



Waterkloof House  
Preparatory School

**Waterkloof House Preparatory School  
Headmaster's Regulations**

The signing of these regulations confirms your agreement to abide by them as long as your child remains a pupil at Waterkloof House Preparatory School. One copy should be signed and returned to the Headmaster, while the other should be kept for reference purposes.

1. School fees are due and payable on the first day of term and needs to be submitted in writing to the Headmaster on or before the first day of the child's last term. If fees are not paid, interest will be charged at 1.5% above prime interest rate determined by the school bankers.
2. One term's notice is obligatory if a pupil is leaving WHPS and should be submitted in writing to the Headmaster. One term's fees will be charged if a term's notice is not given.
3. The Headmaster reserves the right to ask a pupil to leave the school with immediate effect if, after due process, it is considered to be in the best interest of the school as a whole. It must be clearly understood that any such decision is at the discretion of the Headmaster and his Disciplinary Committee and he will not be bound to give a term's notice.
4. The Headmaster reserves the right to discipline pupils for bad work or misbehaviour at school as well as other deviations from WHPS Rules/Code of Conduct. He also reserves the right to discipline a pupil for misbehaviour out of school if the behaviour is deemed to bring the school into disrepute.
5. The Headmaster reserves the right to delegate authority to his staff to discipline pupils when necessary.
6. Absence at the beginning and end of term needs careful consideration when making holiday arrangements. Where difficulties arise, special exceptions may be made, but you are asked to abide by the Headmaster's decision. This also applies to public holidays and half-term weekends. Application for such absence should be submitted in writing to the Headmaster at least a week in advance.
7. No pupil may be absent from school without prior consent being obtained, in writing, except in the case of illness. When a pupil has been ill, his/her absence must be explained in writing in the form of a doctor's note.
8. Parents are requested to notify the school if their child is unable to attend school owing to illness. Pupils may not be sent to school after an infectious illness, until they have been away from school for the period prescribed by a Medical Practitioner. A medical certificate must be sent on the pupils return to school.
9. No pupil may miss games or extra mural activities unless he has excused himself beforehand, in writing from his parents, or with the Headmaster's permission. Permission will normally be granted only if the pupil is ill.
10. Parents are to report to Reception when arriving at school to drop something off or to collect their child during school hours. Having parents walking into classrooms is disruptive to the learning process. Parents may not go directly to the child's classroom.

11. Whilst we welcome pupils from any religious groups, WHPS is a Christian School and as such its ethos is based on Christian values, and participation in all assemblies, Chapel services and other specified functions is expected and compulsory.
12. Fasting or special dietary situations require special attention. Children are not exempt or excused from physical activities during times of festivals or religious holidays. The school has commitments it needs to fulfil throughout the year.
13. There are school activities that take place on Saturdays, Public Holidays or on certain evenings where the pupil's attendance is expected. These include Musical Evenings, Carol Services, School Plays, Inter-House sport events etc. It is expected that on these occasions school takes precedence over home and other activities.

Pupil's Name:	
Parent's Signature:	
Parent's Signature:	
Date:	