



# HOËRSKOOL ROODEPOORT

## Appeals Process : Policy

### Introduction:

An appeals process has been implemented as part of the academic programme at Hoërskool Roodepoort. The process allows for parents to appeal the marks of a subject or subjects on a report card of a learner each term.

### Process:

An appeal may be requested based on the learner results **EACH** term. An appeals form must be completed by the parent and submitted to the school within 5 working days after reports were handed out. The school will then go through a moderation process where-after a meeting will be scheduled with the parent.

### **The Appeals Schedule is as follow:**

TERM 1 APPEALS	May not be submitted later than week 2 of Term 2
TERM 2 APPEALS	May not be submitted later than week 2 of Term 3
TERM 3 APPEALS	May not be submitted later than week 2 of Term 4
TERM 4 APPEALS	Submission dates to be communicated with Term 4 Report cards.

**PLEASE NOTE THAT TERM 1, 2,3 CANNOT BE APPEALED IN TERM 4.** Once a term was completed no appeals on those marks will be allowed at later stages during the year.

M.VAN DER MERWE  
PRINCIPAL

I.BURGER  
DEPUTY PRINCIPAL