



TMC

Thomas More College

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An Inspired Education

ACADEMIC INFORMATION AND CODE OF CONDUCT

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Academic Outcomes

Thomas More College High School is a school that aims to develop confident and caring young people who create a better place in the community by having an intercultural and co-educational understanding and respect towards others.

The philosophy of the school is based on Christian attitudes and values. Each individual has the opportunity to develop self-esteem and a positive image in order to be self-disciplined, active and compassionate role players in society.

What is an Academic Code?

The academic code is to make explicit to you and your parents the responsibilities and standards required in assessing you at Thomas More College High School. Please note: This Academic code must be read in conjunction with all other codes.

The importance of this Academic Code

When you sign this academic code you are making a commitment to achieving a high standard of work ethic and to foster an environment where learning can take place. You are accepting the responsibility for achieving to the best of your ability.

Work Ethic/Academic Bullying

The chief purpose of the school is to encourage academic endeavours. Pupils are required to commit themselves to sincere academic effort. All class tasks and homework are to be completed timeously.

Pupils who bully or tease another pupil, because of their academic ability, will be disciplined according to the Disciplinary Code.

Parents may/will be contacted via email, telephone or SMS regarding incomplete homework, or about behavioural issues.



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Classroom Management

You will come to classes prepared and on time.

- You are required to look after textbooks, electronic devices and learning materials.
- You are required to listen when others speak.
- You will respect the opinions of others.
- You will need to be co-operative and apply yourself to the best of your ability to your schoolwork.

Homework

Homework will be set by subject teachers and checked regularly. Homework may be set over an extended period. Homework needs to be completed on the date set by the teacher; if not you may be placed into detention on a Tuesday or Wednesday

General Academic Rules

1. Work not handed in on time

10% of the marks will be deducted if work is not handed in on the due date. You will lose further marks for each day that the work is late. Please note that this rule also includes the following:

- if you are absent from school on the day (refer to no.2 below)
- **NB** Work must either be emailed, submitted through Google Classroom, or brought in to the subject teacher over weekends or over a holiday period
- If work is over **7 days late** then you will receive “zero” for the complete task, and parents will be contacted. Detention will be attended until the work is completed.



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2. Absent from School

You may not be absent from school unless you have permission from the Deputy Principals, or your parents have notified the school of your absence. A note needs to be handed in or emailed to the High School Secretary on your return to school. If you are absent from school it is **your responsibility** to get notes, tasks and other work that you have missed. You will be expected to be ready for class when you return.

3. Missing Assessment Tasks

- Class Test: If you are absent for a test, you will need to complete the test at your first lesson back, or after school, or at your teacher's discretion; however, the teacher may decide to mark you absent for the task.
- Cycle Tests: These tests carry the most weighting for term marks. It is vital that you write these formal assessment tests. If you are absent, a note from your parents needs to be sent on the day of the cycle test. The same procedure will take place as for class tests above.
- Examinations: If you are unable to write any examination paper on the scheduled day according to the timetable, then you will be marked as absent on your report and given an assessed mark. You will not be able to write the examination on another day (This is at the discretion of the Deputy Head of Academics). In order to receive this absent and not a zero a doctor's certificate needs to be handed in to the High School Secretary (gr 8-11) and Headmasters Secretary (Gr 12).

Please note that missing an examination also means being excluded from any academic awards.

This is at the discretion of the Headmaster and the Deputy Head of Academics.

The final marks will be adjusted at the discretion of the Subject Head and the Deputy Head of Academics.



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- Grade 12 Portfolio tasks: If you are not at school to complete a portfolio task a copy of a **doctor's certificate** needs to be handed to Mrs. Paterson on the first day back. The IEB insist on this documentation which will be placed in your portfolio. If there is no doctor's certificate a "zero" for the task may be given. This also applies to tasks that are not done under test conditions that have to be completed within the time frame set by the subject teacher. If a deadline is missed marks will be deducted. These portfolio tasks count towards the final matric mark and are extremely important.
- **If you do not hand in work, or write a cycle test or an examination, your mark on your report will have an asterisk next to it stating that the mark is not a true reflection as a result of missing marks. This asterix is also used for pupils who make late subject changes or arrive during the year to TMC**

4. Cheating and Plagiarizing

Cheating

If you are caught cheating the test will be removed and a new test given.

- No extra time or marks will be awarded as you will be given "zero" for the task.
- Disciplinary measures will be taken where you will be expected to report to the Deputy Head.
- Refer to the Disciplinary Code of conduct.
- You may be expected to redo the task at the Deputy Heads discretion
- Any pupil found in possession of a mobile device (inclusive of smart watches) during a test or exam, even if inadvertently, will be found guilty of cheating.

Plagiarised work

- Plagiarised work will be given "zero"
- The task will need to be redone.
- If the redone task still consists of plagiarised work then disciplinary action will take place

5. Support and Guidance

Teachers will make themselves available. Appointments need to be made by you with the relevant teacher. Additional extra lessons will be provided at the subject teacher's discretion. Pupils need to have paid attention in class, and attempted homework, before this can be



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expected. The extra lesson schedule will be published each term on the student and parent portals.

6. Textbooks

It is your responsibility to take care of your textbooks and notes. Thomas More College High School owns all the Textbooks that have been issued to you, and which you have signed for on the College Library Textbook Issuing Programme. Textbooks need to be returned to the school on the day you write your final subject examinations at the end of the school year. Textbooks not handed in will be charged to your school account. If you would like to donate any textbooks from previous years, please hand them in.

7. Google Calendars

Each subject will be entering their tests and important dates and deadlines on the relevant grade calendar. You are expected to constantly check your grade's calendar for any updates and information that you need in terms of academics. To access the information you need to go to the student portal. If you are unsure, please speak to your registration teacher or Mrs Kerdachi.

8. Cycle Tests

Cycle Tests will begin in January when hour long control tests, or special programmes, will take place. The content of what you need to learn for these tests will appear on the Google calendar. It is your responsibility to find out this information before the test is written, even if you have been absent. If you finish your test early and are happy to hand in the test you are expected to get on with academic work, or to read an appropriate book.

9. Reports

Reports are sent out at the end of each term.

Term 1:

A progress report

Term 2:

A detailed half-year report.

Term 3:

A progress report.



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Grade 12 - detailed Trials report and an Achievement Report

Term 4:

A detailed end of year report including November examination results.

10. Year Marks

GRADES 8 and 9

Core Subjects:

Maths = 60% Final examination 40% Continuous Assessment

English = 40% Final examination work 60% Continuous Assessment

Afrikaans/Zulu = 50% Final examination work 50% Continuous Assessment

Other Learning Areas:

Continue Assessment marks and Examinations weighted according to Subject Heads discretion.



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GRADES 10-12

Final Examination/Trial Examinations =	75%
Continuous Assessment Marks =	25%
TOTAL =	100%

- Some subjects will have different weightings if they have practical components
- Languages will have 50% Final Examination, and 50% Continuous Assessment.

These weightings can be adjusted at the Subject Heads and Deputy Head of Academics discretion

11. Promotion Requirements (Grade 8 and 9)

You will be promoted only if you have satisfied the designated requirements for each of the 8 learning areas. These are as follows:

- A mark of **40%** in **English**
- A mark of **40%** in **Afrikaans/Zulu** and **Maths**
- At least **40%** in **3 other learning areas**
- At least **30%** in **2 other learning areas**

Promotion is at the discretion of the Headmaster and Deputy Head of Academics



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12. Promotion Requirements (Grade 10,11 and 12)

Obtain at least 40% in the required official language on Home Language level

Obtain at least 40% in two other subjects.

Obtain at least 30% in three other subjects

You will be assessed on your different learning outcomes according to the following rating scale:

Rating Code	Rating	Mark %
7	Outstanding Achievement	80-100
6	Meritorious Achievement	70-79
5	Substantial Achievement	60-69
4	Adequate Achievement	50-59
3	Moderate Achievement	40-49
2	Elementary Achievement	30-39
1	Not Achieved.	0-29

13. Examination Procedures

Grade 8-11 June/November Examinations

- There will be June/November Examinations as per calendar dates.
- You are required to be outside the examination venue 30 minutes before the examination.
- Once you have found your seat number on the lists outside the venue you will line up quietly outside the exam venue.
- NO pupil is allowed inside the exam venues before a staff member is present.
- All cell phones and other electronic devices must be handed in at the beginning of the session. Any phone seen or heard during an exam will be confiscated and the owner of the cell phone will be punished.
- No food may be consumed in the exam venue. Water is allowed in transparent clear bottle.
- Transparent bags must be used to store stationery needed for the examinations.
- Please note that normal school lessons resume after the examinations.



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Grade 12's

- In June matrics will be writing IEB Assessment tasks for Life Orientation, English and Drama during June.
- Trial Examinations take place during August and September
- Final Examinations begin in October and end in November

14. Electronic Devices

Please read the Electronic Device Policy.

Devices can only ever be used in class with the teacher's consent.

Electronic devices used inappropriately in any way whatsoever will be confiscated and the pupil will be dealt with according to the disciplinary code of conduct.

Pupils are to look after their devices by locking them away in lockers when not in use.

Consult the code of conduct 1.9 for further explanation.

15. Subject Choice Changes

Grade 10

A subject choice package change can be made under the following conditions

- The change can only be made at the end of Term 1 and Term 2
- No change can be made in Term 3 or Term 4

Maths Core to Maths Literacy

- No change can be made from Maths Literacy to Core Maths once the year has begun
- Core Maths to Maths Literacy can only be made at the end of Term 2 and at the end of Term 4 (to start Lit in Grade 11)



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Grade 11

A subject choice package change can only be made under the following conditions:

- A fail in a subject at the end of Grade 10
- A recommendation from a teacher
- The final change needs to be made by the end of February - no subject choice changes will be accepted after this date.

Maths Core to Maths Literacy

- No change can be made from Maths Literacy to Core Maths once the year has begun
- Core Maths to Maths Literacy can only be made at the end of Term 2 and at the end of Term 4 (to start Lit in Grade 12)

Grade 12

- No subject choice change can be made
- Pupils who want to change to Literacy will need to look at doing the Core Maths/Literacy project.

Only under special circumstances with the Deputy Head of Academics can subject changes be made out of the time frames given above.