



Official Notification: Policy on Conducting Extra Classes Outside Roosevelt Academy Premises

Roosevelt Academy, as a private educational institution, adheres to all relevant legislation and regulations governing its operations and employee conduct. In line with our Code of Conduct and institutional policies, we reiterate the following:

Authorized Premises for Educational Activities

Extra classes conducted by Roosevelt Academy educators are only authorized on the following premises:

- The Boarding House
- The Primary and Secondary Schools
- Bright Sparks Preschool

No extra classes may be conducted at any teacher's private residence or at any location outside the authorized premises without the express written consent of the institution.

Institutional Policy and Legal Liability

This policy safeguards Roosevelt Academy's professional and legal standing. Any extra classes conducted beyond the authorized locations and without proper registration are not sanctioned by the academy.

- **Parents:** Any participation in unauthorized extra classes is undertaken at your own risk.
- **Employees:** Staff conducting unauthorized extra classes are acting outside the scope of their employment. This is a clear violation of Roosevelt Academy's Code of Conduct and institutional policies and may result in disciplinary actions, including but not limited to dismissal.

This notice serves as an official warning that Roosevelt Academy will not accept liability for any actions, incidents, or claims arising from unauthorized activities. By issuing this communication, Roosevelt Academy formally distances itself from any such unauthorized acts.

Authorized Extra Classes Registration

Educators who wish to conduct extra classes must formally apply through the Administration Office. These requests will be reviewed and approved at the discretion of the academy, and compensation will be provided for sanctioned activities.

Acknowledgement of Policy

Employees are reminded that ignorance of this policy will not be accepted as a defence against disciplinary measures. All staff are required to familiarize themselves with Roosevelt Academy policies and guidelines. Non-compliance with this directive will be regarded as wilful misconduct.

By issuing this notice, Roosevelt Academy fulfils its obligation to inform and protect all stakeholders. Any violation will be addressed in accordance with internal policies and the applicable labour laws of the Republic of South Africa.