

GENERAL REQUIREMENTS / INFORMATION

SCHOOL TERMS: 2019

TERMS	START	END
1	07/09 January 2019	15 March 2019
2	02 April 2019	14 June 2019
3	09 July 2019	20 September 2019
4	01 October 2019	04/06 December 2019

LATE-COMING

- School begins daily at 07:45.
- On arrival at school, no learner is allowed to leave the school premises.
- Late-coming is a breach of School Rules and all learners must report to school by no later than 07:45. It is preferable for all learners to observe punctuality every day and report to school by 07:40.
- The Department of Education has identified late coming as a problem throughout the province and instructed all schools on procedures that must be implemented until “this problem has disappeared”. Late-comers miss the morning assemblies at which important announcements are made. Furthermore, their disregard of School Rules and School Times result in them missing lessons.
- Late-comers must use the pedestrian gate in Bertha Road (adjacent to the Car Park gate) to enter school as all other gates are locked at 07:45. Parents/Guardians/Transport Managers must accompany learners to the office before proceeding to their classrooms.
- Punctuality must be instilled in learners from a young age as it nurtures an important character trait & life skill.
- Dismissal times are at 14:00 from Monday to Friday for grades 4-7; 13:00 for Grade R; 13:30 for Grades 1-2, 14:00 for Grade 3 (Monday to Wednesday), 13:30 for Grade 3 Thursday and Friday.



DISMISSAL OF LEARNERS

- All learners must return home immediately after dismissal times and also after extra and co-curricular activities.
- Proper arrangements must be made for learners to reach home safely everyday. Learners should not be picked up later than 15-20 minutes after dismissal times/completion of extra-curricular activities.
- Learners experiencing problems with transport must inform the office by 14:30 so that parents/guardians can be contacted.
- Learners waiting for their transport must do so in an orderly manner. Running, playing games, littering and rowdiness of learners are not allowed.

ROAD SAFETY

- All learners must be vigilant and exercise extra caution when alighting and getting into vehicles as well as when crossing the road.
- A pointsman is on duty, every morning and afternoon, in Bertha road to assist learners crossing. Therefore, it is advisable and in their best interest for learners who use Bertha Road to cross at this pedestrian crossing.
- Parents/Guardians are advised to enforce road safety precautions with learners on a daily basis.



COMMUNICATION BOOK

- Parents/Guardians must check the Communication Book everyday as important circulars, notices, newsletters, etc. are sent in this book.
- The use of the Communication Book to send correspondence to parents/guardians is by far the most economical way of communication between home and school.
- Parents/Guardians and teachers may use this book to, very briefly, write “minor” offences/concerns regarding the learner.
- Parents/Guardians and teachers are urged not to write lengthy complaints in this book. It is more beneficial to set up a meeting at school to address the area/s of concern.
- The Communication Book is a very important book which should be brought to school everyday.



CONTACT DETAILS OF PARENTS/GUARDIANS

- Parents/Guardians must inform the class teacher immediately, in writing, of any changes to their addresses or telephone numbers.
- The name/s and contact number/s of persons, other than parents/guardians, who transport learners to and from school should also be recorded and updated whenever necessary.



PREPAREDNESS FOR SCHOOL

- Books, as per the Class/Homework Timetable, must be brought to school as required. It is not necessary for learners to carry all books to school on a daily basis.
- Every learner must carry a pen, pencil, ruler, etc. as well as all items requested by the educator/s.
- Learners must be thoroughly prepared for all school-based assessment activities (tests, oral presentations, etc.) and exams. as requested.
- Parents/Guardians must ensure that learners pack their bags the night before.
- Learners must ensure that all requirements for the days work are brought to school the next day.
- The practice of parents dropping off projects and other items that learners have forgotten is strongly discouraged.
- Requests from learners for calls to be made from the office to parents/guardians for items left at home are also strongly discouraged.



LEAVE TAKING

- Requests for early leave from parents/guardians for learners should be made, only in cases of emergencies.
- All appointments (doctor, dentist, etc.) should be made well in advance whenever possible after school hours or during the school holidays.
- All requests for early leave must be in writing. Parents/Guardians must not write these notes in the Communication Book as these letters are collected and filed.
- Should a learner not feel well, he/she is allowed to rest in the Sick Bay until he/she feels better and returns to the class.
- Should a learner fall ill/injure himself/herself during the course of the school day and needs to be taken home, parents/guardians will be contacted telephonically.
- Learners must be fetched, from the office, by the parent/guardian.
- No learner will be permitted to walk home alone, when taking early leave.
- The Leave Book, at the office, must be filled in and signed by the parent/guardian before the learner is taken from school.



ATTENDANCE OF LEARNERS

- The National Policy On Learner Attendance (Government Gazette No. 33150 dated 4 May 2010) lists RULES/REGULATIONS “to promote punctual and regular attendance at public schools”. This policy is now a law and transgression of the policy will have consequences for learners, parents/guardians and Principals of schools.
- The contents of the school’s letter “Learner Attendance and Related Legislation” attached herewith must be read very carefully by all parents/guardians.
- All learners must attend school everyday.
- If a learner is unable to attend school, for valid reasons, an absentee note must be handed to the class teacher on his/her return to school. A medical certificate is required if a learner is absent for three consecutive days.
- Absentee notes must not be written in the Communication Books as the form educators are required to collect and file letters.
- The school follows up on all regular/patterned absenteeism as it impacts negatively on the learner’s progress.
- Parents/Guardians must inform the school of the reason for the learner’s absenteeism, should it continue for a period of 3 days and more. Although this could be done telephonically, via a sibling or by calling at school, it must then be followed up in writing. Failure to contact the school will result in the school contacting the parent/guardian.
- Some learners frequently absent themselves on days when tests are to be written or when school-based assessments are to be conducted/are due. Parents/Guardians must not encourage this practice.
- The Department of Education will be informed of learners who are absent for more than 10 consecutive days without valid reason/s, those who are absent on more than two occasions per month and of cases where patterned absenteeism continues without valid reasons. The assistance of the Social and Welfare Services will also be requested should the school’s effort to improve the attendance of any learner be unsuccessful.
- In the case of continued absenteeism of ten consecutive school days without valid reason despite the intervention of the Principal, the learner will be de-registered.
- Parents/Guardians are strongly discouraged from planning holidays or short trips during the school terms.



DISCIPLINE

- Discipline is the cornerstone to success and learners must conform to the School's Code of Conduct and obey all School and Classroom Rules at all times.
- Learners must respect each other at all times.
- Greeting of teachers, admin. clerks, cleaners and visitors that learners meet/pass at school is essential.
- Learners must not run or play games in the assembly area and along the catwalks.
- They are not permitted to bully or inflict injury on another learner.
- Discipline is continually monitored by educators and parents/guardians will be contacted when/if necessary.
- Parents/Guardians must, on an ongoing basis, emphasise and follow up on the discipline of their child/ward at school.
- Good character traits, self-discipline and perseverance build character and will augur well for the future of the learners.
- Parents/Guardians must set rules and define boundaries to foster good discipline at home as well.



LITTER

- All learners must refrain from littering the classrooms, grounds and surrounding areas at school, at all times.
- Parents/Guardians must continually enforce this important life skill.
- Parents/Guardians must serve as role models to learners.



SCHOOL UNIFORM

- All learners must be attired in full school uniform. This helps greatly in maintaining the ethos and discipline of the school.
 - All items of clothing and all belongings of the learner must be clearly marked indicating his/her name & grade.
 - Learners are permitted to wear the school's tracksuit in case of inclement weather, on days when classes are having Physical Education (PE) lessons or when they are participating in sporting activities / extra-curricular activities after school.
- Fancy watches and earrings are not allowed. No additional jewellery is permitted.
- Girls with long hair are not permitted to leave it open (except for civvies day). Hair touching the collar should be in a pony-tail or plaited. The use of make up, hair tints and gel are not allowed. Boys should have a sensible schoolboy haircut. Boys may only use gel on "Civvies Days".
- When learners are allowed to wear "Civvies clothing", the following must be adhered to.
- Outfits should be simple. Strappy tops, mini skirts or any other revealing clothing are not recommended.



CELL PHONES

- Learners are not permitted to carry cell phones and/or smart watches to school.
- In case of emergencies, learners are permitted to request for calls to be made from the office to their parents/guardians.



PERSONAL HYGIENE (HAND WASHING)

- As a Health Promoting School, hand washing to promote personal hygiene is compulsory after learners go to the toilet, before eating or when hands are dirty to prevent the spread of germs from hands to other parts of the body/between people.



SCHOOL LUNCH

- To promote healthy eating, learners are encouraged to carry a nutritious lunch, including a fruit if possible.
- Eating of “junk food” should be minimal during the school day.
- Learners should carry their lunch to school every day. Dropping off lunch for learners, at the office, on a daily basis is not a preferable arrangement.



BREAKFAST

- Parents/Guardians must ensure that learners have breakfast every morning as this is the most important meal of the day.
- Servings of porridge, cereal, milk, etc. are highly recommended.



SLEEP TIMES

- It is very important that learners have a good night's sleep and we recommend that sleep times be set from Sunday to Thursday so that learners would be alert and refreshed on arrival at school each morning.
- Younger learners should be asleep by 20:30.



SCHOOL FEES

- The school fee for this year is R1 980, 00 per learner.
- Parents/Guardians are urged to make prompt payments of school fees as per the payment options that are available.
- School fees should be deposited into the school's account. The name and grade of the learner must be indicated on the deposit slip as a reference.
- The school's banking details are as follows:

BANK	BRANCH	BRANCH CODE	ACCOUNT NUMBER
NEDBANK	TAJ CENTRE	137225	1372011196

CURRICULUM MATTERS

The National Curriculum Statement (NCS) R – 12 stipulates policy on curriculum and assessment in the schooling sector. To improve implementation it was amended, Curriculum and Assessment Policy Statements (CAPS) for each subject in each phase was developed. CAPS was introduced in the Foundation Phase in 2012, Intermediate Phase in 2013 and Grade 7 in 2014.

CAPS: Subjects (Grades 4 - 6)

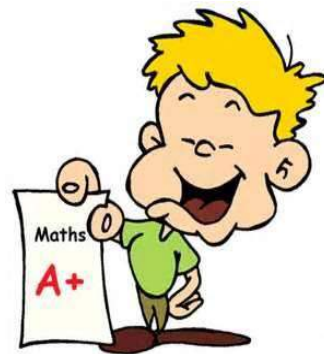
As per the National Curriculum Statement (NCS) for Grades R – 9, the following subjects (CAPS) will be taught in Grades 4 - 6:

- HOME LANGUAGE (ENGLISH)
- FIRST ADDITIONAL LANGUAGE (AFRIKAANS)
- MATHEMATICS
- NATURAL SCIENCES AND TECHNOLOGY (NST)
- SOCIAL SCIENCES (SS)
- LIFE SKILLS: consisting of Physical Education (PE), Creative Arts (CA) and Personal and Social Well-being (PSW)



CAPS: Subjects (Grades 7)

- HOME LANGUAGE (English)
- FIRST ADDITIONAL LANGUAGE (Afrikaans)
- MATHEMATICS
- NATURAL SCIENCES (NS)
- SOCIAL SCIENCES (SS)
- ECONOMIC and MANAGEMENT SCIENCES (EMS)
- TECHNOLOGY (TECH)
- CREATIVE ARTS (CA)
- LIFE ORIENTATION (LO)



PHYSICAL EDUCATION

- As part of our School Programme we aim to motivate and engage learners in exercising and staying fit. We believe that healthy bodies have healthy minds.
- Physical Education, at school, is also a compulsory component of Life Skills/Life Orientation for which learners are assessed in each term. Learners will be assessed on participation during PE lessons which take place weekly in all classes.
- Learners must be properly attired, during PE lessons, in the school's PE kit or white shorts and T-shirts. The school's tracksuits may also be used. Not being properly attired for PE lessons will be considered a default/demerit.
- A learner will only be exempt from PE lessons on medical grounds. A medical certificate must be produced.



ANNUAL ATHLETICS MEETING

- This important event on our school's calendar takes place annually.
- Learners are encouraged to be active participants.
- Training is compulsory for all learners. Exemption, from training, will only take place on medical grounds.
- Learners are assessed on their participation in training sessions.



SCHOOL-BASED ASSESSMENT (SBA) AND EXAMINATIONS

- Assessment is a process of collecting, synthesizing and interpreting information to assist educators, parents and other stakeholders in making decisions about the progress of learners. It is a compulsory component of promotion marks.
- Academic Awards at the end of the year will be awarded to learners based on the Ranking as determined by the SA-SAMS system for each formal assessment task in each subject for that academic year. This ranking recognizes the weighting of each assessment task and ranks learners based on their scores and the weighting for each task. The top ten (10) achievers in the grade will be presented with an academic award at the Annual Awards Function held at the end of the academic year.
- School-Based Assessment (SBA) component conducted, in Grades 4 – 6, during the year is 75% and the final examination component is 25%.
- School-Based Assessment (SBA) component conducted, in Grades 7, during the year is 40% and the final examination component is 60%.
- SBA includes a wide range of activities ranging from tests, oral tasks, assignments, practical and written projects, etc. The minimum number of tasks assessed per subject, per term, is prescribed by the Department.



PROGRAMME OF ASSESSMENT

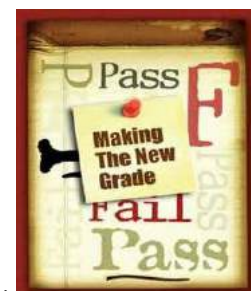
- As per Departmental requirements a Programme of Assessment per grade is sent to parents/guardians, at the beginning of every year. The acknowledgement slips must be signed and returned promptly to educators.
- Parents/Guardians are in due course, during the term, given further details of these tasks i.e. the purpose, required resources, due date, criteria/breakdown of marks, etc. This is sent, in writing, via the learners. Parents/Guardians are required to sign to acknowledge receipt of these details and to ensure that all requirements are met.
- Resources required, for the completion of tasks in school, must be brought promptly when required.
- Should learners experience problems with any aspect of the task/s, this should be discussed immediately with the educator who will provide the necessary guidelines.
- An appeal is made to all parents/guardians to ensure that tasks handed in/presented for assessment are the learners' efforts. Parents/Guardians may assist/guide, but not complete tasks for learners.
- Advance planning and preparation of tasks, by the learner, will most certainly reduce the scenario of working "under pressure".
- If, after constant reminders, the task is not handed in; the learner will receive 0 for the task.
- Only for compelling reasons may educators consider an extension of time. However, in these circumstances an explanatory letter/note is required from parents/guardians.
- It is imperative for the parent/guardian to monitor the progress of learners, in all tasks, in all subjects.
- Parents/Guardians are required to sign all marked test sheets/completed assessment tasks.
- Parents/Guardians must call at school if learners are under achieving in assessment tasks.



- While educators will make every effort to adhere to the Programme of Assessment, sometimes for valid reasons, changes could take place. Parents/Guardians will be informed timeously of any changes.

PROGRESSION AND PROMOTION REQUIREMENTS

- School-Based Assessment (SBA) is a compulsory component of promotion marks in Grade 4 - 6. The SBA component conducted during the year must be 75%, and the final examination component 25% of the promotion mark in Grade 4 - 6. A learners must achieve at least Adequate Achievement: Level 4 (50%) in Home language; Moderate Achievement: Level 3 (40%) in First Additional Language; Moderate Achievement: Level 3 in Maths (40%) and at least Moderate Achievement: Level 3 (40%) in any 2 of the remaining approved subjects to progress, at the end of the year, from one grade to the next.
- School-Based Assessment (SBA) is a compulsory component of promotion marks in Grade 7. The SBA component conducted during the year must be 40%, and the final examination component 60% of the promotion mark in Grade 7. A learner must achieve Adequate Achievement: (Level 4) 50% in Home Language level, Moderate Achievement: Level 3 (40%) in First Additional Language level, Moderate Achievement: (Level 3) 40% in Maths and Moderate Achievement: (Level 3) in any 3 of the other required/approved subjects offered.
- Promotion from one grade to the next takes place as per Departmental requirements.
- Learners are required to maintain satisfactory progress in all subjects throughout the year.
- The passing of Languages and Maths is a pre-requisite for promotion in all grades.
- A learner may not be retained in a phase for longer than four years.



LEARNER: PROGRESS REPORTS

- Learner's reports will be issued to parents/guardians at the end of every term. Reports are sent to parents/guardians via learners.
- Receipt of reports must be acknowledged. The Acknowledgement Slip must be pasted in your child's/ward's communication book.

CODES AND PERCENTAGES FOR RECORDING AND REPORTING: Grades 4, 5, 6 & 7

Rating Code	Description of Competence	Percentage
7	Outstanding achievement	80 – 100
6	Meritorious achievement	70 – 79
5	Substantial achievement	60 – 69
4	Adequate achievement	50 – 59
3	Moderate achievement	40 – 49
2	Elementary achievement	30 – 39
1	<i>Not achieved</i>	<i>0 – 29</i>



CLASS LESSONS

- Learners must be well prepared for all lessons.
- It is also vital for learners to maintain a correct attitude that promotes and enhances the culture of teaching and learning. In this regard continuous/unnecessary talking should not take place. Hence, learners are required to pay attention, participate in lessons and apply themselves with diligence at all times.
- All class work must be completed timeously. As far as possible, incomplete work should be completed at home.
- Learners must be encouraged to work with pride and to maintain all books meticulously.
- Educators will confer with other educators who teach in the same grade should they experience repeated problems with learners during the lessons so that they could implement suitable intervention strategies to improve the situation. However, full co-operation from all learners will be required to achieve the desired results.
- Work missed, in case of absenteeism or leave-taking, must also be completed as soon as possible.
- Assessment activities are also conducted during lesson time.



HOMEWORK

- Homework is an integral part of education and forms part of School-Based Assessment.
- Homework activities reinforce what learners have learnt in the class.
- It keeps the parent/guardian, in touch with what children/wards are learning and being taught.
- It comprises of both written and non-written activities, preparation for classroom activities and tests, collection of pictures/information/necessary items and the completion of assignments/projects.
“Failure to prepare is preparing to fail.”
- Learners are required to record all homework in their Homework Record Book.
(A5 - 48 page book is given to all learners for this purpose).
- As a control measure, it is imperative that parents/guardians sign this book on a daily basis and check that all homework is done accordingly.
- All homework must be timeously completed. Written homework must be neat. Untidy work should be redone.
- Parents/Guardians must write a note to the teacher should a learner, for valid reasons, not be able to complete his/her homework.
- If learners experience difficulties with any aspect of homework, they should at least attempt it. Trying is far more valuable than not doing it at all. It is better to *“Try and fail”* than to *“Fail to try”*.
- Parents/Guardians are encouraged to provide assistance to learners and not to do the work for them.
- It is strongly recommended that parents/guardians look at all children’s/wards’ books on a regular basis so that progress can be monitored and a check on the quality of work can be maintained.



STUDY AND HOMEWORK TIMETABLE

- Learners must draw up a Homework/Study Timetable in conjunction with the Class/Homework Timetable.
- Although difficult, learners must train themselves to adhere to the timetables on a daily basis.
- Television viewing and other activities must be closely monitored so that these activities do not impact negatively on school work.
- Suggested daily homework should include:



** revision of counting, bonds, timetables and basic concepts*

** reading aloud (at least 10 minutes per day in Grade 4, increasing progressively in each of the higher grades) **

reading for leisure (at least ½ an hour per day in Grade 4, increasing progressively in each of the higher grades).

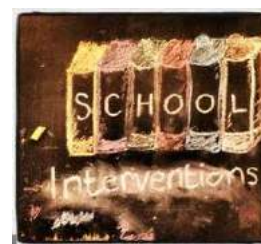
READING PROGRAMME

- The encouragement and support of parents/guardians in ensuring that children spend more time reading at home is equally important. Learners need to know that the extra time spent reading is important and is valued at home and in school. It is important, therefore, that parents/guardians also set aside a regular reading time at home.
- Developing and sharing a love of reading is one of the most rewarding things that a family can be involved in.
- All learners are encouraged to become members of the Public Library. Learners visiting the Public Library should be accompanied by a parent/guardian for safety reasons.



INTERVENTION PROGRAMMES

- Intervention Programmes may begin in Term One for learners who are experiencing difficulties in any of the subjects or have experienced difficulties in the previous year as indicated to parents/guardians in the E110 Form in respect of 'Progression and Promotion of Learners to the Next Grade'. Parents/Guardians who need to call at school are informed of details by way of letter.
- Letters requesting parents/guardians to call at school are also sent when learners have not performed satisfactorily in some/all subjects as indicated in their end of term reports.
- These Intervention Programmes take place during the 2nd/3rd week of Terms 2, 3 and 4.
- Parents/Guardians are required to sign and return the acknowledgment slips, to educators, to indicate whether they will/will not be able to call at school on the set day/s, at the set times for these Intervention Programmes.
- Parents/Guardians who are unable to call on the stipulated days may negotiate alternate days, after instruction time with the form educator.
- Parents/Guardians are requested to treat these meetings as urgent as they serve to be in the best interest and welfare of the learners concerned.
- Positive responses from parents/guardians who call at school, to discuss and implement intervention strategies with educators, certainly help to bring about improvement in required subjects.



PARENTS VISITS TO SCHOOL

- Parent Meetings viz. Policy Evenings are held at school early in the first term and Open Day in the second term. Further details pertaining to these events are sent timeously to parents/guardians in writing.
- Parents/Guardians may also call at school, if necessary during the course of the year, to discuss relevant matters with educators.
- Only under compelling circumstances will meetings take place during instruction time or at very short notice. All other meetings must take place after instruction time.



- Parents/Guardians must confirm the availability of educators, in advance, before calling at school.

ENRICHMENT PROGRAMMES AT HOME

- Suitable activities include completing jigsaw puzzles, picture/word puzzles or sudoku. The playing of games like Chess, Monopoly and Scrabble or other educational games and activities are also recommended.
- These activities which increase quality family time are also fun filled hours for the entire family to bond and enjoy.



A special “Thank You” is extended to all parents who attended our Policy Evening. Your presence assures us of your commitment and dedication. It strengthens the home-school partnership and assists us to grow from strength to strength.



Thank You



INTERMEDIATE AND SENIOR PHASES

FORM TEACHERS		
GRADE	EDUCATOR	ROOM NO.
4	Mrs L. Nadas	35
5	Mrs A.M. Naidoo	37
6	Mrs K. Somai	36
7	Mr S. Ebrahim	40

ADMIN. CLERKS

Mrs S. Frank
Miss N. Jadoo

NON FORM EDUCATORS

MRS T. MCHUNU
Mrs S. Chetty (Librarian)
Mr S.R.P. Ramdutt (Head Of Department)