

EduDiscipline

Educational Disciplinary & Compliance Support Services

Fair Process. Clear Documentation. Defensible Outcomes.



EduDiscipline

School Discipline & Compliance

*“When discipline matters demand independence,
expertise, and defensible outcomes—schools trust
EduDiscipline”*

Kobus Pelser

Founder & Principal Consultant



36 Years of Educational Leadership Experience



Misconduct
Investigations



Disciplinary
Hearings



Compliance
Support



Advisory Services to
School Management
Teams and SGBs



Documentation and
Procedural
Guidance

Integrity • Independence • Expertise • Compliance

Executive Summary

EduDiscipline is South Africa's specialist independent disciplinary and compliance partner for schools. We support principals, school management teams, and governing bodies to manage learner discipline through fair, compliant, and well-managed processes—especially in complex and sensitive matters.

We provide fast-response support for urgent disciplinary matters.

Schools increasingly face disciplinary challenges that require fair, compliant, and professionally managed processes.

EduDiscipline provides practical guidance and independent support from the earliest stages—fact gathering, notices, and documentation—through to hearings, outcomes, and post-hearing reporting.

Our focus is to reduce process errors, support school leaders in high-stakes cases, and promote consistent decision-making.

By aligning each step with legislation, policy requirements, and sound governance practice, we help schools protect the learning environment, uphold learner rights, and reach clear, well-documented outcomes.

Why Schools Choose EduDiscipline ✓

1. **Independent & impartial support** — strengthens credibility and trust in decisions.
2. **Strong legal and governance grounding** — aligned to South African education law and policy requirements.
3. **BELA Act readiness** — practical guidance for evolving compliance expectations.
4. **Clear process and documentation** — notices, evidence files, minutes, and written reasons.
5. **Real-world school experience** — solutions designed for school constraints and timelines.
6. **Confidential, ethical, and responsive** — sensitive matters handled with discretion and timely support.

Example Matters Assisted With

EduDiscipline has provided support across a wide range of complex and sensitive disciplinary matters. Schools engage our services when they need independent expertise, clear documentation, and defensible outcomes in challenging cases.

- **Assault between learners** — investigations and hearings for physical violence incidents.
- **Bullying investigations** — fact-finding in complex bullying allegations.
- **Vape and drug-related cases** — disciplinary processes for substance-related misconduct.
- **Dangerous weapon incidents** — managing serious safety breaches.
- **Social media misconduct** — cyberbullying and online harassment cases.
- **Suspension and expulsion procedures** — ensuring compliance in high-stakes decisions.
- **Sexual misconduct allegations** — sensitive investigations requiring independence.
- **Theft and property damage** — evidence gathering and hearings.
- **Gang-related activity** — managing serious organised misconduct.
- **Defiance and insubordination** — persistent behavioural issues requiring formal action.
- **Parent conflict situations** — managing disputes that escalate to formal processes.

Each matter is handled with confidentiality, sensitivity, and strict adherence to legal and policy requirements.

Why Independent Support Matters

Independent disciplinary support helps schools:

- Reduce claims of bias
- Strengthen procedural fairness
- Improve credibility of outcomes
- Reduce procedural mistakes
- Protect school leadership during sensitive matters

Demonstrate commitment to fair process

How We Support Schools

EduDiscipline follows a clear, structured process to ensure every matter is handled professionally from start to finish.

- 1** Initial Consultation — discuss the matter, assess needs, and determine scope of support
- 2** Investigation & Evidence Gathering — gather facts, interview witnesses, collect and organize evidence
- 3** Documentation Preparation — prepare notices, charges, statements, and procedural documentation
- 4** Hearing Support — chair or prosecute the hearing with clear process management
- 5** Outcome & Reporting — deliver written findings, reasons, and recommendations
- 6** Compliance Follow-Up — provide guidance on implementation and next steps

Every step is documented, transparent, and aligned with legal and policy requirements.

About EduDiscipline

About the Founder

Kobus Pelser



Kobus Pelser is an experienced South African educational leader with extensive experience in school management, learner discipline, educational leadership, and district-level educational support. His career has been built in the realities of school governance and learner discipline, where sound process, fairness, and professional judgement are essential.

36+ years in education | Principal | District Manager | Deputy Principal

His leadership roles include Deputy Principal at Laerskool Van Riebeeckpark (Kempton Park), Deputy Principal at Sunridge Circle Primary School and Principal at Truida Kestell Primary School (Free State)

He later served as Principal at Van Riebeeckstrand Primary School (Melkbosstrand), Manager at the MNED District Office.

This progression has provided a strong foundation in both school-level implementation and district-level support and oversight.

Through years of hands-on leadership, Kobus has developed extensive practical knowledge of learner discipline systems, disciplinary hearings, school governance, procedural fairness, conflict management, and educational compliance.

He is known for a structured, solution-orientated approach that helps schools manage sensitive matters while ensuring decisions are evidence-based, consistent, and legally defensible.

About EduDiscipline

EduDiscipline is South Africa's specialist provider of independent school disciplinary and compliance support.

We help schools align practice with policy and legislation—so decisions are defensible and records are complete.

We support schools to manage complex matters with confidence while reducing the risk of process errors that can undermine decisions.

“Protecting schools through fair, consistent, and educationally responsible discipline.”

Discipline is not only corrective—it also protects the learning environment, learner rights, and the integrity of the school.

All matters are approached impartially and respectfully.

We provide practical, hands-on support across investigations, hearings, documentation, and compliance—so schools can act with confidence and consistency.

Professional Endorsement

Independent professional perspectives provide valuable insight into the experience, expertise and contribution of EduDiscipline.

“EduDiscipline, under the leadership of Mr Pelser, provides invaluable support to schools in matters of learner discipline, disciplinary hearings, and the development and review of effective Codes of Conduct. With decades of experience as a school principal across various provinces, Mr Pelser brings a deep understanding of the complex disciplinary challenges faced by schools. His expertise assists schools in managing disciplinary matters fairly, consistently, and in compliance with legislative and policy requirements.

In my view, EduDiscipline is a product and service that will assist schools immensely in strengthening discipline management, ensuring procedural fairness, and maintaining compliance with applicable legislation and policies. EduDiscipline's support plays a vital role in helping schools create safe, orderly, and well-governed learning environments.”

David J. Millar

Former Principal | Former District Director | Former CEO, NAPTOSA Western Cape | Chief Evaluator, Schools Evaluation Authority

Key differentiators

- **Independent & Impartial** – strengthens credibility and trust.
- **Compliance-led** – aligned to education law and governance requirements.
- **Proven Experience** – practical support in complex, high-stakes matters.

Ethical & Consistent – clear process, sound decisions, and strong records.

Our Vision & Mission

 Rapid assistance available for urgent hearings and investigations – we understand that disciplinary matters often require immediate support.

Vision

To be South Africa's most trusted independent partner for school disciplinary and compliance support—recognised for professionalism, procedural fairness, and outcomes that are legally defensible.

Mission

To provide independent, ethical, and legally compliant disciplinary and governance support to schools by delivering objective investigations, professionally facilitated hearings, practical guidance, and high-quality documentation—reducing procedural risk and strengthening fair, consistent decision-making.

 **BELA Act Readiness:** EduDiscipline helps schools navigate new compliance requirements with practical guidance on policy updates, governance structures, and disciplinary procedures.

Professional Credentials & Compliance ✓

EduDiscipline maintains the highest standards of professionalism, legal compliance, and child safety. Our credentials and registrations ensure that schools receive services from a qualified, vetted, and legally compliant provider.

- **SACE CPTD Provider Application Submitted** – Awaiting Outcome
- **Registered Business** – EduDiscipline is a registered business in South Africa (Pty Ltd)

- **Government Service Provider** — Registered on the Central Supplier Database (CSD) as a government service provider
- **SACE Registration** — Registered educator with the South African Council for Educators (SACE)
- **Police Clearance** — Valid Police Clearance Certificate
- **Child Protection Clearance** — Cleared against the National Child Protection Register / National Register for Sex Offenders
- **Extensive Experience** — More than 36 years' experience in education and school management
- **Legislative Alignment** — Services aligned with current education legislation and best practice governance principles

Did you know? All EduDiscipline services are aligned with the BELA Act requirements, helping schools stay ahead of evolving compliance expectations.

Service Areas

EduDiscipline provides specialist support to schools throughout South Africa, with flexible delivery options to meet your needs.

Nationwide availability: Virtual consultations, investigations, hearings, and training available across South Africa. On-site visits by arrangement.

- Western Cape — on-site and virtual support available
- Gauteng — on-site and virtual support available
- Eastern Cape — on-site and virtual support available
- Nationwide online support — virtual consultations, hearings, and training
- On-site visits by arrangement — travel to schools across South Africa

All services can be delivered virtually or on-site, depending on your school's needs and preferences.

Who We Work With

EduDiscipline partners with education institutions and leadership across South Africa.

- Public Schools
- Independent Schools
- School Governing Bodies (SGBs)
- Principals & School Management Teams
- District Offices
- Hostel & Boarding Facilities

School Disciplinary Services

 **Confidentiality Commitment:** All investigations, hearings, and disciplinary matters are handled with strict confidentiality, professionalism, and respect for learner rights. Sensitive information is protected at every stage.

EduDiscipline provides specialised, independent disciplinary support to schools, helping ensure learner misconduct matters are handled consistently and in line with legislative and departmental requirements.

We assist schools to manage complex cases with clear documentation and a structured approach that protects the learning environment and the rights of all learners.

Our approach prioritises consistency and sound process while reducing the risk of errors.

We guide school leaders and disciplinary committees from start to finish—planning the steps, preparing documentation, coordinating evidence and witnesses, and ensuring outcomes are clearly recorded with reasons.

Key focus: Clear process, strong documentation, and consistent outcomes.

- **Independent misconduct investigations** — fact-finding and reporting.
- **Chairing disciplinary hearings** — impartial facilitation and process oversight.
- **Acting as prosecutor during hearings** — structured presentation of the school's case.
- **Disciplinary documentation** — notices, charge sheets, minutes, and outcomes.
- **Evidence management** — documents, exhibits, and timelines.
- **Interviews** — learners, staff, and witnesses.
- **Statements & reports** — clear records for hearings and files.
- **Process guidance** — step-by-step support for SMTs and SGBs.

Independent Investigations

EduDiscipline conducts confidential learner misconduct investigations from start to finish.

We use a structured methodology to gather facts, assess credibility, and document findings clearly—supporting informed decision-making and consistent outcomes.

We take written statements from learners, educators, parents, and witnesses; gather and analyse evidence; and compile reports with clear findings and recommendations. Where required, we advise schools on next steps and further action in line with legal and policy requirements.

- **Notice of investigation** — initiation and scope.
- **Witness statement templates** — structured formats.
- **Interview records** — notes and summaries.
- **Evidence file** — exhibits, timelines, and supporting records.
- **Investigation report** — findings based on evidence and credibility.
- **Recommendations** — practical next steps.
- **Parent letters (where required)** — clear, compliant correspondence.

Chairperson Services

EduDiscipline provides independent chairpersons for learner disciplinary hearings, ensuring structured facilitation and sound process throughout.

We manage the hearing with clarity and neutrality, maintain order, and ensure rights, notices, and required steps are observed in line with legal and policy requirements.

We manage evidence and witnesses, support balanced participation, and ensure proceedings are properly recorded. Where required, we assist with formal documentation, outcome reports, and sanction recommendations—helping schools reach outcomes supported by evidence and clear reasons.

- **Process management** — notices, rights, and required steps.
- **Evidence oversight** — relevance, admissibility, and orderly presentation.
- **Hearing facilitation** — respectful participation and balanced proceedings.
- **Reasoned findings** — clear outcomes with written reasons.

Prosecutor Services

EduDiscipline offers prosecutor services to support schools in presenting disciplinary cases clearly and in line with legal requirements.

We prepare and present the school's case in a structured manner, leading evidence and questioning witnesses to ensure relevant facts are properly placed before the chairperson.

Where necessary, we conduct cross-examination in a respectful manner. We also support evidence organisation—ensuring documents, statements, and exhibits are properly prepared and presented—reducing risk and supporting decisions based on credible evidence.

- **Case preparation** — charges, notices, and hearing readiness.
- **Evidence management** — organise documents, statements, and exhibits.
- **Witness guidance** — support on process and presentation (without coaching content).
- **Structured presentation** — clear, consistent case delivery.

Policy Development & BELA Act Compliance

EduDiscipline assists schools with reviewing and updating policies and Codes of Conduct to ensure compliance and practical effectiveness.

We translate legislative and departmental requirements into clear, workable policies that can be implemented consistently across the school environment.

Our support includes updating disciplinary procedures and hearing processes, and strengthening governance documentation so steps and roles are clear. We also provide documentation and templates that reduce administrative burden while improving accountability and recordkeeping.

With a specific focus on BELA Act requirements, we help schools identify gaps, implement required updates, and develop practical, enforceable policies that reflect the school's context.

Whether a school needs a full refresh or targeted amendments, our approach ensures policies are fit for purpose and ready for implementation.

- **Reviewing policies & Codes of Conduct** — identify gaps and strengthen enforceability.
- **Updating disciplinary procedures** — clear, workable steps.
- **Hearing procedure updates** — roles, steps, and documentation.
- **Practical policy development** — fit-for-purpose rules and frameworks.
- **Documentation support** — templates, notices, and recordkeeping.
- **BELA Act readiness** — updates and implementation guidance.

Did you know? Schools with clear, updated disciplinary policies experience fewer procedural challenges and stronger outcomes in complex cases.

Training & Workshops

EduDiscipline delivers specialist training focused on school discipline and disciplinary procedures.

Workshops are designed for principals, SMTs, SGBs, and staff, and are presented in a clear, practical manner aligned with real-world school scenarios and current legal requirements.

Training strengthens consistency, reduces procedural risk, and supports ethical decision-making by improving understanding of documentation, evidence handling, sanctions, and fair process. Sessions can be delivered on-site or virtually and can be customised to the school's context, policies, and compliance priorities, including BELA Act implications for schools.

Training Topic	Description
Foundations of school discipline	Core principles of fair, consistent, educationally responsible discipline.
Types of learner misconduct	Understanding categories of misconduct and appropriate responses.
Disciplinary procedures and hearings	Step-by-step process, roles, rights, and procedural fairness requirements.
Documentation and evidence management	Notices, statements, exhibits, recordkeeping, and file integrity.
Sanctions and consequences	Appropriate sanctions, consistency, and defensible decision-making.

Training Topic	Description
Handling serious misconduct	Managing high-risk matters with structure, sensitivity, and compliance.
Preventative discipline strategies	Proactive approaches to strengthen behaviour and reduce incidents.
Communication with parents	Professional communication, expectations, and managing conflict.
Case studies and practical application	Scenario-based learning to apply principles and improve consistency.
BELA Act implications for schools	Policy alignment, governance implications, and practical compliance steps.

School Support Services

Training Format

- **Staff Workshops** – Interactive group training sessions for school staff
- **Group Sessions** – Tailored group training for specific teams
- **One-on-One Mentoring** – Personalised guidance for individuals
- **In-person or Online** – Flexible delivery options to suit your needs
- **Customised** – Training programmes adapted to your school's unique requirements

EduDiscipline provides ongoing specialist advisory support to help schools respond quickly to governance, compliance, and disciplinary challenges.

We support SMTs and SGB disciplinary committees with practical guidance that strengthens decision-making and documentation while reducing administrative burden.

Support can be provided monthly or ad hoc and may include on-site assistance where required. For urgent matters, we aim for quick turnaround

on guidance and documentation so schools can act without delay. We also assist with conflict management and process guidance in difficult matters, helping schools stay calm, consistent, and well-prepared.

- **Advisory Consultations** — guidance on process, documentation, and next steps.
- **Case Strategy Support** — structured planning for complex or sensitive matters.
- **Document & Template Assistance** — notices, minutes, outcomes, and recordkeeping.
- **Governance Guidance** — roles, delegations, and compliance alignment.
- **Risk & Process Reviews** — identify gaps and strengthen internal controls.

Professional Service Fees

EduDiscipline offers transparent, competitive specialist fees aligned to the scope and complexity of each matter.

Our pricing reflects the quality, independence, and thorough documentation required for well-managed disciplinary and compliance outcomes.

Schools receive clear cost information upfront, with a tailored quotation based on the service type, timelines, and level of support required.

Service	Details	Price
 Chairing of Disciplinary Hearings	Independent disciplinary hearing chairperson	Fees determined by case complexity. Contact for quote.
 Investigation of Misconduct	Investigation and acting as prosecutor	Fees determined by case complexity. Contact for quote.

 Consultation & Guidance	Professional advisory support	Fees determined by case complexity. Contact for quote.
 Policy Development & Review	Policy review and compliance support	Fees determined by case complexity. Contact for quote.
 Monthly School Support	Ongoing support packages	Fees determined by case complexity. Contact for quote.
 Full On-site Support	Direct school support services	Fees determined by case complexity. Contact for quote.
 Training Sessions	Discipline workshops and training	From R2,000/session

Fees are tailored to the complexity and scope of each matter. Contact us for a detailed quotation.

Frequently Asked Questions

Q: Do you work with public and independent schools?

A: Yes. EduDiscipline supports both public and independent schools.

Q: Are services confidential?

A: Yes. All matters are handled professionally and confidentially.

Q: Can training be customised?

A: Yes. Training sessions can be adapted to the needs of the school.

Q: Do you travel to schools?

A: Yes. On-site support can be provided where required.

Q: Can schools request ongoing support?

A: Yes. Monthly and ad hoc support packages are available.

Q: Can schools appoint an independent investigator, prosecutor, or chairperson for disciplinary matters?

A: Yes. Schools may appoint independent and suitably qualified individuals to assist with investigations, disciplinary prosecutions, and the chairing of hearings in line with the South African Schools Act, school policies, and principles of procedural fairness. Independent involvement often helps strengthen objectivity, reduce perceptions of bias, and support legally defensible outcomes.

Q: Can EduDiscipline assist with urgent disciplinary matters?

A: Yes. Rapid-response support is available for urgent investigations, hearings, and disciplinary guidance where schools require immediate assistance.

Contact EduDiscipline

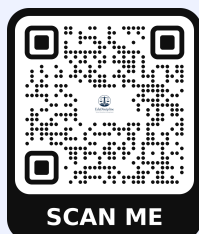
Need Support With a Difficult Disciplinary Matter?

EduDiscipline provides fast, confidential, specialist support to schools throughout South Africa.

Whether you're facing a complex investigation, preparing for a high-stakes hearing, or need guidance on compliance requirements, we bring deep disciplinary and governance expertise—often with rapid turnaround when matters are urgent—to help you act with confidence.

 **Contact us today for a confidential consultation.**

Quick access → Scan to visit our website



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Professional Disclaimer

EduDiscipline provides independent disciplinary and compliance support services and does not provide legal representation or legal advice. Schools remain responsible for final disciplinary decisions in accordance with applicable legislation and policy.

All services are provided in accordance with current South African education legislation and best practice governance principles. EduDiscipline maintains strict confidentiality and professional standards in all matters.

