



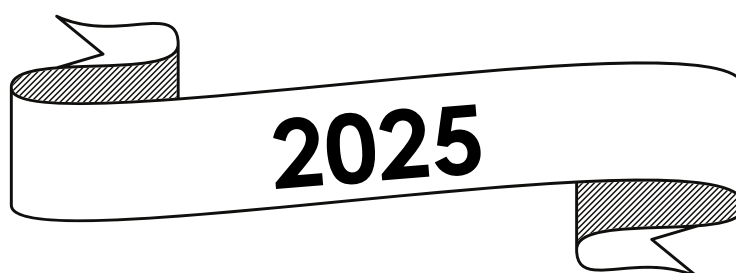
HOËRSKOOOL BEN VILJOEN

PROSPECTUS

2025

INLAND PROVINCES: FREE STATE, GAUTENG, LIMPOPO, MPUMALANGA AND NORTH-WEST

TERM	TIME PERIOD	AMOUNT OF WEEKS	AMOUNT OF DAYS	AMOUNT OF PUBLIC HOLIDAYS	AMOUNT OF SCHOOL DAYS
1	(13) 15 January - 28 March	11	53 (55)	1	52 (54)
2	08 April - 27 June	12	59	4+3	52
3	22 July - 03 October	11	54	1	53
4	13 October - 10 (12) December	09	43 (45)	0	43 (45)
TOTAL		43	209 (213)	6+3	200 (204)



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A VALUE-DRIVEN SCHOOL

Throughout history, education has always had two main goals: To help learners act wisely and to help them to be good - and **character** is necessary for both. To claim that we can have responsible citizenship and a civil society, without first building good character, is like believing that we can have trees without roots, or flowers without petals.

RESPECT • RESPONSIBILITY • COMPASSION • INTEGRITY • LOYALTY

We believe that the pursuit of these values can better equip our teachers, students, and parents to be successful in our community as well as in society at large. Our mission is to give each learner the opportunity to reach his / her full potential, and in collaboration with the family home, academically, physically, mentally, and psychologically prepare the learner for life after school so that they can complete their studies after matric, and enter adulthood as full-fledged, well-rounded young adults.

Schooling is no longer just a given. It is an investment in your child's future and you as a parent have the choice of which school will best meet your child's needs. With us, the learners, the staff, and the parents form the unique heartbeat of the school. Academics form the cornerstone of our school and your interests and needs are important to us.

We hereby ask that you, as a parent, support us by taking these values to heart and helping our learners to develop a strong, value-driven character.

We aim to link practical, doable actions to each character trait. Among other things, we will expect the following from the learners:

VALUE SYSTEM
1.Christian and professional education 2.Promoting academic achievement and creating a learning culture 3.Maintaining discipline 4.Effective management and leadership 5.Promoting traditions and culture 6.Cultivating loyalty and respect towards the school and fellow human beings 7.Equal and dignified treatment 8.Encouraging and promoting creativity 9.Cultivating a healthy competitive spirit 10.Developing the learner to his/her maximum potential
VISION
Hoërskool Ben Viljoen is a parallel medium educational institution where Christian norms and high standards are maintained. Teaching takes place in Afrikaans and in English.
MISSION
Hoërskool Ben Viljoen is a high school with a Christian character that strives for the establishment of high standards, curricular as well as extra-curricular. Hoërskool Ben Viljoen wants to be a haven for happy, proud and loyal learners who are taught by well-educated staff and led to responsible maturity. The opportunity for each learner to achieve their full potential and balance academic, cultural and sporting involvement is created by positive staff in partnership with an enterprising Governing Body and supportive parents. Hoërskool Ben Viljoen aims to protect, promote and expand the standard of education and teaching of learners in general.

CHARACTERISTICS OF A TRUE DALLER

RESPECT	<ul style="list-style-type: none">• We stand when a teacher enters the classroom• We stand when a teacher greets us or speaks to us on the school premises• We kindly greet visitors
RESPONSIBILITY	<ul style="list-style-type: none">• We submit all assignments punctually• A neat appearance demonstrates that we are proud of our school• We do not litter
COMPASSION	<ul style="list-style-type: none">• <i>Speak Life Day.</i> On Day 1 of each cycle we may say only positive things to one another
INTEGRITY	<ul style="list-style-type: none">• We do not gossip: neither in real life nor on social media• We do the right thing, since that is the right thing to do
LOYALTY	<ul style="list-style-type: none">• We will be involved in school activities and strive to achieve a high involvement mark

One can never separate morality and education. When they asked Plato why education is necessary, he answered: education makes good people and good people act nobly.

Hoërskool Ben Viljoen believes in value driven education, rather than rules and regulations. The staff, learners, SGB and parents all play a role in this process.

GENERAL SCHOOL ORGANIZATION

1. ASSEMBLY/ADJOURNING

- 1.1 School starts promptly at 6:55.
- 1.2 School closes at 13:30 throughout the year, Fridays at 13:00.
- 1.3 Learners assemble on the quad each morning where the day is started with scripture reading and prayer. Announcements regarding activities are also made.
- 1.4 Details of learners who arrive late will be taken at the gate. Since late arrival is an offence, the disciplinary office will receive the details and complete an offence form.

MATRIC FAREWELL POLICY

A matric farewell is a very special occasion in a grade 12 learner's school career where he/she is allowed to say goodbye to the school. This is a privilege that the grade 12 learners have, **NOT** a right. The following policy is applied at Hoërskool Ben Viljoen:

- 1.1 Only registered grade 12's from Hoërskool Ben Viljoen are allowed at this function, no partners from other schools
- 1.2 The school hosts a pre-fashion parade with snacks for the grade 12's. Grade 12's pay X amount for this and then adjourn to their venues after the fashion parade is finished. The public can buy tickets to attend this event.

The value system of each child in its totality remains our priority, and we are happy to say goodbye to our valued matrics this way!

Terrain Duty

Monday:

1. H Blok
2. C Snyman
3. J Cairncross
4. J Janse van Rensburg
5. J Cronje

Tuesday:

1. E Coetzee
2. J Lessing
3. D Schoeman
4. C Kruger
5. T Marais

Wednesday:

1. A Giles
2. L Agenbag
3. B Dlamini
4. L Jenkinson
5. J Truter

Thursday:

1. J Vreugdenburg
2. C Nieman
3. H Erasmus
4. R Viljoen
5. T Cupido

Friday:

1. A Smit
2. D Houy
3. S Griesel
4. H Ekman
5. I Meyer

STAFF RESPONSIBLE FOR APPEARANCE POLICY IN GRADES:

Overhead: Ms M Roos (girls)

Register class staff are responsible for the appearance of their register classes

Overhead: Mr T Smit & Mr J Smith (boys)

Register class staff are responsible for the appearance of their register classes

DIVISION OF COLOUR TEAMS

Grades are divided according to the following colour teams for the interhouse athletics and swimming events:

Grade 8: Green

Grade 9: White

Grade 10: Yellow

Grade 11: Red

Grade 12: Black

STAFF LIST

MANAGEMENT TEAM		ROOM	STAFF	REGISTER CLASS	EC
Mr J Smith	Principal	1	Mr B Dlamini	Grade 8 Guardian: Ms E de Beer	
Mr S Snyman	Deputy Principal	2	Ms M Roos	8A	Ms H Blok Anel Muller
Mr P Kruger		3	Mr J Vreugdenburg	8B	Ms C Snyman Carmen Labuschagne
Mr T Smit		4	Ms M Joubert	8C	Ms J Cairncross Elandré Mallo
Ms A Smith		5	Ms C Kruger	8D	Ms J Jv Rensburg Ellené vd Westhuyzen
Ms A Berry		6	Ms H Blok	8E	Mr J Cronje Maggie French
Ms A Snyman		7	Restaurant		
Ms C van den Berg		8	Ms M de Klerk		
Ms C Coetzee		8A	Ms T Cupido	Grade 9 Guardian: Ms M Roos	
Ms M Wessels		9	Ms C Nieman	9A	Ms E Coetzee Anel Geyser
CENTRE FOR COUNSELLING AND REMEDIATION		10	Ms E Coetzee	9B	Ms J Lessing Ané Botha
Dr Shaun Mellors	Centre Manager	11	Ms H Erasmus	9C	Ms D Schoeman NJ de Wet
Ms C van der Merwe	Counselling	12	Ms C van den Berg	9D	Ms C Kruger Alexia Paissopoulos
Ms M van Wyk	Counselling	13	Ms E de Beer	9E	Mr T Marais Simoné Naude
DISCIPLINE		14	Ms J Lessing		
Mr J Smith		15	Ms C Booyse	Grade 10 Guardian: Ms C Coetzee	
Mr S Snyman		16	Ms A Snyman	10A	Ms A Giles Keziah Truter
Mr P Kruger		17	Mr H Ekman	10B	Ms L Agenbag Thandi Mabuza
ADMIN STAFF		18	Ms A Smith	10C	Mr B Dlamini Juan vd Heever
Ms N Kotze	Reception	19	Ms J Cairncross	10D	Ms L Jenkinson Simoné Theron
Ms M Wessels	Reception	20	Ms A Viljoen	10E	Mr J Truter Nadia Jv Rensburg
Ms J Bosman	Finances	21	Ms L Jenkinson		
Ms J Wagener	Finances	21A	Ms J Bruwer	Grade 11 Guardian: Mr T Smit	
Ms J Heyns	Marketing	22	Ms C Snyman	11A	Mr J Vreugdenburg Tiaan Scheepers
Mr E Mnkomo	Marketing	24	Mr J Truter	11B	Ms C Nieman Merie Muller
Mr S Snyman	Hostels	25	Ms I Meyer	11C	Ms H Erasmus Du Toit Eksteen
Mr M Coetzee	Factotum	26	Mr T Smit	11D	Mr R Viljoen Kadmiel Lotika
BEN'S CAFETERIA		28	Ms M van Jaarsveld	11E	Ms T Cupido Ankia Blok
Ms M Rall		29	Ms S Griesel		
		30	Ms J Janse van Rensburg	Grade 12 Guardian: Ms A Snyman	
		31	Ms C Coetzee	12A	Ms A Smit Christoff Augustine
		32	Ms D Houy	12B	Ms D Houy Janik Brits
		33	Ms A Giles	12C	Ms S Griesel Mighael Alberts
		34	Ms A Berry	12D	Mr H Ekman Chris Jordaan
		35	Mr J Cronje	12E	Ms I Meyer Louvan Lessing
		36	Mr P Kruger		
		38	Mr T Marais	Relief staff:	
		40	Ms L Agenbag	Ms C Booyse, Ms M Joubert, Ms M de Klerk, Ms E de Beer, Ms M Roos, Ms A Viljoen and Management Team	
		54	Ms D Schoeman		
		92	Mr S Snyman		
		93	Ms A Smit		
		94	Mr R Viljoen		
		101	Ms C Durie		
		102	Ms R Oosthuizen		

ACADEMIC MODERATION

SUBJECT HEAD	SUBJECT
Ms A Snyman	Afrikaans Home Language
	Afrikaans First Additional Language
Ms C van den Berg	English First Additional Language
Ms H Erasmus	English Home Language
Ms C Coetzee	Mathematics
	Technical Mathematics
	Consumer Studies
Ms E de Beer	Mathematical Literacy
Ms A Berry	Physical Science
	Life Science
	Natural Science
Mr S Snyman	Technical Science
	Agricultural Technology
Mr J Smith	Life Orientation
	Tourism
Ms M de Klerk	Visual Arts
	Dramatical Arts
Mr T Marais	Engineering Graphics and Design
	Mechanical Technology
	Electrical Technology
Ms A Smith	Accounting
Ms C Booyse	Economic and Management Sciences (EMS)
	Business Studies
Ms M van Jaarsveld	Computer Applications Technology (CAT)
	Information Technology (IT)
Ms A Giles	Social Sciences (SS)
	History
Mr P Kruger	Technology

GUIDELINES FOR SUBJECT CHANGES GR. 10-12

GRADE 10

Grade 10 learners may change **two subjects** during their Gr. 10 year.

The final submission date for subject changes is the end of May.

Three forms must be completed, namely:

1. LPE Form E70
2. Subject change form
3. "Assessment Programme" form

The parents must write a motivational letter to the Department in which they explain why the subject must be changed.

(1) and (2) are signed by the learner, the parents, the two teachers involved in the subject change as well as by the grade guardian. (3) is only signed by the teacher who teaches the new subject.

Grade 10 learners may apply to take an extra subject, for which form LPE Form E71 is used. The learner, parent, teacher and Ms C. Coetzee complete the form. The teacher must also complete the "Assessment Programme" form.

The deadline for applications to take extra subjects is 1 June.

GRADE 11

Grade 11 students may change **two subjects** during their Gr. 11 year.

The final submission date for subject changes is the end of March.

Three forms must be completed, namely:

1. LPE - Form E70
2. Subject change form
3. "Assessment programme" form

The parents must write a motivational letter to the Department in which they explain why the subject must be changed.

(1) and (2) are signed by the learner, the parents, the two teachers involved in the subject change as well as by the grade guardian. (3) is only signed by the teacher who teaches the new subject.

Before the subject may be changed, Mr Smit must interview the learner and the learner's parents.

GRADE 12

Grade 12 learners may change **one subject** during their Gr. 12 year.

The final submission date for subject changes is the end of January.

Three forms must be completed, namely:

1. LPE Form E60
2. Subject Change Form
3. "Assessment Programme" Form

The parents must write a motivational letter to the Department in which they explain why the subject must be changed.

(1) and (2) are signed by the learner, the parents, the two teachers involved in the subject change as well as by the grade guardian. (3) is signed only by the teacher who teaches the new subject.

Ms A. Snyman must conduct an interview with the learner and the learner's parents before the subject may be changed.

A Grade 12 learner may under no circumstances change a subject after 13 January!

ORGANISERS

ORGANISERS

	STAFF MEMBER
ATKV Youth Branch	Ms T Cupido
Athletics	Ms A Berry & Ms C Booyse
Ben se Pen	Ms J Heyns
Ben's Cafeteria	Ms M Rall
Photography Club	Ms J Heyns
Girls' Hockey	Ms D Houy
Girls' Cricket	Ms S Griesel
Grade 8 Concert	Ms E de Beer
Golf	Mr J Vreugdenburg
Bank Angling	Mr S Snyman
Culture Week	Ms A Snyman
Cross Country	Ms J Bruwer
Squash	Ms C Coetzee
Netball	Ms H Blok
First Aid	Ms A Smit
Prize Giving	School Management Team
Bisley	Ms E Coetzee
Public Speaking	Ms C van den Berg
Rugby	Mr T Smit
Boys' Hockey	Ms J Lessing
Boys' Cricket	Mr T Smit
Chess	Ms I Meyer
School Photos	Ms E Coetzee
Soccer	Mr R Viljoen
Swimming	Ms J Lessing & Ms E de Beer
Tennis	Ms M van Jaarsveld
Teen Theatre	Ms M de Klerk
EC Guardians	Mr J Smith & Ms A Smith
Transport	School Bus & Routes: Mr H Ekman, PAL-busses: Mr T Marais
RCL	Ms H Erasmus

EXECUTIVE COUNCIL



EXECUTIVE COUNCIL 2025

Head boy: Joe Cloete

Head girl: Kyra Hancke

Deputy head boy: Janik Brits

Deputy head girl: Ellené van der Westhuyzen

Deputy head boy: Kadmiel Lotika

Deputy head girl: Nomthandazo Mabuza

Portfolio - Academics: Du Toit Eksteen

Portfolio - Academics: Carmen Labuschagne

Portfolio - Culture: Christoff Augustine

Portfolio - Culture: Elandré Mallo

Portfolio - Sport: Tiaan Scheepers

Portfolio - Sport: Alexia Paissopoulos

NJ de Wet, Anel Muller, Simoné Naude, Louvan Lessing, Merie Muller, Ankia Blok, Maggie French, Anel Geyser, Mighael Alberts, Ané Botha, Nadia Janse van Rensburg, Simoné Theron, Chanté van Aswegen, Juan van den Heever, Christian Jordaan and Keziah Truter

OUR WORK - OUR HONOUR

GIRLS

BLAZERS

Only school-related lapel/pin badges may be worn on blazers.

SUMMER UNIFORM

Summer uniform is worn from the first Monday in September to the last Friday in April.



- Green skirt (six lanes). Length 14cm from the floor in a kneeling position
- White short-sleeved school shirt (with school logo on pocket)
- White school socks
- Black lace-up shoes that can be polished without buckles and excessively thick soles
- Black leather shoes with a strap may also be worn.
- Learners may wear grey 'Regular fit' trousers with a blazer on any day, especially on Mondays.
- No 'skinny fit' trousers
- Matric ties may be worn throughout the year.

WINTER UNIFORM

Winter uniform is worn from the first Monday in May to the last Friday in August.



- Green school skirt (six lanes) with white school shirt and a school tie
- Long black stockings or green knee socks with two stripes or grey trousers.
- Grey "Prefect" trousers "regular fit" (available at Extreme Clothing) with a white school shirt and a school tie
- Only grey school socks may be worn with trousers
- School jacket (blazer), school jersey, school pull-over jersey
- School shoes as prescribed for summer uniform
- Long trousers may not be worn with only a school shirt
- Green scarf
- EC attire on Mondays and specific occasions
- Matric ties may be worn throughout the year
- No trousers that are fitted ("skinny fit")
- No beanies

THE ABOVE-MENTIONED SCHOOL UNIFORM IS AVAILABLE AT:



**EXTREME
CLOTHING**
TEL: 079 952 3513

Extreme Clothing
1B Mark street
Groblersdal
0470

GIRLS

HAIR

- Hair that hangs over the collar must be fastened in such a way that no loose strands of hair hang down.
- No unnatural hair dye.
- Hair may not hang over the eyes of the learner.
- No excessive gel or oil.
- Clips and ribbons: dark green, yellow, white or black only.
- No ornamental clips.
- No beads in hair.
- Learners from ethnical groups may plait small natural hair colour pieces into their hair, but in such a way that it does not stand away from the head or face.
- Acceptable hair length
- No extravagant hairstyles.
- No coloured hair pieces.
- No artificial flowers in hair.
- Green scarf.
- Black headband.

NAILS AND MAKE-UP

- Nails no longer than fingertips.
- Colourless nail polish only.
- No makeup.
- No tattoos or writing on the body.

JEWELLERY

- Only small earrings (0.5cm in diameter), gold/silver and gold/silver/pearl studs at the bottom of the earring are allowed.
- Only one set of earrings/studs is allowed.
- No tongue or nose rings.
- Only a wristwatch and one signet ring may be worn. No other jewellery is permitted.
- No rubber bands and copper rings may be worn.

ADDENDUM

Learners who, due to their religious beliefs, require an adjustment to the above dress code, should make a written application to the Governing Body for such consideration and the necessary approval. Such concessions will only be granted on an individual basis.

BOYS

BLAZERS

Only school-related lapel/pin badges may be worn on blazers.

SUMMER UNIFORM

Summer uniform is worn from the first Monday in September to the last Friday in April.



- Grey shorts
- Grey short-sleeved school shirt (with the school logo on the pocket) (gr.8-11)
- White shirt (with the school logo on the pocket) for the EC and Grade 12 learners only
- Grey knee socks (with stripes)
- Black shoes – lace-up, which can be polished without decorations
- No suede shoes are allowed

WINTER UNIFORM

Winter uniform is worn from the first Monday in May to the last Friday in August.



- Grey trousers (regular fit) with a grey shirt and a school tie for Gr.8-11. Gr.12 and the EC wear a white shirt (with the school logo on the pocket) and school tie
- School blazer/school jersey (long sleeve and/or pull-over)
- Grey socks and school shoes as mentioned
- When a school blazer is worn, trousers and a tie must be worn
- The EC wears their official uniform on Mondays and specific occasions
- No skinny trousers (only "Prefect Regular Fit" trousers)

THE ABOVE-MENTIONED SCHOOL UNIFORM IS AVAILABLE AT:



**EXTREME
CLOTHING**
TEL: 079 952 3513

Extreme Clothing
1B Mark Street
Groblersdal
0470

BOYS

HAIR

- Hair may not hang over the eyes of the boys.
- No patterns may be cut into hair.
- Boys must be clean-shaven.
- No peroxide, hair dye, or highlights are allowed.
- No excessive use of gel or oil or extravagant hairstyles is allowed.
- Sideburns may not extend beyond half of the ear.
- Hair must be short and neat.

JEWELLERY

- No jewellery, belts, rubber bands, brass rings etc. are permitted, even if a boy is wearing civilian clothes on the school grounds.
- No tongue, nose or earrings.
- Only wristwatches are permitted.
- No tattoos or writing on the body.

ADDENDUM

Learners who, due to their religious beliefs, require an adjustment to the above dress code, should make a written application to the Governing Body for such consideration and the necessary approval. Such concessions will only be granted on an individual basis.

SCHOOL FEES: 2025

R33 550 per year or R3 050 per learner per month from January to November (11 months).

School fees are payable before/on the 7th of each month from January to November 2025.

NO discount is granted for school fee payments for the year in advance.

R950 MANDATORY one-off additional textbook fee, which includes subject fees, is payable before/on 15 January 2025. Upon payment of the textbook fee, learners receive a registration ticket.

No textbooks are issued without a registration ticket, and no arrangements can be made regarding textbooks; therefore, you have the opportunity to pay the amount in 2024 for 2025.

Visual Art (Gr10-12) for 2025 is only 50% subsidized 50% is payable by the parent (the amount will be given to learners by the subject teacher).h

The school provides a starter package for scripts; the parents provide only supplementary scripts as needed. The parents also provide stationery.

Equipment for mechanical subjects, as required, is purchased by parents.

Textbooks remain the property of the school and workbooks remain the property of the learner. **Replacement value of lost textbooks amounts to R300 per textbook.**

NEW LEARNERS / GRADE 8'S**SPORTS CLOTHES:**

Sportswear is compulsory and available at Extreme Clothing (Shop 1B in Mark Street, Groblersdal)

GRADE 8 WELCOMING

R350 payable before 15 January 2025.

Package includes the following:

Grade 8 team building, cap, T-shirt and Owl pin badge.

CONCESSIONS AMOUNT TO R500 PER YEAR

Special applications must be made at the school office for learners who require a concession.

FINANCES

HOSTEL FEE: 2025

R33 500 per year or R3 350 per learner is payable before/on the 7th of each month from January to October (10 months).

Hostel fees for January are payable in full.

Proof of first payment must be provided before the learner will be admitted to the hostel in January (proof of admission is collected from the finance office as soon as payment has been made).

No learner will be allowed in the hostel if there is any outstanding hostel fees.

If the learner is admitted to the hostel after January, hostel fees are payable until November. Hostel fees are payable in advance. If the learner applies for hostel admission during the year, the hostel fee is payable until November 2025.

Hostel fees are payable per term but permission is granted to be paid monthly.

REFRIGERATOR

Own small fridge may be used at R750 per year. Proof of payment must be shown.

DAYHOSTEL: 2025

The hostel will function as a day hostel as well (Mondays-Thursdays). Day learners will receive a lunch and a place to study/do homework under supervision.

An amount of **R1100 is payable in advance on/before the 1st of each month**. The full amount is payable whether the learner uses the option for the whole week or not.

An application form for 2025 must be completed and can be obtained from the office.

No sleepover option is available for day learners.

BANKING DETAILS

HS BEN VILJOEN
FNB ACCOUNT: 62655544239
GROBLERSDAL BRANCH: 260147
CHEQUE ACCOUNT

Please also make sure of your learner's school and hostel reference numbers to avoid any confusion with payments.

ENQUIRIES: MS JANSIE BOSMAN
013-262-2061 | E-MAIL: BVFINANSIES@BENVILJOEN.CO.ZA

FINANCES

PAYMENT METHODS:

1. Electronic Funds Transfer (EFT) - remember the reference number which can be obtained from the financial office.
2. Debit order (form available from the financial office).
3. Card facility available from the financial office.
4. Cash deposit into account (please use this as the last option to save the school bank fees).
5. Cash at the office (please use it as the last option to save the school bank fees).

PLEASE NOTE THAT SCHOOL FEES AND HOSTEL FEES HAVE DIFFERENT REFERENCE NUMBERS, PLEASE CONTACT OUR FINANCIAL OFFICE.

If you are paying one total amount, please specify the amounts clearly.

LEARNERS WHO LEFT THE SCHOOL:

If a learner leaves the school during the year, a form must be completed and the textbooks must be handed in so that the account can be closed. You remain responsible for school fees until the textbooks are received.

BUS ROUTES:

We currently have two bus routes that depart from school on Friday afternoons to drop off learners and then pick them up again on Sunday afternoons.

These routes and costs are:

Bus 1: Groblersdal - Stoffberg costing R500 per month.

Bus 2: Groblersdal - Marble Hall - Roedtan - Potgietersrus - Naboomspruit costing R550 per month.

WHO TO CONTACT:

School Office: 013 262 2061

Finances: (School and Hostel)

Ms Jansie Bosman / bvfinansies@benviljoen.co.za

Administrative matters:

Me Mellemie Wessels: bvadmin@benviljoen.co.za

Me Nicolene Kotzé: admin@benviljoen.co.za

Debtors Clerk:

Jackie Wagener: bvfin@benviljoen.co.za

GRIEVANCE FORM

GRIEVANCES FORM (available at the Centre for Counselling and Remediation)

Particulars of learner:		
Name:	Surname:	Grade:
Particulars of grievances:		
Suggested solution: (learner)		
Decision of Grade Guardian/ Head of Department:		
Received:	Date of decision:	Signature:
Decision of Disciplinary Committee:		
Received:	Date of Decision	Signature:

POPI ACT

The POPI Act came into force on 1 July 2021. The purpose of the POPI Act (Act 4 of 2013) is to protect you and your child/ren from, among other things, identity theft by preventing your personal information from falling into the wrong hands. The POPI Act applies to anyone who processes any kind of records that contain personal information about people. It therefore contains the minimum standards for the protection of personal information.

Processing involves the collection, receipt, recording, organisation, retrieval or use of such information. It also includes the distribution and disclosure of such information (free of charge or for a fee). In terms of the POPI legislation, photographs and video material, among other things, are considered personal information.

Hoërskool Ben Viljoen undertakes to thoroughly study all photographs that we post of learners to ensure that the learners are presented in a positive light and that no negative connotations can be formed.



Signature: Parent

Date

SOCIAL MEDIA PLEDGE

Hoërskool Ben Viljoen's undertaking for educators, non-educators and learners regarding social media.

I _____ is currently affiliated with Hoërskool Ben Viljoen (The school). I comply myself to the following arrangements regarding the responsible use of Social Media as a member of the Hoërskool Ben Viljoen community.

I pledge to:

- not create controversy by distributing offensive material. Educators, non-educators and learners may not distribute racist, defamatory, sexist or pornographic information. This amounts to serious misconduct. Racist comments are not only offensive, but they create division between people.
- not make derogatory remarks. Educators, non-educators and learners may not publish or distribute derogatory and offensive messages about the school, its staff or learners. An offender that are found guilty of bringing the school in dishonour, may be held accountable resulting in disciplinary or legal action for defamation.
- not cause a breach of trust. Educators, non-educators and learners may not use the school's information system or social media platforms in a way that breaches the school's trust.
- not participate in social media activities that may bring the school into dishonour.
- not use social media to annoy, frighten, intimidate, threaten, offend or harass other people through obscene language, images or other material.
- not transmit threats of physical or psychological harm to the recipient.
- not view or transmit any material that violates provincial, national or international laws.

I am aware that, if I violate any of the above, I will be punished according to the disciplinary code.

EXAMPLE

Signature: Learner

Date

DISCIPLINARY SYSTEM

Any school rules that are broken by using social media or the internet will be punished in accordance with these rules.

Exclusion from social events is determined per term by Mr John Smith, depending on the number of disciplinary points a learner has earned.

VIOLATIONS		POINTS
1	IMPROPER CLOTHING	
	1.1 Unshaven Boys	5
	1.2 Incorrect hairstyle or colour/ make-up or nails	5
	1.3 Incorrect uniform	5
	1.4 Untidy uniform	5
	1.5 Jewellery	5
	1.6 Uncovered/Conspicuous tattoos/ Permanent make-up	5
2	PUNCTUALITY	
	Arriving at class after second bell rang/ late for school/ assembly	5
3	DISRUPTIVE/ IMPERMISSIBLE BEHAVIOUR	
	3.1 Inappropriate physical contact on school grounds	5
	3.2 Disruptive behaviour in and out of the classroom/ chewing of gum	5
	3.3 Major misconduct in and out of the classroom	10
4	LANGUAGE	
	Indecent written or spoken language	10
5	HOMEWORK	
	5.1 3x homework not done or books not at school (teacher will keep record)	5
	5.2 Copying of homework / allowing learners to copy homework	10
6	BUNKING CLASS	
	6.1 1 period (sent in daily), also WRONG INVIGILATION CLASS (absent without reason)	10
	6.2 Absent in tests = "0" for test + 10 disciplinary points	10
	6.3 Bunking class (general)	20
7	AGGRESSIVE BEHAVIOUR	
	7.1 Verbal	10
	7.2 Threats & humiliation	10
	7.3 Injure somebody	20
8	INSOLENCE/ DISRESPECT	
	8.1 against EC member	10
	8.2 against staff member	20
9	GRAFFITI OR DAMAGE/ VANDALISM	
	9.1 School property/ furniture	20
	9.2 Writing on hands, arms, legs, etc. with pens	5
10	FIGHTING	
	10.1 Involved in fighting (first time) - includes verbal abuse	20
	10.2 Involved in fighting (second time)	30
	10.3 Fighting in presence of a teacher (5 days expulsion)	50

DISCIPLINARY SYSTEM

VIOLATIONS		POINTS
11	CELLPHONES AND LISTENING DEVICES WITH EARPHONES	
	Unauthorized use during school hours (without permission)	
	First Offence	10
	Second Offence	20
	Third Offence	30
12	TEXTBOOKS	
	12.1 Damaging book or no book	pay R300
13	SMOKING	
	13.1 Accompanying smokers or in possession of cigarettes, e-cigarettes or similar substances	10
	13.2 Smoking in public in school uniform	30
	13.3 Smoking at the school	20
14	DISHONESTY	
	14.1 False identifying of learners/ false information	20
	14.2 Dishonesty in written statement	20
	14.3 Dishonesty in tests = "0" for test + 30 detention points	30
15	EXPULSION - CATEGORY 5	
	The Code of Conduct clearly indicates the consequences of misconduct and defines the boundaries that may be violated in order to avoid expulsion	
	15.1 TRANSGRESSION THAT MAY LEAD TO EXPULSION	
	According to the Government Gazette of 15 May 1998, transgressions that may lead to expulsion, but is not confined to the following, are:	
	15.1.1 conduct which puts the safety of others in danger and violates the rights of others	45
	15.1.2 the possession of, threatens, or use of a dangerous weapon	45
	15.1.3 the possession of, or handing over of, or clear evidence of drugs or unauthorized substances, alcohol, or narcotic substances of any kind, as well as being in possession of any kind of pornography. If a person is tested positive for substance abuse they will be removed from the education situation until it can be proved that the substance is no longer in their system	45
	15.1.4 Fighting, assault or abuse	45
	15.1.5 Immoral conduct or blaspheming	45
	15.1.6 False identification of yourself	45
	15.1.7 Damaging graffiti, vindictive, abusive language, sexism or racism	45
	15.1.8 Theft or in the possession of stolen articles	45
	15.1.9 Unlawful conduct, vandalism or the damaging or disfiguration of school property	45
	15.1.10 Dishonourable, indecent, objectionable conduct and offensive use of language towards educators or other employees of the school or towards other learners	45
	15.1.11 Repeated violation of school rules or the Code of Conduct	45

DISCIPLINARY SYSTEM

VIOLATIONS		POINTS
	15.1.12 Criminal and suppressive conduct, for instance rape or harassment based on sex - any sexual transgression	45
	15.1.13 Victimizing, bullying or intimidating other learners	45
	15.1.14 Transgression of exam rules	45
	15.1.15 Supplying false information or the forgery of documentation in order to obtain unfair advantage willfully and purposefully at the school	45
IMPORTANT: The principal or delegate may, under Section 8A of the South African Schools Act, search the property of a learner or a group of learners looking for dangerous objects or drugs - if a fair and reasonable suspicion of possession of these articles is established. The search should be according to the requirements of the law above which involved that drugs or items found must be handed over to the SAPS and the perpetrator(s) prosecuted accordingly.		
16	DISCIPLINARY PUNISHMENT	
	Regular Offenders:	
	10 Disciplinary points = parents notified by telephone	
	20 Disciplinary points = parents notified by telephone	
	30 Disciplinary points = parents notified by telephone	
	learner is not allowed to attend social events as determined quarterly	
	40 Disciplinary points = final warning + five (5) days expulsion + interview with learner, parents and grade guardian	
	learner is not allowed to attend social events as determined quarterly	
Any violation after 40 disciplinary points is a possible expulsion of five (5) days as well as an interview with parents, learner and deputy principal.		

POLICY ON CELL PHONES AND ELECTRONIC MEDIA FROM JANUARY 2025

1. GENERAL:

- The school is aware that a cell phone and other electronic communication devices are useful tools during emergencies.
- The school is further aware that they can also be used as an effective teaching aid by educators and learners.
- The use of cell phones and other electronic communication devices by learners during school hours, however, causes concentration and disciplinary problems and therefore makes the implementation of strict rules regarding the use of cell phones and other communication devices necessary.
- The use of a cell phone or other electronic device at school is therefore a privilege and not a right.
- The school's social media policy (as seen in the school prospectus) will apply to all learners.

2. TIMES OF USE:

- Learners are strongly discouraged from bringing any cell phones or other electronic devices to school.
- However, if learners do bring a cell phone or electronic device to school, it is at their own risk and the device must be turned off and stored out of sight at the beginning of school at 06:55. The school accepts no responsibility if any electronic device is stolen.
- Devices may only be used before school and after school.

3. PROCEDURES IN THE EVENT OF VIOLATION:

- If a learner's cell phone or electronic device is taken away during school hours because he/she has violated the rule, the device will be handed in at the Principal or Deputy Principal who will store it in the safe.
- **FIRST VIOLATION:**
 - 1.The cell phone or electronic device will be kept in safe custody for a period of ten (10) school days.
 - 2.The learner's parents will be notified.
 - 3.The learner will receive ten (10) disciplinary points against his/her name.
 - 4.The learner will pay a fine of R 200 at the financial office and receive a receipt.
 - 5.The learner may, with the receipt as proof of payment, collect the device from the Principal or Deputy Principal at the end of the school day.
 - 6.The learner will acknowledge receipt of the device in writing.
- **SECOND VIOLATION:**
 - 1.The cell phone or electronic device will be kept in safe custody for a period of twenty (20) school days.
 - 2.The learner's parents will be notified.
 - 3.The learner will receive twenty (20) disciplinary points against his/her name.
 - 4.The learner will pay a fine of R 300 at the financial office and receive a receipt.
 - 5.The learner's parent or guardian may collect the device from the Principal or Deputy Principal at the end of the school day by appointment, with the receipt as proof of payment.
 - 6.The parent or guardian will acknowledge receipt of the device in writing.

POLICY ON CELL PHONES AND ELECTRONIC MEDIA FROM JANUARY 2025

- **THIRD AND FURTHER VIOLATIONS:**

1. The cell phone or electronic device will be kept in safe custody for a period equivalent to one term.
 2. The learner's parents will be notified.
 3. The learner will receive thirty (30) disciplinary points against his/her name.
 4. The learner will pay a fine of R500 at the financial office and receive a receipt.
 5. The learner's parent or guardian may collect the device from the Principal or Deputy Principal at the end of the school day by appointment, with the receipt as proof of payment.
 6. The parent or guardian will acknowledge receipt of the device in writing.
- In the event of continued violations, the learner may be prohibited from bringing his cell phone or electronic device onto the school premises at all.

Hoërskool Ben Viljoen would like to advise learners **NOT** to bring electronic devices to school, if they do, it is at the learner's own risk and the school takes no responsibility for any loss or damage.

PARTICIPATION POINTS

All Grade 11 learners must first qualify before they can appear on the Executive Council nomination list. To qualify, a Grade 11 learner must meet both of the following requirements:
Achieving a total of 10 points or more during 2025;
and
Achieving a total of 40 points or more during 2021 to 2025.

This qualification is determined based on the learner's involvement with the school according to a participation points system. Learners can start accumulating points from their Grade 8 year in order to have a total of 40 points in his/her Grade 11 year.

Learners who only enrol in their Grade 11 year must obtain 10 points. Learners who enrol during the year will have their points calculated pro rata.

REGULATIONS

VOTING FOR THE EXECUTIVE COUNCIL

All registered learners from Gr. 8-11 may participate in the initial voting processes.
No Grade 12 learner will participate in the election.
The 28 Gr. 11 learners who obtained the most votes (regardless of their gender) will serve on the EC.

The 28 elected learners, as well as the current RCL members, will elect the head leaders.

The portfolios will be assigned by the principal and the EC guardians.

PLEASE NOTE:

**Suspended leaders return as regular EC members after completing their first suspension.
A second suspension is automatically final.**

PARTICIPATION POINTS

Grade:		Year:		Total transferred:			
Name and Surname:		League Season	After League(1)	Provincial (1)	Coach Signature		
Leadership							
RCL	1						
HRCL	1						
EC	1						
Negligence	-1 (as determined by guardians)						
Sport	point per sport: 75% of matches						
Athletics	2						
Swimming	2						
Rugby	5						
Netball	5						
Hockey	5						
Cricket	3						
Tennis	2						
Fast-Five Netball	1						
Sevens' Rugby	2						
Golf	3						
Squash	2						
Cross Country	3						
Soccer	2						
Chess	2						
Bisley	4						
Bank Angling	2						
Other:							
Culture							
Public Speaking	1						
Theatre	3						
Revue	3						
Culture Week	1						
Interhigh Singing Team	1						
Ben se Pen (all editions)	1						
ATKV Youth Branch	1						

PARTICIPATION POINTS

Grade:		Year:		Total transferred:			
Name and Surname:							
Akademie		Nov- aggregate (Gr.8-11)	Jun- aggregate (Gr. 12)				
		-	-				
40-50%	1	-	-				
51-60%	2	-	-				
61-70%	3	-	-				
71-80%	4	-	-				
81-100%	5	-	-				
Attendance and Assistance		League	After League (1)	Provincial (1)	Coach Signature		
Attend 5 home meets as a spectator	1						
Assistance during home meetings	(4 hours = 1 point)						
100% school attendance	1						
Photography Club (75% of all events)	(4 hours = 1 point)						
Disciplinary Marks							
-1 for every 10 points							
Total							
Date	White (25)	Green (+25)	Yellow (+25)	Gold (+25)			
Signature: Learner							

MERIT AWARDS:**LEADERSHIP:**

Certificate:	All activities with 4 or more points
Merit Certificate	10 points
Semi Honors	15 points
Honors	20 points

DESCRIPTION	POINTS
Captain of provincial A team	7
UR: Chairperson	7
RCL: Chairperson	7
Captain of provincial B team	6
Vice-captain of a provincial A-team	6
Vice-Chairperson of the EC	6
RCL: Vice-Chairperson	6
Vice-captain of a provincial B team	5
HRCL: Head Boy/Head Girl	5
Member of the EC	5
RCL: Secretary	5
HRCL: Deputy Head Boy/Deputy Head Girl	4
Editor of Ben se Pen	4
Captain of a first team	4
Chairperson: ATKV Youth Branch	4
Broumeester/Magrietjie	3
Vice-captain of first team	3
Management of the ATKV Youth Branch	3
Captain of an A Team	3
Cheerleader during Interhigh	3
Member of Hostel Council	3
Vice-captain of an A-team	2
Captain of a B or other team	2
Vice-captain of a B or other team	1
Leadership on an Ad hoc basis	1-5

MERIT AWARDS:

ACADEMICS

	Juniors	Seniors	
	Grade 8 & 9	Grade 10	Grade 11 & 12
Certificate:	70%	65%	60%
Merit Certificate:	80%	75%	70%
Semi Honors:	85%	80%	75%
Honors:	90%	85%	80%

SERVICE

Honors (accumulative):	20 points
Semi Honors (accumulative):	10 points
Merit Certificate:	5 points
Certificate:	3 points

The following activities are linked to the number of hours of service.

Every 4 hours of service yields 1 point.

- Athletics
- Swimming
- Winter sports
- Sales
- Public speaking
- First aid: Attendance of course per day
- Photography
- Cricket scorekeeper
- Technical assistance

CULTURE

TYPE OF AWARD	DESCRIPTION
Certificate	Activities that count 3-5 points
Merit Certificate	Total of 6 points in a year
Trophy	<ul style="list-style-type: none"> • Actor/Actress of the Year • Best Public Speaker
Semi-Honors	<ul style="list-style-type: none"> • 20 points accumulative • <u>Drama competition:</u> Participation in ATKV/Pronkpodium/FAK drama competition semi-final (team achievement) • Winner of ATKV/Pronkpodium/FAK drama competition at provincial level semi-final (individual achievement)
Honors	<ul style="list-style-type: none"> • 30 points accumulative • Provincial representation • Mpumalanga Youth Choir • <u>Drama competition:</u> Participation ATKV/Pronkpodium/FAK drama competition at National level – final (team performance/individual) • Public Speaking: Participation in ATKV Public National final
Honorary Pin	<ul style="list-style-type: none"> • Winner of ATKV/Pronkpodium/FAK • ATKV public speaking nationwide winner

POINTS ALLOCATION:

ACTIVITY	PARTICIPATION	PUNTE
Cultural evening organized by school	Group item	1
	Solo item	2
Culture Festival	Theatre participant – supporting actor and technical team	1
	General competition winner – skill required (photos, art)	2
	Main actor/actress in play	2
	Most Deserving Actor/Actress during the Culture festival	3
	Theatre winners – team	3
	Participation – internal competition	2
Public Speaking	Junior winner – internal competition	3
	Senior winner – internal competition	3
	Individual second and third place during Interhigh or ATKV regional public speaking (one award)	5
	Interhigh school or ATKV regional winner, as a team or individually (only one award)	6
	Actor/ Actress	5
Theatre (non-cultural festival) ATKV/Pronkpodium/FAK and Interhigh	Technical Team	3
	First in regional theatre competition – Interhigh or ATKV Pronkpodium/FAK	6
	Second in regional theatre competition – Interhigh or ATKV Pronkpodium/FAK	5
	Third in regional theatre competition – Interhigh or ATKV Pronkpodium/FAK	4
	Individual who receives bronze certificate at a regional qualifier	6
	Individual who receives silver certificate at a regional qualifier	7
	Participant	3
Revue	Technical team – depending on extent of work	3
	Operetta – supporting actors	4
	Soloist – revue	5
	Leading role – operetta	6
	Music production– depending on extent of work	6
	Member	1
ATKV Youth Branch	Management staff	3
	Chairperson	6
	Editorial staff	5
Ben se Pen	Editor – on merit	6

- Any activities that fall outside the above-mentioned will be dealt with on merit.
- Points can only be accumulated for cultural activities offered by the school
- Only the highest award in the each category counts.

SPORT

TYPE OF AWARD	DESCRIPTION
Merit Certificate:	Played in at least 75% of the matches – including friendly matches
Semi Honors:	League winners in any sport
Honors:	<p>Honors are awarded to:</p> <ul style="list-style-type: none"> • Players who are selected for a provincial team • Teams that win the highest level of the competition <p>Players who were selected but were unable to participate due to medical or other urgent reasons will be treated on merit.</p>
Honorary Pin:	<ul style="list-style-type: none"> • 5 years of honors in the same sport • First place at the South African championships • Special award given to players who are included in National teams

GENERAL:

- Players must participate in specific age teams, except where there are no age teams such as in Golf, Tennis, Squash and Chess.
- Cross Country: ASA and schools cross country are accepted.
- Rugby Sevens for u/15 and u/17 teams – if the school are participating in the league.

SPORTS FOR WHICH AWARDS ARE GIVEN:

The following sports: - this list will be reviewed annually.

- Golf
- Soccer
- Rugby
- Swimming
- Cricket
- Athletics
- Hockey
- Cross Country
- Equestrian
- Biathlon
- Netball
- Squash
- Tennis
- Chess
- Bisley
- Freshwater Bank Angling
- Athletics ASA
- South African Swimming Championships
- Sevens' Rugby

- Other sports will be assessed on merit if the sport is affiliated with the school before 28 February. Affiliation fees are R50 per player per sport.
- Extra mural sports will be assessed on merit.

SPECIAL AWARDS:

1. SPORTSMAN AND SPORTSWOMAN:

Only school sports are eligible for these awards.

Sportsman/sportswoman with the single highest achievement.

2. MOST VERSATILE SPORTSMAN/SPORTSWOMAN – ALL-ROUND PLAYER:

The most versatile sportsman/sportswoman must participate in at least four different sports, the best performances of which are taken into account according to a specific criteria. The criteria consist of different points levels:

POINT LEVELS:	
Merit Certificate	3 points
Semi Honors	6 points
Honors	8 points
National	10 points

3. BEST PLAYER IN A TEAM SPORT: *(Only one award per sport)*

Award goes to the player who has achieved the highest performance in the type of sport except swimming where the highest FINA points count.

If the highest performance cannot be determined, a coach's award is made.

4. DUX-LEARNER:

The Dux learner is the learner with the highest aggregate in his/her grade 12 year.

5. SALK:

The SALK trophy is awarded annually to the boy and girl in Grade 12 who have achieved the best performance in the areas of sport, academics, leadership and culture, having obtained an average of the minimum 140 points according to the established criteria.

Only learners who meet the minimum points will be considered for the award.

PROPOSED AMENDMENTS TO REGULATIONS

Principles:

Only one award per year per learner is to be made. A learner only receives the highest one.

- In all cases a learner must have attended at least 75% of all practices.
- If a player has missed a number of matches due to a serious injury sustained during the practice of the sport, such matches will not be taken into account.
- Sports players of the year will be determined according to the rules of the sports code.

PRIZE GIVING

Name: _____ Grade: _____

Information of **SERVICE DELIVERY** during 2025.

Complete the tables below and hand them in to your register class teacher.

Date	Activity	Time Spent in Hours	Signature (Teacher)

Information of **LEADERSHIP** during 2025.

Complete the tables below and hand them in to your register class teacher.

Date	Activity	Signature (Teacher)

OUR WORK - OUR HONOUR



BRING SMILES BACK

IN THE SPIRIT OF BEING A TRUE DALLER

School clothes that no longer fit; remain a burden in everyone's closet.
In the spirit of being a true Daller, donate it to the Clothing Bank
so that others can also be a proud Daller for a long time.

WHAT CAN I DONATE?

- ✓ School Shirts
- ✓ School Blazers
- ✓ Sportswear
- ✓ Sport Accessories

- ✓ School Ties
- ✓ School Pants/ Skirts
- ✓ School Shoes
- ✓ School Jerseys



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SCHOOL ANTHEM

Die stroompie uit 'n verre tyd
het berg en hoogland oopgesplyt
en breed blink nou 'n wye stroom
deur bosse waar die stiltes droom.

Die droom het hier 'n daad geword
wat sterk oor wal en sluise stort
die water sing wat nou hier vloei
laat landery' en boorde bloei

Ons wat die groter toekoms erf
ploeg dieper los bind groot die gerf
ontbos die berg en grawe wyd
kanale van die nuwe tyd

We are the future of our school
We plough, we sow, provide the fuel
for strength, success and honest trust

together, a future true and just
Kom maat en vriend kom vat my
hand

ons dien een volk een vaderland
en is ons werk ons eer
wen ons die oes wat ons begeer.

OUR WORK - OUR HONOUR

