



Laerskool Bredasdorp Primary School

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ADMISSION POLICY

POLICY OF BREDASDORP PRIMARY SCHOOL REGARDING THE ADMISSION OF LEARNERS TO THE SCHOOL OR GRADES AT THE SCHOOL

Whereas Bredasdorp Primary School is a public school with legal personality in terms of the provisions of section 15 of the South African Schools Act, No. 84 of 1996 (as amended) (hereinafter "the Schools Act"), the governance of which is entrusted to its school governing body (hereinafter "the SGB"), as in section 16 of the Schools Act;

AND

Whereas the SGB in terms of section 5 of the Schools Act is empowered, subject to the provisions of the Schools Act and any applicable provincial law, to determine the School's policy regarding the admission of learners to the School;

AND

Whereas the SGB, with regard to the issue of learner admission to the School or different grades at the School, takes note of the following legislation (hereinafter "the legislation"):

- (i) the Constitution of the Republic of South Africa, 1996 (hereinafter "the Constitution");
- (ii) the South African Schools Act, No. 84 of 1996 (as amended) (hereinafter "the Schools Act");
- (iii) section 3(4)(i) and 5 of the National Education Policy Act, No. 27 of 1996 ("NEPA");
- (iv) the Admission Policy for Ordinary Public Schools, published by the Minister of Education in Government Gazette No. 19377 of 19 October 1998 (Notice No. 2432/98) (hereinafter "ministerial policy"); and

- (v) Regulations on minimum uniform norms and standards for the capacity of ordinary public schools, 2025 published by the Minister of Education in Government Gazette No. 53120 of 6 August 2025 (Notice No. 3146/25) (hereinafter "ministerial policy");
- (vi) applicable provincial legislation.

AND

Whereas the School and its SGB consult the relevant provisions of the legislation insofar as it applies to them and is binding and takes precedence over the power of the SGB to determine the School's admission policy, and at the same time are determined to ensure the full application of the School's admission policy within the limits of the legislation and, from time to time, any other applicable legislation;

Therefore, the SGB on behalf of the school, now declares the School's Policy for the Admission of Learners to the School as follows:

1. APPLICATIONS FOR ADMISSION TO THE SCHOOL

The school commits itself to the maintenance of the principles of fairness, equality and inclusivity in all admission processes. While the school recognises the challenges that limited resources and infrastructure bring, it strives to utilise its capacity optimally to deliver quality education without jeopardising the best interests of the learners. In accordance with the South African Schools Act, no learner will be refused access on the basis of race, gender, disability, language, socio-economic status or any other form of discrimination prohibited by law. The school remains dedicated to ensuring fair access, while taking into account the practical challenges of maintaining a suitable and effective learning environment.

The School Governing Body (SGB) recognises its responsibility to ensure that this Admission Policy addresses the shortage of resources and infrastructure, while taking into account the needs of the broader community within the education district. In determining or amending this policy, the SGB will consider the capacity of the school, the availability of other schools in the area, and the equitable allocation of educational opportunities. The SGB commits itself to cooperation with the Department of Education to ensure the optimal use of resources and thereby address the educational needs of all learners.

1.1 It is acknowledged that –

- (a) the Head of the Education Department (Education) (hereinafter "HOD") and/or officials of the department of education (DoE), including the Principal, who have been delegated by the HOD (hereinafter "the HOD-delegate(s)"), are responsible for the administration of learner admission to the School; and
- (b) the HOD/the HOD-delegate(s) must determine a registration process for admission to public schools so that learner admission takes place in a timely and efficient manner.

1.2 It is emphasised that the HOD/the HOD-delegate(s)/the Principal must at all times take this policy into account in a visible, fair and lawful manner when acting in accordance with paragraph 1.1 above or during the decision-making process regarding admission applications. The School and its SGB will also expect the HOD/the HOD-delegate(s)/the Principal to at all reasonable times obtain full access to and copies of any registers or files that are kept as part of the admissions process.

1.3 The online Admissions System will be fully implemented for the admissions process.

1.4 The administration for admissions will be done on the official WCED Online Admissions System. Administration is done in accordance with the South African Schools Act, 1996 (Act 84 of 1996), the Admission Policy for Ordinary Public Schools, published in Government Gazette No. 19377 of 19 October 1998, and the POPI Act.

1.5 Bredasdorp Primary School will comply with the WCED time schedules applicable to ordinary public schools, as published in WCED circulars signed and circulated by the Head of the Education Department.

1.6 The HOD, in consultation with the School Governing Body (SGB), has the final authority to admit a learner to the school. This authority is subject to the appeal process as set out in this policy and must be exercised in accordance with the principles of fairness, equality and the learner's best interests.

- 1.7 The School and the SGB will expect the HOD/the HOD-delegate(s)/the Principal to include the information annexure for governing-body purposes (attached hereto) with the prescribed application form and to ensure its completion by the applicant.
- 1.8 The School and the SGB will expect the HOD/the HOD-delegate(s)/the Principal to ensure that applicants are informed of the following and also confirm in writing that they have read and understand it:
- (a) the SGB constitution;
 - (b) the School's language policy;
 - (c) the Code of Conduct for Learners; and
 - (d) this admission policy.
- 1.9 As a prerequisite for any decision regarding the admission of a learner to the School, the School and the SGB require the HOD/the HOD-delegate(s)/the Principal to strictly comply with the following provision of the Constitution –
- "28 (2) – A child's best interests are of decisive importance in every matter that concerns the child."
- 1.10 The School and the SGB endorse the view that in law and in the absence of a court order to the contrary, the lawful parent(s)/guardian(s) of a minor learner have the exclusive right to decide at which school their child/foster child is enrolled. Consequently the School and SGB accept no application unless it is submitted by the parent(s)/guardian(s) of, or the person(s) with lawful entitlement to care for, the minor learner, or a person(s) authorised in writing by them to do so. Furthermore, the School and the SGB regard strict compliance with this approach as essential since it ensures that valid consent is granted for the treatment of the learner in loco parentis, for the learner's participation in excursions, and so on. Consequently the HOD/the HOD-delegate(s)/the Principal is expected to ensure that this approach is strictly complied with.
- 1.11 The SGB undertakes to support the HOD/the HOD-delegate(s)/the Principal in efforts to encourage the persons referred to in paragraph 1.5 above to apply for the admission of their children/foster children before the end of the year preceding the next school year.

- 1.12 Subject to this policy the SGB requires the HOD/the HOD-delegate(s)/the Principal to coordinate learner access to public schools, among them this School, in consultation with the School, and the SGB undertakes to render constructive support to ensure that all suitable learners receive appropriate admission.

2. THE SCHOOL'S CODE OF CONDUCT FOR LEARNERS (INCLUDING DRESS CODE)

Although applicants' refusal to endorse the School's Code of Conduct for Learners (including dress code) cannot prevent the learner's admission to the School, the code will nonetheless be binding on the learner. Section 8(4) of the Schools Act provides as follows:

"No provision of this Act exempts a learner from the obligation to comply with the code of conduct of the school attended by such learner."

Learners may, with the support of their parents or guardians, apply for exemption from specific provisions of the Code of Conduct on cultural, religious or medical grounds. This application must be submitted in writing to the SGB for consideration.

Applicants are encouraged to support the School by familiarising themselves with the School's Code of Conduct for Learners and ensuring compliance therewith by learners.

3. SCHOOL FEES

- 3.1 Parents (as defined in section 1 of the Schools Act) failing, refusing or being unable to pay school fees, cannot prevent the admission of learners to the School.

A learner is admitted to the total school programme and may not be suspended from classes, be refused access to cultural, sport and social activities, be refused a school report or transfer certificate, or otherwise be victimised on the grounds that his/her parents –

- (a) are not able to pay school fees or have not yet paid;
- (b) do not support the mission statement and code of conduct of the school;
- (c) have refused to enter into a contract in terms of which the parents waive any claim for damages arising from the education of the learner.

3.2 In terms of sections 38–41 of the Schools Act, a budget meeting of the parents of enrolled learners at the School must take place after thirty (30) days' notice to parents. At this meeting there must be a quorum of at least 10% of the parents, as prescribed in section 38(6), for the meeting to proceed and for decisions to be valid. If a quorum is not reached, a second meeting with at least 14 days' notice must be convened, and at this second meeting no quorum will be required for decisions to be valid.

3.3 At this meeting the majority of the parents present decide for the acceptance or not of the budget prepared by the SGB for the next financial year. At the same meeting the majority of eligible parents present may decide that the payment of school fees is compulsory, what the annual school fee amount per learner will be, and which criteria will apply for full or partial exemption to parents who cannot pay the full compulsory amount or any portion thereof. Parents who are not able to pay any portion of the amount or the full amount are entitled to apply on the prescribed forms to the SGB for full or partial exemption from the payment of school fees. Such applications must be handled confidentially by the SGB. The SGB will act fairly and apply the aforementioned criteria as well as the provisions of the ministerial policy and the Regulations for the Exemption of Parents from Payment of School Fees in Public Schools (Government Notice R1052).

A copy of the latter will be made available to parents on request. Parents applying for exemption may approach an educator at the School or any other person for assistance with the application. A parent/parents who feel aggrieved by the SGB's decision may, in accordance with the procedure set out in the said regulations, appeal to the HOD.

3.4 Applicants for exemption must, however, note that the combined annual income of both biological parents is taken into account in the decision whether parents qualify for exemption or not. "Combined annual gross income of parents" is defined in regulation 1 of the aforesaid regulations as –

"the combined gross income of both the biological parents of a learner as defined in the Act..."

If a parent cannot obtain the other parent's income particulars, a sworn statement may be submitted as proof that the other parent cannot be traced, is unwilling, or is not able to provide accurate information. Alternatively, the parent may submit a court order or other

supporting documentation. The School Governing Body (SGB) will consider such applications fairly, confidentially and in accordance with the law.

It is important to note that an application for exemption may be refused should both biological parents fail to sign the application for exemption.

3.5 The applicant's attention is further drawn to the following provision of the Schools Act –

(Section 41) – "The governing body of a public school may enforce the payment of school fees by parents who are liable therefor, by process of law."

3.6 Parents of learners are encouraged to maintain the high teaching standard and the good school facilities and environment by paying school fees and, where they receive full or partial exemption from the payment of compulsory school fees, to make their services available to the SGB for the benefit of the School.

4. REQUIRED DOCUMENTS FOR ADMISSION

A parent must complete an application form for admission, which form the principal must make available to him/her.

Together with the application form the parent or guardian must submit the following documents, where applicable:

- An official birth certificate of the learner.
- Proof of lawful guardianship or custody, if applicable.
- Documentation for learners who are foreign citizens, refugees or asylum seekers, including valid permits issued in terms of applicable laws.
- Proof that the learner has been immunised against the following diseases: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B.
- Any additional documents as set out in Annexure A of this policy.

If a parent or guardian cannot provide all the required documents at the time of application, the learner must still be provisionally admitted. The principal must:

- Encourage the parent or guardian to submit the required documents as soon as possible.
- Provide guidelines to the parent or guardian, including referrals to the relevant government departments or institutions for assistance to obtain the missing documents.

The principal must also inform the parent or guardian in writing that:

- It is their responsibility to submit the missing documents.
- Failure to provide accurate information or required documents is a contravention of the admission requirements and may lead to follow-up actions by the Department of Education.
- The provision of false information about the learner's age or other particulars is a criminal offence.

When applying for admission the parent must provide proof that the learner has been immunised against the following diseases: polio, measles, tuberculosis, diphtheria, lock-jaw (tetanus) and hepatitis B.

When a learner moves from one public school to another, the principal must complete a transfer card and hand it to the parent or forward it to the other school.

See Annexure A to this policy for a complete list of required documents for admission.

5. LEARNER AGE REQUIREMENTS FOR ADMISSION TO THE SCHOOL

In accordance with the South African Schools Act, Grade R is now a part of compulsory basic education. The admission age for Grade R is four years old, provided that the child turns five by 30 June in the year of admission.

A learner who falls more than two years outside the age norm will not be considered for admission. The age norm is the grade plus 6 years.

6. PERIOD FOR REGISTRATION

- 6.1 Applications for admission with regard to the enrolment of learners for the following year are handled in accordance with the prescribed dates as determined by the HOD.
- 6.2 Parents who wish to enrol their children at the School for the first time must register the learner at the School in the year before the school year to which the learner's application for admission relates.
- 6.3 All applications for admission to the school are handled by means of the WCED Online Application System. For data purposes, and because parents do not always have access to computer facilities, the school requests that the parents also submit Bredasdorp Primary School's official application form at the school before the prescribed dates as determined by the HOD. This application form is used to assist the aforesaid parents in the application process.
- 6.4 The parents of a learner will within a reasonable period, or within the period determined by the HOD, be notified in writing of the acceptance or rejection of their application.
- 6.5 All unsuccessful applicants will then firstly, in order of preference as per this policy, and secondly in chronological order, be placed on the list for reconsideration. All unsuccessful applicants will be advised to apply at other schools, besides the School. If a successful learner withdraws, possible placements for unsuccessful learners will be reconsidered.
- 6.6 The School will keep a proper register of all applications for admission.

7. APPEAL PROCEDURE

If a parent or guardian is dissatisfied with the school's decision not to admit a learner, they may, in terms of section 5(9) of the South African Schools Act, lodge a written appeal with the Member of the Executive Council for Education. The appeal must be submitted within 14 days after receipt of the notice of refusal of admission. While the MEC considers the appeal, the school's admission policy remains valid and applicable. Only the provisions affected by the appeal will be suspended until the appeal process is completed.

8. CAPACITY

The SGB has determined the School's maximum capacity for learner admission as follows:

- Total number of learners in School: 672
- Per class: 28
- Per grade: 84

The following factors were taken into account in determining the School's capacity:

Educational and Curricular Considerations

- The curriculum and subjects offered by the school.
- The language of learning and teaching (LoLT), including dual-medium and parallel-medium instruction.
- The school's ability to maintain or further improve its academic performance.
- The extracurricular and co-curricular activities offered to learners.
- The impact of additional learners on the right of all learners to receive quality education.

Infrastructure and Facilities

- The number, size and condition of classrooms.
- The availability and suitability of specialised spaces such as laboratories, libraries and computer rooms.
- The allocation of classrooms to specific grades, subjects and activities.
- The adequacy and availability of sanitation and ablution facilities.
- The physical space required for sport, culture and recreational activities.
- Compliance with national health and safety standards, including considerations of overcrowding and overall capacity.

Operational and Resource Factors

- The efficient use of available classrooms and other facilities.
- The space required for administrative functions and staff activities.
- The workload of educators and the availability of departmental post establishments.
- The impact of additional learners on school operations, including the effective utilisation of resources and the management of learners.

Overarching Principles

- The best interests of the learners, with the prioritisation of their right to quality education.
- The prevention of overcrowding in order to maintain a conducive and effective learning environment.
- Regular analysis of the school's capacity to accommodate additional learners, while ensuring compliance with applicable regulations and safety standards.
- Internationally recognised best practice with regard to class sizes in order to deliver efficient and effective quality teaching.

The School Governing Body (SGB) commits itself to reviewing the school's capacity regularly to ensure that it is in line with legal requirements, available infrastructure and the school's operational needs. These reviews will guide decisions on learner admissions and ensure that all admissions support the school's commitment to quality education and equal access.

See Annexure B with regard to capacity determination.

9. ORDER OF PREFERENCE WITH REGARD TO ADMISSION APPLICATIONS

- 9.1 Unless and until the HOD decides otherwise in consultation with the SGB, the natural feeder area of the School is Bredasdorp and district.
- 9.2 The School is currently a parallel-medium institution and therefore has human resources that provide mainly for those learners whose mother tongue or chosen language of instruction is the School's language of instruction. The School provides for two (2) Afrikaans-medium classes and one (1) English-medium class per grade (Grade R – 7).
- 9.3 The infrastructure of the School lends itself to the learner capacity as determined by the SGB and contained in this policy. Specific reference is made to Annexure B hereto, in which class sizes are proposed as per the SGB's determinations.
- 9.4 Since the School and the SGB know that they may not unfairly discriminate against a learner on whose behalf an application for admission is submitted, and therefore have

no intention to discriminate, and although they would like to contribute their share to learner education in partnership with the State, they understand that the School cannot accept all learners and that some form of (fair) discrimination regarding learner admission is unavoidable. Therefore, and in light of the aforesaid, it is the School's policy that applications are dealt with in the following order of preference, provided that there is space available in the relevant grade –

- (a) Firstly: Applications on behalf of learners who bona fide (genuinely) live with their parents (as defined in the Schools Act) within the natural feeder area of the School, and whose mother tongue is the language of instruction of the School, namely Afrikaans and English;
- (b) Secondly: That there is sufficient space available in accordance with the school's learner capacity as set out in Annexure B;
- (c) Thirdly: Applications of brothers and sisters of learners who are already enrolled learners of Bredasdorp Primary School;
- (d) Fourthly: Applications of children who will turn seven years old in their Grade 1 year at the school will enjoy preference, and children who will turn six years old in their Grade R year at the school will enjoy preference;
- (e) Fifthly: Applications on behalf of learners who do not live with their parents within the natural feeder area of the School, but whose parent(s) are actually employed within the natural feeder area of the School, and whose mother tongue is the language of instruction of the School;
- (f) Sixthly: Applications of learners who have already applied on the WCED's online system and have been placed on the list for reconsideration;
- (g) Lastly: Applications on behalf of learners who live outside the natural feeder area of the School and whose mother tongue or chosen language of instruction is the School's language of instruction, on a first-come, first-choice basis.

- (h) Enrolled learners of BD-Land, who are the correct age for admission to Grade R, will enjoy preference for consideration of placement in Grade R, provided that the learner is school-ready, and whose chosen language of instruction is the School's language of instruction.

9.5 Learners who are not an enrolled learner of Bredasdorp Primary School may not attend any academic classes during school hours to supplement his/her own curriculum.

Notwithstanding the aforesaid and in consultation with the district director, the SGB reserves the right to give overriding preference to brothers or sisters of learners who are already enrolled at the School.

10. ADMISSION OF PERSONS WITHOUT SOUTH AFRICAN CITIZENSHIP

Applications for admission of persons without South African citizenship will be handled in accordance with paragraphs 19–21 of the ministerial policy.

11. REQUIREMENTS

Except where the provisions thereof are not in the best interests of a learner or other learners, the SGB and the School will consult the ministerial policy. Foreign learners must be in possession of a valid study permit.

12. THE SGB AND THE LEARNERS OF THE SCHOOL

- 12.1 All learners will be expected to fulfil their duties. Learners are furthermore entitled to exercise their rights and to insist on the maintenance of their rights.
- 12.2 The SGB considers itself bound to the protection of the educators, learners, parents and non-educators of the School against physical or mental violence insofar as the SGB is empowered to do so, and furthermore to the nurturing of the physical, mental and moral well-being of learners. For this purpose –

- (a) the SGB reserves the right to take all steps within its power to prevent the admission of a learner whose behaviour constitutes a material threat to the well-being, safety or life of learners or staff in the school as well as those best interests that the SGB feels compelled to protect;
- (b) the SGB may ask the HOD for information and engage with him/her on the wisdom of the admission of a learner to any grade at the School when such learner will be seriously disadvantaged by his/her inability to communicate or be communicated with at the required level for proper instruction in that grade, or if such admission entails prejudice for other learners of the relevant grade;
- (c) the SGB may, given the resources and circumstances of the School, take any reasonably practicable steps to enable a prospective learner with a disability to adapt in the School; and
- (d) the SGB expects that staff members, learners or parents will report to it any matter relating to the abuse of rights or encroachment on the interests that the SGB precisely wishes to protect.

13. SCHOOL PROPERTY

Applicants' attention is drawn to the following:

- 13.1 Every learner at a public school shall take good care of the property of the school that is made available to him/her, and shall return it to the school on or before the date indicated by any educator at the school.
- 13.2 The parents of a learner at a public school shall be liable for any damage to or loss of school property for which the learner concerned is in turn liable towards the school.
- 13.3 It is every parent's duty to assist the State and the governing body of a school in promoting a culture of respect for school property.

14. RISK OF DAMAGE OR LOSS

Applicants are advised that the School accepts no liability for damage to, the destruction or loss of any property brought onto the school premises by the learner or his/her parent(s), regardless of who causes such damage, destruction or loss, how it is caused, whether it is caused by someone's act or omission, and whether it is caused intentionally or due to negligence. The School accepts no liability. Learners are encouraged to look after any property brought onto the School premises, and applicants and parents of learners are encouraged to take out the necessary insurance themselves against such damage, destruction or loss.

15. THE PARENTS AND THE SCHOOL/SGB

- 15.1 Parents of learners are requested to complete the prescribed consent form in order to enable the School staff to act in emergencies in the learner's best interests or to relieve the learner's pain or discomfort until the parent(s) or medical personnel can intervene.
- 15.2 Parents are encouraged to become involved in all the activities of the School, to volunteer to become members of the governance structures and support groups that serve the interests of the School community, and to support the teaching process by engaging constructively with educators and ensuring that learners perform assigned tasks and homework dutifully and diligently. Parents are furthermore expected to ensure that their children are properly equipped to participate fully in the teaching process and that they attend school diligently, on time and regularly.
- 15.3 Besides their duties, parents of learners at the School also have various rights. Parents have, among other things, the right to be consulted regarding the formulation of the School's language and religion policy and code of conduct, or any amendments thereto. They are also invited to submit recommendations and proposals regarding the supplementation or amendment of existing policy or the existing code of conduct to the SGB for consideration.

16. GRADE REPETITION

The repetition of grades seldom results in a significant increase in learners' competence. In fact, it often has the opposite effect. The norm for repetition is one year per school phase, where necessary. As per WCED prescriptions, a learner will not be allowed to repeat a grade more than once.

17. REVIEW OF THE ADMISSION POLICY

The School Governing Body (SGB) commits itself to reviewing this Admission Policy at least every three years, or when changes in legislation, regulations, community needs, school capacity, or other relevant circumstances so require. The SGB will also consider a review of the policy at the request of the Head of Department. All amendments to the policy will be based on the best interests of the learners, the needs of the school community, and compliance with applicable legislation and regulations.

18. ADMISSION FACTORS.

The following factors were taken into account in determining the school's capacity:

- That the interests of the learner are given priority.
- The number of available educators.
- The available space for administrative needs.
- The available space and number of suitable classrooms
- The need for space for sports, culture and recreational activities.
- The available space in the existing media and computer centres, science and technology laboratories and the school hall.
- The available sanitary facilities
- Parking facilities
- Safety measures
- The maximum permissible number of learners per class according to the table below.
- Internationally recognised best practice with regard to class sizes in order to deliver efficient and effective quality education.
- The Governing Body has the right to use discretion to admit more learners per class.
- Admissions exceeding a class total will be based on individual merit

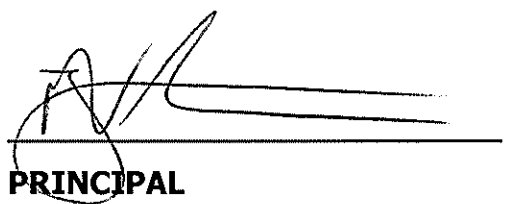
TOTALS FOR 2026		
Grade	English	Afrikaans
Grade R	28	56
Grade 1	28	56
Grade 2	28	56
Grade 3	28	56
Grade 4	28	56
Grade 5	28	56
Grade 6	28	56
Grade 7	28	56



GOVERNING BODY: CHAIRPERSON

18 Junie 2026

DATE



PRINCIPAL

18 Junie 2026

DATE

Annexure A

Required information for governing-body purposes over and above the particulars that must be furnished in terms of ministerial policy, provincial policy or statutes:

1. The name, residential address, work address and all telephone, fax or e-mail particulars of each person who falls under the description of "parent" in the Schools Act;
2. A certified copy of any court order or any testamentary writing that confirms guardianship or lawful entitlement to care, or any similar right of the person ("parent") who claims it;
3. A sworn statement, employer's certificate, electricity account or any other proof that may reasonably be required by the SGB to verify a learner and his/her "parents'" place of residence, or the place of employment of the learner's "parents";
4. A copy of an identity or other document that confirms to the reasonable satisfaction of the SGB the identity of each person who falls under the description of "parent" in the Schools Act;
5. Written authorisation by the parent(s)/guardian(s)/person referred to in point 2 to any person to represent him/her/them in the application for admission of the learner to the School or in any other matter regarding the learner;
6. The language of instruction chosen on behalf of the prospective learner;
7. Particulars of any notifiable disease from which the learner (possibly) suffers;
8. Particulars of any serious offence of which the learner has been found guilty by a court or any school where the learner was previously enrolled;
9. A completed conduct certificate from the school where the learners are currently enrolled;

10. Particulars of any medical condition of the learner that may affect the well-being of any other learner or staff member of the School;
11. Particulars of any specific needs that the learner may have and that may require attention in order to maximise the learner's school experience or to promote his/her best interests where the school can accommodate it;
12. Particulars of any condition or circumstances of which the School ought to be aware in order to protect the best interests of the learner and/or any other learners of the School.