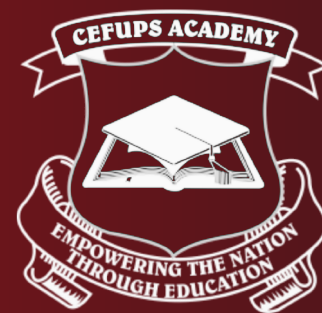




Information Booklet

Address

Portions 52 & 54, Friedenheim
Nelspruit, 1200

Contact

Tel: 081 529 7521 / 078 188 9116
Fax: 013 758 1578
Email: cefupsacademy@gmail.com

Contact

Website: www.cefups.co.za
Facebook: facebook.com/cefups/
Instagram: [@cefups_academy](https://www.instagram.com/cefups_academy)





Our Mission

The contention of the Academy is that empowerment of a nation should not only be restricted to political and economical empowerment but should extend to education for the human resource development.

The Academy also believes that education is for every person in the community and that it should enable an individual to contribute meaningfully towards the development of his / her community. Cefups Academy in its commitment is concerned with the total development of each student as a member of society.

Our Vision

Empowering the Nation through Education.





The School Uniform

Full uniform Gentlemen:

- Cefups Maroon Blazer, single-breasted School blazer with the School pocket badge (2 buttons). Cefups Blazer to be worn to and from school, for all sports fixtures and at all formal gatherings. Blazer may be removed once at school during terms 1 and 4.
- White shirt (long or short sleeves)
- Cefups School tie (cover all buttons)
- Grey trousers (no skinny trousers or tapering of regular cut trousers)
- A plain brown belt with a regular buckle may be worn.
- Grey socks.
- Plain brown, lace-up School shoes (No high tops)
- Plain maroon Jersey with School badge.
- Pullovers - plain maroon V-neck with School badge (May only be worn with a blazer by Grade 12s)
- Scarves to be worn by Grade 12s only for the 2nd and 3rd terms.

Full uniform Ladies:

- Cefups Maroon Blazer, single-breasted School blazer with the School pocket badge (2 buttons). Cefups Blazer to be worn to and from school, for all sports fixtures and at all formal gatherings. Blazer may be removed once at school during terms 1 and 4.
- White shirt (long or short sleeves)
- Cefups School tie (cover all buttons)
- Grey School Tunic (No shorter than at knees length)
- White socks.
- Plain brown, lace-up School shoes (No high tops)
- Plain maroon Jersey with School badge.
- Pullovers - plain maroon V-neck with School badge (May only be worn with a blazer by Grade 12s)
- Scarves to be worn by Grade 12s only for the 2nd and 3rd terms.





Full School Uniform to be worn at ALL official functions and at the Head Master's discretion.

Uniform Shop on Campus

OPENING HOURS:

Monday-Friday

7am-5pm

Boarding Requirements

- 2 x Pairs Pyjamas
- 1 x Pair Slippers
- 3 x Blue Jeans (For Saturdays & Sundays)
- 1 x Toilet Bag
- 1 x Pair of White Sneakers
- 5 x White Golf T-Shirts
- 1 x Duvet and 2 x Duvet Covers
- 2 x Fitted Sheets
- 2 x Pillow Cases
- 1 x Basin
- 1 x Iron
- 1 x Pillow
- 1 x Warm Rug/Blanket (For Winter)
- 1 x Shoe Cleaning Kit (Brown Shoe Polish)
- 1 x Trunk with Padlocks
- 1 x Plate, Mug, Spoon, Porridge Bowl
- 2 x Towels

CEFUPS Academy Academic Timetable

PERIOD	1	2	3		4	5		6	7	8
TIME	8:00 -8:55	8:55 -9:50	9:50-10: 40	10: 40 - 11: 00	11:00 -11:5 5	11:55-12: 50	12: 50 - 13: 30	13:30-14: 15	14:15-15: 10	15:10-16: 00
MONDAY	Class 1	Class 2	Class 3	B	Class 4	Class 5	L	Class 6	Class 7	Class 8
TUESDAY	Class 1	Class 2	Class 3	R	Class 4	Class 5	U	Class 6	Class 7	Class 8
WEDNESDA Y	Class 1	Class 2	Class 3	E	Class 4	Class 5	N	Class 6	Class 7	Class 8
THURSDAY	Class 1	Class 2	Class 3	A	Class 4	Class 5	C	Class 6	Class 7	Class 8
FRIDAY	Class 1	Class 2	Class 3	K	Class 4	Class 5	H	Class 6	Class 7	Class 8





What Is Expected From A CEFUPS Academy Learner

Tone:

- Dress and conduct befitting of a Gentleman & Lady at all times.
- Pride in oneself and Cefups Academy.
- Believe that Cefups Academy is the best and always strive to that end.

Respect:

- Respect for staff, parents and peers and for the property of others and the School.
- Greet staff, visitors to the school and Matrics; addressing those older than you as “Sir” or “Madam” (Ma’m)
- Common courtesy - showing basic chivalry, no back chat, quiet in all assemblies and stand when greeting staff and your seniors.

Commitment:

- Giving 100% to Cefups Academy - academically, culturally and on the sports field - and to parents, staff and peers.





Basic Procedures and Things to Remember

Assemblies:

Monday.....Full assembly in the hall

Tuesday or Thursday.....House assembly

Wednesday.....Grade assembly

Friday.....Full assembly in the hall

Grade Assemblies:

Grade 12: Main hall

Grade 11: TBC

Grade 10: TBC

Grade 9: TBC

Grade 8: TBC

House Assemblies:

Annah: TBC

Simon: TBC

Nyana: TBC

Designated Areas for Each Grade During Break

Grade 12: TBC

Grade 11: TBC

Grade 10: TBC

Grade 9: TBC

Grade 8: TBC

Each learner will be held responsible for keeping the school LITTER FREE.





Security:

In the best interest of the learners, all learners, parents and visitors to the School are required to make use of the Main Gate. No other gate will be opened.

Dorm Trunks:

Boarders are all required to have their own personal trunks to store their luggage and personal belongings.

Assemblies:

All learners must ensure that their school bags are left in their REGISTRATION CLASSROOM when attending assemblies. All REGISTRATION classrooms must remain locked.

Exeat Procedure

The following exeat procedure will be followed whenever a boy needs permission to leave the premises.

Non-emergency:

1. In the case of a non-emergency (i.e. anything that the learner and his parents must reasonably have known ahead of time), the parent has to send an email or a letter to the Pastoral Head indicating:
 1. The day and time of exeat request.
 2. The reason for the exeat.
2. Pastoral Head responds to email or letter and copies in Class Tutor and Head Master's PA. On the day of the exeat, the learner collects EXEAT PERMISSION FORM from the Class Tutor and gets it signed by their Pastoral Head (in the case of a boarder, the EXEAT PERMISSION FORM must be signed by the Senior Housemaster or one of the Masters on duty)
4. The Pastoral Head issues an EXEAT SLIP.
5. All EXEAT PERMISSION FORMS are to be sent for filing in the Learners files.





Emergency:

1. In the case of an emergency (i.e. illness, family emergency, anything that the learner and his parents could not reasonably have known ahead of time), the learner will follow the following procedure.
2. Collect an EXEAT PERMISSION FORM from Reception.
3. The learner gets the EXEAT PERMISSION FORM signed by the Pastoral Head or Discipline Head (in the case of a boarder, the EXEAT PERMISSION FORM must be signed by the Senior Housemaster or one of the Masters on duty)
4. The Pastoral Head, Academic Head or Discipline Head will issue an EXEAT SLIP.
5. All EXEAT PERMISSION FORMS are to be sent for filing in the Learners' files.

Sick Bay:

1. Only a Pastoral or Discipline Head may give a learner permission to use the sick bay.

Co-curricular Activities

Preamble to Co-curricular Activities at Cefups Academy:

1. In order to achieve an award, certificate or prize, a learner must currently be enrolled at Cefups Academy.
2. All learners and their parents will need to complete an activity commitment form and code of conduct form. Once the learner has signed these forms he is committed to the particular activity for the year.
3. All learners who take part in co-curricular activities will have to adhere to the correct dress code pertaining to his chosen activity/activities.
4. Any learner taking part in a tour will need to pay for the tour upfront, and in full, before he leaves on the tour. Non-payment will result in the learner being withdrawn from the tour.
5. All learners will need to complete a Code of Conduct form before they may leave on tour. Learners are expected, at all times, to act in a positive way, adhering to the Code of Conduct.



Tour Policy and Costings

1. All costs for the tour need to be paid before the commencement of the tour.
The parent/guardian can make arrangements to pay the amount off - beforehand only.
2. All costs of the tour must be covered by the learners. This must include petrol, tolls, driver hiring, kit, etc.
3. If a learner has outstanding tour fees from the previous year, then he may not go on tour until the outstanding tour fees are settled.
4. Staff and learners are representing the School at all times and thus are on official duty for the entire tour.
5. All disciplinary issues must be handled through the school's disciplinary structure.
6. No form of initiation may take place.
7. Medical and Indemnity forms are to be completed.

Service Awards

1. A learner is only eligible after three years of service.
2. An award must be motivated by the staff member in charge of the activity.
3. The highest award that can be attained is Colours.





Cultural Activities

Cefups Academy has a rich heritage of Cultural Activities. These activities exist because we firmly believe that one of our roles as an educational institution is to develop mature and balanced young men and women who are able to cope with the demands of the real world.

The Cultural Activities are overseen by a Cultural Activities Committee.
The members of this Committee and their respective activities are tabulated below.

ACTIVITY	EDUCATOR/S-IN-CHARGE
Chairperson: TBC	
Chess	
Choir	
Debating	
Drama	
Drum-line	
Heritage Cultural Evening	
Music	
Piano / Keyboard Club	
Poetry	
Toastmasters	

All learners are welcome to participate in any of these activities. An awards system is in place for most of these activities.





Cultural Awards

1. Awards are only awarded from Grade 10.
2. Whilst the recognition of individual talent is the basis of the awards system, it is subject to the underlying principles of personal integrity.
3. Awards have to be worn with honour at all times.
4. No award is a right for the individual. It is a privilege bestowed on the learner by the School.
5. Where any individual is found lacking in integrity, no award will be made and any award may be withdrawn at the discretion of the Cultural Activities Committee if this principle is violated.
6. Awards are recommended at the discretion of the Cultural Activities Committee and endorsed by the Head Master.
7. The criteria listed below are merely a guideline.

Activities	Scroll/Team Award	Half Colours	Colours	Honours
Chess	For a regular, reliable and committed player for two years.	For a player selected for a Regional Team or for a First Team player who has been in the First Team for two years.	• MP 18A Team • SA U16 equivalent.	• SA U18 Team • MP U18 Team for two years.
Debating	Regular committed member of a Debating team who has participated for at least two years at any level.	Finalist in any Regional Debating contest competition of merit and a committed and responsible Debater who has participated actively in a number of debates and competitions.	Member of the Provincial Debating team or an outstanding Debater in a senior team. He/She must be a committed and responsible and have participated actively in a number of debates and competitions.	Member of the National Debating team.





Drama Preamble:

1. Learners must have been involved in Performance activities for a minimum of two years.
2. Character and attitude must be above reproach.
3. Commitment and reliability should be of a high standard.
4. The following areas of performance are under consideration:
 - 4.1 Performing in the Performance Arts Competition (Dramatic Item)
 - 4.2 Directing/choreographing for the performing Arts Competition.
 - 4.3 Acting in School Play/Dance Production.
 - 4.4 Performing in a Musical.
 - 4.5 Performing in a Musical Revue.
 - 4.6 Backstage work.
 - 4.7 Other (at the discretion of the Head of Drama)

These awards will be recommended at the discretion of the nominator in exceptional situations.

Activities	Scroll/Team Award	Half Colours	Colours	Honours
Drama	Learners may be nominated for this award if they have made valuable contributions to at least three of the areas listed above or one area on three occasions.	Learners are eligible for nominations if they have made exceptional contributions in at least four of the above areas or one area on four occasions.	The same as for the Half Colours award except that the participation must be at lead role level in one of the following 4.1, 4.3, 4.4 or 4.5 of the preamble.	The same as for Colours except that involvement must have been for at least three years. The candidate must have either directed a production of a suitably high standard (decided upon by the Drama teacher/s) or consistently delivered outstanding performances, indicating insight and creative flair for theatrical performance. The Learner should have brought honour to Cefups Academy.





Activities	Scroll/Team Award	Half Colours	Colours	Honours
Music	For a regular, reliable and committed contribution to music.	For a committed, on-going, active and commendable contribution to music in the life of the School, including: • Accompanying vocal and instrumental groups on a regular basis at School and/or solo performances on a regular basis at concerts, shows, etc. • Membership of an commendable contribution to a School Music group • Participation and commendable contribution to school productions, shows, concerts, etc. Selection for a Provincial Music body and on-going participation therein A commendable, on-going involvement in the organising and managing of Music events.	For a major contribution to Music at the School, involving commitment, responsibility and reliability. The contribution must be of a high standard across a range of events, such as: • Participation in concerts, shows, etc. with specific emphasis on musical leadership and/or solo performance. • Display musical leadership amongst peers and/or mentors/guides motivates fellow and junior musicians. • Selection for and sustained involvement in a Provincial Music body or recognised musical event that is of a high musical standard and brings credit to the school.	• For an exceptional contribution to Music at School. • Musicality must be of an exceptionally high standard. • There must be on-going involvement in the musical life of the school, with an emphasis on leadership, mentoring junior musicians and contribution to the functioning of the department. • Selection for a National Music body/group and on-going participation therein.





Activities	Scroll/Team Award	Half Colours	Colours	Honours
Music			• Original music published through recognised label/ receiving critical acclaim. * Top 10 reality music show achievement. • Other (at the discretion of the Cultural Committee).	• Must show outstanding commitment and talent and always serve the best interests of other musicians and the department as well as self. Brings honour to both self and School. Other (at the discretion of the Cultural Committee).
Poetry Club	Regular and committed member for two or more years.	• Commendable contribution to meetings and events over two or more years. • Regular participation in Open Mic Sessions and other poetry events. • Creates own work. • Minimum 5 original works.	• Significant contribution over two or more years. • Very good linguistic ability and writes creatively. • Regular participation in all Poetry Club events. • Minimum 10 original works.	• Exceptional contribution over two or more years. • Excellent writing skills. • Highly skilled performer of poetry. • Has shown leadership ability and helped organise and run Poetry Club events. • Min. 15 original works.





Sport Information

Sport is seen as an integral part of School life. Grades 8, 9, 10,11 and 12 learners are required to participate in one sport per term.

Cefups Academy has a number of sports and related activities on offer. Within the next series of pages you will be able to see the sports available. Once you have seen the wide variety of extra-mural activities the School can offer you, you must commit yourself to at least one sporting code per term. Your participation in sport will be monitored during the course of the year. This commitment could be a direct involvement within the sport or could be an administrative or assistance role within the sport, e.g. Cricket scorer or First Aid assistant.

Commitment:

Once you have decided on your sporting activity for the term, you will need to report to practice on the designated days and participate within that activity for the entire season.

This process will be repeated at the beginning of each term. You will be required to have the Sports Commitment Form signed by your new coach, your parents and most importantly yourself. This level of commitment will be monitored by your Class Tutor, Prefects, Coaches and M-i-Cs of Sport on a regular basis. Learners who fail to attend practices or matches without a valid excuse will be subjected to a hearing in front of the Sports Discipline Committee.

CEFUPS Passion and Pride in Sports:

You will now be engaging yourself in the sporting activities that Cefups has to offer. In doing so, you become a part of the 32 year history of sportsmen & sportswomen who have worn the Cefups Maroon and White Colours. As they did in their time at 'School', so you should play all your sport with Passion and Pride. Playing with Passion and Pride does not mean win at all costs; it means play the game with spirit and sportsmanship. You must be a true ambassador of the School, both on and off the sports field.





Responsibility:

You are to ensure that you have committed yourself to a sporting activity and that you attend both practices and fixtures. Should a problem arise that you cannot attend a fixture or practice, it is your responsibility to find your coach or facilitator and excuse yourself well in advance (at least two days) with a letter from your parent/guardian. If an emergency arises or there are unforeseen circumstances that prevent you from attending the fixture, you are to ensure that the coach is contacted or that a message is given to him/her that you cannot attend. On the first school day after the fixture, an email or letter from your parents confirming the emergency should be handed to the coach.

It is your responsibility to ensure that you have the correct kit for practices and matches. There is a kit list included in this booklet. You should attend all meetings and check the notice boards at least once a day.

Parents:

We at Cefups encourage parents/guardians to support their children by attending fixtures, assisting with transport, if needed, and helping with supplying teas and cakes for home fixtures. We also appeal to our parents to support the sporting activities by encouraging their children to participate. We also ask that parents/guardians ensure that their children have the correct kit for their sporting activities in which their children will participate.

Dress Code - Apply to Fixtures and Practices:

When arriving at or departing from a fixture or practice, be it a home or an away fixture, all learners will dress in full school uniform. This rule also applies to going home after sports practices in the afternoon where the students must change into full school uniform. The sports kit required for that fixture must be carried in an appropriate Cefups school bag. The dress code for each sporting discipline has been outlined for your information. Please check the list below and record the appropriate kit required for each sport.

The majority of your sports kit requirements can be purchased at The Kit and Uniform Shop based at Cefups Academy.





Staff Responsibility For Sport

Sports Awards

1. A learner who achieves the minimum requirements for an award does not automatically get the appropriate award. A consistent performance of a high standard must be maintained throughout the season. His contribution to the team, loyalty to the school, behaviour and character will be taken into account. A learner who considers his own interests above those of the team disqualifies himself from consideration for an award. After all this has been discussed, the Awards Committee will then recommend to the Head Master that the learner be given his award.
2. No award is a right for the individual. It is a privilege bestowed on the individual by the school.
3. Where any individual is found lacking in sportsmanship or integrity, no award will be made. Any award may be withdrawn by the Awards Committee if these principles are violated.
4. An award may be withdrawn if an individual does not fulfil his general extra-mural commitment.
5. A learner may achieve these awards while representing Cefups Academy at Zonal, Regional, Mpumalanga or SA Schools levels. However, performances achieved while representing a private club or any other external sporting body will not be considered.
6. No Grade 8 or Grade 9 learner may receive a colours award. The highest award a Grade 10 learner may obtain is colours.
7. Learners in Grades 8 and 9 who perform exceptionally well will receive merit certificates.
8. While a learner may qualify for an award at the end of the first term, it is likely that he will only receive it at the end of the code's season (i.e. at the end of term 3 or term 4)
9. A learner must fulfil the Half Colours criteria before a higher award is to be considered. Half Colours can only be considered for 1st Team participation on a 50% + 1 basis. (MIC's need to submit accurate registers for the entire season, for their 1s Team, before any awards will be considered for the code)





Staff Responsibility For Sport

10. The criteria will be reviewed annually.
11. All queries to be directed to the MIC of the code, and then to the Awards Committee.
12. The Head Master is the final arbiter of awards.
13. All codes must be recognised by The Department of Education and by Cefups Academy.
14. The criteria listed below are merely a guideline.
15. In order to receive an Honours award, a learner will need to have achieved a playing cap in the team concerned (making a squad does not qualify for an Honours award)

Sport	Merit Certificate	Half Colours	Colours	Honours
Athletics		• 650 points X 3 on the Absa scale. • Regular attendance at practices.	• 750 points x 3 on the Absa scale. • Regular attendance at practices.	• 850+ point x 3 on the Absa scale. • Where two performances have been scored at 850, 800 will be considered for the third competition.
Basketball	• Zonal or District Representation • 80% 1 Team participation	• District U16 • District U18	• SA U16 • SA U20 District SALGA	• MP U18 • SA Schools U18A
Cricket	• MP U15	• (50% + 1) 1st team participation	• MP U17 • Outstanding performer for the 1st XI	• MP U18 • SA Schools U18
Cross Country	• Local District U15	• Local District U17 • Local District U19	• MP U17A	• MP U19A





Sport	Merit Certificate	Half Colours	Colours	Honours
Football	• Zonal or District Representation	• (50% + 1) 1st Team participation	• MP U19 • Outstanding performer for the 1st XI	• MP U19 for 2 years • SA Schools U17 or higher
Hockey	• Zonal or District Representation	• (50% + 1) 1st Team participation • MP U18C	• MP U18B • Outstanding performer for the 1st XI • SA U16	• MP U18A • MP U21A • SA Schools U17 Squad • SA Schools U18A
Rugby		• (50% + 1) 1st Team participation	• MP U18A • MP Academy Week • Outstanding performer for the 1st XV	• MP U18A • SA Schools U18A
Rugby Sevens	• Must play in two tournament	• Coach's discretion for excellent service + 3 tournaments	• MP U17A	• SA Schools U17A
Tennis	• 3 Caps in 1st Team in a season	• (50% + 1) 1st team participation	• MP U19A • MP U17A • Outstanding performer for the 1st Team	• MP U19A for 2 years • SA Schools U19 • SA Schools U17
Service to Sports Award	• Grade 8 and Grade 9 meaningful service to a code for the two years	• Grade 10 meaningful service to the code (provided a student has achieved the two merits in Grades 8 and 9 for the same code)	• Grade 11 meaningful service to the code (provided a student has achieved the half colours criteria)	





Sporting Kits

Athletics							
Basketball							
Cricket							
Cross Country							
Football							
Hockey							
Rugby							
Rugby Sevens							
Tennis							
House Game		Annah	Simon	Nyana			





Code Of Conduct For Learners

While it is a learner's right to receive an education and while Cefups Academy will strive to provide the educational opportunities this community has come to expect, it is important that learners acknowledge their responsibilities to themselves, their fellow learners, their teachers and School.

Learners will therefore commit themselves to:

1. Be punctual at all times.
2. Establish realistic, clear and meaningful academic goals for each year's study programme.
3. Establish a sound work ethic to ensure sustained academic progress.
4. Assist in keeping the buildings and grounds neat and clean by not littering.
5. Conduct themselves, while on the school premises or outside of school, in a manner that will be a credit to the image of the School.
6. Be courteous and respectful in their conduct towards all staff, fellow learners, Councillors and visitors to the school.
7. At all times adhere to the school rules as set out in the admission documents.
8. Involve themselves in all spheres of school life to ensure that the high standards at Cefups are maintained.
9. Ensure that all equipment, provided by the school, is used with care.

Code For Parents:

Parents shall strive to:

1. Support educators in their efforts to teach their children i.e. monitor homework, check test results, help set goals, and regularly consult students for educators' comments.
2. Communicate with School Management or the Principal timeously regarding areas of concern before they become major issues.
3. Involve themselves as much as possible in the School's activities.
4. Familiarise themselves with the School's admission documents and the Code of Conduct to avoid confusion at a later date.
5. Make suggestions for learners through the School Management, or provide assistance on request to improve the educational process and environment.





6. Nurture their child's learning through guidance, questioning, assisting and showing interest in their child's academic progress.
7. Provide the daily opportunities needed by their child to complete set scholastic work at home.
8. Ensure that their child arrives punctually for all school activities.
9. Familiarise themselves with the School's Discipline Policy and support the School in the implementation and administration thereof.
10. Fulfil their financial obligation to the School by paying the school fees as agreed upon.
11. Inculcate sound values and norms in their child to ensure that every child at Cefups Academy contributes to the establishment and maintenance of a stable learning environment.

Discipline Policy:

1. General parameters within which the school's discipline policy functions: The parameters and conditions set out herein will apply when a learner is:
 - 1.1. On school property
 - 1.2. On a school outing / excursion off the property
 - 1.3. Representing the school
 - 1.4. Identified with the school

General Principals - Learner Behaviour:

- 2.1. Learners are expected at all times to behave in a courteous and considerate manner towards each other, the Student Representatives, all members of staff and visitors to the school. All legitimate instructions given by members of staff and Student Representatives must be carried out promptly and willingly.
- 2.2. Learners are expected to set a good example with regard to appearance and behaviour both during school hours and after school hours, at school and away from school. Learners need to guard against doing or saying anything that will bring themselves, their family or their school into discredit.
- 2.3. No learner has the right at any time to behave in a manner which disrupts the learning of other learners, or which causes another learner or an educator physical or emotional harm.





Parent Accountability:

3.1. Ensuring disciplined behaviour on the part of learners is not the responsibility of the school only; parents also have an obligation to ensure that their children conduct themselves according to accepted norms of controlled, courteous and correct behaviour.

3.2. The school will contact parents whenever a learner's behaviour becomes a cause for concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.

The parents should support the School in its endeavours to maintain high standards of good behaviour and conduct

General:

The school's Discipline Policy intends both to punish wrong-doing and to deter further unacceptable behaviour. The ultimate goal of this policy is to ensure that in changing times the school is able to maintain a standard of discipline acceptable to the majority of educators, parents and learners. Without such discipline constructive and meaningful education cannot take place. A learner is given first warnings, followed by a final warning after which repeated misconduct will be referred to the school management team for dismissal or a fine being issued out.

The progression process is as follows:

- a. Educator
- b. HOD
- c. Principal
- d. School Management Team

The school may conduct a search of a learner upon reasonable suspicion that the learner might be in possession of dangerous objects, harmful substances or any offensive materials. The intention for a search is for School safety and security.





Religious, Cultural, Medical Exemptions From The School Code of Conduct:

1. A letter of request for exemption should be addressed to the Head Master. This letter should outline the reasons for the request and contain any attached supporting documentation.
2. This letter of request will be submitted to the Religious/Cultural/Medical Exemptions Committee for discussion. Exemptions are in no way automatically issued. The merits of each request will be assessed by the committee.





Anti-Bullying Policy

Procedures For Staff Dealing With Bullying Incidents:

1. Educators respond to all incidents of bullying.
2. All incidents to be recorded in writing and passed to the relevant Pastoral Head.
3. Perpetrators and victims to be reported to the Pastoral Head for follow up/monitoring.
4. Pastoral Head to inform Counsellor of all major concerns. All referrals, apart from self-referrals, need to go through the Pastoral Head.
5. If a pattern of bullying emerges parents are interviewed and a plan of action implemented.
6. All physical forms of bullying will result in a suspension.

Procedures For Learners:

1. Any form of bullying is not acceptable.
2. Two options are available for victims and witnesses:
 - a) Report the incident of bullying to your class tutor, the educator on duty or the Pastoral Head.
 - b) Peer mediation is an alternative if preferred. A learner can request mediation through the Prefects or RCL of the School.

Procedures For Parents:

If a parent suspects a learner is a victim of bullying:

1. Contact the Pastoral Head and they will liaise with the Counsellor and address the concerns.
2. The School will liaise with parents on a regular basis until the learner feels safe.





Examination Regulations

1. There is NO study leave prior to the commencement of examinations.
2. All learners are expected to be at School at the normal school time should they be writing in the first session and at least 30 minutes before the start of an exam in the second session. This is to ensure that an accurate registration of learners takes place and that the stipulated reading time, prior to each examination, is correctly adhered to. No additional time for an exam will be given should a learner arrive late for an examination.
3. During the examination times, all learners need only attend school when they are writing examinations. No learner is required to be at school if he/she is not writing an examination paper.
4. All absences must be accompanied by an original Doctor's Certificate. Failure to provide a Doctor's Certificate will result in a learner receiving zero for the exam that he/she has missed.
5. Please ensure that you have the correct stationery (in a clear plastic bag/plastic sleeve) for all your exams. Students expected to study their examination timetable to ensure that they are at School on the correct day, at the correct time and that they report to the correct venue. Venues for examinations will be made available to learners in due course.
6. The normal regulations governing examination irregularities apply as per all previous examinations and according to the guidelines of the MP Department of Education.
7. Learners may NOT bring cell phones into examination venues. Failure to comply with this will result in the learner receiving ZERO for the examination.
8. No bags may be brought into examination venues.
9. Correct school uniform, hair and shaving regulations apply during examinations.
10. No watches or bangles of any type are permitted to be worn or brought into examination venues





Plagiarism Policy

Rationale:

Cefups Academy understands and values the concept of intellectual property.

Educators endeavour to teach learners the ethical responsibility they have when documenting the ideas of others and will hold learners accountable when this is not done. In this regard each learner assisted by his guardian or parent will be required to sign this policy document to show their acknowledgement and acceptance.

Examples of Plagiarism Signals:

1. Direct copying of the work of another submitted as the learner's own (from that of another learner or other person, from an Internet source, from any print or visual source)
2. Lack of or incomplete in-text documentation.
3. Incomplete in-text or in project documentation.

Responsibilities:

It is the educator's responsibility to provide:

1. An assignment sheet with explicit requirements and directions.
2. A specific rubric for assessment of the process and the product.
3. Checkpoints to facilitate the research process.
4. Help learners who are having difficulties.

It is the learner's responsibility to:

1. Meet deadlines.
2. Ask questions and to get help from educators.
3. Use cited works accurately and appropriately.
4. Use consulted pages accurately and appropriately.
5. Submit only their own work.

Consequences:

1. The School Academic Integrity Committee (the Academic Head of the school and at least two other Academic Heads of Department and the educator involved in the referring issue) will meet to confirm the educator's suspicion of plagiarism and to make a disciplinary recommendation. If a learner is found guilty of plagiarism, a learner could face disciplinary procedure.
2. The learner may choose not to take advantage of the second opportunity. If so, he/she will receive zero. Should the learner choose to make use of the second opportunity the educator will assess the second opportunity work. If satisfactory, the lowest passing grade will replace the zero. If the work is unsatisfactory, the zero stands.





Levels of Misconduct and Appropriate Disciplinary Measures

This document MUST be read in conjunction with the School Code of Conduct:

This document is intended to serve only as a guideline in relation to appropriate disciplinary measures in respect of specific forms of misconduct. It must be borne in mind that the appropriateness of any disciplinary measure must be assessed in the light of the particular circumstances in which the incident of misconduct has occurred, taking into account the seriousness of the misconduct and any relevant mitigating factors.

The aim of punishment is not to degrade or humiliate, but rather to guide and educate learners to appropriate forms of behaviour. The guiding principles must always be that any disciplinary action taken must be fair, reasonable and proportionate to the misconduct. The particular misconduct and the circumstances in which the conduct occurs may justify departures from these guidelines.

Learners must understand that action may be taken against them if they contravene the Code of Conduct.

The philosophy of the disciplinary system is based on human dignity, respect and consideration for others.





Detentions

The following detentions will be in place as at the beginning of 2025.

Learners will receive at least 24 hour notice of any detention given.

Prefect Detention:

Learners may be placed on a Prefect's detention for transgressions identified by a Prefect, sanctioned by the master in charge of Prefects. This detention will not supersede a sports or cultural practice. This detention is a 1Hr detention and will take place in the Prefect classroom. All detentions must be recorded.

Educator Detention:

Learners may be placed on a class teacher's detention for misdemeanours in the classroom or homework not being done. This detention is a 1Hr detention, requiring 24 hour notice and will take place in the teacher's classroom. Parents need to be contacted by class teacher. This Detention does not supersede a sports practice. Arrangements need to be made in conjunction with and supporting the sports structures.

Grade Leader Detention:

This will be at the sole discretion of the Discipline Head of the grade and may be run on any afternoon, Monday to Thursday, for 1/Hr. This Detention does supersede a sports practice. All detentions must be recorded. Parents of any boy placed in detention MUST be contacted prior to the Detention. The venue for this detention will be communicated by the relevant Grade Head.

Head Of Discipline Detention:

This will take place on a Friday afternoon from 14h00-16h30. Only the Head of Discipline may place learners on this detention. This Detention will be monitored by a member of Management.

Head Master Detention:

This is for offences which are deemed to be serious offences. This will take place on Saturday mornings from 08h00-13h00. Only the Head Master or Deputy Head Master may place learners on this detention.

Educators and Learners: It is important to realise that should learners be placed on a Saturday detention, this detentions supersedes their extra-mural commitment.





General Procedure

Example: Level 1 offence	Block punishment or any other written work as issued by the Educator.
Failure to do block punishment or written work	Educator Detention (24 hours' notice) - may only take place on non-practice days where possible or where an amicable day is arranged. Parents to be engaged. (1Hr)
Failure to attend Educator Detention	Referral to Grade Leadership. Parents to be engaged. Educator Detention to be re-issued. (1H)
2nd Failure to attend Educator Detention	Grade Leadership Detention. Parents to be engaged. Discipline Head Detention issued. Takes precedence over sporting activities (1Hr).
Failure to attend Grade Head Detention	Discipline Head Detention to be issued. Parents to be engaged. Takes precedence over sporting activities (2Hr).
Failure to attend Discipline Head Detention	Suspension from School

If you are absent on a Friday and miss a Friday Detention, the detention will be carried over to the next Friday. Repeated absence will result in suspension from school.





ALL STUDENTS ARE TO REGISTER BIOMETRICALLY BY 07H30 EVERY MORNING AND DEREGISTER BY 17H45 EVERY EVENING

Late Arrival At School:

Failure to register biometrically will be deemed to be a late arrival!

1st & 2nd Offences: 15 minutes Educator Detention on the same day including 1 block pages. Parents to be contacted by class tutor.

3rd Offence: (1 hour) Grade Leadership Detention including 3 block pages. Parents to be contacted.

4th Offence and every time thereafter: (2 hour) Discipline Head Detention including 5 block pages.

Punishable offences:

All infractions are interpretable according to the school's Code of Conduct and SMT of the school. Sanctions for offences may vary and result in written warning, dismissal or fines being issued.

Offence	Sanctions
In possession of a cell phone during an exam/test, cheating in exams/class tests/ assignments. Possession/ distribution/trades in exam/test material prior to an exam. Bribery for unfair advantage.	First Offence -Final written warning Second Offence - Dismissal
Defacing/damaging property of others. Vandalism/Graffiti.	First Offence -Final written warning Second Offence - Dismissal
Three Repeated violations of the Code of Conduct.	First Offence -Final written warning Second Offence - Dismissal





Offence	Sanctions
Consistent/regular absenteeism.	First Offence -Final written warning Second Offence - Dismissal
Racial or sexual remarks. Insult to someone's dignity/defamation.	First Offence -Final written warning Second Offence - Dismissal
Repeatedly disruptive / uncooperative in class.	First Offence -Final written warning Second Offence - Dismissal
Smoking/in company of smokers caught in the act/suspected or possession	First Offence -Final written warning Second Offence - Dismissal
Bunking of lessons	First Offence -Final written warning Second Offence - Dismissal
Bullying in any form, verbal, physical or digital	First Offence -Final written warning Second Offence - Dismissal
Sexual harassment (intimidation, bullying or coercion of unwanted or unwelcome actions of a sexual nature)	First Offence -Final written warning Second Offence - Dismissal
Sex on the school property. Public Indecency	First Offence - Dismissal
In possession of /consumes/transmission of and/or selling of alcohol/drugs/ harmful illegal substances	First Offence - Dismissal
Theft / in possession of stolen property / fraud / forgery / plagiarism	First Offence - Dismissal
Possession of dangerous weapons/objects. Holds any person hostage.	First Offence - Dismissal
Damage to, vandalising, tampering with, or hacking the school's computer system	First Offence - Dismissal/Fine





Offence	Sanctions
Arriving at school under the influence of drugs or alcohol	First Offence - Dismissal/Fine
Any action or comments that harm the image of the School	First Offence - Dismissal/Fine
Should a boy be caught in the girls' hostel or a girl is caught in the boys' hostel. Should a girl allow a boy into the girls' hostel or a boy allows a girl into the boys' hostel.	First Offence - Dismissal/Fine
Use of Electronic devices in class	First offence - Confiscated and will not be returned
Foul language towards others	First Offence -Final written warning Second Offence - Dismissal
Late for school	First Offence -Final written warning Second Offence - Dismissal
Deceit, lying or deceitful behaviour	First Offence -Final written warning Second Offence - Dismissal
Dress code / hair regulation infringements	First Offence -Final written warning Second Offence - Dismissal
Disruption of lessons	First Offence -Final written warning Second Offence - Dismissal
Public displays of affection	First Offence -Final written warning Second Offence - Dismissal
Homework copied, not done in time, Incomplete	First Offence -Final written warning Second Offence - Dismissal
Assignments overdue	First Offence -Final written warning Second Offence - Dismissal
Found in possession or distribution of pornographic material	First offence - Dismissal
Any form of initiation (assault)	First Offence -Final written warning Second Offence - Dismissal





General Rules for Boarders:

- a. The daily routine of the boarding house is the basic rule and must be adhered to by all boarders.
- b. Each boarder is responsible for making his or her bed in the morning and this is to be done prior to the morning roll call.
- c. The boarding houses are out of bounds during the course of the school day with the exception of the time required to change for the afternoon programme.
- d. Attendance is compulsory at all meal times unless the House staff has granted prior permission.
- e. Entry to a fellow boarder's bedroom is forbidden without permission.
- f. Television may only be watched at designated times. Failure to adhere to this rule will result in the forfeiture of this privilege.

Substances Policy:

Parents and scholars should be aware that the possession or taking of any illegal drug is strictly forbidden and will result in expulsion. Furthermore, repeated truancy, possession of pornographic material and the possession or consumption of alcohol or the smoking of cigarettes and dagga is forbidden at all times in all places while at or representing Cefups Academy. Failure to comply with these rules is likely to lead to expulsion. The same applies to a scholar who drinks alcohol or smokes in public while dressed in clothing which distinguishes him or her as a Cefups scholar, or while travelling home on public transport or participating in school functions or tours when not in school uniform.

We also believe that any behaviour after school hours, during the holidays or mid- term breaks which may reflect badly upon the name of the Academy, or bring discredit to the Academy in any way, becomes a school matter and action from the Academy can be expected. If the above reads as 'old fashioned'. Cefups is proud to endorse those values of behaviour and characters which are timeless.





General Procedures to be followed when a Child is Sick:

- a. Children with chronic diseases must be reported to the office during the first term (Preferably on arrival).
- b. Parents must give their children the medical aid cards for doctor's consultations and purchase of the prescribed medication.
- c. The ill child is to report to the House Master/ Mistress.
- d. Should the illness warrant a consultation with the doctor, the ill child will be taken to the Hospital by the school transport or an ambulance can be called upon the case of an emergency.
- e. Records of all medication must be kept in the medical register where times and dosages administered are recorded.
- f. Parents must be contacted where need arises. Every effort will be made not to alarm parents living far away unnecessarily.
- g. Should the ill child be confined to bed in the boarding house, he/ she will be monitored hourly by the House Master/ Mistress. The ill child's roommate will be requested to bring all meals to their ill friend.
- h. Any child who has contracted an infectious disease that could possibly place other boarders at risk will be sent home.

Medical Policy for Boarders:

1. Medication Administration: No pupil may self-administer any type of medication without prior consent from the school doctor and the House Master or Mistress. Parents must inform the House Master if their child requires any type of prescriptive or non-prescriptive medication while at school
2. Medical Aid Information: Parents are required to provide the school with their child's medical aid information. This information is crucial for ensuring that students receive appropriate care in case of medical emergencies
3. Medical Records: It is the responsibility of the school office to maintain all medical files. Additionally, the House Master is responsible for keeping each student's medical file readily available for use during medical emergencies
4. Emergency Procedures: In the event that a student does not have medical aid, it is the parent's responsibility to ensure that funds are sent directly to the school to cover immediate medical costs during an emergency

This policy aims to ensure the health and safety of all students during their time at the school. Thank you for your cooperation and support.





Noise:

The rule in both boys and girls boarding houses is to keep the noise level to a minimum. Students often study outside the official preparation times and respect for low noise level should be observed at all times.

Radios and Similar Equipment:

- a. No radios are allowed at the school premises (a radio for educational purposes will be provided by the school).
- b. No TV is allowed at the school premises (only school TV's will be supplied to students to be watched at designated times).
- c. Electrical equipment should be kept to a minimum for safety reasons.
- d. No kettles are permitted in the rooms but may be used in the kitchen areas.
- e. In the interests of fire prevention, no electrical blankets or heaters will be allowed in the boarding house.

Out of Bounds:

Any pupil leaving the designated Academy Estate without permission of the Principal, will result in firm disciplinary action being taken. 'Bunking out' will not be tolerated under any circumstances. The boarding houses are out of bounds to day scholars. No scholar must enter any of the teachers' residence without the teachers and the school management's consent.

Bounds are defined as the areas within the boundaries of the school fence and various exit roads. Scholars may not walk on the grass quadrangle between lessons. Boys are not allowed to go to the girl's hostels and vice versa.

Pocket Money:

Parents should provide their children with sufficient monies appropriate to their needs. Large sums of money should be given to the Boarding Master for safekeeping. Parents are urged not to give their children unnecessary money to avoid misuse of such money. If students have unnecessary surplus money, they tend to use it buying drugs or alcohol. The parents can deposit the pocket money of their children into the school account. The deposit slip must be sent via email to the school as proof of payment. Scholars are not allowed to carry money on the school premises.





Compulsory Saturdays and Sundays Classes:

These classes are also compulsory especially for the matric students.

Telephones / Cell Phones:

- a. Our Campus has one telephone line and one line for the fax. Students are not allowed to use the telephone in the offices but can only be allowed on emergency cases.
- b. No student is allowed to bring a cell phone on the premises of the school.
- c. Should a student be found using a cell phone such a cell phone will be confiscated from the student and it will never be given back to him/ her.
- d. In case of an emergency, parents should use the following numbers to contact their children or to find out about their welfares.

Head Girl: TBC

Boarding Master: TBC

Term Beginning and End Arrangements:

First day of term Arrangements

All boarders are to be back in time for roll call at 14h00 on the date given. If for some reason a boarder cannot/will not be back in time of his/ her Housefather or mistress must be informed at the earliest possible moment.

Last day of Term Arrangements

Pupils are normally allowed to leave at 12h00 on break up day AND NOT BEFORE. Parents are earnestly requested not to seek permission for pupils to leave school before the official break up-time, as this becomes disruptive to the academic programme.

Textbooks:

- a. Textbooks and study guides will be made available in the school's book shop.
- b. Parents are requested to financially prepare themselves for the purchase of books as early as possible to avoid delays in starting with effective teaching and learning in January.
- c. The list of prescribed books will be made available four months in advance for the next academic year.
- d. Books are to be purchased from the bookshop and no teacher is allowed to sell books to the students in his private capacity





Torches:

It is essential that all boarders own a torch. Thunderstorm on occasion results in power failures in the boarding houses.

Travel Arrangements:

During closure and re-opening of schools, parents are responsible for booking their sons or daughters bus tickets to and from the school. The school can assist in such arrangements if asked by parents or students themselves.

Tuckshop:

- a. Cefups Academy as a boarding institution provides healthy and sufficient food for its students.
- b. It is therefore forbidden to bring into the hostels (boys and girls) any food stuff.
- c. A tuck shop is available for the purchases of "in between snacks."
- d. Parents can only bring toiletries for their children.
- e. We sincerely appeal to parents to adhere to these stipulation to avoid the problems we had
- f. With students in the past.

Casual Wears (Saturdays and Sundays):

- a. Our core business at Cefups Academy is serious teaching and learning.
- b. We therefore do not encourage anything that will derail us from this main objective.
- c. We therefore appeal and urge our prospective parents and students to strictly adhere to the content of this document.
- d. Our students should carry more books than clothes.
- e. Boys and girls after school, Saturdays and Sundays will be expected to wear blue jeans and white T – shirts and no fancy clothes (we are not on a fashion parade).
- f. Flat shoes are always preferred (Sneakers in particular)
- g. Those who know "The Mandlakazi freeway is too long" to walk to classes during the academic year.
- h. On Sundays one smart dress for girls and suit for boys for church services (nothing fancy)
- i. The over carrying of clothes result in us solving petty issues of jealousy and quarrels over clothes from the students side and this retards the progress of our core business.





Guidelines for a Boy's General Appearance whilst at Cefups Academy:

- a. Hair must be worn in natural colours (no peroxide).
- b. No undercuts or steps.
- c. Hair must not touch your collar, ears or eyebrows.
- d. No less than a number "3" hairstyle is allowed.
- e. No earrings may be worn.
- f. No bracelet (with exception of the Medic alert bracelet).
- g. Shirts must be tucked in at all times and the collar must be worn outside when wearing a blazer or jersey.
- h. Under no circumstances must boys be found wearing caps or hats on the school premises.
- i. Only white T-shirt may be worn under the school shirt.
- j. Sport shorts must be above the kneecap.
- k. Long pants must touch the shoe, but not the ground.
- l. Only school regulation pants may be worn.
- m. Regulation brown school shoes are to be worn and be clean and polished at all times.

Guidelines for a Girl's General Appearance whilst at Cefups Academy:

- a. Boarding School Hair Policy for Girl Students
 1. General Appearance: Hair must be neat, clean, and well-groomed at all times
 2. Length: Hair should be kept short, above shoulder length.
 3. Braids: Short braids are permitted, provided they are tidy and do not extend beyond shoulder length
 4. Color: Natural hair colors are required. Unnatural colors or extreme styles are not allowed
- b. Only one pair of earrings may be worn, these must be small studs or small sleepers. No make-up, ring and bracelets (with exception of the Medic-alert bracelets).
- c. Only clear nail varnish may be worn.
- d. Only chains containing a religious symbol may be worn in their silver or gold, chains must be concealed under the shirt.
- e. Shirt must be tucked in at all times and the collar must be worn outside when wearing a blazer or jersey.
- f. Skirts may not be rolled up the waist.
- g. Short white socks must be worn and turned over the ankle, not pulled half way up the calf.
- h. Regulation brown school shoes must be worn at all times.
- i. The wearing of hot pants under sports skirts is allowed provided the hot pants are not visible and the only colour allowed is black.





Grooming and General Neatness:

No piercing may be visible in school or sports uniform. When the school jersey is worn, the sleeves are to be worn down.

Leadership:

The CMB group within the school is an elected representative acting on behalf of the scholars of Cefups Academy. All scholars are strongly encouraged to approach this representative with ideas and suggestions, which could benefit Cefups Academy. The CMB plays a very important role at the school. This body involves itself in counselling and guiding those students who have peer group problems and many other problems which cannot sometimes be solved by teachers. Over and above this the CMB in consultation with the teachers is responsible for organising school educational tours and academic ceremonies of the school.

Extra-Mural Activities

Introduction:

We are a school that takes sports into serious consideration. “A non-playing child becomes a dull boy or girl.” We believe that in order to mould a child into a total adulthood, all aspects of balanced growth should be taken into consideration, namely, spiritual, mental and physical aspects. Hence our students have a congested sporting programme for the year.

Expectations of Sporting Behaviour both as a Player and Supporter:

- All teams representing Cefups Academy are to wear their number ones when travelling to away games e.g. touring another school.
- All scholars attending Cefups Academy are very strongly encouraged To attend and support all sports games.
- A high degree of sportsmanship is expected when representing Cefups Academy, both on and off the field.
- “Back-chatting” of sporting officials will not be permitted.
- Good school spirit and support is welcomed at all sporting functions.group problems and many other problems which cannot sometimes be solved by teachers. Over and above this the CMB in consultation with the teachers is responsible for organising school educational tours and academic ceremonies of the school.





Sporting Codes:

The following sporting codes are available at Cefups Academy:

- a. Netball.
- b. Table Tennis.
- c. Basket Ball.
- d. Volleyball.
- e. Chess.
- f. Soft Ball and
- g. Swimming.
- h. Soccer.

Times for Sports:

There are plenty of sports trips that we undertake between January and June. Our season of sports is from February to June. After June we only play our own league matches. Sporting at Cefups Academy is done Fridays and Saturdays.

Participants:

All students of Cefups Academy are expected to take part in sports not unless they are physically disabled.

Expectations on the Social Aspects Life at Cefups Academy:

- a. Scholars are encouraged to support and attend school socials.
- b. Public fraternisation and displays of affection (holding hands, kissing, cuddling etc.) at social or during school hours is expressly forbidden.
- c. Smoking or drinking of alcoholic beverages is strictly forbidden.
- d. No love affairs among students are allowed.

Cultural Activities:

- a. Our school takes cognisance of the fact that all the students come from various cultural backgrounds.
- b. This institution does make provision to cater for cultural activities, as a way of showing recognition and appreciation to diverse cultures which our students represent.
- c. Our school calendar is designed in such a way that it accommodates the staging of a cultural day, especially in the second term of that academic year.
- d. This arrangement was made with an aim of promoting the spirit of unity within the cultural diversity prevailing at the institution.
- e. The students form part of the school's cultural committee.





Advice on Good Manners:

- a. Pupils should be kind, courteous and helpful to one another and any visitors to the school.
- b. Greeting and standing up in an adult's company should be second nature.
- c. All scholars should allow a senior pupil or staff member to enter or exit/
 - leave doorway or room ahead of them e.g. Matriculants should enter or
 - Leave a room ahead of a scholar in a lower grade.
- d. Boys are strongly advised to show courtesy to girls by allowing the girls to enter and exit the classrooms first.
- e. Swearing and profanity is not allowed.
- f. Directive given by the Academy staff members at School or boarding mentors directives should be adhered to at all times.
- g. Always remember to say "please" and "thank you".
- h. Littering of any nature will not be tolerated.
- i. Vandalism on school furniture and or any school property will never be tolerated.
- j. Should a student be found breaking any school property, he/she will be
 - expected to pay for its repairs
 - Disciplinary procedure.

Fee Structure for the Following Academic Year:

- a. The Management of the Academy is trying by all means to keep the Academy's fees as affordable as possible because its major purpose is to empower the nation through education as it is clearly stated in our mission statement.
- b. Fees of the Academy are preferably paid in advance and they can be paid either quarterly or monthly.
- c. An outline of fees will always be given to you on request. NB: If there is something you do not understand regarding the fees outline, please direct your queries and questions to the main offices. There will always be someone to help you and give you clarity on any matters pertaining to the school.





Cefups Prayer

As we gather in this place of learning, we thank You for the gift of education and the opportunity to grow together as a community. Guide our minds to seek wisdom and understanding, and help us to embrace challenges with courage and determination. May we treat one another with kindness, respect, and love, fostering an environment of support and friendship

In our studies, grant us focus and perseverance, and as we share our experiences, may we learn from one another and celebrate our diverse talents

We ask for Your guidance in our decisions and actions, as we strive to become compassionate and responsible individuals. Bless our school, our teachers, our families, and our friends, and may we always seek to make a positive impact in the world around us
Amen.





Cefups Academy Song

Chorus:

Cefups Academy, proud and true,
In Nelspruit's heart, we shine anew.
With spirits high, our dreams take flight,
Together we soar, our future bright

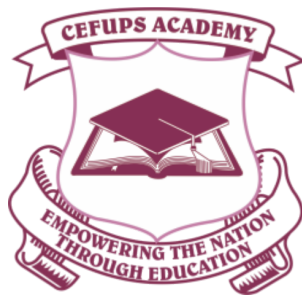
Verse:

United we stand,
In strength and courage,
With hearts aglow, we chase the light,
Cefups forever, our guiding might

Chorus:

Cefups Academy, proud and true,
In Nelspruit's heart, we shine anew.
With spirits high, our dreams take flight,
Together we soar, our future bright.





National Anthem

Nkosi sikele' i-Afrika,
Maluphakanyisw' uphondo lwayo.
Yizwa imithandazo yethu,
Nkosi sikelela, thina lusapho lwayo

Morena boloka setjhaba sa heso, O fedise dintwa le
matshwenyeho
O se boloke, o se boloke setjhabsa sa heso,
Setjhaba sa South Africa, South Africa:

Uit die blou van onse hemel,
Uit die diepte van ons see,
Oor ons ewige gebergtes
Waar die kranse antwoord gee.

Sounds the call to come together,
And united we shall stand
Let us live and strive for freedom
In South African our land.





Declaration and Undertaking

I declare that I have thoroughly read the prospectus of Cefups academy, and I undertake to comply with the rules, regulations and decisions of the Academy, and any amendments thereto, which may be applicable to students in general and/or to the field of study for which I am registered.

Having read and understood the contents of the Academy's prospectus, I further undertake to pay the fees of the Academy as stipulated in the Academy's fees structures, as well as legal costs on an attorney at a client scale should the Academy take legal steps against me as a result of my default

Student's signature: _____

Date _____

Parents' signature: _____

Date _____

Cefups Officer's signature: _____

Date _____

