



MELBOURNE ACADEMY

We Strive for excellence



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APPLICATION FORM FOR 2025 ADMISSION

This application form constitutes the first step in the admissions process of Melbourne Academy. This form must be accompanied by:

1. A non-refundable USD 200 Admission fee.
2. Passport and one passport size photograph
3. Copy of birth certificate
4. Copy of Current report card

Applicant First Name	Applicant last Name
Applicant Date of Birth	Applicant place of Birth
Applicant Sex	Applicant present/previous school attended
Applicant present form/grade	Applicant intended Date of Admission
Applicant intended form/ grade of admission	Applying for Boarding? (Yes/No)

Father/Guardian Full Name	Mother full Name
ID Number	ID Number
Postal Address	Residential Address (skip if same as postal Address)
First Telephone Number	Second Telephone Number
Company name	Company address
Occupation	Contact number
	Email Address

If applicable please attach a letter explaining any conditions we need to be aware of such as learning difficulties (e.g. Dyslexia, ADD, etc.) or Medical Conditions e.g. allergies etc.

INDEMINTY FORM (to be signed on Registration)

DECLARATION BY PARENT OR GUARDIAN

I.....the parent of.....
.....

Sign below to indicate that I have agreed to the following terms concerning my child whilst he/she is at Melbourne Academy;

1. He/she may go for trips organized by the school and supervised by staff members.
2. He/she may take part in sporting activities and do general work as organised by staff members.
3. If he/ she becomes ill, the Headmaster may seek medical or surgical treatment for him/her without having prior permission from the parent.
4. The school and Ministry of primary and Secondary Education will not be held responsible for injuries sustained or disablement caused by an accident which may occur to him/her during activities listed above and other activities at school. The school undertakes, however, not to expose him/her to unnecessary risks and have supervision whenever possible.
5. No parent/s will be allowed to transfer their child without updating fees arrears.
6. Parents may contact their children during weekends from 4pm to 6pm using school phone.
ONLY
7. Students are not allowed to be visited or taken out of school except on stipulated exeat dates.

Student's Signature.....

Parent/guardian's Signature.....

Disciplinary code/Ordinance

Melbourne Academy is a private school in Zimbabwe which maintains a high degree of discipline. The following acts of misconduct may lead to student's expulsion, exclusion or forfeiture of his/her boarding place if he /she commits one of them;

- Violence of any kind including striking/rioting/leading/participating/inciting or threatening and mobilising others to strike, demonstrate or behave in any socially unacceptable manner;
- Consumption of alcohol beverages and or any intoxicating drugs.
- Smoking any type of cigarettes /tobacco.
- Vandalism or destruction of school property.
- Going out of school bounds without written permission from the administration.
- Truancy.
- Possessing, displaying, drawing, reading and using pornographic material or literature.
- Using obscene or abusive language anywhere and at any time to anyone in the school community.
- Bullying, intimidating, beating of other students or any member of staff, fighting or assaulting other students with /without dangerous weapons.
- Sexual misconduct, becoming pregnant or impregnating other students or to be involved in any love affair(s).
- Students are not allowed to bring **cellphones**.
- Continuous disobedience, disrespecting members of staff, school prefects, or any authority that may be.

Signature of Student.....

Signature of Parent.....

BEHAVIOUR AND DISCIPLINARY POLICY

PREAMBLE

It's the duty of every school to establish a productive, safe and conducive environment for educational purposes. Indeed, for people to live, learn and work together, appropriate behaviour is necessary. This policy aims to develop and sustain positive and disciplined student behaviour. Schools are established for the benefit of all students, therefore, any student behaviour that disrupts the educational process or infringes upon the rights of others will not be tolerated.

Below is a summary of student behaviour that will attract the stipulated consequences.

CLASS 1. VERY SERIOUS MISCONDUCT:

This will lead to automatic LENGTHY SUSPENSION or EXPULSION without an option of a lesser punishment.

- i. Selling drugs or taking drugs.
- ii. Drinking or being in the company of drinkers.
- iii. Possession of cell phone and any other illegal gadgets.
- iv. ASSAULT – (Physical or sexual) - causing actual bodily harm.
- v. Falling pregnant or impregnating other students.

NB: Lengthy suspension will not be less than 10 school days.

CLASS 2. SERIOUS MISCONDUCT

These will lead to any one or a combination of but without limitation to, the following consequences

- a. Expulsion.
- b. Suspension 3/5 days.
- c. Friday detention (of not less than 2 x 1hr session).
- d. Parent – student – Principal conference.

Serious misconduct may include but not limited to:

- i. Bullying and physical threats.
- ii. Possession of harmful objects (like knives) and alcoholic substances .
- iii. Disrupting a lesson by aggressive behaviour or insubordination.
- iv. Smoking.
- v. Truancy and leaving school without permission.
- vi. Cheating in tests or examinations.
- vii. Absence from fixtures (sports and competitions) where the students represents the school.
- viii. Failure to do punishments.
- ix. Improper uniform or improper dress code (e.g. untucked shirts, face covering braids, multi earrings, jewellery etc)
- x. Lying to the authorities.
- xi. Indulging in love affairs .

NB: All class 1&2 offences will be dealt with by the Principal and the Deputy Principal.

CLASS 3 MISDEMEANOURS:

This will lead to any one or combination of, but without limitation to the following consequences;

- a. Encouragement, Discussion, Counselling.
- b. Verbal warning
- a. Isolation in class.
- b. Reports in the daily communication book.
- c. Parent contact by teacher (by phone).
- d. Additional homework.
- e. Referral to Deputy Principal.
- f. Sending back to the hostel to dress properly.

Misdemeanours may include, but not limited to the following:

- i. Not coming for study
- ii. Noise making in classrooms or corridors
- iii. Disrupting lessons
- iv. Failure to finish class work/assignments.
- v. Attending class without necessary stationery.
- vi. Disrespect,ful to authorities.
- vii. Negative attitude towards school work.
- viii. Use or possession of music technology e.g. playing music on electrical gadgets
- ix. Having dreadlocks.

All misdemeanours will be handled at Class Teacher level.

NB: In case of serious misconduct, do you approve corporal punishment? Yes ☐ No ☐

1..... agree to the above terms and conditions of the disciplinary policy.

Signature of Pupil Date/...../.....

Signature of Parent.....Date/...../.....

Signature of Principal.....Date/...../.....