

SCHOOL LETTERHEAD AND CONTACT DETAILS OF THE PRINCIPAL

Mr/Ms
Address

CHARGE SHEET

In line with the Provincial Notice 10 of 2007 and our School's Code of Conduct for learners please note the following allegations has been made against your child: _____

1. Assault in that....
2. Indecent assault in that....
3. Any other act of misconduct that, in the opinion of the principal, reasonably constitutes serious misconduct, in this case....

You have the right to deny or admit the allegations in writing and/or explanation concerning the allegations within seven (7) days, using Annexure A.

The rights of the learner with regard to the conducting of a disciplinary hearing in terms of serious misconduct case:

- The right to representation by his parent or a person designated by the parent or legal representation
- The right to call witnesses
- The right to question witnesses
- The right to adduce oral documentary evidence
- The right to have access to documentary evidence produced in support of the charges
- The right to appeal against the findings/sanction of that of the Governing Body to MEC within fourteen (14) days of receiving the notice of expulsion.

Please note that a hearing may continue in the absence of the learner and parent(s).

The charges are of serious nature and may result in a recommendation for expulsion from the school.

Please respond in writing on the matter to my office by using the attached response template on or before this day of 20.....

Regards

Signature of Principal:

Date: _____

School Stamp

ANNEXURE A

RESPONSE FROM LEARNER/PARENT(S) IN RELATION TO A CHARGE OF MISCONDUCT

I, (Name of Learner) the undersigned hereby admit/deny the allegations made as stated in the charge sheet dated.....

I would like to advance the following reasons for my decision:

.....
.....
.....
.....
.....

(Signature of learner)

Name and Surname of parent(s)/Guardian _____

Date: _____

Signature of parent(s)/Guardian _____

Contact No. _____