



Admissions Procedure at Alpha and Omega Christian Academy

- Enquire for intention to admit learner to Alpha & Omega Christian Academy.
- Application Form handed out to prospective parents or guardians
- A copy of all Rules and Regulations given to prospective parents to read and sign and return 'on interview'.
- For **Tiny Tot and Grade R**, a completed Application form with supporting documents plus payment of Application fee of R 500 must be received.
- For learners applying for **Grade 1 up to Grade 10**, Book a Diagnostic Test and explain fee and Procedure.
- Diagnostic Test fee of R 500.00 must be paid before the test is written.
- Diagnostic Test / Reading Readiness Tests are written.
- Application form brought back and explanation of diagnostic test given (HOD's of Phase explains)
- All supporting documents according to checklist must be handed in.
- Set up appointment for interview with Principal and HOD and Board member.

Interview 1 (with Principal and HOD only)

- Pupil from Grade 4 upwards need to share their statement of faith publicly.
- Pupil must say why he/ she wants to be at Alpha & Omega Christian Academy.

Interview 2 (with Principal, HOD and Board member)

- Parents / Guardian must have church attendance document and all other documents.
- State why they chose this school, and what it is that they admire about Alpha & Omega Christian Academy.
- All Rules and Regulations will be explained – no need to deviate from them.
 - Discussion of applicant by Interview panel
 - Acceptance/ Non acceptance advised and deposit must be paid within 30 days after acceptance given.
 - **Once admission fee of R 2500.00 is paid, and the first month's school fee then only is their child given entrance to the school, an Acceptance letter, signed copy of Schools Rules and Regulations, Stationery and Uniform list and all other relevant documents will be given in preparation for pupil to commence tuition at Alpha & Omega Christian Academy.**



Rules and Regulations of Alpha and Omega Christian Academy 2019

Principles of Operation

Alpha and Omega Christian Academy is a registered section 21 company and is governed by the Principal and a Board of Directors. The school uses the curriculum of Accelerated Christian Education.

Vision Statement

Alpha and Omega Christian Academy is a Christian-based school which serves to glorify God through providing quality Christian education and character development, training children toward Christian adulthood. It serves to equip, build and edify families to grow in harmony, unity and love with the Word of God as their final authority and the Lord Jesus Christ as their firm foundation.

Basic System of Education – ACE

Education can be defined as equipping children for life in God's word, to train them so that they will mentally and emotionally view the world through Gods eyes and learn to succeed in life through Godly character. In other words the system must be:

- Bible based
- Provide Individualized Learning
- Computer Enhanced Learning

Each child is a unique person, endowed by God with certain talents. Each child is born with a distinctive purpose which only he/she can fulfill to glorify God.

Code of Conduct

Students of Alpha and Omega Christian Academy are expected to refrain from cheating, smoking, gambling, drinking alcoholic beverages and using narcotics or practicing the occult and devil worship. Students who participate in such activities are subject to suspension. All students are to act in an orderly and respectful manner, maintaining Christian standards of courtesy, kindness, good language, morality and honesty. Students must agree to strive toward unquestionable character in dress, conduct and attitude.

Detention

Demerits are given for disturbances, broken rules, incomplete work, late coming and other learning center rules. Seven or more demerits per week results in detention on Friday afternoons (between 13h30 – 14h30) supervised by a teacher.

When a student receives detention a “Corrective Action Notice” is sent home with the student and is to be signed by the parents. The next day the slip is returned and detention time is served.

Detention is an indication that a student may need direction in the development of principles of character in his/her life. Conference with the supervisor, principal and parents are sometimes necessary to assure growth.



Discipline Policy

Alpha and Omega Christian Academy is honoured that you have asked our staff to assist you in the education of your child. Our total programme is designed to build the academic, physical and spiritual development of your child. In order to carry out your wishes for total character development, we believe it is necessary to follow the Bible in the correction of your child when proper and reasonable rules have been violated.

The Bible says:

Proverbs 22:15 – “Foolishness is bound in the heart of a child; but the rod of correction will drive far from him”

Proverbs 13:24 – “He that spareth the rod, hateth his son; but he that loveth him chasteneth him betimes”

Proverbs 29:15 – “The rod and reproof give wisdom; but a child left to himself bringeth his mother to shame”

The following guidelines will apply:

1. The offence will be discussed with the child.
2. All discipline will be administered by Father and Mother or Guardian of the child at the school before the child can commence with school work.
3. Another staff member will be present.
4. Your child will not be physically restrained.
5. After administering the discipline the child will be assured of God’s love and God’s forgiveness.
6. A written report will be made of the offence and a copy sent to parents.
7. When a student receives three (3) yellow “corrective action notices” the pupil, in consultation between Principal and parents will be discussed and the pupil will be asked to leave the school immediately.
8. Corporal punishment must be dealt with as described above. No teacher may hit or punish a pupil physically. **THERE ARE NO EXCEPTIONS**



Rules

The following rules are to be followed:

- ❖ No chewing of gum is permitted.
- ❖ Hands off the younger students and students of the opposite sex.
- ❖ Teachers are to be addressed as Mr, Miss or Mrs. and last name.
- ❖ Students are not allowed to deface property, whether indoors or outdoors.
- ❖ There must be no running in the building for safety reasons.
- ❖ Students may not leave the school premises during school, without permission from Pastor Wesley or school office.
- ❖ Students who use any school equipment are responsible and must return it in good condition, and to the proper place. Any marking or defacing or breaking of property makes a student viable and accountable for replacement or restoring.

The following are off limits to students:

- ❖ All office and computer equipment.
- ❖ Teacher's desks and files.
- ❖ Classrooms without staff present.
- ❖ Vehicles in the parking lot.
- ❖ Other student's offices.
- ❖ Main offices without special permission.
- ❖ All books, magazines and toys brought to school must be approved in writing from parents and approved by supervisor upon student's arrival at school.
- ❖ Only God honoring music is permitted at school. All music tapes can be checked by the supervisor.

- ❖ **No Cellphones are permitted at school at any time. Alpha and Omega Christian Academy will not be held responsible for Cellphones brought to school. Cellphones visible during school hours will be confiscated immediately and may be collected at the end of the Term.**

Homework

The responsibility for scholastic achievement is placed on students. The goals set by the student reviewed by the supervisor must not be more than the student is capable of completing during the school day. Should the student not meet his goals for that day, he will be required to, at the discretion of the supervisor to complete the work at home or in aftercare.

If a student has homework the work will be entered into his/her homework diary. The diary must be signed daily by a parent to acknowledge information, completed homework and communication circulars



Uniform

Alpha and Omega Christian Academy uniform is available at the school.

ALL SCHOOL UNIFORM TO BE ORDERED VIA SCHOOL DIARIES

Primary School – Grade R – Grade 7

Girls Summer Uniform

Blue check summer dress

(length on or below the knee)

White pullover ankle socks

Black shoes

School Jersey

Tracksuit must be worn with P.T

Golf shirt and takkies(blue, black or white)

Boys Summer Uniform

Short sleeved white shirt

Grey short/Grey long pants

Long grey socks (cover calf)

Black lace up School shoes

Black belt

School Jersey

P.T Uniform for Boys and Girls

School P.T golf shirt

School P.T short

White socks Takkies (blue, black or white)

High School Uniform: Summer and Winter Uniform

Grade 8 – Grade 12

Girls

Standard School Blouse (white and black)

Black skirt that comes below the knee when sitting or standing
(waistline must be on the naval) (definitely no pants)

Shoes, plain black pumps, or school lace up school shoes

School Jersey

School Blazer (**Compulsory**)

School Blazer (**Compulsory**)

Girls Winter Uniform

Blue check summer dress

Navy blue/black tights

School Jersey

Boys Winter Uniform

Long Sleeved white collared shirt

School Tie

Long grey pants

Long grey socks (cover calf)

Black lace up School shoes

School Jersey

Boys

Black chinos

White shirt

School Tie

Normal Lace up School Black shoes

School Jersey

Black belt without fancy buckles



Hairstyles

Girls – Girls hair should be neatly groomed and in the natural hair colour.

Clarifications: Hair should not be hanging in your face (over eyes) or look untidy.

No spikes; **no use of gel**, no Hair Wax

No punk styles

No peroxides/streaks

No unnatural dyes/highlights

No extensions

Braids allowed only if tied up and neat.

No fancy braided Hairstyles allowed

No dreadlocks

No nail polish

Girls Unwanted Hairstyles



Boys – Hair should be neatly trimmed, groomed and cut conservatively i.e. neatly tapered – no steps – not touching the ear or collar.

Clarifications: Sideburns should be no lower than middle of the ear.

Curly hair should not exceed 2.5cm in length (no afros)

No spikes; **no use of gel**; **no wet look**; **no Hair Wax**; no pony tails and no extensions or dreadlocks

No dyes/ Peroxides

No punk styles

No braids or cornrows

No relaxing of hair

Facial hair should be clean-shaven at all times.

Boys Unwanted Hairstyles





Jewellery

Only a watch, medic alert bracelet and purity rings allowed

Only one earring (smaller than 15mm in size) per ear in earlobe. These are stud earrings only (applies to girls only)

General

- ◆ School dry mac can be worn by all learners on rainy days.
- ◆ **All dresses must be below the knee when sitting and standing**
- ◆ No secret socks allowed.
- ◆ No tights with socks(either or)
- ◆ All scarves/gloves and beanies must be in school colours.
- ◆ SACCSA tracksuits can only be worn instead of the school tracksuit for sport events.
- ◆ Seniors are only allowed to wear tracksuits for sports events
- ◆ Shirts must be tucked in.
- ◆ No Colored contact lens allowed to be worn by any pupil at school or during school events.
- ◆ Socks pulled up
- ◆ **Permission must be granted to remove his or her blazer. (For High School Students only)**
- ◆ Only school issued jerseys and ties will be permitted – no home-made uniform please.
- ◆ **No exceptions will be made for any student with regards to dress code, hair or any rules to be changed for the facilitation of a student in this Academy.**
- ◆ **All rules and regulations are designed in line with all existing school policies and with the Bible as the final authority as we are a CHRISTIAN School.**
- ◆ **We Honour and respect our diversity in the school which means that there could be instances where, because of cultural, ethnic, or religious beliefs our students may require special dispensation to step outside of the uniform requirements. In these instances special permission will be required from the Board of the school. To obtain this permission the student and the parents will be required to put up a full motivation with all the necessary supporting arguments as to why this special dispensation should be granted.**
- ◆ **In every instance the Boards decision is final.**

Pupil's Name: _____

Signature: _____

Father's Name: _____

Signature: _____

Mother's Name: _____

Signature: _____

HOD Name: _____

Signature: _____

Principal's Name: _____

Signature: _____

This Procedures and Policies of Alpha and Omega Christian Academy was

Signed on _____ of _____ in 20____