



THOMAS MORE COLLEGE HIGH SCHOOL: ACADEMIC INFORMATION AND CODE OF CONDUCT

Thomas More College is an independent, Christian-based co-educational school with dedicated and professional staff, running classes from Grade 000 to Grade 12. Through a balanced programme of academic, cultural and sporting activities as well as a measure of fun, the school prides itself on developing Christian love and self-esteem in children and a moral code as espoused in the Gospel of Jesus Christ, ensuring that they are able to make a meaningful contribution to an ever-changing society. Focus is given to developing the whole child and equipping each one with relevant leadership and life skills.

1. Academic Outcomes

Thomas More College High School through an Inspired Education aims to develop confident and caring young people that will have a positive impact on the community. We commit ourselves to staying on the cutting edge of education and aspire to develop pupils who are self-aware and create an environment of belonging for all.

2. 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.

3. The importance of this Academic Code

When you sign this academic code, you are making a commitment to implementing a high standard of work ethic and fostering an environment where learning can take place in a functional and positive manner. You are accepting the responsibility for your own effort and can-do attitude in order to achieve to the best of your ability.

4. Work Ethic/Academic Bullying

The primary purpose of the school is to encourage academic endeavours. Pupils are required to commit themselves to a 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 or achievements, will be disciplined according to the Disciplinary Code.

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

5. Classroom Management

Pupils are required to:

- Come to class prepared and on time.
- To look after textbooks, electronic devices and learning materials with respect and due care.
- To listen when others speak.
- Respect and encourage the opinions of others.
- To be co-operative and apply yourself to the best of your ability to your schoolwork.

6. Homework

- Homework will be set by subject teachers and checked regularly.
- Homework may be set over an extended period.
- Homework and assignments need to be completed on the date set by the teacher.
- If the work is repeatedly not completed, your parents will be contacted and you may be expected to stay after school to complete the work set.

7. General Academic Rules

7.1. Work not handed in on time:

- **10%** of the marks will be deducted **per day** of work that is not handed in by the due date.
- 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.

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.

7.2. Absenteeism

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.

7.3. 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 the 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 possibly be 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 to the High School Secretary.

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.

- **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 the High School Secretary on the first day back. The IEB insist on this document as it needs to be included 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**

7.4. Cheating and Plagiarizing

Cheating

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

- No extra time or marks will be awarded as you will be given a "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 smartwatches) 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

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

7.11. 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

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

Language requirement for entry to further study

One of the two official languages offered by the learner must be either English or Afrikaans. To meet the language criterion to qualify for entry to study at a tertiary education institution, the learner must pass either English or Afrikaans at the *First Additional level*, i.e. at 30% or more.

There are four different passes that can be obtained in the FET Phase:

7.12.1. Bachelor Pass (BD)

This is the minimum requirement for studying at University institutions.

Where a pupil must:

- Pass one official language at the Home Language level at 40% or more
- Pass 4 subjects at 50% or more (the Home Language may be included as one of the 4) excluding Life Orientation
- Pass 2 subjects at a minimum of 30%
- Must Pass 6/7 subjects

7.12.2. Diploma Pass (D)

This is the minimum requirement for Diploma studies

Where a pupil must:

- Pass one official language at Home Language level at 40%
- Pass 3 other subjects at 40% (excluding Life Orientation)
- Pass 2 subjects at 30%
- Must Pass 6/7 subjects

7.12.3. Higher Certificate Pass (HC)

This is the minimum requirement for Higher Certificate studies

Where a pupil learner must pass:

- One official language at Home Language level at 40%
- 2 other subjects at 40%
- 3 other subjects at 30%
- Must Pass 6/7 subjects
- Must Achieve the language requirements for further studies

7.12.4. To pass matric the minimum requirements are:

- 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

Admission Point Score (APS)

This calculation is used to determine whether you qualify for admission to different faculties at Universities. It is a worthwhile exercise to start calculating your APS from Grade 10 and research the points required for different courses on offer. These scores are the minimum requirements and other criteria may apply for admission.

Each university has a different format to calculate APS, however, one can use this table as a guide to ascertain how you are performing.

To calculate the number of points you have earned use the following table:

Mark %	APS Score
80-100%	7
70-79%	6
60-69%	5
50-59%	4
40-49%	3
30-39%	2
0-29%	1

7.13. 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 a 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.

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

7.14. Electronic Devices

Please read the Electronic Device Policy in the Code of Conduct.

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. Electronic devices will be handed in at the beginning of each lesson and only used at the teacher's discretion. 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.

7.15. 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 a term.

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 a term .

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.