



# THE TUTOR HUB LEARNING CENTRE

## **POLICY DOCUMENTS**



# DRESS CODE POLICY



## Clothing:

Learners may wear civvies, as outlined in the following document:

### GIRLS:

No crop tops. Shorts/skirts/dresses should be no shorter than a hand length above the knee. No **hoodies**. No **low-cut** shirts/tops/blouses.

No **orn**/distressed pants/shirts. No spaghetti strap tops, no bra straps or underwear may be visible. No see-through clothing. No bracelets, anklets, rings, necklaces.

### Allowed (girls only): earring studs or sleepers.

No blanket-like clothing or sleepwear. No high heels. Shoes/sandals must be neat and presentable. No socks when wearing crocs & sandals.

### No make up or lip gloss.

### BOYS:

No hoodies, jewellery, or torn/distressed pants. No **inappropriate graphics** on t-shirts. No low hanging loose pants. No blanket-like clothing or sleepwear. Shoes/sandals must be neat and presentable. No socks with crocs & sandals.

## Hair:

### Girls

**Hair must be tied back**, no loose hair in the face. Short cut hair may be loose if length is above the collar. No fringes over the eyebrows. No colour dyed hair.

### Boys

No colour dyed hair, short and neatly cut or tied back. Short cut hair may be loose if length is above the collar. No shaved lines or patterns in the hair.

## Nails:

Short and clean, no nail polish.

## School bags/backpack:

Strong and stable backpack big enough to carry lunchbox, textbooks, and files.

## Personal hygiene

Ensure your child's personal hygiene is up to standard and discuss it with them on a regular basis. Older boys and girls should be aware of body odour. Ensure that older girls have sanitary products if they need it during school hours.

**Please sign as an indication that you agree with and will adhere to the dress code.**

**Parent/Guardian Signature:**

**Date:**

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# CODE OF CONDUCT POLICY: LEARNERS



## INTRODUCTION & OBJECTIVE:

This document is the code of conduct for The Tutor Hub Learning Centre. Our aim is to establish a disciplined, safe, and purposeful learning environment, which is dedicated to promoting and maintaining the quality of the learning process. Learners and parents are expected to acquaint themselves with the code of conduct. As soon as learners are enrolled in the learning centre, they are subject to the code of conduct and must strictly adhere to it. Should learners transgress or violate the code of conduct, they will be acted against in accordance with the disciplinary procedure for learners.

## General rules

- 1.1 Learners shall be good ambassadors for our learning centre and shall conduct themselves in accordance with the school's code of ethics at all times.
- 1.2 In their interaction with the principal, staff members and other students, learners shall be respectful at all times. Learners shall practise self-restraint and tolerance in their interactions with each other.
- 1.3 The chewing of gum is not permitted.
- 1.4 The use of cell phones during school hours is strictly prohibited. If a learner must use a cell phone to contact a parent, it must be switched off during school hours. Learners shall ask the office to call a parent/guardian if it is urgent.
- 1.5 The staff has the right to search a student's bag if we suspect he/she is carrying harmful or dangerous substances.
- 1.6 The class educator will formulate his/her class rules and discuss the rules with the learners and parents.
- 1.7 Learners are expected to comply with the class rules as well as verbal instructions given by the educator. Violations of the class rules will be regarded as a violation of this code of conduct.
- 1.8 The prescribed school wear shall be worn during school hours as well as other school activities. School wear must be clean and presentable at all times.
- 1.9 All learners are required to do everything in their power to protect the Tutor Hub property.
- 1.10 No learner may remove the school property from The Tutor Hub without consent from the principal or a teacher.
- 1.11 Learners may not damage, deface or destroy any Tutor Hub property.
- 1.12 Learners and parents must acknowledge and be mindful of important school and class notices, letters and due dates.
- 1.13 There shall be an orderly and calm atmosphere in the classroom at all times. Learners may not interrupt or hinder the learning experience of another student.
- 1.14 All learners must do their prescribed homework diligently and with dedication in order to develop a healthy work ethic.
- 1.15 Learners are expected to catch up on any work that they have missed due to being absent.
- 1.16 Learners shall refrain from any dishonesty during tests or examinations.
- 1.17 Learners are expected to adhere to the rules set out by the teacher during examinations or tests.



- 1.18 Learners are expected to be punctual and on time for school. They must arrive at the allocated time.
- 1.19 When any learner is absent from school without an acceptable excuse, it shall be regarded as truancy.
- 1.20 Learners who are absent from school for one to three consecutive days must upon their return submit a written explanation by their parents.
- 1.21 Learners may not litter on school grounds.
- 1.22 Learners must leave rest rooms in a clean condition.
- 1.23 Learners may not write or paste stickers on walls or furniture.
- 1.24 Parents shall not expect an immediate reply from a teacher during school/tutoring hours.
- 1.25 We have a written warning system. If Learners receive more than four written warnings, they will be subject to expulsion. Parents will be informed of each written warning and must acknowledge it.

**Please sign as an indication that you agree with and will adhere to the code of conduct.**

**Parent/Guardian Signature:**

**Date:**

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## **LUNCHBOX POLICY**

The aim is to ensure that the meals & drinks TTH learners bring to school sustains and prepares them for a full morning of learning. As you know we have many learners with unique concentration difficulties and specific dietary needs, we have a responsibility to support these learners. Don't fall into the trap of having a confrontation with your little one over a sweet treat in the car on the school premises. Rather sort out before you leave home. Breakfast should always remain something healthy and nutritious for emotional wellbeing and development of little brains and bodies.

HERE WITH SOME INSPIRATIONAL LUNCH BOX IDEAS & GUIDELINES:

**TOP DRINK** • WATER (non-flavoured)

**DAIRY** •

Any type of cheese • Yoghurt • Boiled egg Baked muffins with healthy filling /butter

**FRESH FRUIT AND VEGGIES** •

If you do send freshly juiced fruit to school, try to retain as much pulp as possible. and only juice a small amount. Eating the real fruit stays "FIRST PRIZE". As them

bodies use energy to digest it, whereas with juice, it requires no use of energy and releases a quick excess of sugar into the blood.

#### **SANDWICHES •**

Please try to use brown bread or a healthier option than white if your child is willing.

#### **PROTEINS •**

Ham / Salami of a good quality – rolled upon its own or with a cheese stick inside • biltong • Chicken pieces / Kebab style with pineapple • Last night 's left over chicken with a lovely full cream mayo in a smaller container • Bacon • Casserole left over.

#### **SEEDS •**

- Crunchies with healthy seeds: Sunflower, sesame, and pumpkin seeds
- Nuts – Always raw and unsalted
- Raw untreated honeycomb

#### **IDEAS FOR BIRTHDAY CELEBRATIONS AT SCHOOL**

• cupcakes, ice-cream cake, individual ice cream lollies or dipped fruit kebabs. If a big cake is sent to school, please pre-cut.

#### **Packed lunches should NOT include:**

- \* Crisps
- \* Confectionery such as chocolate bars, chocolate coated biscuits and sweets.
- \* Meat products such as sausage rolls, pies
- \* Highly processed food such as cheese strings & pepperoni sticks
- \* Fizzy drinks & flavoured water

#### **FRIDAY TREAT DAY may include ONE of the following treats:**

- \* popcorn
- \* mini chedders
- \* yogurt dipped rice cakes
- \* fruit roll-up/ fruit flakes
- \* sweet muffin/croissant
- \* Sweet cookies (no more than 2)

We will be checking the children's lunch boxes on a regular basis to ensure that everyone is co-operating and sticking to our guidelines.

**Please sign as an indication that you agree with and will adhere to the lunchbox policy.**

**Parent/Guardian Signature:**

**Date:**

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# ACADEMIC POLICY ON ABSENTEEISM DURING NORMAL SCHOOL TIME, ASSESSMENTS OR EXAMINATIONS



1.1 Valid reasons for absenteeism are:

- Illness
- Religious or cultural observances approved by the principal
- Death of a family member
- Appointment at court, social services or another official agency, for which the principal requires documentary proof
- Acts of nature beyond human control
- Exceptional circumstances for which, in the view of the principal, a temporary absence from school is granted

1.2

- Weekly class tests missed due to absenteeism will not be “caught up” as the learners will be continually evaluated on a weekly basis in a variety of activities throughout the year.
- Formal assessments/examinations missed due to a valid absenteeism will be “caught up” as the class educator finds time.
- If a learner is absent during a formal examination or assessment, a medical certificate is required.
- Sick learners are not permitted to be sent home after a test, we believe that an ill child cannot perform at his/her optimum and must therefore remain at home until recovered.
- Parents will receive the assessment dates in advance and must ensure their children are present during those days.
- In the event of being absent and missing important class work, it is the responsibility of the learner and or parent to ask the educator what he/she can catch up on at home upon their returning to school.

**Please sign as an indication that you agree with and will adhere to the absenteeism policy.**

**Parent/Guardian Signature:**

**Date:**

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The Tutor Hub Learning Centre  
Grade 1 to 7  
TERMS AND CONDITIONS 2023



Students and parents must please abide by and sign the terms and conditions of The Tutor Hub Learning Centre or admission will not be approved.

1. Our office hours for queries are strictly between the hours 08:00 and 15:30. Queries sent during teaching time will be dealt with as soon as time allows. Please keep in mind we are teaching during the morning and afternoon. If you would like to discuss something, please arrange a meeting with our team leader Aloës. If you can't reach Mrs Koegelenberg as she teaches & has meetings during the day, we ask that parents contact Margie or Lize our admin ladies for morning school related matters: Their details are 071 547 3949 or email: info@tutorhubwc.com
2. The parents take note that we follow CAPS as our chosen curriculum and The Tutor Hub will assess learners according to CAPS standards. Always considering what the specific needs of the students are.
3. As lesson preparation is very time consuming and takes place well in advance, the following rules will strictly apply:
  - a. Students must adhere to the timetable and specific times provided by the The Tutor Hub (**the welfare of learners who arrive too early or are collected late will not be the responsibility of The Tutor Hub staff**).
  - b. In the event of absenteeism i.e. your child being ill/absent due to transport etc. you must inform our admin staff or the teacher.
4. Learners who are not clients of The Tutor Hub will not be allowed to attend/wait/use the facilities around while lessons are taking place.
5. **Indemnity:** The Tutor Hub and staff members can't be held accountable for any injury/harm caused by the parent/student's own doing during our school hours. If a child is injured at the centre, we will immediately notify the parent and see to it that medical attention is given as per the parent's instructions.

Please sign: \_\_\_\_\_

Contact person in case of medical emergencies if parent can't be reached:  
\_\_\_\_\_

6. **Fees:**
  - a. You will be invoiced monthly.
  - b. **We ask that monthly fees be paid in advance by the first week of each month.** If fees are unpaid by the due date, The Tutor Hub reserves the right to cancel your child's enrolment.
  - c. **You must use your specific invoice number as payment reference as we have many students. Please always send POP to info@tutorhubwc.com or WhatsApp to our admin.**
  - d. In the event of **The Tutor Hub requiring** additional stationery, books, material etc. for your child we will add it to your monthly invoice and discuss it with you before making any purchases.
  - f. In the event of **excursions or extra mural activities** The Tutor Hub will discuss fees with the parents and parents can make payment and participate should they want to. Learners will not be obligated to take part in these extra activities.
7. **Homework, additional support, behaviour & aftercare (please read carefully):**
  - a. The Tutor Hub will only give homework if we feel it is necessary. Home revision is very important.
  - b. If we feel that extra additional support is needed outside of school hours, we will discuss it with you, and it will be at an additional cost. Prices will be discussed with parents beforehand.



- c. If a learner disrupts the learning experience of others and finds it too difficult to adhere to our classroom rules and daily routine, we will discuss this with parents and come up with a suitable solution as a team. If things do NOT improve The Tutor Hub reserves the right to withdraw that student's enrolment and ask parents to make alternative arrangements.
- d. The Tutor Hub will provide termly progress reports for our home school students.
- f. We will strive to give one-on-one attention to each learner and there will be times where all students will work together in a group. We will give our learners many breaks throughout the day and ensure that they are positively engaged during lessons. If we see that your child requires even more individual attention to get through the curriculum this will be arranged and will come at an extra cost.
- g. Learners must bring their own food/snacks/drinks as The Tutor Hub is not permitted by Health and Safety guidelines to provide meals to the children. Learners and parents MUST follow our lunchbox policy guidelines.
- h. Parents MUST please inform the Tutor Hub if a child is on specific medication for concentration, anxiety etc.

8. All parents and learners must read, sign, and adhere to our policy document outlining our various policies and rules to be enrolled at The Tutor Hub.

9. Should you wish to withdraw your child from our independent school you must give us a full term's notice. A full term is seen as three months. Take that you will still be liable for a full term's fees in this event.

10. It is the responsibility of the parent/guardian to inform the principal in writing if The Tutor Hub is NOT PERMITTED to post/share/publish photos or videos of their child.

11. Parents must please provide our school with a copy of your child's birth certificate.

- 2024 learning centre hours:

Foundation phase: Grade 1,2,3	Monday to Thursday <b>07:45 to 13:15</b>
Intermediate & senior phase: Grade 4,5,6,7	Monday to Thursday <b>07:45 to 13:45</b>
<b>FRIDAYS:</b> <b>All grades come out at 13:00</b>	

Yours sincerely

Mrs Koegelenberg (Owner) & Tutor Hub staff

**Please sign as an indication that you agree with and will adhere to the terms and conditions of The Tutor Hub.**

Parent/ Guardian name and surname (print) \_\_\_\_\_

Child's full name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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