H Kitshoff	History
Mrs M Xauka	Xhosa
Mr M Loubser	Information Technology Manager
Mrs A Oliver	Life Orientation
Mrs I Rohwer	German
Mr G Sayer	English
Mrs H Scott	Drama
Mr L van Coppenhagen	Afrikaans
Mrs L van Zyl	Physical Science
Mr C Vermaak	Technology
Mr C Walters	Media Centre
Ms K Weeks	Consumer Studies
Ms N Welgemoed	Visual Arts

Staff Members

Mrs M Bezuidenhout	Afrikaans
Mrs E Botha	Afrikaans
Ms C Botes	Visual Arts and Music
Mr A Brink	Life Sciences
Mrs C Büttner	Visual Arts
Mr G Caldwell	English
Mrs D Campbell	English
Mr P Cordery	Music
Mr R Curtis	Mathematics
Mr F Davis	English
Mrs C Engelbrecht	Geography
Mr G Esterhuyse	Mathematics
Mrs N Fein	English
Mr R Gebe	Laboratory Assistant
Mr Z Godwin	Life Sciences
Ms M Grundlingh	French and History
Ms K Kruyshaar	Life Sciences
Mrs H Lategan	Afrikaans
Mr D Lutge	Life Orientation
Mrs S Nightingale	English
Mrs A Nock	Music
Mr C Oliver	Mathematics
Mr M Pickering	History and Life Orientation
Mrs S Pieterse	Afrikaans
Dr E Prins	Maths
Mrs R Renaut	Physical Science
Mr D Schuster	Mathematics
Mrs J Tessendorf	Physical Science
Mr G Tucker	Physical Science
Ms J van Aswegen	Dramatic Arts
Mrs J van der Merwe	Mathematics
Mrs C van Zyl	Afrikaans
Mr C Vermaak	English
Mr J Webb	EMS

Learner Support

Mrs T Visser	School Psychologist
Mrs S Moolman	Occupational Therapist
Ms D Badenhorst	

Administrative Staff

Mrs C von Stein	Text Books & Fundraising Secretary
Mrs M Barnard	Functions Coordinator
Mrs J Lewin	Admissions
Ms C Mitchell Baker	Headmaster's Secretary
Mrs S Mussmann	School Secretary
Mrs B Wynne	Clothing Shop
Mrs G Wyness	Clothing Shop

Finance Staff

Mrs B Buckland	Debtors
Mrs Ruth Mills	Debtors
Mrs J Gibson	Budget Control and Board Secretary
Mr J Groenwald	Assistant Accountant
Mr D Bester	Finance
Mrs G Schulschenk	Business Manager
Mrs C Slade	Accountant

Facilities Management (Drake and Scull)

Mr C Adams
Mr E Briers
Mrs D Carlyle
Mrs M Cooper
Mr A Leibbrandt
Mrs M Newman

Boarding

Mrs A Oliver	House Parent
Mr C Oliver	House Parent
Sr S Parker	Matron

Fedics

Ms K Schleicher

STUDENT LEADERSHIP 2010

Head Prefects

Head Boy	Bradley Carruthers
Head Girl	Megan Findlay
Deputy Head Boy	Patrick Fatzer
Deputy Head Girl	Constance Troxler-Bam

Prefects

Thomas Agates	Suné Bothma
Bongi Arosi	Gabriella Dankwerts
Nicholas Burke	Anna Degenaar
Kai-Uwe Jacobsen	Amber Dunton
Jean Malherbe	Catherine Makepeace
Marco Melfi	Jade Mattheys
Richard van der Berg	Jordyn Rawstorne
	Emily Churchman

PREFECTS IN CHARGE OF PORTFOLIOS

Eco	Emily Churchman & Jean Malherbe
Cultural	Thomas Agates, Amber Dunton & Marco Melfi
Pastoral Care	Anna Degenaar & Richard van der Berg
Social Responsibility	Suné Bothma, Bradley Carruthers & Catherine Makepeace
Public Relations	Patrick Fatzer & Constance Troxler-Bam
Sport and Spirit	Megan Findlay & Nicholas Burke

PREFECTS IN CHARGE OF HOUSES

Avontuur	Jordyn Rawstorne
Cloetenberg	Bongi Arosi
Helderberg	Kai-Uwe Jacobsen and Jade Mattheys
Vredelus	Gabriella Danckwerts

Deputy Heads of Houses

Cameron Johnstone	Avontuur
Kerry Lee Roberg	Cloetenberg
Alan Mathews	Helderberg
Catherine Makepeace	Helderberg
Kevin de Gouveia	Vredelus

Matric Committee

Kirsten Bachelor
Jana du Toit
Chelsea Isenberg
Camilla Salmon
Paula Wilson

General Information

The School Day

Lessons begin at 07:50 with the exception of Wednesday mornings where students start at 08:45. Students are expected to be at school at least five minutes before lessons commence so as to ensure that they are in class ready for the start of the first lesson each day. On a Wednesday morning classrooms are available for students who need to be dropped off earlier and a responsible person will be on duty on the campus.

On a Monday to Thursday the academic day ends at 14:45 after which the Grade 10s to 12s may go home if they do not have sporting commitments. The school day ends at 16:00 for Grade 8 and 9 students who either go to supervised prep or sports practice after formal lessons. Certain sports may carry on after 16:00 in which case the coaches will inform the students at the start of the season. On a Friday school ends for all students at 14:00 unless they have detention or sporting commitments (usually Tennis or Squash matches).

Prep

All Grade 8 and 9 students are required to attend prep until 16:00 on the days they do not have school sport. During this time it is possible for them to have access to the computer rooms, the library and supervised prep classrooms. In addition teachers will be available to provide extra assistance in Mathematics, Science or Afrikaans. Students are required to indicate on a form on the notice board where they will be for the duration of the prep session and their attendance is monitored. Prep commences on the first Monday of each term and ends on the last Thursday. If students in Grades 10 – 12 are not delivering academically, they may also be required to remain at school until 16:00. Requests to miss prep must be made in writing to Mr Godwin or Mrs Tessendorf.

Tests and Homework

At the beginning of each term students are issued with a test and homework timetable. Grade 8 and 9 students are required to do one and a half hours of homework a day and Grades 10 – 11 students, two hours per day. A homework timetable is issued to ensure that they are not overloaded. Similarly, a test timetable ensures that no more than one or two tests are written on any day.

Clothing Shop

The Clothing Shop is open between 09:00 and 13:00 on the day before each term starts and on the following days during term time:

Monday and Tuesday	09:30 to 15:00
Wednesday and Thursday	07:30 to 15:30
Friday	09:30 to 14:30

Lost Property

Lost Property is kept in the green bin at the Tuck Shop for 24 hours, after which it is moved into the Lost Property Room above the Tuck Shop. Students are welcome to look for their property in the green bin, or on Mondays, Wednesdays and Fridays for the first 20 minutes of lunch break in the Lost Property Room. At the end of each term students will be warned to clear Lost Property after which school items will go to Second Hand Clothing and other items will be donated to charity. Please assist us by ensuring that all items of clothing, etc., are clearly marked.

Absentees and permission to leave school early

Parents are requested to email Mrs Shirley Mussmann at sm@somcol.co.za or phone the school by 08:30 on the day that their child is ill. If a student is required to miss part of the school day or miss any school time, the request must be made in writing to Mr Godwin or Mrs Tessendorf.

Transport

A bus service runs from Somerset West and from Stellenbosch every morning. Parents wishing to make use of this service must contact Mrs Brenda Buckland in Finance.

Detention

Normal detention takes place on a Friday from 14:15 for either one or two hours. Teachers may place students in detention for various misdemeanors including nonattendance of sport or prep, homework incomplete, misbehaviour, etc. The detention list, **with the reason for detention, the name of the teacher who has given it and the number of hours**, is published on a Wednesday morning and read out in tutor meetings. Students who are guilty of more serious offences as well as students who have accumulated three or more detentions may be required to report on a Saturday morning from 08:00 – 12:00. Non-attendance of detention is viewed as a serious offence and may result in a disciplinary hearing.

Traffic

Parents are asked to adhere to our traffic requests to ease traffic flow and to keep our students safe. **No student may drive on our campus without a licence.** If he or she is only in possession of a learners' license, we request that he or she be accompanied by one of his or her parents. Parents of students in the secondary school are requested to drop off and pick up their children at the parking lot behind the Boonzaier Centre.

Only cars going to Stellenbosch may turn left into Bredell Road i.e. vehicles may not turn right onto the R44 from Bredell Road, and likewise vehicles approaching from the Stellenbosch side on the R44 may not turn right into Bredell Road.

Squash Cards

Any member of the Somerset College community is welcome to use our squash facilities and they may purchase access cards from Jacques Groenewald in the Finance block.

Lunches

Parents may order lunches termly for the children which can be collected from the kitchen at the start of lunch break each day. Alternatively, students may purchase lunch at the tuck shop which is open during both breaks and for a short time after school, or bring their own lunch to school. Kerstin Schleicher, of Fedics, may be contacted at fedics@somcol.co.za

Somerset College Uniform

Girls - Summer

College tartan dress (as supplied by the College), navy jersey with school logo, white socks, black leather school shoes – lace up or buckle. Shorts or the school winter slacks and the white College golf shirt (as supplied by the College) may be worn in place of the dress together with white track shoes (no more than 25% of shoe to have blue or black stripes) on ordinary school days.

Girls - Winter

White long-sleeved shirt, tie, tartan skirt, navy jersey with logo, black stockings, black leather school shoes – lace up or buckle, navy blazer, navy rain jacket. Only the school scarf may be worn. Long navy slacks (as supplied by the College) together with black socks only, may be worn on ordinary school days.

Boys - Summer

Shorts or long navy trousers (as supplied by the College), white golf shirt, navy or plain black belt, white socks with two navy bands, white lace-up track shoes (no more than 25% of shoe to have blue or black stripes). No canvas or slippers on shoes are permitted. The white golf shirt must be tucked in unless it is a specifically tailored shirt for hanging out.

Boys - Winter

Long-sleeved white shirt, tie, long grey trousers with a black leather belt, school grey socks, black lace-up school shoes (no slip-ons), navy jersey with logo, navy blazer, navy rain jacket or school padded jacket.

Blazers

Ownership of a blazer with buttons and school badge is compulsory. These may be worn to school but are not obligatory. They must be worn on formal occasions (with ties for boys in summer) and on class outings off the campus.

Notes on the wearing of uniforms:

- Shirts and blouses are to be tucked in at all times. Sleeves of long-sleeve white shirts may be rolled up. Summer golf shirt may not have sleeves rolled up. Only the new style tailored white golf shirt may be worn not tucked in.
- During the winter ties are worn at all times. The top button of the shirt must be fastened and the tie pulled up.
- Tracksuits and anoraks must be zipped up and should not flap open.
- Shoes must be clean at all times.
- No jerseys or T-shirts may be worn underneath the official College jersey or golf shirt.
- Girls may not wear eye-liner or lip gloss or thick mascara to school. Clear nail polish is allowed.
- Students may not wear jewellery with their uniform except for a small gold or silver cross on a thin long chain. Girls may wear plain studs or sleepers (one in the bottom of each ear). No pearl or diamond earrings.
- Girls may wear a white, black or navy scrunchie or alic band in their hair. Navy or black combs and silver or dark clips may be worn.
- Long socks, worn for sport must be pulled up at all times.
- Girls should wear their skirts at a length considered to be appropriate.
- On occasions when students are permitted to come to the College wearing civvies they should at all times be appropriately dressed.
- Boys' hair should be appropriately short and neat and appropriately styled. Girls' hair should be tied back neatly and be out of the eyes.
- No student may colour his or her hair in any colour other than natural colours. Only one natural colour is permitted.
- Boys must be clean-shaven.

-
- Students may wear smart casual clothes when they attend matches or concerts as spectators unless formal school uniform has been prescribed.
- Jerseys may not be worn around the waist.
- Matric hoodies may not be worn under jerseys or blazers. Matric hoodies are considered casual and may not be worn when Number Ones are required for school functions.
- All jackets, anoraks, jerseys, scarves and golf shirts must have a school logo.
- Padded jackets and blazers may not be worn with the summer uniform of shorts and golf shirts.
- Brown leather closed sandals with back strap may be worn with the summer uniform (boys and girls).
- The correct white socks must be worn with the summer uniform – no ankle socks allowed.
- Sport uniform items may not be worn with the school uniform.
- Students are required to ensure that their appearance and attire are, on all occasions presentable and appropriate so as to bring credit to them as students, their families and the College.

The Academic Programme

Preamble/Introduction

The Vision and Mission statements of Somerset College include the following;

We envisage a College which ...

- offers a world-class standard of education within a South African context*
- strives for excellence in all activities according to each individual's unique ability*
- creates a stimulating and challenging working environment for the entire College community*
- encourages best use of talents and lifelong learning*
- provides a broad and balanced programme that enhances the acquisition of life-skills*

The Academic programme is the primary reason for the College's existence and the teaching and learning that take place here needs to be in line with the vision of the school. It is however vital to emphasize that attitudes, skills and values are also developed in the Cultural, Sporting, Outdoor, Outreach and other programmes at Somerset College. This document deals only with the academic programme.

The Students of Somerset College

Entrance into Somerset College is in accordance with the admission, diversity and inclusion policies of Somerset College. This results in a student body that is diverse with respect to academic ability. The Academic programme needs to allow each student to reach their full potential and thus must cater for students that range from academically gifted to those with possible barriers to learning. The academic programme aims to instil a love for learning, self-disciplined and hard working attitude in the students. Students accept responsibility for their progress and level of application is reported on, and deemed as important, in all assessments.

Formal Qualifications

Somerset College is a South African school and the qualifications available to its students are in line with the South African National Qualifications Framework (NQF). Somerset College Secondary caters for students in Grades 8 to 12. Grades 8 and 9 fall under the Senior Phase of the General Education and Training (GET) band of the NQF. Grades 10, 11 and 12 fall under the Further Education and Training (FET) band of the NQF. Grade 9 students are prepared to meet the requirements for the GET Certificate.

While certificates are not issued at the end of Grade 9, a statement of results for each student is obtained from the Independent Examinations Board (IEB). The Grade 12 students write the National Senior Certificate (NSC) under the examining authority of the IEB.

External Assessment Body – the Independent Examinations Board IEB

As an independent school, Somerset College has elected to use the IEB as its examination authority. All external examinations for the National Senior Certificate as well as the GET Common Assessment Tasks (CATs) are written through the IEB.

Curriculum

The curriculum being offered at Somerset College is in accordance with the national requirements for the GET and National Senior Certificate. The following curriculum documents are currently being followed:

Grade 8 and 9: Revised National Curriculum Statement (RNCS)

Grade 10, 11 and 12 : the National Curriculum Statement Grades 10 – 12 (NCS)

The Outcomes - Based approach in the curriculum is applied. There is an emphasis on the acquisition of knowledge, skills, attitudes and values.

Planning and Review

Planning of the Learning Programmes and Assessments is delegated to the subject departments. A Head of Department (HOD), who is responsible for ensuring that the necessary planning, implementation and review takes place, leads each subject department.

Leaders of Learning Areas (LOLA) fulfil the same function in the GET phase. The macro planning takes place in department meetings prior to the students return at the beginning of each term. Subject departments meet weekly to review their progress and for further micro planning. Evaluation of the learning programmes takes place in these meetings and suggestions for improvements for subsequent years are noted.

Quarterly HOD and LOLA meetings are held each term. These meetings allow for planning and review as well as discussion of issues regarding the academic programme. Summative assessment (test and examinations) timetables are drawn up by senior staff and are distributed at the beginning of each year. Homework timetables are also distributed at the beginning of each year.

The purpose of the test and homework timetables is to ensure an even spread of the academic load expected from the students.

Assessment

Assessment at Somerset College is in line with the OBE assessment policies of the national curriculum statements. Assessment types used include; Baseline assessments, Diagnostic assessments, Formative assessments and Summative assessments.

The purpose of the assessment, the outcomes being assessed and the assessment standards is clearly understood by all role players. Wherever possible the rubric or assessment tool being used will be accessible to the students. The assessments are reliable, valid and form part of the learning programmes.

The Continual Assessment (CASS) is school-based and takes place throughout the year. A variety of assessment methods are used. Teacher, self and peer assessments are included. Various assessment techniques, methods and tools are used. These include tests, examinations, projects, worksheets, class tasks and longer term assignments. Oral, written and performance assessments are included. The CASS assessment tasks are collated to form the student's portfolio for each subject/learning area. Each subject/learning area has specific requirements as to what will be included in the portfolio.

In Grades 9 and 12 there are specific externally set examinations, CTAs and CATs that the students are required to complete. The Senior Certificate examinations are externally set, marked and moderated by the IEB. CTAs and CATs are set by the IEB but internally marked. IEB moderation of these and the Grade 9 and 12 portfolios takes place.

Recording

It is the responsibility of each individual teacher to maintain a record of assessment results. There is no prescription regarding the format that internal recording should take. In those instances where students are required to compile portfolios, there is generally some form of documentation in the portfolio that acts as a record of the assessment tasks in the portfolio. At each of the quarterly assessment dates teachers are required to record their assessment results on the computerised database. These results are then used to generate the quarterly school reports.

Moderation

Moderation takes place at several levels within the school (internal) and through the moderation structures of the IEB (external). Assessment tasks, including tests and examinations, that are set for entire grades are internally moderated at department level. Assessment results are also moderated within departments.

Quarterly assessment and examination results are moderated at department level and these marks are then presented to the academic deputy head for moderation. External moderation through the IEB moderation structures takes place in Grades 9 and 12. Moderation of portfolio work takes place at cluster level as well as by the IEB moderators (Grade 12). External oral/practical moderation takes place in several subjects by IEB appointed moderators. This happens on an annual basis.

Student Grievance procedure

Students may approach their subject teachers with concerns that they have about their progress in specific subjects. Should they feel that their questions are not being dealt with satisfactorily or for other reasons they can approach their tutors with grievances regarding the academic programme. While the Tutor is the first port-of-call for the students, they may also approach their Grade Heads, the Heads of Departments, the Deputy Heads or even the Headmaster.

Grievances could include: complaints about the standard of teaching or classroom practice in classes, teachers who do not adhere to the test or homework timetables, general calls for support when the workload is too great, queries about the content or marking of tests or any other academic matter. Parents are also free to contact the school through their child's Tutor should they have concerns about aspects of their child's progress. Should the grievance not be dealt with to the parents' satisfaction, they too can take it to the next level.

Reporting and feedback

Students are given feedback after the submission and marking of assessment tasks. Three parent - teacher meetings are held annually where parents are able to meet with subject teachers and tutors to obtain direct feedback regarding the progress of their child. A typed school report is sent to each parent at the end of each term. These reports contain a summary of the results of assessments as well as typed comments by the staff.

Mark entry

All marks on reports are given as percentages.

Terms 1 and 3 Report

- A mark sheet that reflects the assessment mark and application symbol for each Subject/Learning Area.
- Sport, Tutor, Grade Head or Headmaster comments are included.
- The Matrics receive a full report in Term 3 (as under full report below)

Term 2 and 4 Report

Full Report includes:

- A mark sheet that reflects the second assessment mark and application symbol, examination marks and mark symbols.
- Subject, Music, Cultural / Club, House Parent, Tutor, Grade Head and Headmaster comments.

Term 4 (Grade 9's)

Report includes:

- GETC results page reflecting SBA, CTA and Total marks. Trek comments, Tutor comment, Grade Head and Headmaster comment.

Student Support

Identification of students who are in need of academic support takes place in each class. The initial response and support offered will depend on the seriousness of the situation. Interventions will range from a single extra lesson offered by the subject teacher to a formal meeting with all subject teachers, tutors and parents to plan the best way forward. Details of these interventions can be seen in the academic support section of the Pastoral Care policy (see overleaf). Students who have special needs are dealt with in accordance to the inclusion policy.

SOMERSET COLLEGE HOMEWORK TIMETABLE 2010

GRADE EIGHT

Week One

	MON	TUES	WED	THURS	FRI
8 North	Maths Afr Eng Geog	Maths Drama Hist Tech	Eng Maths Afr Sci	3L Eng LO EMS	Maths Afr Sci Bio
8 South	Maths Afr Eng Geog	Maths Eng Art Hist	Maths Afr Bio Sci	3L Eng Drama EMS	Maths Afr LO Tech
8 East	Maths Afr Eng Geog	Maths EMS Hist Drama	Maths Afr Sci Bio	3L Tech Sci Eng	Maths Afr LO Eng
8 West	Maths Afr Eng Geog	Maths Hist Art LO	Maths Eng Tech Afr	3L Sci Bio Drama	Maths Eng EMS Sci

Week Two

	MON	TUES	WED	THURS	FRI
8 North	Eng Art 3L Tech	Afr Maths Hist Sci	3L Bio Maths Eng	Afr Geog LO Maths	EMS Maths Eng Afr
8 South	3L Eng Hist Sci	Afr Maths Bio Geog	Maths 3L Eng EMS	Maths Eng Sci Afr	Maths Afr Tech LO
8 East	3L Eng LO EMS	Maths Afr Tech Geog	Maths 3L Eng Sci	Maths Afr Eng EMS	Maths Afr Bio Art
8 West	3L Eng Bio Hist	Maths Afr EMS Sci	Maths 3L Eng Tech	Maths Afr LO Geog	Maths Afr Eng Sci

Each piece of homework should consist of approximately 20 minutes of work. In addition all Grade 8 and 9 classes have one hour of IT per week plus an extra English homework session on Fridays.

**SOMERSET COLLEGE HOMEWORK TIMETABLE 2010
GRADE NINE**

Week One

	MON	TUES	WED	THURS	FRI
9 North	Maths Afr Eng Geog	Maths Sci Art Hist	Afr 3L Tech Eng	Maths Eng Sci LO	Maths 3L EMS Bio
9 South	Maths Afr Eng Geog	Maths LO Drama Sci	Afr 3L EMS Hist	Maths Afr Tech Eng	Maths Eng Bio 3L
9 East	Maths Afr Eng Bio	Maths Sci Geog EMS	Afr 3L Hist Tech	Maths Eng LO EMS	Maths Eng Drama 3L
9 West	Maths Afr Eng Sci	Maths Bio Tech Geog	Afr 3L Eng Hist	Maths Afr LO Sci	Maths Eng 3L EMS
9 Central	Maths Afr Eng Hist	Maths Bio Geog Sci	Afr 3L EMS LO	Maths Afr Eng Tech	Maths Eng 3L Sci

Week Two

	MON	TUES	WED	THURS	FRI
9 North	Maths Afr Bio EMS	Maths Eng 3L Geog	Afr Eng Sci Tech	Maths Eng Drama LO	Maths Afr 3L Hist
9 South	Maths Afr EMS Geog	Maths 3L Eng Sci	Afr Eng LO Sci	Maths Eng Bio Art	Maths Afr 3L Hist
9 East	Maths Afr Eng EMS	Maths 3L Sci LO	Afr Eng Tech Geog	Maths Sci Bio Hist	Maths Afr 3L Eng
9 West	Maths Afr Art Tech	Maths 3L Sci Eng	Afr Hist EMS Bio	Maths Eng Drama LO	Maths Afr 3L Eng
9 Central	Maths Afr Drama Hist	Maths 3L Eng LO	Afr Tech EMS Sci	Maths Bio Art Eng	Maths Afr 3L Eng

**Each piece of homework should consist of approximately 20 minutes of work.
In addition all Grade 8 and 9 classes have one hour of IT per week plus an extra English homework session on Fridays.**

SOMERSET COLLEGE HOMEWORK TIMETABLE 2010

GRADES TEN AND ELEVEN

Week One

	MON	TUES	WED	THURS	FRI
Grade 10	3 2 6	3* 1 4 5	3 1 6	3 4 2	3 5 4
Grade 11	3* 5 4 1	3 6 4	3* 5 2 1	3 6 4	3 6 2

Week Two

	MON	TUES	WED	THURS	FRI
Grade 10	3* 1 6 4	3* 1 2 6	3* 5 4 5	3* 4 1 2	3 6 1
Grade 11	3* 6 4 2	3* 5 4 1	3* 5 2	3 1 2	3 5 6 1

Grades 10 and 11 have homework periods consisting of 40 minutes work.

***On these days the Mathematics homework period should consist of 20 minutes work.
Options 1 and 2 also have an additional homework period on Fridays.**

SOMERSET COLLEGE TEST TIMETABLE: 2010

GRADE EIGHT

Week One

	MON	TUES	WED	THURS	FRI
8N	Maths	EMS	Sci	Afr	Bio
8S	Maths	EMS	Bio	Afr	Sci
8E	Maths	EMS	Sci	Afr	Hist
8W	Maths	Bio	Tech	Afr	Sci

Week Two

	MON	TUES	WED	THURS	FRI
8N	Geog	Hist	3L	Tech	Maths
8S	Hist	Geog	3L	Tech	Maths
8E	Bio	Tech	3L	Geog	Maths
8W	Hist	EMS	3L	Geog	Maths

GRADE NINE

Week One

	MON	TUES	WED	THURS	FRI
9N	EMS	Maths	3L	Sci	Bio
9S	Sci	Maths	3L	Tech	Bio
9E	Hist	Maths	3L	EMS	Tech
9W	Hist	Maths	3L	Sci	Geog
9C	Hist	Maths	3L	Sci	Bio

Week Two

	MON	TUES	WED	THURS	FRI
9N	Hist	Maths	Tech	Geog	Afr
9S	Geog	Maths	Hist	EMS	Afr
9E	Sci	Maths	Bio	Geog	Afr
9W	Bio	Maths	Tech	EMS	Afr
9C	Geog	Maths	Tech	EMS	Afr

TEST TIMETABLE 2010: GRADE 10

1st TERM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
W2 18 Jan 1	19 2	20 3	21 4	22 5
W1 25 Jan 6	26 LS	27 HIST	28 1	29
W2 1 Feb 2	2 4	3 3	4 5	5 6
W1 8 Feb LS	9 HIST	10 1	11 2	12 3
W2 15 Feb 4	16 5	17 1	18 6	19 LS
W1 22 Feb 2	23 HIST	24	25 1	26 4
W2 1 March 6	2 5	3 3	4 LS	5 HIST
W1 8 March 1	9	10 2	11 1	12 4
W2 15 March 6	16 5	17 3	18 LS	19

2ND TERM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
W2 12 April 1	13	14 3	15 2	16 4
W1 19 April 5	20 6	21 LS	22 HIST	23 1
W2 26 April	27	28 3	29 2	30 3
W1 3 May 5	4 4	5 5	6 6	7 LS
W2 10 May HIST	11 1	12 3	13 2	14 3
W1 17 May 5	18 4	19	20	21

3RD TERM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
W2 19 July 1	20 2	21	22 3	23 4
W1 26 July 5	27 6	28 LS	29 HIST	30 1
W2 2 Aug 1	3 2	4 3	5	6 4
W1 9 Aug	10 5	11 6	12	13 LS
W2 16 Aug HIST	17 1	18 3	19	20
W1 23 Aug 2	24 4	25 5	26 6	27
W2 30 Aug HIST	31 LS	1 Sept	2	3 1
W1 6 Sept 2	7 3	8 4	9 5	10 6

4TH TERM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
W2 11 Oct 1	12	13 3	14 2	15 4
W1 18 Oct 5	19	20 6	21 LS	22 HIST
W2 25 Oct 1	26 2	27 3	28 4	29 5

TEST TIMETABLE 2010: GRADE 11

1st TERM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
W2 18 Jan 1	19 2	20 6	21 4	22 5
W1 25 Jan 1	26 LS	27 3	28 HIST	29
W2 1 Feb 2	2 3	3 4	4 5	5 6
W1 8 Feb LS	9 HIST	10 3	11 1	12 2
W2 15 Feb	16	17	18	19
W1 22 Feb 4	23 5	24	25 6	26 LS
W2 1 March HIST	2 1	3 2	4 3	5 4
W1 8 March 5	9	10 3	11 1	12 LS
W2 15 March HIST	16 2	17 6	18 4	19

2ND TERM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
W2 12 April 1	13 2	14 6	15 4	16 5
W1 19 April 1	20 LS	21 3	22 HIST	23 2
W2 26 April	27	28 3	29 4	30 5
W1 3 May	4 6	5 3	6 HIST	7 LS
W2 10 May 2	11 1	12 4	13 5	14 6
W1 17 May LS	18 HIST	19	20	21

3RD TERM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
W2 19 July 1	20 2	21	22 1	23 4
W1 26 July 5	27 6	28 3	29 HIST	30
W2 2 Aug 2	3 LS	4 3	5	6 4
W1 9 Aug	10 5	11 3	12	13 6
W2 16 Aug HIST	17 LS	18 2	19 1	20 4
W1 23 Aug 5	24 6	25 3	26 HIST	27
W2 30 Aug 2	31 LS	1 Sept	2	3 1
W1 6 Sept	7 4	8 3	9 6	10
W2 13 Sept	14 LS	15 HIST	16 5	17 2

4TH TERM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
W2 11 Oct 1	12 2	13 6	14 4	15 5
W1 18 Oct 1	19	20 3	21 HIST	22 LS
W2 25 Oct 2	26 3	27 4	28	29

TEST TIMETABLE 2010: GRADE 12

1ST TERM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
W2 18 Jan 1	19 2	20 6	21 4	22 5
W1 25 Jan 1	26 3	27 HIST	28 LS	29
W2 1 Feb 2	2 1	3 4	4 5	5 6
W1 8 Feb LS	9 3	10 HIST	11 2	12 3
W2 15 Feb 4	16 6	17 5	18 LS	19 HIST
W1 22 Feb 2	23 3	24	25 3	26 4
W2 1 March 5	2 6	3 LS	4 HIST	5 1
W1 8 March 2	9	10 3	11 4	12 5
W2 15 March 6	16 HIST	17 LS	18 1	19

2ND TERM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
W2 12 April 1	13 2	14 6	15 4	16 5
W1 19 April 1	20 3	21 HIST	22 LS	23 2
W2 26 April	27	28 6	29 4	30 5
W1 3 May 1	4 3	5 HIST	6 LS	7 2
W2 10 May 3	11 4	12 5	13	14
W1 17 May 6	18	19	20	21

3RD TERM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
W2 19 July 1	20 2	21	22 6	23 4
W1 26 July 5	27 3	28 1	29 LS	30
W2 2 Aug HIST	3 2	4 3	5	6 4
W1 9 Aug	10 3	11 6	12	13 LS
W2 16 Aug HIST	17 1	18 2	19 5	20 4

SUBJECT CHOICE 2010

1. Grades 8 and 9 in 2010

1.1 All students take the following subjects:

English	Natural Sciences
Afrikaans 1 st or 2 nd language	Human and Social Sciences
Information Technology	Economic and Management Sciences
Life Orientation	Mathematics
Technology	Arts and Culture

1.2 All students **MUST** select a third language:

French or German or Xhosa.

The exception is if a student has been recommended to do Support English or Support Afrikaans instead of a third language.

1.3 Music is a component of the Arts and Culture Curriculum and therefore all students will be exposed to music in the programme. Music is however offered as a subject for those Grade 9 students who are likely to choose music as a subject in their senior Grades. Students are asked to indicate if they would like to take music as a subject in Grade 9.

2. Grade 10 and 11 in 2010

2.1 It is essential that the choice of subjects for Grade 10 is made after thoroughly studying the separate booklet on Subject Choices. Thereafter, the relevant Subject Choice Form that accompanies the booklet must be completed. Each student must select seven subjects. Advanced Programme Mathematics is offered as an 8th subject for those students that meet the entrance requirements.

2.2 The options available are:

Compulsory Subjects

- 1 English Home Language
- 2 Afrikaans Home language or Afrikaans First Additional Language or Life Sciences
- 3 Mathematics or Mathematical Literacy
Life Orientation

Optional Subjects

One subject must be selected from each of the following groups:

- | | |
|----------------------------------|--|
| 4 th Subject | Physical Sciences or History or Consumer Studies |
| 5 th Subject | Life Sciences or Geography or French or German or Xhosa or Music or Information Technology |
| 6 th Subject | Visual Arts or Life Sciences or History or Accounting or Dramatic Arts |
| 7 th Optional Subject | Advanced Programme Mathematics |

3. Grade 12 in 2010

3.1 The options available are:

Compulsory Subjects

- 1 English Home Language
- 2 Afrikaans Home language or Afrikaans First Additional Language
or French (immigrants only) or German (immigrants only)
- 3 Mathematics or Mathematical Literacy
Life Orientation

Optional Subjects

One subject must be selected from each of the following groups:

- | | |
|----------------------------------|---|
| 4 th Subject | Physical Sciences or History or Consumer Studies |
| 5 th Subject | Life Sciences or Geography or French or German or Information Technology |
| 6 th Subject | Visual Arts or Life Sciences or History or Accounting or Dramatic Arts or Music |
| 7 th Optional Subject | Additional Mathematics |

NB: *A minimum of 6 students is required in any subject. The College reserves the right to withdraw the subject or to charge a supplementary fee if fewer than 6 students select a subject in a particular option.*

Somerset College is a dynamic school and as such there may be changes in the school programme and what is offered here from time to time. The information in this document is subject to change and should not be seen as binding on the school other than at the time of issue.

Academic Support Programme 2010

The school has identified Mathematics, Physical Science and Afrikaans as subjects where students often need additional support. We will therefore be providing teachers in the afternoons to assist students who need extra support and guidance in these subjects. Students who have been absent, away for sport or have missed school for any other reason would be most welcome to attend. These sessions can be attended instead of afternoon Prep, and a formal sign-up procedure with an attendance register will be followed.

Mathematics (HOD Mr Coxon)

Students are asked to speak to the teachers concerned beforehand to make the necessary arrangements.

Monday afternoons from 15:00 to 17:00	Dr Prins
Tuesday afternoons from 15:00 to 17:00	Mr Curtis
Thursday afternoons from 15:00 to 17:00	Mr Schuster

Physical Science (HOD Mrs van Zyl)

As a rule, students are asked to approach individual teachers and make arrangements to meet in the afternoons for Support Science.

In the second and third terms, specifically, the following applies:

Mondays	Grade 12	Mrs van Zyl
Tuesdays	Grade 10	Mrs Renaut
	Grade 11	Mrs Tessendorf
	Juniors	Mrs van Zyl
Wednesdays	Grade 12	Mrs van Zyl
	Grade 10	Mrs Renaut
Thursdays	Bookings for anyone by appointment	Mrs van Zyl
Fridays (Week 2)	Grade 12	Mrs van Zyl & Mrs Tessendorf

Afrikaans (HOD Mr van Coppenhagen)

In signing up for these sessions students will need to indicate their needs. They will not be helped with their homework during these sessions, unless this help relates specifically to difficulties which they are having with a section of work.

Week 1 (15:00-16:00)

Monday Mrs Pieterse and Mrs Lategan

Tuesday Mrs Lategan

Wednesday Mrs Bezuidenhout and Mrs Botha

Thursday Mrs Botha

Week 2 (15:00-16:00)

Monday Mrs van Zyl and Mrs Lategan

Tuesday Mrs Lategan

Wednesday Mrs Bezuidenhout and Mrs Botha

Thursday Mrs Pieterse and Mrs van Zyl

Sports Policy

(a condensed version of aspects directly applicable to students)

We **envisage** a sporting programme which aims to:

- Include all students
- Strive for competitiveness in all that we do
- Provide a choice of sports
- Equip young people with a lifelong love of physical exercise and sporting pursuits
- Be a sound educational experience which develops leadership, teamwork, sound values and attitudes

Our **mission** for sport at Somerset College is to:

- Be competitive in our 1st choice and Selected sports
- Offer a balance of both summer and winter sports
- Provide both team and individual sporting opportunities
- Offer our students wide exposure nationally and internationally
- Offer coaching and management of the highest standard
- Develop facilities of the highest standard

GENERAL

- As sport forms an integral part of the holistic educational program we offer, it is expected that all students participate in at least two afternoons of sport per week.
- All students in Grade 8, 9 and 10 are expected to commit to a 1st choice or Selected sport (see below), but may opt to participate in a 2nd choice sport in addition to this. Gr 11 and 12 students must choose at least one sport from any of the options.
- It should clearly be understood that commitment to a team sport also means a commitment and availability to all matches.
- Should a pupil be unable to participate in the sports program for medical or other reasons, a letter explaining this should be handed in to the Head of Sport.

SPORTS ON OFFER

Summer sport options:

Boys	1 st Choice	Selected	2 nd Choice
	Cricket	Tennis	Fitness
	Water Polo	Swimming	Indoor Hockey
	Rowing (additional fee)		Rock Climbing
			Squash
			Social Tennis
			Golf (selected)
Girls	Water Polo	Swimming	Social Tennis
	Rowing (additional fee)	Tennis	Fitness
		Indoor Hockey	Rock Climbing
			Squash
			Soccer
			Social Indoor

Hockey
Golf (selected)

Winter sport options

Boys 1st Choice

Rugby
Hockey

Selected

Squash

2nd Choice

Cross Country
Rock Climbing
Social Tennis
Golf (selected)

Girls Netball
Hockey

Squash

Social Tennis
Cross Country
Rock Climbing
Soccer
Golf (selected)

Outdoor Education Programme 2010

The aim of the Outdoor Education Programme is to enable the students to continue with their socio-emotional development in an environment away from the daily distractions and routines. Each year group has a separate programme which is scheduled for a specific time of the year to coincide with that year group's needs.

Outdoor Education Coordinator: Quentin du Toit

Grade 8

Venue: Mizpah (near Grabouw)
Date: 21 January 2010 – 24 January 2010.
Coordinator: Patrick Cordery and Grade 8 Heads
Other Staff: Grade 8 Tutors and prefects.
Aim: To help the students get to know their peers, prefects and their tutors.

Grade 9

Venue: Trek through Overberg and Southern Cape
Dates: First group leaves on 28 October 2010. Eighth group returns on 30 November 2010
Coordinator: Alwyn Brink
Other Staff: Grade 9 tutors, but this is not obligatory. Each group requires 2 adults and 1 of those needs to be a member of staff.
Aim: To further establish independence, make decisions and work as a team. To be exposed to some of the hardships of living away from the 'home comforts'. To be physically and mentally challenged.
Trek Preparation Weekend for Trek Adults 1 - 2 October 2009

Grade 10

Venue: Cedarberg
Dates: 11 September 2010 – 17 September 2010
Coordinator: Alwyn Brink; Quentin du Toit
Other Staff: Grade 10 Tutors, but this is not obligatory.
Aim: To help the students take responsibility for planning, organising themselves. To challenge in a more rigorous environment. Team work and mental challenges are the focus.

Grade 11

Venue: Back to Basics, Grabouw.
Dates: 15 - 19 February 2010
Coordinator: Quentin du Toit
Staff: Academic staff, preferably Grade 11 Tutors.
Aim: To challenge the students both physically and mentally. Prepare them for leadership.

Pastoral Care and support at Somerset College

The tutor system

Each student belongs to a tutor group that is made up of approximately 15 other students from the same grade and gender. A member of staff is appointed to act as tutor for each of the groups. The tutor is responsible for overseeing the programme and well-being of each of his or her tutees. The tutor groups meet formally for a single lesson each week and tutees are encouraged to meet informally with their groups on a quarterly basis. The tutor is the first point of contact for staff and parents regarding the progress of the student. The tutor is responsible for all aspects of the student's development, including the academic, social, sporting and cultural development. A tutor should remain with the same tutor group from Grades 8 to Grade 12. The tutor system provides each student with an opportunity to experience a sense of belonging.

The grade head system

Two senior staff are appointed as Grade Heads in each grade of the school. The Grade Heads are responsible for the well-being of the entire year group under their care. They work closely with the tutors in providing another level of support and authority for the students.

The school psychologist, counsellors and occupational therapist

Somerset College has one full time psychologist and several other staff that act as part - time counsellors. An occupational therapist on the staff provides professional learner support to students. Parents, staff and tutors will refer students to the psychologist when the need arises. The psychologist will, in consultation with the relevant role players, either deal with the issue or refer the student to outside professionals.

The school chaplain

The school chaplain plays an important pastoral role in the school. He acts as the primary spiritual counsellor in the school.

The pastoral care committee

Chaired by one of the Deputy Heads, this committee oversees the smooth running of the pastoral care structures in the school. The school counsellor, Life Orientation teachers, hostel parents, chaplain, and deputy heads meet regularly to share ideas and offer support to each other.

Academic support for students

The role of the academic staff in providing support for the students cannot be overemphasized. The subject teacher will offer support to a student who experiences academic difficulties in a particular subject. The teacher will decide on the level of intervention that is necessary. This may range from a quick extra lesson to more regular lessons. The teacher decides if it is necessary to refer the student to a tutor in that subject. The teacher will communicate with the parents and tutor of the child.

Students often require support in developing their levels of personal organization and work delivery, particularly when they fall behind in more than one subject. Weekly staff meetings are held where some of the time is dedicated to discussing students about whom staff are concerned. The level of intervention needed is agreed upon and is usually monitored by the student's tutor.

The daily support programme is used where progress needs to be monitored more closely. Care is taken to ensure that the student views this intervention as a support and not as a punishment. Parents of the student are informed of the progression of the intervention.

The school psychologist often refers students who require professional support to the network of psychologists and therapists that have a good working relationship with the school. There are occasions where, despite the repeated efforts of the staff, students do not respond positively to the support they have been offered. Once again, the subject teacher is the first step in the disciplinary process. Staff would then refer disciplinary issues to tutors, grade heads or the deputy heads for further intervention.

IMPORTANT NOTE: The DUPLICATE of this Declaration, accompanying this policy document, must be signed by parents and returned to the College.

SOMERSET COLLEGE AND THE PARENT RELATIONSHIP

It is a requirement of the College that the contents of this document should be studied by both parents prior to the beginning of a student's career at Somerset College.

Somerset College believes that a positive and constructive partnership between the school and a learner's parents or guardian is essential to the fulfilment of the school's mission. The school therefore reserves the right not to continue enrolment or not to re-enrol a student if the school reasonably concludes that the actions of the parent or guardian make such a positive, constructive relationship impossible, or otherwise seriously interferes with the school's accomplishment of its educational purposes or fails to uphold the core values of the school.

Parents best support a school climate of trust and respect by communicating concerns openly and constructively to the Educator closest to the problem, or to the Head of the School or where applicable the School Counsellor. Efforts by parents to lobby other parents or outside parties or to take up issues directly with other learners without exhausting internal processes, will be viewed by the school as undermining of its processes.

NAME OF PARENTS: (please print)

DECLARATION

We, the undersigned parents/ guardian, do hereby agree and undertake to:

1. Observe the rules, regulations and codes of conduct from time to time made and/or published by Somerset College.
2. Recognise that effective partnerships are characterised by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved
3. Respect the school's responsibility to do what is best for the entire community, while recognising the needs of the individual child.
4. Familiarise ourselves with and support the school's values, policies and procedures and do nothing which may serve to undermine these processes.
5. Seek to resolve problems and secure information through appropriate channels within the school (i.e. Educator, Counsellor, Headmaster or Governing body– in that order).
6. Provide a home environment that supports the development of positive learning attitudes and habits that are consistent with those of the school.
7. Involve ourselves in the life of the school, through volunteerism and other means, to promote the best interests of the students.
8. **Share with the school any religious, cultural, medical or personal information that the school may need to best serve their child and the school community.**
9. Treat everyone with respect and dignity and maintain an educational, rather than confrontational tone, in the face of the inevitable conflicts and challenges which might occur.
10. **Utilise the communication processes and support of the Parents' Association when appropriate.**

THUS DONE AND SIGNED at _____ on this the ____ day of _____ 20__

Signature of Mother/ Father/ Guardian

Signature of Mother/ Father/ Guardian

IMPORTANT NOTE: The DUPLICATE of this Declaration, accompanying this policy document, must be signed by parents and students, and returned to the College.

SOMERSET COLLEGE

CODE OF CONDUCT

It is a requirement of the College that the contents of this document should be studied by both parents and students prior to the beginning of a student's career at Somerset College.

NAME OF STUDENT: (please print)

DECLARATION

I the undersigned student, duly assisted by my parent/s identified hereinbelow, do hereby agree and undertake to:

- 3 Observe the rules, regulations and codes of conduct from time to time made and/or published by Somerset College;
- 4 Participate fully in the extramural activities and programmes offered by Somerset College including sports, cultural and recreational activities;
- 5 Attend all assemblies and chapel services unless I have been excused from attending the same.
- 6 Show respect for the needs and property of others and conduct myself in a truthful, honest and punctual fashion;
- 7 Refrain from doing anything or omitting to do anything that will bring my reputation and/or the reputation of Somerset College, its staff and/or students into disrepute.
- 8 Accept responsibility for my own behaviour and for my learning, and the consequences that may ensue from my failure to observe the rules, regulations, codes of conduct and undertakings described herein.

THUS DONE AND SIGNED at _____ on this the _____ day of _____ 20_____

Signature of student

Signature of parent - assisting student

Signature of parent - assisting student

Disciplinary Policy and Procedure

1. POLICY REGARDING DISCIPLINE

1.1. Somerset College has developed and will develop rules, policies, contractual obligations and codes of conduct (hereinafter referred to as “Standards”) to provide an orderly, happy and secure environment that promotes the development of students as individuals and as members of Somerset College and the community served by the College and to promote the objectives and values of the College from time to time.

1.2. The purpose of disciplinary action is to encourage disciplined conduct and compliance with the Standards amongst all students.

2. AUTHORITY TO DISCIPLINE

2.1. The authority to discipline a student shall vest in the Headmaster and the teaching staff provided that only a Disciplinary Committee appointed by the Headmaster from time to time shall have the power to expel students alternatively to suspend students for a period of more than one school day. This includes the authority to suspend from office or demote from office students in positions of leadership.

2.2. The Disciplinary Committee from time to time, shall consist of not less than 3 (three) and not more than 5 (five) persons nominated by the Headmaster from time to time. In nominating the persons to serve on a Disciplinary Committee the Headmaster shall not be limited to members of staff of Somerset College.

2.3. The Headmaster shall have the right to refer any alleged serious misconduct to a Disciplinary Committee as envisaged herein. Serious misconduct shall include but not be limited to:

2.3.1. intentional absence from the College or from a required part of the College programme without leave or without a valid reason;

2.3.2. committing any act associated with bullying or initiation;

2.3.3. inciting, encouraging or procuring any person to commit violence against any person or property;

2.3.4. assault, or attempted assault;

2.3.5. serious insubordination or disrespect;

2.3.6. fraud, theft, unauthorised possession of College property, misappropriation of money, goods or property, or pilfering;

- 2.3.7. possession of a dangerous weapon at the College without having obtained the prior consent of the Headmaster;
- 2.3.8. malicious damage to property, vandalism or graffiti;
- 2.3.9. any transgression of the substance abuse policy of the College;
- 2.3.10. indecent, immoral, improper, disgraceful or contemptuous conduct;
- 2.3.11. committing any criminal offence;
- 2.3.12. inciting, encouraging or persuading other students to disobey lawful and reasonable instructions, to refuse to do work, or to commence or resume work, or to wilfully disobey safety rules and procedures;
- 2.3.13. sexual harassment or sexually explicit behaviour at school, school events, outings and/or activities or with school colleagues;
- 2.3.14. actions provoking racism;
- 2.3.15. intimidation or threats to educators or fellow learners;
- 2.3.16. cheating and/or dishonest conduct;
- 2.3.17. conduct which has the effect of damaging the good name or reputation of the College or which undermines the standard of conduct expected of students of the College.

3. PROCEDURE AND HEARING

- 3.1. Where it is brought to the attention of the Headmaster alternatively becomes apparent to the Headmaster that the conduct of a student is such that it may merit the suspension of the student for a period of more than one school day alternatively the expulsion of a student;
 - 3.1.1. The College must inform the student and at least one of his parents or his guardian in writing of:
 - 3.1.1.1. The misconduct complained of;
 - 3.1.1.2. The date and time of the disciplinary inquiry;
 - 3.1.1.3. The venue at which the disciplinary inquiry will be held;
 - 3.1.2. The Headmaster shall nominate the members of the disciplinary committee and cause the disciplinary committee to be convened;
 - 3.1.3. The Headmaster may appoint the person/s, who need not be employees of Somerset College, to investigate and present the complaint against the student and to examine and cross-examine any person testifying at the disciplinary enquiry and make representations on behalf of the College.

3.2. The notice referred to in sub-clause 3.1.1 shall be given not less than 24 hours prior to the date of the intended disciplinary enquiry.

3.3. In the event that the student fails, without good cause, to appear at the enquiry and to remain in attendance until the completion of the enquiry alternatively any date and time to which the enquiry may be postponed, the Disciplinary Committee shall be entitled to its discretion to:

3.3.1. issue such directions as to the further conduct of the enquiry as it may deem fit; and/or

3.3.2. suspend the student until the completion of the enquiry; and/or

3.3.3. hear the evidence that may be presented to it and make such findings as it may deem appropriate.

3.4. In the event that the Headmaster is a member of the Disciplinary Committee, he shall be the chairperson thereof unless he nominates some other person to act as the chairperson. In the event that the Headmaster is not a member of the Disciplinary Committee he shall be entitled to nominate the chairperson provided that if he fails to do so the Disciplinary Committee shall be entitled to appoint a chairperson by majority vote.

3.5. At the hearing both the College and the student shall have the right to testify, produce evidence of whatever nature relevant to the proceedings, call witnesses and put questions to any witness or person giving evidence.

3.6. The student may be represented by his/her parent/s or guardian, a teacher at Somerset College or, upon good cause shown to the Disciplinary Committee, by a lawyer. In the event that the student intends to apply to the Disciplinary Committee to be represented by a lawyer he/she shall deliver written notice thereof to the Headmaster at least 24 (twenty four) hours prior to the time appointed for the commencement of the disciplinary hearing.

3.7. In the event that the Disciplinary Committee finds a student guilty of any transgression at a disciplinary hearing it shall, prior to making a final decision as to the disciplinary measures/penalty it may wish to pronounce, afford the student an opportunity to prove mitigating circumstances. The Disciplinary Committee shall be entitled to take the student's record and any other relevant information into consideration.

3.8. The Disciplinary Committee shall be entitled to:

3.8.1. suspend the student for such period and on such terms and conditions as it may determine; and/or

3.8.2. prevent the student from participating in any school event, activity, function, outing, exchange programme and/or tour alternatively authorise participation therein on such restrictive terms and conditions as it may deem just; and/or

3.8.3. impose such other disciplinary measure as it may deem fit in the circumstances; and/or

3.8.4. expel the student; and/or

3.8.5. suspend the operation of any disciplinary measure, either in whole or in part, upon such terms and conditions as it may deem fit;

3.9. The ruling of the Disciplinary Committee must be conveyed, without delay, in writing to the student and the parent/s of the student;

3.10. Save as specifically prescribed herein the Disciplinary Committee shall be entitled, from case to case, to prescribe the manner in which the disciplinary inquiry will be conducted.

3.11. In cases involving violence or in the event that there is a risk of damage to person or property the Headmaster shall be entitled to suspend a student pending the outcome of a disciplinary inquiry.

4. APPEAL

4.1. Subject to the terms and conditions set out in this clause, the student and/or his/her parent/s and/or his/her guardian shall have a right to appeal against the decision of the Disciplinary Committee to an Appeal Committee nominated by the chairperson of the Board of Governors of Somerset College from time to time.

4.2. The Appeal Committee shall consist of three persons nominated by the chairperson of the Board of Governors or Somerset College from time to time. The persons nominated need not be nominated from the ranks of the Board of Governors and/or employees of Somerset College.

4.3. The right of appeal given in terms hereof shall lapse unless the student and/or his/her parent/s and/or his/her guardian shall, prior to the expiry of a period of 7 (seven) days after the student or his/her parent/s or his/her guardian have been advised of the decision of the Disciplinary Committee, delivers to the Headmaster of Somerset College notice of appeal in writing stating the grounds for the appeal. The student and his/her parent/s and his/her guardian shall, in the appeal, be limited to the grounds of appeal

stated in the notice referred to in this sub-clause.

4.4. The appeal hearing shall be chaired by a person nominated by the chairperson of the Board of Governors from time to time.

4.5. At the Appeal hearing the parties shall have the same rights as at the disciplinary inquiry, excluding the right of appeal.

4.6. In the event that the Appeal Committee is of the view that there were procedural or evidential irregularities in the disciplinary hearing it may, in the conduct of its hearing, cause such irregularities to be remedied in such manner as it may deem fit.

4.7. The Appeal Committee shall be entitled to:

4.7.1. uphold the appeal or the decision of the Disciplinary Committee;

4.7.2. substitute the finding/s and/or the disciplinary measure/s imposed by the Disciplinary Committee with such finding/s and/or disciplinary measure/s as it may deem appropriate;

4.7.3. refer the matter or any aspect thereof back to the Disciplinary Committee alternatively a new Disciplinary Committee to be established by the Headmaster upon such terms and conditions as it may deem fit.

4.8. Unless the Headmaster, on good cause shown directs otherwise, any decision of a Disciplinary Committee shall not be suspended pending the outcome of an appeal. The Headmaster shall, however, be entitled to suspend the operation of any decision of a Disciplinary Committee, pending the outcome of an appeal, upon such terms and conditions as he may deem just.

4.9. The decision of the Appeal Committee shall be final and binding.

5. CONFIDENTIALITY

5.1. Save for the decision/ruling of the Disciplinary Committee and the Appeal Committee, the student, his/her parent/s and his/her guardian shall keep the evidence and information pertaining to the disciplinary hearing and the appeal hearing confidential, save to the extent that they or:

5.1.1. any of them have been authorised in writing, to publicise same by the Headmaster; or

5.1.2. the applicable party of them is obliged to disclose the same in terms of any law.

5.2. Notwithstanding the provisions of this clause the student and/or his/her parent/s or his/her guardian shall be entitled to disclose the evidence and/or information envisaged in this clause, for the purpose of seeking legal advice.

6. OTHER INFRINGEMENTS

All infringements which are not referred to a Disciplinary Committee as envisaged herein, shall be dealt with in a summary fashion by the relevant teacher and/or the Headmaster.

Harassment and Bullying Policy

MOTIVATION

Somerset College is committed to providing all staff and students with a working and learning environment which is free from harassment of every kind.

Our Vision and Mission Statements include:

“We envisage a College which nurtures sound, and caring relationships and is committed to the core values of caring, honesty, integrity, diligence and respect for the needs of others.”

Harassment or Bullying of any kind, in any context, is unacceptable and will not be tolerated by Somerset College. All staff and students are required to support the commitment of Somerset College to ensure that no member of the School community is subjected to harassment or bullying.

Harassment of any kind is deemed unlawful in South Africa.

WHAT IS HARASSMENT?

Harassment is any unwelcome and uninvited comment, attention, contact or behaviour of a nature which relates to one’s race, religion, disability, physical appearance or sex, in circumstances in which a reasonable person would have anticipated that the other person would be offended, humiliated or intimidated. It can be verbal, physical, psychological, written or visual. It can involve any members of the School community.

Harassment can take many different forms – for example:

- offensive comments about a person’s race, religion, physical appearance, dress, sexuality or private life
- jokes, intrusive questioning, messages or telephone calls of a racial, religious, physical or sexual nature or in relation to a disability
- distribution or display of offensive pictures or written material
- repeated unwelcome requests or invitations for social or other favours, for example, constant nagging for a date.
- leering, patting, pinching, touching or unnecessary familiarity
- indecent exposure, sexual assault, or rape.
- Hate speech such as racist comments.

WHAT IS BULLYING?

Bullying is a form of harassment. It is the wilful, conscious desire to hurt or threaten or frighten someone else. Bullying may be verbal, physical or psychological in nature.

Verbal bullying may include: name calling, offensive or threatening language, picking on people, ridiculing people openly or behind their backs, racist insults, sexual innuendo.

Physical bullying may include: fighting, pushing, shoving, invasion of personal space, damaging other people's possessions.

Psychological bullying may include: circulating personally offensive notes or material, graffiti, repeated exclusion from a peer or social group. This could also include gossip.

AS A VICTIM, WHAT CAN I DO?

Staff members or students who believe that they are being harassed should make it known to the offender that the comments, attention, contact or behaviour is unwelcome and offensive. In many cases, the offender has not considered the possibility that the behaviour is not acceptable. If the harassment continues, then the matter should be referred. Any person with whom the victim feels confident or comfortable may be approached. Students could approach any teacher, a member of the Humanities Portfolio, their parents, their Tutor, their Grade Head, the Chaplain, a Deputy Head or the Headmaster.

Parents should notify their child's Tutor, Senior Tutor, the Chaplain, a Deputy Head or the Headmaster of any incidents, which they feel can be construed as harassment or bullying and which the school should address.

Confidentiality

All complaints will be handled with the greatest degree of confidentiality possible. Those dealing with the issue will do so with utmost sensitivity and respect due to the sensitive nature of bullying. Where possible every effort will be made to include the victim in the problem solving process.

PROCEDURE

All staff members, Humanity Portfolio Members or other members of the school community have a duty to ensure that harassment brought to their attention or personally witnessed by them, is addressed as soon as possible. Harassment or Bullying of any kind, in any context, is unacceptable and will not be tolerated by Somerset College.

It is in violation of the school code of conduct and as such each complaint will be dealt with in accordance with the procedures outlined in the disciplinary procedures. A person who is guilty of harassing another member of this community may, after completion of the disciplinary process, face exclusion from Somerset College. Staff members, Humanity Portfolio Members and other members of the school community also have an important role in assisting with the promotion of a culture within the school which clearly defines and actively discourages harassment of any kind.

Victimisation

Victimisation of a person who

- has made or intends to make a complaint
- acts or intends to act as a witness, or
- supports or intends to support a victim

will not be tolerated at Somerset College. A person is victimised if threatened, harassed or subjected to any form of detrimental attention or action.

Wrongful accusations

Making wrongful accusations against another person would be in contravention with the code of conduct of Somerset College and may lead to disciplinary action.

Substance Abuse Policy and Strategy

INTRODUCTION

Drug use is a fact of life in contemporary society. Many people lawfully consume various categories of drugs and habit forming substances for medical and recreational purposes. It is against this background that a realistic but effective substance abuse policy and strategy must be developed.

POLICY REGARDING THE USE AND POSSESSION OF VARIOUS SUBSTANCES

1. The College does not allow students to use, be under the influence of or have in their possession at the College (including the Boarding House) or any College related activities (on or off school property and in or out of school uniform), or whilst travelling to or from the College or whilst wearing a College uniform and/or in any circumstances where the student may be associated by the public as a student of the College:

1.1. Alcohol;

1.2. Tobacco;

1.3. Illegal drugs;

1.4. Drug related objects and paraphernalia;

1.5. Analgesics or medicines excluding only analgesics and/or medicines currently being used with the knowledge and consent of the parent or guardian of the student in the treatment of an existing condition and in the case of prescribed medicines, upon prescription.

2. ALCOHOL

2.1. The College supports and promotes a responsible approach with regard to alcohol consumption.

2.2. Alcohol may only be served at school functions with the prior consent of the headmaster. Where there is alcohol, non-alcoholic beverages are to be readily available.

3. TOBACCO

Having regard to the health risks associated with tobacco use, the College is a smoke free zone provided that adults shall be entitled to smoke in areas at the College specifically designated for this purpose.

4. OTHER SUBSTANCES

The College prohibits:

- 4.1. The use, possession or sale of illegal drugs;
- 4.2. The illicit use of prohibited drugs;
- 4.3. The inappropriate use of drugs in sport;
- 4.4. The inappropriate use of prescribed and/or non-prescribed medicines;
- 4.5. The sale, supply or exchange of any of the above substances;
- 4.6. The inappropriate use of solvents, inhalants or other chemical agents.

5. PREVENTION

5.1. The College recognises that the ideal of an effective substance abuse policy is the prevention of substance abuse.

5.2. The College intends to achieve this by:

- 5.2.1. ensuring that an agreement for the prevention of substance abuse is concluded between the school, each respective student and his/her parents/guardian;
 - 5.2.2. offering an enrichment and life skills programme that will form a part of the College education programme;
 - 5.2.3. offering staff and parent educational programmes and/or materials relating to the prevention and identification of substance abuse;
 - 5.2.4. evaluating this policy and if deemed necessary adapting it according changing circumstances and conditions;
 - 5.2.5. appointing a member of staff to co-ordinate and organise the implementation of this policy.
- 5.3 Parents/guardians may be asked to participate in and/or contribute financially to the development of and/or implementation of programmes relating to the prevention of substance abuse.

6. INTERVENTION

6.1 The College supports a positive and supportive approach and will endeavour to modify inappropriate student behaviour and may, in its discretion, from case to case, waive and/or suspend disciplinary steps particularly in the event that a student voluntarily turns to his/her tutor or a member of staff for help;

6.2 In appropriate circumstances disciplinary steps will be taken and, in the event that the College is of the view that a criminal offence has been committed, the police may be notified;

6.3 The College will endeavour to conclude an agreement with each student and the parent/s and/or guardian of the student in terms of which the student undertakes to submit to appropriate treatment or counselling in the event that the College is of the reasonable view that the student has breached any of the provisions hereof. In those circumstances the parent/s and/or guardian shall be obligated, jointly and severally, to pay for such treatment and/or counselling and to authorise the respective institution, therapist and/or counsellor treating the student to furnish the College with progress reports upon request from time to time alternatively, and should the said institution, therapist or counsellor fail, refuse and/or neglect to supply the College with such reasonable reports as it may from time to time require, the student and/or parent/s and/or guardian undertake to solicit such reports from the institution, therapist and/or counsellor treating the student and to supply the same to the College.

7. SCREENING/SEARCHES

7.1 Where the College reasonably suspects that a student is using drugs and/or any prohibited substance and/or as part of a structured intervention or relapse prevention programme, the College shall be entitled to cause such tests as it may reasonably require necessary to be administered. The results of the testing shall not be made public but may be utilised in relation to disciplinary proceedings and may be shared with the student's parent/s or guardian.

7.2 Where the College reasonably suspects that a student has in his/her possession, possessions and/or in the boarding house accommodation occupied by the student any substance and/or article which would constitute a breach of this policy, the College shall be entitled to search the student, his/her possessions and/or the boarding house accommodation occupied by the student. Such searches will be carried out by persons of the same gender as the student concerned and should ideally take place in the presence of the student concerned, a person of his/her choice to support him/her (provided that such person shall be available within a reasonable period of time) and a second adult of the same gender.

7.3 Nothing contained herein shall be construed as placing a limitation upon the right of any public authority to search and/or conduct tests.

Somerset College
Information and Communications Technology
Acceptable Usage Policy
(Version 20081104.2252)
Statement of Ethics

The Somerset College Information and Communications Network places technological power at the fingertips of all members of the College community. As such, it also places a responsibility on all users of the network.

The ethical issues surrounding the network are really no different to those laid out in the Somerset College rules. The purpose of this acceptance policy is to reaffirm our acceptance of these rules and to underline how Somerset College rules and standards apply to the Information and Communications Network (ICN).

Please take note of the following basic rule:

Any individual in the College who makes use of the College equipment is expected to have consideration for the personal and material rights of others.

Hardware and Software

1. The computers are the property of the College community as a whole and are therefore a shared resource. As such, any form of tampering with the hardware (computers, UPS, air conditioners) and software will fall into the category of vandalism.
2. No user may change any setting on a computer that will have an influence on another user or move the hardware from one location to another. This includes any and all equipment (mouses, speakers, keyboards, printers, card readers, cameras, etc.).
3. No user may install any software (including screen savers, games, etc.) of any kind on any computer. All software or hardware installations have to be performed and approved by the IT Manager.
4. Software that a user has developed him/herself may be stored in the user's home folder, providing it falls into the category of academic software.
5. No games of any type may be stored or played (Windows games included) on any Senior School computer.
6. No music or movies may be played in the computer rooms without the permission of the IT Manager or teacher responsible for the class.
7. All workstations and laptops connected to the network automatically fall under and are bound by the management practices of the IT Department.

Network Identification & Implications

1. Users may not log onto the network using the credentials of any other user. This is considered to be fraudulent.
2. Users may not supply their login credentials to any other user. Users are to change their passwords should they suspect that it may have been compromised.
3. Users are held responsible for all activities performed with their network credentials. This may also have a cost implication should consumables be used by the use of your network credentials.

4. Using the College ICN to attempt to break into either the campus computer system or an off-campus computer system will be dealt with as a disciplinary issue.
5. Attempting to obtain another user's password or using another person's password is considered a form of theft (such as stealing a key for another person's locker).
6. Interfering in any way with another person's data, reading their files, or deleting their data is seen in the same light as reading personal letters, damaging personal property or stealing.
7. Taking advantage of a student who has left the room without logging off is seen in the same light as entering their locker without permission, and is considered inappropriate behaviour.
8. The IT Department reserves the right to disable a user account should they feel that there is a probability of misuse. In such cases users are to report to the IT Office to clarify matters. Users found guilty will be put on detention.
9. Users have the responsibility to report misuse by other users to the ITDepartment – it@somcol.co.za

Data storage and Transport

1. Memory sticks are the preferred method of data transport.
2. Users are urged to be considerate in their network usage not to take up unnecessary network disk space.
3. Shared data must be stored in the shared folders created by the IT Department for that specific purpose.
4. No data is to be stored on local workstations. Any workstation might be formatted and reinstalled without warning at any time.
5. E-mail is a communication tool and not a data transport method and large attachments will not be relayed.

Printing and Printers

1. Printers may only be used for academic purposes.
2. Care is to be taken when material is printed. Consumables (paper and toner) are not to be wasted. The A4 paper size should always be used to obtain cost effective paper coverage.
3. Temporary printouts should be kept to a minimum and page covering should be as high as possible. Small letter sizes are to be used. Web pages, Encarta, e-mail and photographs are not to be printed. Temporary texts should rather be e-mailed.
4. Projects should rather be handed in electronically via e-mail to staff or saved into a specific folder especially created for this purpose. Arrange this with the relevant staff member.
5. No other paper sizes, paper weights or other material may be put into printers without consultation with the IT Manager first. The maximum allowed paper weight is 160g. Normal paper weighs 80g.
6. Scanners and laser printers are not to be used as photocopy or duplication facilities.
7. Printing costs will be monitored and charged to the user's school account.
8. Costs per page will be displayed on the printers.
9. Used paper (even if nothing is printed on it) may NEVER be put back into printers.
10. Paper trays may not be handled by users and paper may not be removed from the trays.

11. Printers are only to be handled (opened, loaded with paper) by users authorized to do so by the IT Department.

Electronic Communication (E-Mail, Messaging, Bulletin Boards and Chat Groups)

Somerset College treats e-mail the same as paper mail. Therefore:

1. Users must respect the privacy of e-mail messages, and mail may not be read by another person or forwarded to another person without permission of the sender.
2. Electronic mail may not be misused. The following examples are considered as misuse: harassment of other users, unacceptable language, offensive messages, mail-bombs, mass mail, hate mail, junk mail; sending or distributing games, pornography including pornography considered as art, personal graphic images, chain letters, hoaxes, anonymous mail.
3. Sending of e-mail to groups or lists of people (mass mail) is not allowed.
4. Users may not send messages using another user's network credentials as this is considered to be fraudulent.
5. The content of a user's home folder and mail boxes is considered private. The IT Department reserves the right to inspect any and all storage spaces for potentially dangerous and unwanted files as well as viruses, to remove them if found, and log and report the matter.
6. No form of electronic messaging may be used on the network. This includes using messaging software that forms part of any installation.
7. Public messages such as those posted on bulletin boards or newsgroups must not include personal attacks (flaming), and should follow the ordinary rules of appropriate public language.
8. Any transmitted text to a public environment may not contain any language or content which the author would not be willing to share from the podium at a school meeting.
9. Chat groups will not be allowed at the College.
10. Various websites considered "non-academic" or "a threat to teenage development" will be inaccessible at the College.
11. Personal e-mails may be sent but only with permission from the teacher in charge of the specific lesson.
12. Users are to refrain from attacking staff or students on public websites or chat groups or post any material on a website without the permission of the person(s) involved.

Pirated Software

1. Commercial software is copyrighted and each purchaser must abide by the licensing agreement published with the software.
2. Use of illegally obtained software will be handled as a disciplinary matter as it falls into the category of theft.
3. No software of any nature may be downloaded from the Internet and placed on the computer's hard drive or the network drives.

Information from the Internet

1. Access to the Internet is for academic purposes only.
2. Users may not obtain material that is labelled as not intended for minors.

3. Users may not download, make public or intentionally view any material that is pornographic, abusive or inappropriate within the context of the school.
4. Disseminating the Internet addresses of sites containing such material can also be cause for disciplinary action.
5. If you are in doubt as to whether something falls into the categories mentioned above, please consult with the IT Department.
6. Students may not download any programmes (software) from the Internet. If there is a good reason for obtaining a piece of software, permission must first be obtained from the IT Department.
7. All internet activities are logged and monitored by software and the IT Department. Such logs may be published on the internal network as a deterrent for unacceptable use.
8. The internet line should be used in a responsible manner. No download larger than 5Mb should be attempted during office hours.
9. Streaming video and sound will be inaccessible at the College.

Physical Access & Behaviour

1. The IT Office is out of bounds for students even when the door is left open.
2. Silence should be maintained in the vicinity of computers to enable others to work without being disturbed (Library conditions).
3. Suitcases and bags are to be left outside computer rooms.
4. No form of food or drink (water bottles included) may be taken into the computer rooms.
5. Other resource material obtained in the computer rooms such as books may not leave the computer rooms and must be replaced where found.
6. The computer area which had been used, must be tidied up, waste paper thrown away and chairs moved in, to allow easy and acceptable access for the next user.
7. No pictures of any college member may be edited or disfigured in any way.
8. PAPER MUST ALWAYS BE USED SPARINGLY.

Safety

1. For your own safety, it is important never to supply personal information (address, phone number, etc.) over the Internet to someone you do not know.
2. For the interest of network security it is imperative that users do not open any e-mail or e-mail attachments from an unknown sender. These are to be deleted on reception.

Connecting personal Laptops \ Workstations to the ICN

1. Any private hardware (Laptops, PDAs, Smart Phones) may only be connected to the network if it is in no way a threat to the integrity of the network as a whole.
2. The College is not under any obligation to install a network point to enable connectivity or to supply a wireless access point.
3. The operating system is to be kept fully updated with the latest software patches.
4. The workstations have to have valid and updated virus software installed. The virus definitions have to be kept up to date on a daily basis.

5. Users supply their own fly lead. No other network equipment may be added to a network point without permission from the IT Department.
6. The MAC address of such a workstation will be recorded and tracked.
7. Any appliance that is unknown to the IT Department will be denied access to the network.

Consequences

1. The violation of College rules concerning the use of the ICN will result in the same disciplinary actions that would result from similar violations in other areas of College life.
2. Misuse of the ICN may result in the loss of privileges such as restrictions on network access, limited use of the computer facilities, or total restriction to e-mail and the network.

Indemnity and Disclaimers

1. E-mail disclaimer (for all e-mail): This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom it is addressed. If you have received this email in error, kindly notify the sender. Somerset College cannot be held responsible for the content of any linked website or any link contained in a linked website. The sender does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission. If verification is required please request a hard-copy version. This footnote also confirms that this email message has been scanned by virus software for the presence of computer viruses.
2. Any appliance connecting to the Somerset College network is used entirely at the risk of the owner of the appliance (Smart Phone, PDA, laptop, computer, etc.). The College will not accept any responsibility or liability for anything that may happen to any appliance while connected or being connected to the College network or servers.
3. The College will NOT get involved in any way with the setting up, connection, adjustment, management or configuration of any privately owned appliance.
4. The College reserves the right to amend this disclaimer / indemnity at any time without giving notice thereof.
5. The College does not accept responsibility for data loss of users though all possible steps will be taken to prevent such an occurrence.
6. The College, Board and Staff can not be held responsible for unacceptable material being viewed or accessed by users. Such cases will, however, be investigated and appropriate disciplinary action taken.

Agreement

In signing the declaration, students confirm that they understand that the use of the ICN and all computer facilities is a privilege and not a right, and as such accept that misuse of the system may result in their being refused access to these resources. They agree to abide by these rules in letter and spirit as they apply to the use of the Somerset College Information and Communications Network, and understand that violating them will result in disciplinary action by the school, up to and including dismissal.

Basic Technical Support and Terminology

Data transport: We strongly recommend that a memory stick is used to transfer data to and from the SC network. CDs & DVDs can also be used should you have large volumes of data to transport.

Licensing: The College is not allowed to supply copyrighted software to students.

Printing: Printing is monitored and charged on a six monthly basis to the school account. A printing cost message might appear on your screen as well as in your e-mailbox to indicate your print credits.

Hardware: The College does not supply hardware to students.

Code of Conduct: Please familiarise yourself with the **Information and Communications Technology Acceptable Usage Policy** as found on the intranet, in the school diary and in the College Policy Document.

Logon

Please contact the IT Department to acquire a network username and password should you not have one already.

- Press Ctrl-Alt simultaneously and then Del to get to the Logon Screen
- Type in your Username (the username is not case sensitive)
- Press TAB once
- Type in your Password (the password is case sensitive)
- Press TAB once
- Ensure that you log on to “SC”
- Press Enter



You will now be logged onto the network. Please be patient while your personal settings are being loaded.

Possible error message: “The system cannot log you on because the domain SC is not available.”

Solution: Your network cable is probably not plugged in properly. Plug it and reboot your PC.

Alternatively: Move to another computer.

It is imperative that you **log off** when you leave your computer.

Terminology

LOG OFF:

Click on: Start | Log Off | Yes

This will disconnect the user from the network and secure the user data. The computer will stay switched on.

SHUT DOWN:

Click on: Start | Shut Down | Select – Shut Down | OK OR Press the power button (on the box) briefly.

This will log the user off and switch the PC off.

Such a PC can not be managed or used. **Please do not shut PCs down without switching them on again.**

Should a computer become non-responsive (frozen), the PC can be shut down by pressing the power button and keeping the button it in for at least 5 seconds. This will force the PC to switch off. Please press the button again to switch it on again.

RESTART:

Click on: Start | Shut Down | Select – Restart | OK

This will log the user out, shut the computer down AND restart it again.

This is sometimes requested to ensure complete removal of old software after removal.

This is good practice to ensure a fresh and up-to-date (reset) start-up of a computer.

Should a computer become non-responsive (frozen), the computer can be forced to shut down by pressing the power button and keeping it in for at least 5 seconds. This will force the PC to switch off. Please press the button again to switch it on again.

Passwords

Strong Password Policy

- 1 Passwords have to be **10 or more** characters long
- 2 Passwords have to contain **alphabetic** as well as **numeric** characters.
- 3 Passwords have to contain **uppercase** as well as **lowercase** alphabetical letters
- 4 Previously **used passwords** are not to be used again.
- 5 Your **username** may not be used in your password.
- 6 Examples of strong passwords: Sandra1234 Budgie1964 Me19720427
- 7 Passwords have a life of 270 days and you will be prompted 14 days before expiry to change your password. Not changing your password within the 270 days will result in your username being disabled automatically.

Procedure to change your password:

1. Log successfully onto the network
2. Press Ctrl+Alt+Del
3. Select Change Password
4. REMEMBER: Passwords are case sensitive.
5. Old Password: type the **current** password, then press the Tab button.
6. New Password: type the new password that will be compliant with the above password policy; then press the Tab button.
7. Confirm New Password: retype the same new password; then press Enter.

Disk space

Disk space is an expensive resource. We therefore strongly recommend that you use your network disk space responsibly and that temporary and unnecessary files be deleted regularly. Also ensure that you save a single copy of the same file in the correct network resource. This will help you to keep track of the correct version of your files.

Some network disk areas are protected to prevent accidental deletion.

Please note that you are to use the Z: drive (home folder) to save data and not “My Documents”.

E-mail

E-mail is to be checked daily. Mail box space is an expensive resource. We therefore strongly recommend that you delete unnecessary e-mails and only keep those that are essential for future reference. The software will warn you when your mailbox becomes 80% full and will prevent you from sending any further e-mails. Should this state occur, please delete unnecessary e-mails immediately (from all e-mail folders). The software will stop receiving e-mail when your mailbox is 100% full. The senders will be informed that your mailbox is full and that their message could not be delivered. You must delete all unnecessary mail to rectify this condition. Remember to clean out the deleted items folder as well. You could also delete all your “Sent Items” to free up more space.

Setup

- On the desktop | Software | SOMCOL E-Mail (Setup)
- Answer "Yes" to confirm setup.
- After your mailbox has been set up the following link should be used to access your e-mail:
- On the desktop | Microsoft Office Outlook 2007 (NOT Outlook Express)

Signatures

An e-mail signature is a set of specified text lines that will be added to the end of all outgoing e-mail messages. This feature can then be used to identify you and supply basic contact details. For example:

Mr John Doe, South Africa

Minors are advised NOT to supply phone numbers or residential addresses in e-mail signatures. Only supply the required information. Be careful to supply too much information. Fax numbers tend to be misused for unwanted advertisements.

Adding a signature

1. From the main Microsoft Outlook window, on the Tools menu, click Options, and then click the Mail Format tab.
2. In the "Compose in this message format" list, tick both message options.
3. Under Signatures, click "Signatures..." button, and then click New.
4. In the "Enter a name for your new signature" box, enter a name. (e.g. SOMCOL Signature)
5. Under "Choose how to create your signature", select the option you want.
6. Click Next.
7. In the Signature text box, type the text you want to include in the signature.
8. You can also paste text to this box from another document.
9. To change the paragraph or font format, select the text, click "Font"- or "Paragraph" button, and then select the options you want.
10. Click Finish when you are done editing the new signature
11. Send an e-mail message to yourself to see what your signature will look like!

Web mail

Please keep in mind that NOT ALL the functionality that you have in MS-Outlook, will be available in the web interface.

How to access your SC e-mailbox from anywhere in the world:

- Browse to <http://www.somcol.co.za>
- Scroll to the bottom of the page and click on: Webmail – Staff & Students
- A "Security Alert" message might appear - click on "Yes" to proceed (Install the certificate).
- Supply the following information:
- **Username:** username
- **Password:** your password
- Click on Logon.

-

When you connect via the web mail interface you could also change your password by:

- Logging successfully onto your web mailbox
- Clicking on “options”.

Connecting private computers

Instructions:

1. Your computer needs to have the following: UTP Network Port; MS-Windows (with TCP/IP installed).
2. Your SC username and password will be needed.
3. The following procedure pertains to Windows XP (other Windows types might differ slightly).

Procedure:

1. Plug an unused network cable into your PC. You are responsible for your own network cable (DO NOT UNPLUG OTHER PCs TO CONNECT YOUR PC).
2. Switch on the PC and log on to it (if necessary).
3. The lights at the UTP port will light up indicating that a hardware connection was established.
4. To setup the **network environment** click on:
 - Start | Control Panel | Network Connections | Local Area Connection | Properties | Select Internet Protocol (TCP\IP) | Click on Properties
 - The following 2 options need to be selected : Obtain an IP address automatically; Obtain DNS Server Address Automatically
 - Click on OK | OK
5. To set up **Internet Explorer** to use the SC internet:
 - Start Internet Explorer; click on: Tools | Internet Options | Connections Tab | LAN Settings | Under Proxy Server: Select: Use a proxy Server for your LAN...
 - Type at ADDRESS: **10.34.0.1** PORT: **8080**
 - Select: Bypass proxy server for local addresses
 - Click on: OK | OK and close Internet Explorer.
6. The following steps will result in you having to supply your network username and password:
To map the drive letters you will have to browse to click on Start | Run and type in \\Cabernet\Netlogon | Select SC-Drives and press Enter. This will now attempt to connect the network drives for you. You will have to supply your username and password each time when requested.

Fundraising Policy

Definition

Fundraising is defined as 'any voluntary contribution to school funds'.

1. Preamble

1.1. Fundraising is an integral part of the school's community life.

1.2. This Policy applies to both the College and the preparatory.

1.3. Fundraising is an operational function of the school and is managed by the Headmasters.

1.4. Fundraising should have as one of its primary objectives the development of co-operation amongst parents and other members of the school community.

1.5. Fundraising should not impact negatively on the good name of the school.

1.6. The giving of time, money, goods and services should be an entirely voluntary act on the part of the school community, and at no time should any group or individual feel coerced or pressurised into participating in any fundraising initiative.

1.7. Fundraising should be sensitively handled and centrally co-ordinated, so that every attempt is made to ensure that the College and wider community does not suffer from 'donor fatigue' or that the school's resources are not placed under strain.

2. The Fundraising Committee

2.1. The Fundraising Committee, through the Headmasters, assumes the responsibility for all fundraising in the school.

2.2. Powers and functions:

2.2.1. Through the Headmasters, this body reports to the Board.

2.2.2. Whilst the Headmasters have day-to-day management of fundraising in the school as part of their executive function, the Board of Governors carries the ultimate responsibility for determining the scope of fundraising in the school.

2.2.3. Any proposed fundraising activity which falls outside of the activities of the Committee or its delegated sub-committees must be cleared by the Committee. The Committee, through the Headmasters, may choose to disallow requests for fundraising in the school at large.

2.3. Composition:

2.3.1. The Fundraising Committee is a self-perpetuating body which falls under the control of the Headmasters.

2.3.2. The Chair and members of the Committee are appointed by the Headmasters and may serve for a maximum of three years. Should there be a need to extend this term for any individual member, the Board's approval would be sought.

2.3.3. The Committee is made up of parents from both schools, and it may from time-to-time co-opt other members for specific functions.

2.3.4. Parents are invited to join the Committee by the Headmasters and the Chair, who act in unison on decisions of this nature.

3. Fundraising by established school bodies

3.1. Interest groups such as Parent Associations, sports groupings and subject department may raise funds outside of the Fundraising Committee's functions, but such fundraising should be a by-product of the offering of a service to the wider school community (eg the sale of foodstuffs at a function, or the provision of a social function for the benefit of parental interaction). Any fundraising of this nature must be cleared by the Headmasters or Committee.

3.2. Allocation of these funds is at the discretion of the body which has raised the funds. This, however, must be communicated to the Headmaster of the particular school in which the activity takes place

3.3. The Board, at its discretion, may task an individual or a group to raise funds for a specific project. However, all proposed activities by this body must be cleared by the Fundraising Committee, or by the Headmasters.

3.4. Fundraising by other individuals is permitted with the express permission of the Committee or the Headmasters, and must take place under the following conditions:

3.4.1. The activity does not target a school-wide or grade-wide group

3.4.2. It is not compulsory for students and/or parents to participate in the activity

4. Allocation of Funds

4.1. All funds raised will be accounted for separately before any allocation takes place.

4.2. Disbursement of funds will be according to the school's priorities list for capital development. All disbursements will be ratified by the Board's Executive Committee.

4.3. Signatories to any movement of monies are any two of: The Headmasters and the Chair.

4.4. In the event of a group or an individual choosing to allocate a donation to a specific project or activity, this will be honoured, and the Board will be informed of the donation and its destination.

5. Charity

It is recommended that a percentage of every fundraising initiative, activity or drive be allocated to a worthy charitable cause. This amount should be decided upon by the Fundraising Committee or the fundraising group involved, at the outset of the project. The Board should be kept informed of such decisions.

End