

| Policy         | STUDENT STUDY POLICY                  |         |               |              |
|----------------|---------------------------------------|---------|---------------|--------------|
| Policy Ref No  | EDUPOL 033                            |         |               |              |
| Policy Section | OWNERS, HEADMASTER, HEAD OF ACADEMICS |         |               |              |
| Date           | Prepared by                           | Version | Approval Date | Review Date  |
| 03 June 2016   | Gershon Aitchison                     | 2016.1  | 03 June 2016  | 03 June 2017 |
| 26 June 2017   | G Aitchison                           |         |               | June 2018    |
| 03 March 2020  | Gershon Aitchison                     | 2016.3  | 03 March 2020 | March 2021   |
|                |                                       |         |               |              |
|                |                                       |         |               |              |

This policy is to be read in conjunction with EDUPOL005, with reference to vision, mission, legislative framework, definitions and acronyms contained therein, and the annexures attached hereto.

Education Incorporated's study policy is; 1) **That all students follow the process for study skills as outlined in the Learner Orientation EDUPOL 011** ~~that all students attend a senior or junior study skills course (grade dependent) on the first occasion that it is offered after their enrolment,~~ 2) that all students attend school when they are not writing tests or exams for the full school day so that they can attend compulsory study and / or revision sessions, and 3) that all students submit proof of preparation for each test and exam.

Exceptions:

- 1) Grade 12: **Are required to attend school for the exams as timetabled during the preliminary exams and during the final examinations. Grade 12 learners are required to attend study sessions as arranged by teachers during preliminary exams and before valediction. Grade 12 learners are not required to attend school after EDU INC's valediction ceremony.** ~~near the end of October (time table dependent) and when Education Incorporated's grade 12 valediction ceremony has been completed, grade 12's are not required to attend compulsory study sessions.~~

- 2) Grade 11: May study at home from the July exam session of grade 11, but are required to attend school in school uniform on the days that they write an exam for the timetabled school day. EDU INC and its teachers reserve the right to request that grade 11 learners attend school for study sessions on the days that they do not write exams. The purpose and spirit of this concession is to teach learners the responsibility of studying unsupervised in preparation of preliminary exams and final grade 12 exams.
- 3) Previous term average of 80% or above: A student, no matter what age or grade, who achieves a term average of 80% for the previous term demonstrates that they are capable of studying effectively and independently. These students then have the choice of studying at home or at school depending on their teachers' need of them for revision.
- 4) Provincial or National or International sports or cultural participation: A student who represents and participates in a sport or cultural activity at either Provincial or National or International level may, by arrangement with the headmaster, be given special permission to study at home during test or exam sessions.
- 5) Illness or injury: A student who has been "booked off" by a doctor for illness or injury and that has the supporting documentation, may by arrangement with the headmaster, be given special permission to study at home during test or exam sessions

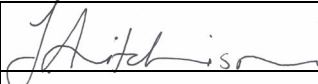
### Date of adoption

Adopted at Fourways on this the 1<sup>st</sup> day of June 2016

### Date of review

Annually from date of adoption being the 1<sup>st</sup> day of June 2017

Signed at Fourways on this the 1<sup>st</sup> day of June 2016.

|          |                                                                                     |          |                                                                                       |
|----------|-------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------|
| Director |  | Director |  |
| Name     | G H Aitchison                                                                       | Name     | J I Aitchison                                                                         |