



Hoërskool FH Odendaal

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GRADE 12- INFORMATION SHEET

December 2023

Welcome to all Grade 12 parents/guardians and learners. This is an important year for you and your child. To avoid any uncertainties, we have compiled this information sheet for you.

1. Registration for the final (NSC) exam and identity documents

Grade 12 registration for the final examinations takes place in February. It is very important that every Grade 12 learner already has an identity document. NO registration can take place without this document. We started with a drive, to collect copies of the ID, earlier in 2023. If your child has not handed in a copy of his/her ID, he/she must do so by 16/01/2024 in Gr. 12.

When the learner receives the registration form, he/she must fill in the correct information **WITHOUT A SINGLE MISTAKE!** Please ensure that your child registers for the correct subjects. Please check and double-check! Once you are satisfied with your child's form, both parents and child must sign **IN BLACK INK**.

Your child will then – at a later stage – receive a registration document that reflects the same data electronically. This registration form must again be checked and signed by you and your child. Please read all the information carefully, because sometimes mistakes are made by the data capturers. It is your responsibility to make sure everything is correct. Please send this registration form back to the school immediately. The school has a deadline which we must adhere to, otherwise, the learner will not be allowed to register.

2. Registration process (school year) and school fees.

- Please see the registration process as per point number 3.
- A parent/guardian must be present during registration to sign the relevant documents.
- Learners will receive a school diary, a timetable, and textbooks on the day.
- Please note that if you are not in the possession of a Identification document then learners will not be able to register for the 2024 academic year.

3. TEXTBOOK COLLECTION FOR 2023 VIA **DRIVE –THRU**

- All the parents/guardians who paid their registration fee can collect their textbooks on the date indicated.
- If the registration fee is not paid, please do not go through the drive-through as the textbooks will not be available at the collecting point.
- Please keep to the time indicated for each grade. The Gr. 12 textbooks will only be available at the collecting point in the indicated time slot.
- If the payment for registration was made a day before the collection date, please bring the bank slip (proof of payment) for the registration fee.
- No pedestrians will be allowed.
- Parents need to sign for receipt of the textbooks.

The table below summarizes the different allocated time slots:

	DATE	TIME	GATE
Grade 12	16/01	08:00-10:00	4
Grade 11	16/01	10:00-12:00	4
Grade 10	16/01	12:00-14:00	4
Grade 9	16/01	10:00-12:00	1
Grade 8	16/01	08:00-10-00	1

As per the South African Schools Act 1996 (No. 84 of 1996) and Government Notice No. 1293 of 12 October 1998, we are a Section 21 Fee Paying School and Payment of School Fees is compulsory. You as the parent / guardian has made a choice for quality education by enrolling your child at a Fee Paying School which comes with certain obligations and responsibilities on you.

4. **School fees**

As per the South African Schools Act 1996 (No. 84 of 1996) and Government Notice No. 1293 of 12 October 1998, we are a Section 21 Fee- Paying School and Payment of School Fees is compulsory. You as the parent/guardian has made a choice for a quality education by enrolling your child at a Section 21 School which comes with certain obligations and responsibilities on you.

Banking Details: ABSA, Cheque account, Account number: 1430390062, Branch code: 632005

Reference: Learner's FAMILY CODE and Surname E.g. 4321 MOTAU

Accounts that are in **arrears** without arrangements, will be handed over to the school's attorneys in **April 2024** for the FULL OUTSTANDING AMOUNT, for collection.

School fees due by you for the year **2024** amount to **R 16 000** and is payable with **three** options.

NB. Any other arrangements regarding school fees have to be done in writing at the school's finance office or sent via mail to finance@fhodendaal.co.za.

Option 1 Monthly payment – R 16 000.

A compulsory payment of R1500 is payable on/before 15 January 2024 in order to receive your timetable and textbook. No arrangement. Thereafter 10 instalments of R1 450.00 is payable monthly starting the 7th of February and ending the 7th of November 2024.

DATE PAYABLE	AMOUNT	OUTST. BALANCE
Opening balance – 01/01/2024	R 16 000	R 16 000
1 st Compulsory payment before or on 15/01/2024	R 1 500	R 14 500
1 st Instalment before or on 07/02/2024	R 1 450	R 13 050
2 nd Instalment before or on 07/03/2024	R 1 450	R 11 600
3 rd Instalment before or on 07/04/2024	R 1 450	R 10 150
4 th Instalment before or on 07/05/2024	R 1 450	R 8 700
5 th Instalment before or on 07/06/2024	R 1 450	R 7 250
6 th Instalment before or on 07/07/2024	R 1 450	R 5 800
7 th Instalment before or on 07/08/2024	R 1 450	R 4 350
8 th Instalment before or on 07/09/2024	R 1 450	R 2 900
9 th Instalment before or on 07/10/2024	R 1 450	R 1 450
10 th Instalment before or on 07/11/2024	R 1 450	R 0

Option 2 Once Off – R 15 200 (Discount of R800)

School fees may be **paid in full** by the **28th of February 2024** to qualify for **5% discount**. The amount payable is **R15 200.00 (R16 000.00 – R800.00)**. A **compulsory payment of R1500** is still payable **on/before 15 January 2024** in order to receive your timetable and textbook. No arrangement. The compulsory payment should be deducted when full payment is made, **R13 700.00 (R15 200.00 – R1 500.00)**.

Option 3 Debit order – R 15 480 (Discount of R520)

These rates only apply if you sign a debit order with FH Odendaal.

DUE DATE	DEBIT AMOUNT	ORDER
1 st Instalment before/on 31.01.2024	R 1 290	
2 nd Instalment before/on 28.02.2024	R 1 290	
3 rd Instalment before/on 31.03.2024	R 1 290	
4 th Instalment before/on 30.04.2024	R 1 290	
5 th Instalment before/on 31.05.2024	R 1 290	
6 th Instalment before/on 30.06.2024	R 1 290	
7 th Instalment before/on 31.07.2024	R 1 290	
8 th Instalment before/on 31.08.2024	R 1 290	
9 th Instalment before/on 30.09.2024	R 1 290	
10 th Instalment before/on 31.10.2024	R 1 290	
11 th Instalment before/on 30.11.2024	R 1 290	

12 th Instalment before/on 31.12.2024	R 1 290
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Existing debit order users do not have to fill in another debit order form for 2024 and they **do not pay the R1500 compulsory payment**. The debit order will start in January 2024.

For a **new debit order application**, please request a debit order form at finance@fhodendaal.co.za. A **compulsory payment of R1500** is still payable **on/before 15 January 2024** in order to receive your timetable and textbook. No arrangement. The debit order will start in February 2024.

The debit order will be valid and applicable for the duration of the learner's school career. Amounts will be adjusted yearly in January as per the agreed increase on our General Annual meeting. **To cancel the debit order or change details, a 30 day written notice must be handed in at the Finance Office.** Should the debit order return unpaid there is an additional R50 penalty and the outstanding amount must be paid within 5 working days. If the debit order returns unpaid two consecutive months it will be cancelled by the authorities.

5. Academics and pass requirements

To qualify for a National Senior Certificate, the learner must achieve the following:

- Home language: 40% minimum
- Pass any other TWO subjects with a 40% minimum
- Pass any other THREE subjects with a 30% minimum

Your child should also complete formal assessment tasks, which will form the SBA mark (i.e., year mark). It counts 25% of the final promotion mark. All portfolios must be completed and submitted.

If any mark is missing (i.e., '0' for an assessment task), your child's results will be regarded, by the Department, as incomplete at the end of the year and you will not receive his/her results. This is not just a threat. Feel free to consult the examination guidelines on the internet.

All SBA and PAT marks must be completed and submitted by the end of the third quarter (September), so that the marks can be sent to the Department for the final provincial moderation.

There is a compulsory 10th period for all Grade 12 learners on Tuesday's, Wednesday's and Thursday's. These periods will end at 14:45. Should a learner bunk the 10th period they will be demerited with -50 for bunking school as this period is **compulsory for all to attend**.

6. Internal- and external moderation

In each subject, 10% of each task is internally moderated by the Head of the Department. Thereafter follows external moderation, of which 10% is then forwarded for district moderation. Provincial moderation then follows.

Teachers are required to hand over all completed tests and assignments to the external moderators, who will then select those learners whose work is to be moderated. This will ensure that the marking of all teachers is on standard and eliminate marking errors.

In the languages, certain learners are also chosen for external oral moderation. Those learners whose names have been drawn for external moderation are obliged to submit their portfolios (or to attend the oral session) and MAY NOT refuse. Please give your co-operation in this regard.

7. Absenteeism

A learner in grade 12 may not be absent for more than 10 days without a valid reason, or he/she may be excluded from exams. This is not a school rule, but rather instructions from the Department!

Should your child become ill or miss a day of school due to special circumstances, you should notify the school immediately and send along written proof, to be kept in your child's file. If your child was absent during a test or portfolio assignment, a copy of the medical certificate must be placed in the child's portfolio file. Arrangements will also have to be made with the subject teacher to catch up.

Should a learners be absent for 5 or more days without a valid medical certificate or adequate proof they will forfeit the right to extra academic intervention. This academic intervention is considered an integral part of preparations and thus is a privilege to attend extra classes.

NO student is allowed to repeat a preliminary exam session, even if there was a valid reason for not writing the particular exam. The learner's marks must be calculated separately from the rest of the learners and a report must also be forwarded to the Department.

Please arrange ALL doctor/dentist appointments, learner/driver licences or any other appointments for the afternoon, after school hours!

8. Parent evenings

PLEASE NOTE THAT THE FIRST COMPULSORY PARENT'S EVENING WILL BE ON 18 JANUARY 2024. It will commence at 18.00 sharp, please arrive at 17.30.

Your child's report for the first and second quarters will be handed out during a parent evening. It is very important for our school that you collect the report in person, together with your child. The subject teachers will then be available for the necessary intervention and advice.

If the child does not perform well, you will be invited to personally collect the report from the principal. It is in the best interest of your child and we hope that you, as a parent, will also deem it as important and will keep such an appointment.

9. Latecomers

We would like to urge all parents to support us in this regard. Please select a transport company that you can trust to get your child to school on time every day. Those learners who are frequently late for school, miss out on a lot of academic time. The matric year is already so short and there is a lot of pressure on the teachers to complete all the work in time for the preliminary examination.

A learner is not allowed to be late for more than 5 times during the school calendar. Learners who are late comers will face very strict disciplinary implications and will be refused to enter the school grounds should they come late more than 5 days during the year.

10. University and other tertiary institutions

Please make sure early in the year that you are informed about cut-off dates for registration at universities and other institutions. The cut-off date for most faculties is already in June. Others close end of September. Should you struggle to obtain accurate information regarding courses or study fields, please ask the grade head for help.

Remember that most institutions require a Grade 11 November report. Therefore, please do not throw it away – the school will not re-issue that report! Keep it in a safe place.

11. School uniform and appearance

Your child must still obey all the school rules until he/she writes the last subject at the end of the year. It is a tradition at our school for the Grade 12s to wear a white pullover in their matric year. This can be ordered from the grade head.

12. Cellphones

No learner will be allowed to have a cell phone in his possession during a school day – NO learner will be allowed to carry a cell phone/accessories on him/her as a person during a school day – visible or not.

The school will not take any responsibility for the theft or loss of any cell phone/cell phone accessories brought to school, no matter what the circumstances.

NO investigation whatsoever will take place in the case of stolen/lost cell phone/accessories.

While the school acknowledges that cell phones have become an important and useful means of communication, it is also aware of the fact that their use and abuse, particularly by children, pose social, ethical, and safety consequences. The school strongly discourages parents from allowing students to have cell phones in their possession while they are at school or in school uniform for the following reasons:

- Students, who carry or use cell phones (including headphones) in public, particularly when traveling to and from school, have become the targets of criminals who accost them and rob them of their cell phones and other possessions. These attacks occur most frequently when students are seen using their cell phones, particularly if they are expensive and/or “latest models” of sought-after brands.
- Theft of cell phones at school from bags and blazers is a persistent problem.
- Students are careless with their cell phones and leave them lying around or in blazers and bags that are left unattended. Lost and misplaced cell phones are frequently claimed to be stolen when this is not the case.
- Cell phones can be used to cheat in examinations and tests. For this reason, no cell phones are permitted in examination venues or in teaching venues when tests and examinations are written. This same policy applies to external national examinations.
- Cell phones are increasingly multifunctional, offering an array of features that are designed to attract and entertain users. The ready availability of these features means that students with cell phones tend to access and use these features in the classroom, becoming distracted from their work. Students with low levels of self-discipline, poor concentration, and/or a poor work ethic are more likely to become distracted by these features.
- Cell phones allow students unlimited access to salacious and age-inappropriate material.

- Cell phones allow students to listen to music with no consideration for others around them.
- Cell phones make students vulnerable to approaches by undesirable individuals or groups including criminals and pedophiles.
- Cell phones may carry private and personal material, including photographs, video clips, voice messages, and personal details which may become accessible by undesirable individuals and groups when cell phones are lost, borrowed, or stolen.

Should a learner be found in possession of a cell phone during teaching or learning time (during a school day), the cell phone will be confiscated for four (4) weeks in line with the School Code of Conduct. Confiscated cell phones will be handed to the Finance Office for safekeeping, thereafter it can be bought back for an amount of R 100 -00 (Admin fee).

If a learner's cell phone is confiscated for a second time, that learner will lose the cell phone for the remainder of that year and can be bought back for R100-00 (Admin fee) at the end of that year.

If a learner refuses to hand the cell phone over to an Educator, that learner will be excluded from school and will lose that cell phone till the end of that year, thereafter it can be bought back for R 100-00 (Admin. fee).

The school will not, in principle, under any circumstances engage parents in discussions resulting from complaints parents have received from their children by cell phone during the school day.

The School strongly recommends to ALL parents and guardians to ensure that the learners leave their cell phones at home – there is NO need (Academically) for any learner to have a cell phone with him/her at school.

For any emergency parents/learners can phone to/from the Admin office.

If a parent or learner still insists on having a cell phone (for whatever reason), that cell phone must be switched off and kept IN THE SCHOOLBAG. If the cell phone is found on a learner or switched on in the schoolbag - that cell phone WILL be confiscated and handed in at the Finance Office. After four (4) weeks, that cellphone can be bought back for R100-00 (Admin fee).

13. Subject choices for Grade 12

NO matric subjects may be changed.

14. Matric Farewell

The Matric Farewell will take place on 26 September 2024. It is a privilege to attend the matric farewell and only invited learners will be able to attend.

This occasion is formal and unacceptable behavior or alcohol will NOT be tolerated. **Learners may not bring external partners** to the Matric Farewell, only F.H. Odendaal students will be allowed. Parents are welcome to come and watch as the students arrive at the farewell. You can then leave the venue when the proceedings begin.

Matric learners are not allowed to grow their beards/do their nails/colour their hair during the school term. **However, after the matric farewell, on the 1st of October , all matric learners should be correct again according to the school rules.** No matriculant will be allowed to have their hair coloured, nails done, or beards grown during the preliminary examination. Your child will not be allowed at school unless his/her appearance is correct.

Learners will pay approximately R 750 to attend their matric farewell. The final amount will be determined once the caterers have been consulted. The balance must be paid by the end of JULY. Since the school uses a private venue and caterers, these fees must be paid on time.

15. **"40 Days"**

Our school does not allow any disruption of a school day. The school gives the Grade 12 learners a farewell braai at the start of the fourth quarter. This day will be arranged with them later in the year. The school will carry the costs for this braai.

16. **Valediction Ceremony**

This is a very special occasion where we have the opportunity to say goodbye to our matric learners the right way. We invite a motivational speaker to conduct a service in the school hall. The function is very formal for both teachers and learners. Parents are invited to attend this function.

This is a compulsory school day as there will be an exam information session held afterwards. In this session, the learners will receive their exam numbers and sign their declarations. Other important information and examination procedures will also be explained.

17. **Study time**

Gr 12 learners get permission from the Department to stay at home and study the last five days before the start of the final exam.

18. **Pregnancies**

Unfortunately, there are learners who fall pregnant during their Grade 12-year. It is very disruptive and distressing for a girl to complete her matric under these circumstances. Please have a serious discussion with your daughter about this matter and rather try to avoid it.

It also remains a major risk to the mother and baby to remain at school. If you find that your daughter is pregnant, please notify the school immediately. You can come and discuss it with Ms Boonzaier. We treat this very confidentially and help where we can.

19. **Traditional school**

Due to academic time restraints, no grade 12 learner will be allowed to attend traditional school during school terms. The school respects the cultural aspect of traditional school but cannot allow a learner to miss any important work and examinations.

20. **Farewell gift – wall name tag**

It is a beautiful tradition that we have been following for many years. The learners have been, together with their register teachers, raising money since grade 11. At the end of their matric year, they will use this money to buy a farewell gift for the school.

a. Wall name tag

Grade 12's will be able to buy a name plaque that will be displayed on the brick wall. The Plaques are R200 and it is payable on the D6 app from the 14th Of January to 30 July. It is a memoir for every learner that have made their mark in F H Odendaal.

21. Final exam

With the start of the final exam, each learner receives a timetable, his/her examination number, and a statement (exam letter) that he/she has to sign.

- Candidates may not enter the examination room without this letter and his/her identity document.
- No learner may write his/her name on an exam book. Only his/her exam number may appear.
- All papers must be written in blue ink.
- NO correction fluid may be used.
- Learners may not write their answers in pencil – it will not be marked.
- Learners may not have their cell phones in the exam room. If a learner is caught with a cell phone, the phone must be sent to the examination board at the Department as evidence, until the investigation is completed. They cannot guarantee that the phone will be returned to the learner. The Department accepts no responsibility for the phone.
- Should learners arrive late for an exam session, they must wait outside until all the procedures are completed and the other students have started writing. When a learner arrives after the first hour of the session, he/she may no longer write the exam.
- If a learner is ill during the examination, he/she must submit proper evidence and may then write the supplementary examination in June/July. In such a case NO other results will be given to the candidate beforehand.
- No learner shall leave the exam room to go to the bathroom within the first hour of the paper. After an hour it may only happen in highly exceptional cases and a teacher must accompany the learner to the bathroom. A report must also be completed when the learner has left the exam room.
- Learners may only use a transparent pencil case.
- No calculator lids, water, food or any other refreshments will be allowed in the exam room.
- Learners must hand in their textbooks on the day which they write the relevant subject. A replacement fee of R 320.00 is charged for missing textbooks.

22. Matric results

The date and announcement of the results is determined by the Minister of Education and announced in the media. Only on that day may the principal collect the results from the Department and make them available at the school. When the date is announced, the results may then be fetched at the school on that day, between **08:00 and 10:00**. It is unfair to expect the staff to sit and wait at school all day long during their holiday. The learner can also view the results by SMS, but must register to do so beforehand. Keep an eye on the media for more information.

If a student is dissatisfied with his/her results and is convinced that there might be an error, you may apply for a re-mark by paying the Department the relevant fee per subject. These

application forms and information will be available to the learners on the day that they receive their results. If your child fails, there will also be information and application forms available for re-examinations.

23. G-suite for Education

The COVID-19 pandemic has forced us to explore new ways of teaching and learning. Various Learning Management Systems (LMS) are available for use.

H/S FH Odendaal is proud to announce that we have embracing this opportunity by teaming up with...



Google has various educational “apps” that enhance the learning experience. Your child will have access to ALL of these apps – in a safe and secure environment.

Each learner has his/her own **adminnumber@odiesonline.co.za** domain. (This **admin number** is on their time table and school fee account. This domain will be used to share educational resources with you and your child.

Each learner can access his/her own account by following these steps.

1. Access your Email/Gmail.
2. Login with a new account.
3. Use your admin number as follows: 000000@odiesonline.co.za
4. Use the following password (case sensitive): Odies123!

(Please change your password)

5. Join all your classes.

(See the class codes attached)

We would like to thank *Eduplusconsult* and *Opennetworks* for their advice, support and training during this endeavour. Together the sky is the limit.

CLASS CODES for 2024:

Grade 12 learners must only join 7 (seven) classes - one for each of their subjects

GRADE 12

Subject	Class code
Accounting	geehja5
Afrikaans Eerste Addisionele Taal	czeh2nl
Afrikaans Huis Taal	rwkkw2q
Business Studies	2azkpdb
Computer Application Technology	rkekgxj
Consumer Studies	xz62k36
Dramatic Arts	m33dmrm
Engineering Graphics and Design	7caxnsf
English First Additional Language	t2afrp4
English Home Language	tlyxotv
Geography	ztpckbr
History	qx4yob6
Life Orientation	v5eqdvh
Life Science	cixcmwz
Mathematics	c5nmjqy
Mathematics Literacy	e4ertns
Physical Science	nbekjup
Tourism	kxpvvpz
Visual Arts	w7kjdg7

24. Social Media

Contact details:

Facebook: <https://www.facebook.com/Streefhoog>

School Website: www.fhodendaal.co.za

Instagram: hs_fh_odendaal

25. Other useful information

If you have any queries regarding your child's matriculation year, please feel free to call the school, his/her Grade Head, or the Academic Deputy Principal.

Good luck with this important stage of your child's school career. Congratulations in advance to you and your child on the excellent performance and milestone you have reached!

Mr J.D. Brummer

PRINCIPAL

principal@fhodendaal.co.za

Mr E Combrink.

GRADE HEAD

Erik@fhodendaal.co.za