

**PRINCESS PRIMARY**



**SCHOOL POLICY**

## **VISION**

To provide world class learning and teaching environment in order to produce excellent results and becoming the best in the Republic of South Africa

## **MISSION**

- To create the best 21<sup>st</sup> century paperless classroom
- To produce best learners through excellence
- To ensure quality teaching, learning and assessment in class daily
- To produce world class results through parent, learner and teacher effective and efficient participation and commitment
- To ensure learners receive the best education equivalent to international standards which will make us One step ahead

## **MOTTO: "ONE STEP AHEAD"**

### **ADMIN STAFF:**

1. The admin staff is everyone that works in the admin section of the school.
2. The principal determines the admin staff's duties.
  - 2.1 Treat all clients with courtesy
  - 2.2 Apply all Bathopele Principles
3. Please refer to Organogram for their names.

### **ADMIN OFFICE HOURS:**

1. The admin block will daily be open from **07:00 until 15:30** daily.
2. If any of the staff wants to work late in the office in the afternoon, they must make arrangements with the principal and with the staff member in charge of the office.
3. Parents who need assistance, may visit the office between 07:30 and 15:30
4. School Contact Details: 074 143 8439/ 8366/ 8410  
Office Lines: 074 143 8439/ 8366/ 8410  
Email: [zandile@princessprimary.co.za](mailto:zandile@princessprimary.co.za) ( For Principal )  
GeneralEnquiries:  
[phakula@princessprimary.co.za](mailto:phakula@princessprimary.co.za)

[mfanelo@princessprimary.co.za](mailto:mfanelo@princessprimary.co.za)

E.makhado@princessprimary.co.za

School Website: [www.princessprimary.co.za](http://www.princessprimary.co.za)

FINANCE OFFICE

BOOKKEEPER: Accounts: [accounts@princessprimary.co.za](mailto:accounts@princessprimary.co.za)

FINANCE OFFICER: PAYMENTS: [musa@princessprimary.co.za](mailto:musa@princessprimary.co.za)

5. SCHOOL BANKING DETAILS:

**GRADES 1-7**

BANK: ABSA

BRANCH: HORIZON

BRANCH CODE: 630 841

ACC NO. 1025 301 362

REF: **NAME , SURNAME AND GRADE**

**SURNAME AND GRADE**

**GRADE R**

BANK: ABSA

BRANCH: HORIZON

BRANCH CODE: 630 841

ACC NO. 4080232718

REF: **NAME** ,

6. **AGM 2018 RESOLUTIONS:**

We, the parents of learners at Princess Primary School note with great joy that our school performance as shown below is good.

<b>GRADE</b>	<b>Pass % (term 1) 2018</b>	<b>PASS % (term 2) 2018</b>	<b>PASS % (term 3) 2018</b>
R	100	100	100
1	96	96.5	96.9
2	99	98.7	100
3	94	93.5	95.2
4	93	93.8	97.5
5	93	94.5	100
6	95	92.8	99.3
7	94	96.2	98.1
<b>WHOLE SCHOOL %</b>	<b>95,5</b>	<b>95.7</b>	<b>98.2</b>

We have also noted from the SGB report that there is high non - payment of school fees and parents by-passing school fees exemption process. That the school has been surviving by spending and sustaining itself from the reserves for the past three years.

That the school is highly resourced, the maintenance and upkeep of the school is costly

That the school has employed SGB employees to keep the standard higher  
That the continuation of school fees non - payment will lead to the drop in standards and firing of all SGB employees, leaving classes to be overcrowded with about 80 and more learners in one class, school grounds and building can no longer be in good state of maintenance, All the resources and services can no longer be affordable.

**We, the parents of children at Princess Primary School Resolved as follows:**

**1. RE - REGISTRATION OF LEARNERS FOR 2019**

All learners who are not Re- Registered for 2019 will forfeit their space in class. Re – Registration forms will be issued and all parents must re – register their children.

All parents, **MUST** pay an amount of **R2000.00** on or before 31 December 2018 towards 2019 School Fees.

**2. School Fees Increase by 5% for the year 2019**

School Fees payable for 2019 is **R 7830.00**

**SCHOOL FEES DISCOUNTS for 2019:**

FULL PAYMENT BY END OF JANUARY 2019= 10% - PAY **R 7047.00**  
AND SAVE **R783.00**

FULL SCHOOL FEES PAYMENT BY END OF FEBRUARY 2019 = 7.5%  
- PAY **R 7243.00** AND SAVE **R 587.00**

FULL SCHOOL FEES PAYMENT BY END OF MARCH 2019 = 5% - PAY  
**R 7435.00** AND SAVE **R 391.50**

**3. All Outstanding School Fees Accounts**

Parents owing school fees have been given a grace period till 31 December 2018 to pay full school fees amount owing to school. Outstanding Fees will be handed over in January 2019

**4. Defaults in paying school Fees 2019 on the premise of school fees exemption**

SGB must work together with the Debt collector to do follow up of the parents who applied for school fees exemption. Use the Special ITC system to qualify or validate parents who want quality education but not willing to pay school fees even when they can afford, to check if they indeed are to be exempted from paying fees..

Parents will not tolerate anyone disregarding their responsibility of paying school fees at the expense of those paying. Parents are willing to unearth those who are able to pay fees but pretend as if they can't afford. Parents will work with the SGB on this process.

**5. School Fees Exempted Parents**

All parents whose school fees will be exempted should contribute at least R2000.00 a year to the school.

These parents must offer their services to school for free

School Fees exemptions must be revisited every month by the school using ITC system to track the socio-economic life of the exempted parents. Where there are changes, and parents have secured some kind of employment, their status should be changed and such parents must pay fees.

## **6. Fundraising**

The SGB must intensify fundraising activities and inform parents well in advance for improved support. Parents are committing to support the school in this venture and also provide new strategies to assist the SGB in raising funds.

## **7. School Improvement**

The SGB must continue with the school improvement projects as outlined in the SGB Action Plan presented to the AGM. To highlight a few amongst others, they are:

- Fully fledged ICT School for the community
- Repainting of the entire school
- Continuous whole school maintenance and improvement – Environment, Resources , Security, etc
- Completion of Lapa for Feeding Scheme
- ICT Schooling for Learners - Smart school
- Securing of the Park next to School and turn it into Amusement Park for community upliftment and school revenue generation
- Development of School Development Plan and a strategic document which must be presented in the next parents quarterly meeting.
- Host strategic session to review and develop school policies.
- Building of 8 additional classrooms
- SMT to host Special Strategic planning session to ensure ease of whole school management and timeous flow of information to parents. School to send Basic Broad annual programme to parents and update parents if there are changes.

## **8. Pending Projects as outlined in the Policy Hand book**

All pending projects as agreed upon and penned down in the school policy hand book given to all parents should be pursued. A copy of this handbook to be posted on the school website for ease of reference by parents.

**In Conclusion:** The School Management Team will continue to strive for excellence in every department to ensure that all learners succeed. As far as possible, our wish is that no learner must repeat the grade. This can only be achieved by active parental involvement and support. We urge parents to always visit the school if they are aggrieved as opposed to sending messages that are very antagonistic. In many cases, after sending such messages, parents discovered that they were emotional and ahead of themselves after receiving a report from their children. Let's continue to work together and never break this valuable relationship with one common goal - Development of an African Child.

## INTERCOM ANNOUNCEMENTS:

1. All announcements must be written in the announcement book first thing in the morning.
2. Announcements must be written in the " third person-style" so that it could be read rapidly and fluently.
3. Only the designated person is allowed to make the announcements ( Principal, Deputies, HODs and Front Office Administrators)

## KNOW YOUR TEACHERS - 2019 Allocation

### FOUNDATION PHASE GRADE R



EDUCATOR	GRADE	CLASS ROOM	SUBJECTS
Mrs. Ghana	RA	C1	All Foundation Phase Subjects
Ms. Qwanti	RB	C2	All Foundation Phase Subjects
Mrs. Kekana	RC	C3	All Foundation Phase Subjects

2019/02/15

SGB PRESENTATION FEB 2019

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EDUCATOR	GRADE	CLASS ROOM	SUBJECTS
Miss. Ntombi Magida	Grades 1&2	Sports Field	
Mr. Theo Mashimbyi	Grades 2,3 & Inclusion Class	Sports Field	
Miss. Tamara Mabunda	Grade RR	C4	All Foundation Phase Subjects

# FOUNDATION PHASE GRADE 1



EDUCATOR	GRADE	CLASS ROOM	SUBJECTS
Mrs. Mokgojoa	1A	J1	All Foundation Phase Subjects
Ms. Mvakade	1B	J2	All Foundation Phase Subjects
Mrs. Kloppers	1C	J3	All Foundation Phase Subjects
Mrs. Dibetso	1D	J4	All Foundation Phase Subjects

2019/02/15

SGB PRESENTATION FEB 2019

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# FOUNDATION PHASE GRADE 2



EDUCATOR	GRADE	CLASS ROOM	SUBJECTS
Mrs. Makoloi	2A	J5	All Foundation Phase Subjects
Mrs. Blangwe	2B	J6	All Foundation Phase Subjects
Ms. Mmutle	2C	J7	All Foundation Phase Subjects
Ms. Ralekgari	2D	J8	All Foundation Phase Subjects

2019/02/15

SGB PRESENTATION FEB 2019

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## FOUNDATION PHASE GRADE 3



EDUCATOR	GRADE	CLASS ROOM	SUBJECTS
Mrs. Meyer	3A	J9	All Foundation Phase Subjects
<b>Mrs. Sikiti</b>	<b>3B</b>	<b>J10</b>	<b>All Foundation Phase Subjects</b>
Ms. Ngwayibanjwa	3C	P2	All Foundation Phase Subjects
Ms Lembethe	3D	P3	All Foundation Phase Subjects
<b>Ms. Magida</b>	<b>PT</b>		<b>Foundation Phase</b>
Mrs. Mutondwa	Setswana	Media Centre	Foundation Phase

2019/02/15

SGB PRESENTATION FEB 2019

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## INTERMEDIATE PHASE GRADE 4



EDUCATOR	GRADE	CLASS ROOM	SUBJECTS
<b>Ms. Erlank</b>	<b>4A</b>	<b>R14</b>	<b>Afrikaans Grade 4 (4) 6 (1) PERIODS 50</b>
Mr. Moyo	4B	R13	Mathematics Grade 4 (4) PERIODS 48
<b>Mrs. Mabaso</b>	<b>4C</b>	<b>R12</b>	<b>English Grade 4(4) 6(1) Periods 48</b>
Ms. Makaula	4D	R11	Natural Science & Technology Grade 4(4) 5 (2) 42 Periods

2019/02/15

SGB PRESENTATION FEB 2019

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## INTERMEDIATE PHASE GRADE 5



EDUCATOR	GRADE	CLASS ROOM	SUBJECTS
Mrs. Khoza	5B	S18	Social Sciences Grade 5 (3) 6 (4) PERIODS 42
Mrs. Ligege	5C	S19	Mathematics Grade 5 (4) PERIODS 48
<b>Mrs. Malinga</b>	<b>5A</b>	<b>S17</b>	<b>Life Skills Grade 5 (4) 4 (2)</b> <b>PT 5 (4)</b> <b>PERIODS 44</b>
Ms. Shozl	5D	S20	English Grade 5 (4) PERIODS 48
Ms. Mhlongo		S11	Afrikaans Grade 5 (4) 6 (1) PERIODS 50

2019/02/15

SGB PRESENTATION FEB 2019

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## INTERMEDIATE PHASE GRADE 6



EDUCATOR	GRADE	CLASS ROOM	SUBJECTS
Mrs. Van Zyl	6A	S21	Mathematics Grade 6 (4) 48 PERIODS
Mrs. Makhathini	6B	S22	English 6 (4) 48 PERIODS
Mrs. Rampfumedzi	6C	S23	Life Skills Grade 6 (4) PT 6 (2) PT 4 (2) 44 PERIODS
<b>Mrs. Ngwenya</b>	<b>6D</b>	<b>S16</b>	<b>Natural Sciences &amp; Technology Grade 6 (4) and 5 (2)</b> <b>42 PERIODS</b>

2019/02/15

SGB PRESENTATION FEB 2019

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# SENIOR PHASE GRADE 7



EDUCATOR	GRADE	CLASS ROOM	SUBJECTS
Mrs. Shambarume	7A	S9	Mathematics Grade 7 (4) PT 4 (1) PERIODS 38
Mrs. Nothing		S8	Afrikaans Grade 7 (4) 6 (2) PERIODS 52
Ms. Letshekga	7B	GOL	Social Sciences Grade 4 (4) 7 (4) S (1) PERIODS 42
Mrs. Mabote	7C	S4	EMS Grade 7 (4) Life Orientation 7 (4) PT 4 (3) PERIODS 38
Ms. V. Baloyi		S2	English Grade 7 (4) PERIODS 40
Ms Khoza	7D	P4	Creative arts Grade 7 (4) Social Sciences 7 (4) Hist PERIODS 28
Mr. Mothatinyane		P1	Natural Sciences Grade 7 (4) PERIODS 24
Mr.Nkau			Technology Grade 7 (2) PERIODS 8
Ms. Ntshikilana 2019/02/15			Technology Grade 7 (2) PERIODS 8

SGB PRESENTATION FEB 2019

# INCLUSION CLASS



EDUCATOR	GRADE	CLASS ROOM	SUBJECTS
Vacant		LSE class	LSE
Mrs. Ndlozi		LAPA	LSEN

2019/02/15

SGB PRESENTATION FEB 2019

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# SUBJECT HEADS AND HOD



SUBJECT	EDUCATOR	FOUNDATION PHASE	HOD
ENGLISH	Mrs Makhathini	Mokgojoa, Blabgwe, Ngwayibanjwa ,Qwanti	Ms Baloyi & Mrs.Makoloi
AFRIKAANS	Ms Nothling	Kloppers,Meyer, Makoloi	Ms Baloyi & Mrs.Makoloi
MATHEMATICS	Mrs Van Zyl	Dibetso,Mmutle,Sikiti, Ghana	Mr. Mothatinyane (Acting) & Mrs. Makoloi
LIFE SKILLS/LO/CA	Mrs Maluleke	Ralekgari,Mvakade, Lembethe, Kekana	Ms. Letshekga (Acting) & Mrs. Makoloi
SOCIAL SCIENCES/EMS	Mrs Khoza		Ms. Letshekga (Acting)
NATURAL SCIENCES/NS&TECH and TECHNOLOGY	Mrs. Ngwenya		Mr. Mothatinyane

## ABSENCE DURING A TEST:

1. Learners who are absent during a test, may at her / his return to school only write the test if the learner's absence has been confirmed by a parent by means of a letter stating the reason for the absence.
2. The responsible educator arranges for the learner to write the test in the conference-or staff room and with the necessary writing instruments allowed.
3. The help of an admin official is arranged to supervise the learner.
4. The learner writes the test in the room and the person that supervises takes the tests to the responsible educator afterwards.

## ASSESSMENT OF LEARNER WORK:

1. Assessment is applied in all classes / subjects as per CAPS prescripts.
2. Marks must be captured on SASAMS by the subject teacher
3. All assessment records must be kept safe. All Exam papers must be safely stored for the period of six months.
4. Teachers must be mindful of the school targets as and when they conduct the assessments.
5. Teachers must comply with submission due dates so that the administration of the school may not be brought into disrepute.

6. Constructive feedback should be given to learners.
7. Assessment must be Valid, Fair, Dependable and Reliable.

**AVERAGES:**

1. Educators must determine the average performance level of learners for all tests and assessment activities to establish a measuring-instrument to determine if the assessment instrument used is up to standard.
2. The target average for the school is determined by the principal.
3. When the average for a particular assessment piece is below the set minimum pass requirement, the educator must take the necessary steps to remediate the problem area or the curriculum content so that the learners will perform better in a follow-up assessment of the work. The educator must motivate the learners to master the specific curriculum content.

**TERM TESTS:**

1. All term tests must comply with the time duration set for the grade.
2. The minimum times for term tests for the different subjects will be as per SAT (School Assessment Team) management plan which is informed by CAPS (Curriculum Assessment Policy Statements).
3. Parents will be issued with the exam timetables timeously.
4. School Based Assessment (Continuous Assessment + Tests / Exams) leads to final Mark at the end of the year. It is important that All learners do all their assessment activities in class.
5. The final mark at the end of the year is obtained by dividing by 4, all the overall marks (%) received in all four terms

**PASS REQUIREMENTS**

**Grade R-7**

<b>Rating Code</b>	<b>Description of Competence</b>	<b>Percentage</b>
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	Not achieved	0-29

## 1. PROMOTION REQUIREMENTS

The requirements, conditions, and rules of combination and condonation are as per The National Policy Pertaining to the Programme and Promotional Requirements of the National Curriculum Statement Grades R-12.

A learner may only be retained once in a phase.

Promotion from grade to grade through this phase within appropriate age cohort should be the accepted norm, unless the learner displays a lack of competence to cope with the following grade's work.

### Grade R (page 5 of NPPPPR)

The learner must achieve:

- ❖ Level 4 in Home Language
- ❖ Level 3 in Mathematics

### Grade 1-3 (page 5-6 of NPPPPR)

The learner have 4 subjects and must achieve:

- ❖ Level 4 in Home Language
- ❖ Level 3 in First Additional Language
- ❖ Level 3 in Mathematics

### Grade 4-6 (page 10 of NPPPPR)

The learner have 6 subjects and must achieve:

- ❖ Level 4 in Home Language
- ❖ Level 3 in First Additional Language
- ❖ Level 3 in Mathematics
- ❖ Immigrant learners may be exempted from achieving one official language provided they obtain Level 3 in all 3 remaining subjects.

## GRADE 7

The learners have 9 Subjects and must achieve:

- ❖ Level 4 in Home Language
- ❖ Level 3 in First Additional Language
- ❖ Level 3 in Mathematics

- ❖ Level 3 in any other 3 subjects
- ❖ Level 2 in any other 2 subjects

**PROMOTIONAL REQUIREMENTS FOUNDATION PHASE GRADE 1-3**

<b>SUBJECT</b>	<b>REQUIRED LEVEL</b>
HOME LANGUAGE (ENGLISH	ADEQUATE ACHIEVEMENT (LEVEL 4) 50%-59%
FIRST ADDITIONAL LANGUAGE (AFRIKAANS	MODERATE ACHIEVEMENT (LEVEL 3) 40%-49%
MATHEMATICS	MODERATE ACHIEVEMENT (LEVEL 3) 40%-49%
LIFE SKILLS	MODERATE ACHIEVEMENT (LEVEL 3) 40%-49%

**PROMOTIONAL REQUIREMENTS INTERMEDIATE PHASE GRADE 4-6**

<b>SUBJECT</b>	<b>REQUIRED LEVEL</b>
HOME LANGUAGE (ENGLISH	ADEQUATE ACHIEVEMENT (LEVEL 4)
FIRST ADDITIONAL LANGUAGE (AFRIKAANS	MODERATE ACHIEVEMENT (LEVEL 3) 40%-49%
MATHEMATICS	MODERATE ACHIEVEMENT (LEVEL 3) 40%-49%
NATURAL SCIENCE & TECHNOLOGY, SOCIAL SCIENCE and LIFE SKILLS	MODERATE ACHIEVEMENT (LEVEL 3) 40%-49% IN ANY

	OTHER TWO OF THE SUBJECTS IN THIS COLUMN
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**PROMOTIONAL REQUIREMENTS SENIOR PHASE GRADE 7**

<b>SUBJECT</b>	<b>REQUIRED LEVEL</b>
HOME LANGUAGE (ENGLISH	ADEQUATE ACHIEVEMENT (LEVEL 4)
FIRST ADDITIONAL LANGUAGE (AFRIKAANS	MODERATE ACHIEVEMENT (LEVEL 3) 40%-49%
MATHEMATICS	MODERATE ACHIEVEMENT (LEVEL 3) 40%-49%
NATURAL SCIENCE ,TECHNOLOGY, SOCIAL SCIENCE , LIFE ORINTATION,EMS and ARTS & CULTURE	MODERATE ACHIEVEMENT (LEVEL 3) 40%-49% IN ANY OTHER THREE OF THE SUBJECTS.
NATURAL SCIENCE ,TECHNOLOGY, SOCIAL SCIENCE , LIFE ORINTATION,EMS and ARTS & CULTURE	AT LEAST AN ELEMENTARY ACHIEVEMENT (LEVEL 2) 30%-39% IN ANY OTHER TWO OF THE SUBJECT

**SCHOOL ANNUAL TARGETS PER SUBJECT PER GRADE**

<b>TERM ONE</b>	<b>TERM TWO</b>	<b>TERM THREE</b>	<b>TERM FOUR</b>
<b>70%</b>	<b>80%</b>	<b>90%</b>	<b>100%</b>

## **PARENTS SHOULD MONITOR THEIR CHILDREN'S PERFORMANCE REGULARLY.**

### **LEARNER ATTENDANCE REGISTERS AND PROFILES:**

1. Each class educator completes all the learner details at the beginning of the school year in the attendance register.
2. Each class educator must daily fill in the register and take note of all the absentees.
3. The completion of the register on a daily basis is an important duty of every educator.
4. On Fridays the attendance registers must be completed for the week's attendance's and sent to the office before at **08:30** to enable the admin officer to complete the week's "Statement of Attendance" for the principal.
5. All letters of absenteeism and doctor certificates must be filed in learner's personal profile within 3 school days.
6. All attendance registers must be kept for 6 years in the storage.
7. At year end all attendance register must be sent to the office for safe keeping purposes.
8. All teachers must ensure that Learner Profiles are duly completed and updated regularly.
9. No learner profile should be passed onto the next teacher without being duly completed and updated.
10. Grade Heads and HODs must check Learner Profiles every end of each quarter
11. Learner's record of bad behaviour will be placed in a learner profile for the duration of 6 months. Continuous misbehaviour will lead to continuous records kept in the learners profile.

### **LETTERS TO PARENTS:**

1. All letters to parents must be co-signed by the principal so that the principal could stay in touch of what is happening throughout the school.
2. Letters on extra-mural activities must contain all the relevant information so parents will not find it necessary to phone the office to obtain details.



3. The contents of all letters to parents should be considered in terms of the legality of the contents and the possible interpretations the parents could attach to the contents of these letters.

#### **TRANSPORT:**

1. All requests for transport must be directed to the principal.
2. The principal will make the reservation and confirm with the organiser that the reservation is in order.
3. All reservations for transport must be made two weeks in advance so the bus company is informed of the request well in advance.
4. For each 20 learners on a bus there should be one educator to take responsibility for the 20 learners under his / her care.
5. During sports trips the coach of the team is responsible for the supervision and control of the team on the bus, during their stay at the guest school and also at the team's return to their own school.
6. Any learner who damages a seat on the bus or who causes any other damage will be held responsible for the cost of repairs.
7. Supervisors on buses must take care that no limbs extend outside the bus windows at any time during the trip.
8. No objects should be thrown from the bus, either when the bus is stationary or travelling.
9. Coaches / educators are required to supervise their team members until the last learner has departed after the group's return to school.
10. All garbage must be removed from the bus upon the group's return to school.

#### **CIRCULARS TO PARENTS:**

1. The circular to parents is the best information tool to inform parents of happenings at school.
2. Circulars should appear weekly on the same day of the week (Thursdays)
3. Circulars contain information on school matters, organisational details and other pieces of information essential to the parent community.
4. Circulars should also be available on the school's Internet website.
5. Circulars form part of the school's liaison with parents.

6. The contents of all circulars to parents should be tested in a legal way to be ensured that the contents are legally and technically correct.
7. All circulars issued to parents via hard copies, should also be emailed.
8. All parents should provide the school with correct email address by visiting the school website and registering their email addresses

#### **COMMUNICATION:**

1. The Principal communicates with all the staff members, SGB, Learners and Parents by means of Meetings, SMS, Telephone, INTERCOM and Emails
2. Staff members also have an opportunity to raise matters and or communicate in a formal meeting
3. Personal matters must be addressed directly to the principal for urgent intervention.
4. Bi-lateral meetings with the structures and stakeholders shall be held once a month or as and when necessary.
5. Parents should communicate with class teacher and, or subject teacher all the times.
6. Parent Communication with principal, regarding school work or classroom incidents, should only happen when a matter is not resolved with the teacher.
7. Parents may communicate directly with the Principal on personal matters pertaining the school , for example, School Fees, etc.

#### **ESTABLISHMENT OF CLASS ROUTINE:**

1. Establish the following routine as quickly as possible with the learners who visit your class:
  - Learners queue in front of the class where the educator awaits them.
  - Learners walk into class on the educator's order.
  - Learners sit only on designated seats.
  - Educator explains the day's activities and gives certain assignments in this regard.
  - Educator explains the way books will be handed out and taken in.
  - The work method in the class / learning area is explained in detail.

- Co-operation in the class / learning area.
  - Attention should be given when the educator explains work.
  - Listen when a co-learner puts a question.
  - Reciprocal respect for educator and co-learner.
  - Regular completion of homework and other assignments.
  - Way to ask permission to leave the room - make use of permission cards.
  - Tidy up and cleaning of class before learners leave.
  - Orderly manner of leaving class row by row at end of period.
2. All learners and educators should show respect towards each other.
  3. Positive values must be established with all learners.
  4. Concentrate on the syllabus content that should be completed.
  5. Handle all negative behaviour in line with the stipulations of the disciplinary policy.
  6. Praise and encourage good co-operation and behaviour.
  7. Address the learner in private who shows behaviour problems.
  8. Maintain a good level of humour, it is a pleasure to learn.
  9. Each educator must lay down clear procedure and rules in the class / Subject at the beginning of the year in co-operation with the learners.
  10. The classroom policy must explain procedures and working methods in the class / subject.
  11. Aims and objectives with the particular subject must be broadly explained for the learners to understand.
  12. Disciplinary measures for bad or misconduct must be spelled out.
  13. Class leaders must be appointed - rotating leaders quarterly
  14. The working method in the particular class / subject must preferably be given to the learners in writing.
  15. Turns to speak must be awarded after a learner has raised his / her hand.
  16. Due dates for assignments must be clearly set.
  17. The classroom policy must be clear to all so that no misunderstanding takes place.
  18. A classroom meeting at the start of the new school year is an effective way to give attention to the compiling of classroom rules for the class.
  19. Classroom rules are essential and must be enforced by the educator.

20. Good educators are strict and they act with firm leadership.
21. Democratic practice gives to the learners the right to participate in the compiling of classroom rules and to have a say in what should be rules and what the consequences would be if those rules are contravened by any learner in the class.
22. When the learners had exercised their democratic right in the compiling of the classroom rules, they have no right not to obey the rules that they have accepted as classroom rules.
23. The educator should provide a basic set of classroom rules to guide the learners in their formulation of classroom rules.
24. Educators who care won't accept no apology for deliberate bad or misconduct, they will take steps to correct the behaviour or conduct.
25. Reasonable consequences must always follow learner behaviour, either good or bad behaviour / misconduct.

#### **CLASSROOM CARE:**

1. Educators are responsible for the cleanliness of their own classrooms and the area outside of the classroom.
2. Learners must be taught to care for the school building so that no damage is caused to the school building.
3. Educators should take care when windows are being closed that windowpanes are not broken.
4. Report all broken items to the principal for immediate attention.
5. Deliberate and negligent damage to school property or other person's property will be the responsibility of the offender. (Parents will have to take responsibility for their children's conduct)
6. All windows must be shut at the end of the school day, the lights and fans should be switched off and the doors are locked. This will save the school unnecessary costs.

#### **CLASSROOM POLICY:**

1. Each educator must lay down clear procedure and rules in the class / subject at the beginning of the year in co-operation with the learners.

2. The classroom policy must explain procedures and working methods in the class / subject.
3. Aims and objectives with the particular subject must be broadly explained for the learners to understand.
4. Disciplinary measures for bad behaviour or misconduct must be spelled out - Refer to Learner diary.
5. Class leaders must be appointed, rotating leadership for different purposes is inclusive and a good way of training learners. Allow learners to choose their leaders..
6. The working method in the particular class / subject must preferably be given to the learners in writing.
7. Turns to speak must be awarded after a learner has raised his / her hand.
8. Due dates for assignments must be clearly set.
9. The classroom policy must be clear to all so that no misunderstanding takes place.

#### **CLASSROOM RULES:**

1. A classroom meeting at the start of the new school year is an effective way to give attention to the compiling of classroom rules for the class.
2. Classroom rules are essential and must be enforced by the educator.
3. Good educators are strict and they act with firm leadership.
4. Democratic practice gives to the learners the right to participate in the compiling of classroom rules and to have a say in what should be rules and what the consequences would be if those rules are contravened by any learner in the class. When the learners had exercised their democratic right in the compiling of the classroom rules, they have no right to disobey the rules that they have accepted as classroom rules.
5. The educator should provide a basic set of classroom rules to guide the learners in their formulation of classroom rules.
6. Educators who care won't accept any apology for deliberate bad behaviour or misconduct.
7. Reasonable consequences must always follow learner behaviour, either good or bad behaviour (misconduct).

### **COMMUNITY PROJECTS:**

1. Community projects teach learners to be responsible for their community.
2. School management should identify an annual community project and encourage all educators and learners to participate in the project.
3. Any such project should be to the advantage of the school and the community.
4. Projects could include the cleaning up of an area or the contribution of money to support a community well-fare organisation.
5. All learners must be involved in community projects.
6. Community Projects: OPD - Other People's Day, Donations - Cash, Food Stuffs, Clothing, Shoes, etc, YCAP, Community Councillors.

### **ICT IN EDUCATION: 21<sup>st</sup> Century classroom**

1. Each register class teacher is responsible for the loading of his / her class's marks on the computer using SASAMS.
2. Each class is furnished with Interactive Whiteboard and a Stylus Pen. It is the responsibility of the class teacher to ensure the safety of these resources.
3. Learners are not allowed to bring cellphones or Tablets/ Ipads and any other ICT equipment to school.
4. Learners are allowed to use interactive whiteboards during lessons ONLY.

### **CULTURAL ACTIVITIES:**

1. Cultural activities form part of our school's extra-curricular program.
2. It is expected of all educators to be available cultural activities taking place at the school like concerts or any other cultural event.
3. The school's cultural program consists of choir work, dance, art competitions, carol evenings, Eisteddfod, concerts, music evenings, class choir competitions and other activities determined by the school.

### **PHYSICAL EDUCATION**

All learners must be dressed in full PT uniform.

This uniform is available at school.

### **SPORT PARTICIPATION DURING SCHOOL HOURS:**

1. Educators and learners will generally not be allowed to participate in private sports events that are not endorsed by the school.
2. The headmaster will consider requests from learners for leave of absence to participate in any South African Championship.
3. No sports group will be allowed to leave early during teaching time for any sports event. In extra-ordinary circumstances, requests in this regard should be put to the headmaster.
4. No learners will be allowed to go and dress for any sports event during teaching hours.

### **COACHING:**

1. Organisers of all sports and cultural activities must ensure that parents and participants have prior written knowledge of the particular times when coaching will take place.
2. The coach of each group arranges with the group where the group should gather.
3. The coach also communicates with the parents by letter to inform them of the practice times. Each group should arrive at the designated time and leave the school premises directly after the practice.
4. No group is allowed to stay around on the school grounds after a practice session is over. It is the duty of each coach (sports and cultural) to see to it that the learners leave the school terrain at the end of an activity.
5. No group has the authority to wander around on the school terrain at the end of the activity.
6. All coaches must stay behind until all learners in his care have left the school premises and are in the safe custody of their parents.

### **SPORTS ACTIVITIES:**

1. Sports activities form part of the school's extra- curricular program.
2. Educators who coach sport items should be encouraged to attend coaching clinics and apply the correct coaching methods.

3. Coaches must be busy on the sports field for the whole duration of the practise session and the time awarded for coaching must be actively used for coaching purposes.
4. At the end of the coaching session the coach must see to it that all the participants leave the school grounds before the coach can depart from the school.
5. Learners may not be dismissed before the official practise time is over, because parents assume that their children will be looked after and be in the care of the coach for the full duration of the practise time allocated to the specific sports item.
6. Parents must be informed in writing of the practise times before the season starts.
7. No sports exercise can be cancelled on short notice. All cancellations of sport practises should be discussed with the school's sports co-ordinator and his permission should first be obtained.
8. In the case of rain, the headmaster will determine if the afternoons sports practises will be cancelled or not. A general announcement will be made in this regard.

**SAFE KEEPING OF LEARNER PROPERTY DURING EXTRA-MURAL ACTIVITIES:**

1. Coaches of all extra-mural activities must take care that participants private property is kept safe in the coach's class or store room for the duration of any practice or sporting events that learners take part in;
2. No competitor's property should lie around during above-mentioned activities.
3. Any queries regarding items that are lost will be referred back to the coach of the team.

**SPORTS NOTICES:**

1. All sports notices to parents or learners should be put in writing to minimise the
2. amount of telephone calls the admin staff has to answer.
3. All sports notices should comply with the school's requirements regarding letters to parents and should be technically correct.
4. Coaches are bound by the stipulation mentioned in letters to parents.
5. Advance notice on any sports activity should be given to parents for any sports to avoid any confusion.



6. All letters and notices to parents send from the sports organisers of the school should be co-signed by the headmaster.
7. Organisers and coaches must file a copy of all sports notices and up letters for reference purposes.

### **SPORTS UNIFORM ( KITTS) AND EQUIPMENTS**

The school shall provide for all the teams

Socks: for hygienic purposes, socks will be sold to each player for each individual to have their own pair.

### **LEARNER TRANSFER:**

1. Parents inform the headmaster in writing that a learner will leave the school.
2. The admin department prepares a transfer card for the learner.
3. The learner receives a handbook list from the admin department and the learner is obliged to obtain signatures from all educators who have received their textbooks back from the learner.
4. All exercise books become the property of the learner and it is expected that the learner will take these exercise books along to the next school.
5. The headmaster stamps all the exercise books and checks that they are all marked up to date.
6. The departing learner hands in the signed textbook loan form at the office and receives the transfer card.

### **DISCIPLINE:**

1. Good discipline is an integral part of any excellent school's character.
2. It is each educator's responsibility to maintain good discipline in his / her class / subject
3. An educator who arrives at school thoroughly prepared for the day's work ensures good discipline.
4. Learners may never just sit idle in class. The educator must present the curriculum content in such a way that each and every learner gets the opportunity to learn.

5. All disciplinary problems are handled in line with the requirements of the Disciplinary Policy.
6. Each educator must penalise the offenders in his / her class / subject committed by any of the learners.
7. Good discipline can only be ensured by the person standing in front of the class and not by any outsider.
8. At the change of period, teachers will step outside the classroom to ensure that learners behave well and are walking in their lines.
9. No learners is allowed to eat or drink whilst walking. That's Bad ethics.

## **CODE OF CONDUCT FOR LEARNERS - AS PER LEARNER DIARY**

### **RIGHTS AND RESPONSIBILITIES**

- \* The dignity and rights of a learner at this school shall be respected as required by the South African School Act of 1996, and the bill of rights.
- \* The following rights form the basis of a very effective discipline code within a school.
  - The right to an education
  - The right to work and learn without being disturbed by others.
  - The right to be treated courteously and respectfully.
  - The right to work in a clean, safe and orderly environment.
- \* In conjunction with these rights, a learner at this school shall have the following responsibilities.
  - Be committed to learn and develop to his/her full potential.
  - Respect the rights of other learners and stakeholders during the learning process.
  - Respect the educators, support staff and visitors of the school.
  - Respect, protect and carefully use the facilities and equipment of the school.
  - Respect the property of all learners, educators and others at school.
  - To attend school regularly and be punctual for school and classes.
  - To adhere to all school and classroom rules and regulations.

### **COMMON SCHOOL RULES AND REGULATIONS**

The following school rules and regulations serve as a guideline for the effective management of the school and aims to enhance the loyalty and dedication of learners.

### **THE DRESS CODE**

Learners are to be properly attired in the Princess Primary School's uniform

<b>SUMMER</b>	
<b>BOYS</b>	<b>GIRLS</b>

White school shirts Grey school pants Grey socks Black school shoes School tie (blue with school badge) NO coloured T-shirts to be worn underneath shirts	Blue and white checked tunics White socks Black school shoes Blue cycle shorts under tunics
<b>WINTER</b>	
<b>BOYS</b>	<b>GIRLS</b>
As in summer with blue school jersey School tracksuit with white school shirts Grey socks Black school shoes	Grey school pants, white school shirt with blue school jersey or blue dry mac School tracksuit with white school shirts White / grey socks Black school shoes
<b>COMPULSORY PT AND SPORTS UNIFORM</b>	
<b>BOYS</b>	<b>GIRLS</b>
<b><u>Red PPS T- shirt and Short (Available at School - R 200.00)</u></b> Blue Track Pants White Takkies White / Blue socks Blue Drymac - Winter	<b><u>Red PPS T- shirt and Short (Available at School - R 200.00)</u></b> Blue Track Pants White Takkies White / Blue socks Blue Drymac - Winter
Compulsory for both Boys and Girls - Failure to adhere to this uniform will constitute a misconduct. <b>UNIFORM IS AVAILABLE AT SCHOOL.</b>	

<b>HAIR, NAILS AND ACCESSORIES</b>	
<b>BOYS</b>	<b>GIRLS</b>
Conventional school boy haircut. No gel, bleaching, hair dyes, highlights, spikes etc Nails to be short and clean. No nail polish. Only watch can be worn. No chains, bangles, rings and earrings will be allowed. No dreadlocks and plating No table tops and afros	Collar length hair, and longer must be tied back. Plain white/black or tunic colour hair bands to be used. No gel, bleaching, hair dyes, highlights, spikes or different colours plaited into hair braids etc. Nails to be short and clean. NO nail polish. Only watch can be worn, small stud earrings allowed. No double earrings on ear allowed. No chains, bangles, rings and nose rings will be allowed.  No afros , No dreadlocks

### TIME MANAGEMENT

- \* Late coming: learners are to report to school at least 10 minutes before the start of the school day.
- \* Early Leave: early leave is not encouraged. However, in cases of emergency, leave will only be granted by the office. The parents or legal guardian must personally fetch the child. Proof of identification will at all times be requested.

- \* Punctuality to the classroom: learners must report promptly to the class after breaks.

### **NUTRITION**

- \* Healthy eating habits are encouraged. Parents are to provide learners with wholesome sandwiches, juices and fruit.
- \* The tuck shop provides hot meals daily, sweets, chocolates, chips etc

### **LEARNERS PROPERTY**

- \* All personal belongings, including school uniform, should be marked with the learners' name for easy identification.
- \* No learner is to touch or take another learners property without their permission. This will be considered as stealing and will be appropriately dealt with.

### **TRANSPORT**

- \* Parents are to ensure that learners are transported in safe transportation to and from school.
- \* Learners, who walk to school, should be informed of road safety rules and personal safety precautions.
- \* Learners waiting for transport should do so at the entrance of the school.

### **DROP OFF ZONES**

- \* Learners transport must drop them at the drop off zones away from the scholar patrollers and learners are to enter the schools premises after being dropped off.

### **EXTRA AND CO-CURRICULAR ACTIVITIES**

- \* Parents will be notified of any event (sporting, cultural or academic) in which learners are participating.
- \* Practice sessions for extra- mural activities shall start from 13:30 – 14:30
- \* Parents are to arrange transport for learners after matches or practice sessions.
- \* Learners need to be attired in appropriate uniform for these events.
- \* Learners are to all times, uphold the name of Princess Primary School at these events
- \* Physical Education classes are compulsory and learners will only be exempted with a doctor or parents letter.

### **MOVEMENT ON THE CORRIDORS**

- \* No running on the corridors will be permitted.
- \* The movement in the school shall always be to the left.
- \* Learners are to move quietly in between periods.

### **GENERAL**

- \* Learners on school premises or in uniform outside school premises may not possess tobacco, alcohol, drugs or weapons.
- \* There will be no intimate physical contact between two individuals.
- \* There will be no fighting or bullying before, during and after school.

- \* No illegal acts, such as gambling or drug trafficking, will be tolerated on the school's premises.
- \* Learners are to assist in keeping the buildings and grounds neat and clean. All litter to be deposited in refuse bins.
- \* No toys (electronic or other), cell phones, pornographic material etc will be allowed.
- \* No graffiti on desks or suitcases.

### **SCHOOLWORK ETHICS**

- \* Learners are to complete all the tasks in the time frame given.
- \* Parents are to use the assessment programs provided at the beginning of each term to support learners in the completion of assessment activities.
- \* Learners books must be kept clean and neat
- \* Learners are to plan ahead for lessons by using their time tables to pack their books.

### **COMMON CLASSROOM RULES**

- \* The following set of guidelines for classroom conduct is standard. It is to be observed by every learner in every classroom of Princess Primary School. Individual educators may augment this list with additional rules or practices that are specific to their requirements e.g. Laboratory rules, computer laboratory, media centre, set up and clean up routines for Art work, experiments.

#### **THE START OF THE LESSON**

- \* Learners are to line up quietly in two neat rows outside the classroom.
- \* Learners are to be correctly attired before entering the classroom.

#### **DURING THE PERIOD**

- \* Avoid littering
- \* You may not eat or drink or chew gum in the classroom
- \* Abuse of any kind is strictly forbidden
- \* Vandalism of school property is strictly prohibited

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#### **END OF PERIOD**

- \* Wait for the educator's instructions before packing up to leave
- \* When you stand to leave, push your chair in neatly
- \* Pick up any litter and drop it into the dustbin on your way out.
- \* Leave the classroom in an orderly manner, in a straight, quiet line, to the next class.

### **MISCONDUCTS AND PUNISHMENTS**

**NB: THE TEACHER'S INITIAL AND DATE IN THE BLOCK MEANS THE LEARNER HAS COMMITTED THAT OFFENCE IN THE CATEGORY.**

<b>Level A</b>	<b>Minor Misconduct</b>	<b>Name:</b>

Teachers will manage the punishment of these offenses. If a learner has 3 of these transgressions, it becomes a Level B transgression. Any 5 transgressions in this category will lead to suspension and / or expulsion.	<b>Grade:</b>

Reply slips not returned				
Books not being handed in				
Equipment not at school				
Homework incomplete				
Homework/book, test not signed				
Running on corridors				
Talking on corridors, quad, class				
Shouting out in class				
Misbehaving in tuckshop				

Being late for school				
Late for extra murals/lessons				
Loitering				
PT clothes not at school				
Insubordination to a prefect				
Work not up to standard				
Toys at school				
Constantly out of desk				

Incessant teasing				
Littering				
Not keeping left on stairwells				

<b>Level B</b>	<b>Misconduct</b>	<b>Name:</b>
Three offences in this category will lead to punishment class. (Three signatures in any category). Any 5 transgressions in this category will lead to suspension and / or expulsion.		<b>Grade:</b>

Homework not done				
Books not at school				
Disruptive behaviour in class				
Late for class				
Chewing gum and eating in class				
Work always incomplete				
Wearing jewellery				
Uniform not up to standard				
Wearing make-up				

Out of class without permission				
Playing in illegal areas				
Spitting				
Back chatting				
Climbing on fences/walls				
Incessant teasing eg. Hiding bags				

<b>Level C</b>	<b>Serious Misconduct</b>	<b>Name:</b>
One offence in this category will lead to punishment class. Three of these transgressions will lead to a level D punishment.		<b>Grade:</b>

Bullying				
Throwing of objects				
Fights-Teasing, pushing, etc.				
Ignoring scholar patrol				
Rough play and dangerous play				
Insolence towards educators				



Bringing the school into disrepute				
Failure to attend punishment Classes				
Persistent disobedience				
Foul Language				
Criticism of coaches				
Cell phone at school – Cellphones will be confiscated and be redeemed at R1000.00. Failure to redeem, will lead the school keeping the phone till such time it is redeemed. NB: Should the phone get lost, the school cannot be held liable. It is therefore the responsibility of the parent to redeem the phone immediately.				

<b>Level D</b>	<b>Suspendible Misconduct</b>	<b>Name:</b>
<p>One offence in this category will lead to punishment class and the principal should be notified. This MUST lead to a disciplinary hearing conducted by SGB. LEARNERS FOUND GUILTY OF ANY OFFENCE IN THIS CATEGORY MUST BE SUSPENDED or EXPELLED. REPEATED OFFENDERS ON ANY OF THIS LEVEL MUST BE EXPELLED.</p>		<b>Grade:</b>

Possession of dangerous objects				
Bunking of school				
Assault				

Crimen injuria /insults/ cursing				
Drinking alcohol or taking drugs				
Smoking				
Pornographic material				
Theft				
Vandalism				
Leaving school without permission				
Cheating in tests/tasks				
Dishonesty eg. Telling lies in serious situations				
Racism				
Engaging in sex on the school Property				
Threats / intimidations while in possession of a dangerous object				

Gansterism				
Continuous Bullying				
Terrorism				
Satanism				
Murder				
Causing or inflicting serious bodily harm to a person				
Vandalism and damage to property				
Sexual inappropriate behaviour				
Aggression toward educator				
Gambling				
Indecent exposure/behaviour				
Bullying with aggravating circumstances				

### **EDUCATIONAL AUXILIARY SERVICE AND PARTNERSHIPS:**

1. The Educational Auxiliary Service is available to our school.
2. The SBST coordinator handles all liaisons with the Educational Auxiliary Service.
3. Copies of letters to the Educational Auxiliary Service should be placed on file for follow up purposes.
4. Referrals to District for intervention should be handled with speed.
5. Partnerships: Roodepoort SAPS, Princess Clinic, Discovery Clinic, Department of Social Development, Office of the local Ward Councillor, Churches, Transport Providers (SOROSTO) and other Education Stakeholders

### **EDUCATIONAL TOURS:**

1. Educational tours could be arranged if the need exists for such an educational tour.
2. The Principal handles all matters regarding tour and bus reservations.
3. The calculation of tour costs should always include a levy to cover any hidden costs like telephone calls etc.

### **TOURS**

4. All learners will undertake two educational tours per year.

### **EQUAL TREATMENT:**

1. Educators must treat all learners with equality in class and offer an equal opportunity to all learners to develop your potential to the maximum.
2. No subjective feelings may exist between an educator and a learner so those specific learners are advantaged above others.
3. The golden rule is not to have any favourites.
4. No action of an educator over against any learner may be of discriminatory nature in any way whatsoever.

### **ESSENTIAL VALUES:**

To our schools it is important that:

**Education will originate from a Christian perspective**

To achieve this we will implement the following:

- Daily opening and closing of the school with scripture reading and prayer.

- The Christian Message forms the main ingredient during assemblies

### **High academic standards be maintained**

To achieve this the following will be done:

- Continually to evaluate the demands of the time and making adjustments to curriculum contents where necessary.
- Regular subject meetings and invited speakers.
- Execution of book control.
- Advancement of critical thoughts and problem solving abilities.
- Participation in Olympiads, competitions and Science Expo's
- Implementation of diagnostic tests.
- Academic excursions and merit awards.

### **Learners develop physically**

To achieve this the following will be done:

- Encourage participation in physical training.
- Encourage participation in sport.
- The Sport Committee provides a variety of sports.
- Organise training courses for officials and participants.

### **ARTS AND CULTURAL ACTIVITIES**

To achieve this the following will be done:

- Establishment of a Junior and Senior School Choir.
- As examples: participation in Eisteddfods, concerts, song feasts, choir competitions, scouts, dancing, ballet, public speaking, drama, Debate and music evenings.
- The Culture Committee is responsible for all cultural events.
- Mr. and Miss Valentine
- Mr. and Miss Spring
- Heritage day celebration

**NB: Please note that each grade will represent a different culture, please see below: The Classes rotate the culture each year.**

- Grade R – Setswana
- Grade 1 - Tshivenda
- Grade 2 - Sesotho
- Grade 3 – Xitsonga
- Grade 4 - Sepedi
- Grade 5 - IsiZulu

- Grade 6 - Afrikaans
  - Grade 7- IsiXhosa
  - SMT Members (School Management Team) – IsiNdebele
  - PS Staff – SiSwati
  - Parents are encouraged to purchase cultural outfits for the learners.
- At the end of our learners primary schooling career at PPS, each learner is expected to have personally identified with 8 different cultures and learnt about all South African Cultures.**

### **Learners be motivated to achieve their full potential**

To achieve this the following will be done:

- Encourage participation in the entire school program.
- Leadership development and the acceptance of duty.
- Application of positive discipline according to the school's Code of Conduct.
- Stimulating teamwork by promoting pride in the school and encouraging the sense of belonging by promoting the wearing of correct school uniforms.
- Respect for each other 's differences, viewpoints and to be tolerant.
- To encourage effective communication.
- Honours / Merit Awards to reward achievements.

### **Parents play an integral pole as part of the educational team**

To achieve this the following will be done:

- The SGB promotes good communication between staff and parents and sees to it that the parents contribute their assistance to the school.
- Parents meetings and personal interviews.
- Organise social events like Mother-daughter, Father- son days and family events and other activities.
- Create support groups.
- Make use of parent support in sports training and other events.

### **Create a harmonious and stimulating educational climate**

To achieve this the following will be done:

- Care and overall outlook of the buildings and terrain.
- Create new facilities and the upgrading of the existing.
- Uphold good relationships.

- The Environment Committee accepts responsibility for the upkeep of the building and terrain while the SBST (School Based Support Team) accepts responsibility for a harmonious educational climate.

### **GRIEVANCE PROCEDURES FOR LEARNERS:**

If a learner has a grievance / complaint regarding the conditions or circumstances at school, it is possible for that learner to address the grievance / complaint by means of a grievance procedure before a dispute is declared.

The purpose of a grievance complaint is firstly to solve the complaint on the personal level, secondly it is possible to determine the source of the problem and thirdly to act as soon as possible to resolve the problem.

**The following steps should be followed in case any grievance should arise at a school:**

1. The learner reports his / her grievance orally to the register class teacher / subject teacher and they attempt to solve the problem by means of a personal conversation.
2. If step 1 does not give the desired result after a reasonable time, a written grievance must be submitted to the register class educator. The written grievance must contain complete details of the grievance. The written complaint must be submitted to the teacher not later than 2 days from the date on which the alleged grievance has taken place.
3. The register class teacher or subject teacher must discuss the written complaint / grievance with the complainant **(Parent)** within two working days after the written complaint was received and a bona fide attempt must be made to solve the complaint / grievance to satisfaction of the parties.
4. The educator must also report such grievance immediately to the headmaster and a copy of the complaint / grievance should be submitted to the headmaster.
5. The educator must report the result of the discussion to the headmaster within 4 working days independently if the matter has been settled or not.
6. If the complaint / grievance has not been settled within 4 working days the aggrieved party is thereon entitled to report the grievance directly to the headmaster in writing. A copy of the complaint / grievance must be submitted to the headmaster. The headmaster must try to solve the complaint / grievance

within 5 working days after the complaint / grievance was received by the headmaster and the result must be communicated with the parties concerned.

7. If the aggrieved person or educator is not satisfied with the result of the outcome of the complaint / grievance by the headmaster, a formal dispute can be registered with the district office.
8. At Princess Primary School, there is no problem that cannot be resolved. All parties must commit to a solution at all times.

### **PARENTS PLAY A VITAL ROLE WITH REGARD TO ASSISTANCE OF LEARNERS WITH THEIR HOMEWORK.**

#### **HONORARY- COLOURS:**

1. Honorary colours could only be awarded once a learner has complied with the school's requirements for the awarding of honorary colours to learners in a particular performance area.

#### **HUMAN DIGNITY:**

1. It is expected of all educators to treat all learners with respect and dignity. The same is expected from learners.
2. Learners who do not understand work must be helped. The educator's aid and approach towards these learners must always be positive to boost the learner's self-confidence in the learning area.
3. Under no circumstances should a learner belittled in front of the class, especially if the learner struggles to master the work.
4. Encourage progress and praise the learner for any progress.
5. After the educator has done his / her best to help the learner and no progress is visible, the learner should be referred for remedial aid.

#### **INJURY TO LEARNERS:**

1. In case a learner sustains an injury during school hours on the school grounds, the headmaster ought to, where possible, personally take responsibility for any action taken to care for the injured learner.
2. The following steps ought to be taken:
  - The parents must immediately be contacted in order to organise any medical treatment and transport to a medical practitioner, hospital or home.



- In case the parents can not be reached immediately, the principal ought to make arrangements for medical treatment at:
    - the family doctor;
    - the nearest doctor if the family doctor is not available;
    - the emergency division of a hospital.
3. In all cases, the parents must immediately be informed of the injury the learner sustained.
  4. It is important that the principal keep a detailed report of all injuries learners sustained during school hours and the action the school has taken to care for these injured learners. The report need, among other things, contain the following data:
    - date of injury,
    - circumstances by which the injury was sustained,
    - nature of injuries,
    - steps that were taken by the school,
    - names of eyewitnesses.
  5. The names of the eyewitnesses ought to be attached. The report must be sent to the district office by the principal. It is however advisable to keep a complete copy of such reports on record at the school for reference purposes.
  6. Identical procedures must be followed in case a learner dies as a result of a serious injury or an accident on the school grounds. In the case of a fatality, the police must also be notified and the scene of death should not be disturbed.
  7. The following form **MUST** be Completed and emailed back to the Principal immediately. (To be completed at the beginning of each year and upon new enrolment.

**MY CLEAR COMMUNICATION WITH THE SCHOOL**

**PARENT 1:**

Full Names	
Cellphone Number 1	
Cellphone Number 2	
Email Address	

**PARENT 2:**

Full Names	
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Cellphone Number 1	
Cellphone Number 2	
Email Address	

**Emergency Contacts:**

Full Names	
Cellphone Number 1	
Cellphone Number 2	
Email Address	

**Transport Driver Information:**

Full Names	
Cellphone Number 1	
Cellphone Number 2	
Email Address	
Vehicle make and Registration Number	

**If my child is sick and you can't reach anyone, Please do the following:  
Please tick more than one option.**

Take my child to the nearest <b>Public Clinic or Hospital</b>	
Take my child to the nearest <b>Private Doctor, Private Clinic or Private Hospital</b> Medical Aid Number: _____ ( Fill in) Medical Aid Name: _____ ( Fill in)	
Release my child in safe custody of the contact given above under reasonable conditions. NB: Advise given by school – <b>Please take your child for medical help.</b>	

**Primary Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**LEADERSHIP AND LEADERSHIP CAMPS.**

1. All learners in Grade six will be subjected to a leadership camp in October annually
2. Parents will pay for the cost of the entire camp
3. Councillors will be chosen in this camp
4. All councillors and Junior Councillors (Grade 3) will also be subjected to a leadership training camp.
5. Parents of the identified councillors will pay for all the costs of the camp.

#### **LEARNER ABSENCE:**

1. Parents must write a letter to the principal and ask for permission when a learner will be absent for a known reason prior to the absence.
2. The principal issues a permission slip and the register class teacher files the original letter from the parents in the learner's profile.
3. In case of absence due to illness, the learner must hand in a letter from the parents to explain the reason for the learner's absence from school. All letters are handed to the register class teacher.
4. Absence of two or more days requires a medical certificate upon return to school.
5. All letters or certificates are to be filed in the learner's profile.

#### **LEARNERS WITH PROBLEMS:**

1. Learners with Learning Barriers / problems should be referred to the SBST coordinator using correct referral forms.
2. Behaviour and disciplinary problems will be handled according the requirements of the Disciplinary Policy of the school.

#### **MONEY:**

1. Educators must refer all parents who want to give school money to them to the financial official.
2. No educator is allowed to receive any cash from any parent to give it to the financial official at a later stage.
3. Educators may only collect and receive money from learners at the start of each day and all amounts received should immediately be written into the financial statement book and sent to the Finance Official. The teacher must expect official computer printed receipts for all monies paid in to the Financial Official.

NB: Manual Receipts MUST have a signature of a Principal and that of a Bookkeeper. (Total Signatures on Manual Receipts: 3)

4. Parents are encouraged to pay school fees at the bank.

**5. Banking details are as follows:**

GRADE R	GRADES 1 - 7
ABSA BANK	ABSA BANK
CHEQUE ACCOUNT	CHEQUE ACCOUNT
4080232718	1025301362

**REFERENCE: NAME & SURNAME OF THE CHILD**                      **REFERENCE:**  
**NAME & SURNAME OF THE CHILD**

**6. HANDLING FEE**

**10% HANDLING FEE WILL BE CHARGE ON ALL SCHOOL FEES  
REFUNDS REGARDLESS OF THE REASON FOR REFUND.**

7. **Transfers:** All parents requesting learners transfers must ensure that their school fees is up to date. This include all loaned school resources such as textbooks, etc

8. For all lost textbooks and readers, an amount of R250.00 will be charged for replacement costs.

9. Parents who are unable to afford schools fees should apply for school fees exemption. Parents who are applying for exemption should be prepared for invasion of financial privacy since the school will have to verify the application and financial position of the applicant.

10. All school fees accounts must be settled by end of October each year.

11. Outstanding accounts will be handed over for debt collection on the 1<sup>st</sup> of November each year.

12. Parents should ensure that their school fees account is always up to date to avoid future problems.

**MOTTO OF SCHOOL:** Our School Motto is: **ONE STEP AHEAD**

**Official School LOGO:**



### **MARK SHEET ( BOOK):**

1. The register class educator establishes an accumulative mark sheet for each learner in his / her register class.
2. Report cards are drawn up from the accumulative mark sheet.
3. Each class / subject teacher establishes the prescribed mark sheet for the subject / phase that the educator teaches. (SASAMS)
4. All test scores that become available must immediately be written onto the relevant mark sheet for the subject.

### **NEW LEARNERS:**

1. The reception of all new learners and their parents to our school should take place in an amicable way so that from the outset all newcomers will feel welcome to our establishment.
2. After the new learner has been enrolled at the office, the admin officer escorts the new learner and the parents to the new learner's class.
3. The parents are welcome to accompany their child to his / her new educator and to be introduced to the educator.
4. The class educator immediately appoints two learners to befriends the new learner and to show the new learner around.
5. The two appointed learners help the new learner to integrate into the school system.
6. All new learners and their parents must be subjected to a compulsory orientation session. Grades R – 7 - whole school administration policy.
7. All Grade and R and 1 Learners enrolled for the first time in our school will have their welcome and orientation session in November before the start of the new academic year.

### **PARENT MEETINGS:**

1. Parent meetings are designed to serve as opportunities for parents to meet educators and discuss the progress of their children.

2. The first parent meeting takes place at the beginning of the year. During this parent meeting the educator explains the working methods and rules for each class / subject.
3. Annually there will be three formal parent meetings run by the SGB.
4. The SGB will convene
5. these quarterly meetings.
6. The last meeting of the year will be the Annual General Meeting. This meeting coincides with our PPS Family Fun Day. All parents MUST attend this meeting.

### **PARENT REQUESTS:**

1. Educators must handle all parent requests on merit.
2. Educator's response to a parent request is actually the school's answer to that parent and good consideration should be given to any question before a parent is answered. All replies should be in line with the school's general policy statement.
3. No quick or poorly formulated answers should ever be passed on to parents.
4. Educators ought to consider each request to derive to an answer that is justifiable. Please consult your HOD or Deputy Principal for assistance.
5. Parents are and remain worried about their children's welfare at school and where the educators acts as "parentis in loco ", the mutual responsibility for the learners lie both with parent and educator and therefore the educator should never ignore or deny this responsibility.
6. Educators should also consult the headmaster in case of any uncertainty regarding parent requests.

### **PARENT PERMISSION:**

1. Educators must obtain the necessary parent permission in writing before any learner could be taken from the school terrain for excursions or any other purpose.
2. Educators must inform parents in time of any excursion or day trips away from the school.

3. Educators must have a signed permission form in their possession for every learner in which the parents grant their permission for the learner to go on an excursion.

#### **PHOTO DAY:**

1. The annual photo day will be held in the first quarter of each year.
2. All class groups, sports teams and other groups will be photographed.
3. It is expected of all educators and learners to appear on these photographs.
4. Photographs will be available to all the learners at a set price.

#### **REMEDIAL AID:**

1. Class / subject teachers identify learners with learning disabilities in their classes who would benefit from remedial aid.
1. Remedial aid is only suggested after the educator has done everything possible in class to help the learner.
2. The learner due for remedial aid is reported to the SBST coordinator.
3. The SBST places the learner with a Learner Support Educator.
4. Parents will be advised accordingly, and referral process will begin if there is a need as per assessment outcome of the Learner Support Educator.

#### **5. The educator in the class**

- 5.1 The educator's most important duty in the class is to propound efficient education.
- 5.2 The educator acts as manager in his or her own class and undertakes to direct the learning events in such a way that the learners will have maximal gain.
- 5.3 The educator indicates enthusiasm for the learning events and will stimulate the learners to participation.
- 5.4 The educator will strive for orderliness in the class and to create an atmosphere, which is conducive for good learning.
- 5.5 The educator will maintain a professional distance between the learner and himself and will not become familiar with any one of the learners.
- 5.6 The educator will respect each learner's human dignity in his class and make no destructive comments towards any learner.

- 5.7 The educator will demand that the learners obey his or her instructions in class.
- 5.8 The educator will lay down certain rules within the policy in the class, which will contribute to the orderly elapse of the learning process.
- 5.9 The educator will keep at the prescribed syllabus content and will not deviate from the syllabus content.
- 5.10 The educator will welcome the principal as manager of the school in his classroom and submit himself to class visitation procedures.
- 5.11 The educator will also be prepared to enforce the school's disciplinary policy in class and keep register of the learner's offences.
- 5.12 The educator will carry out all directives of the learning area he/she teaches.

**6. The educator and the learners.**

- 6.1 The educator undertakes to treat all learners decently and offer to all learners' equivalent opportunity to participate.
- 6.2 The educator recognises the rights of the learner in the class and will offer to each learner the opportunity to learn.
- 6.3 The educator will not discriminate against any learner in his or her class.
- 6.4 The educator will accredit learners for good results.
- 6.5 The educator will make distinction between human mistakes and chronic or mischievous behaviour by the learners.
- 6.6 The educator undertakes never to take action against learners as a result of poor discipline in his / her class.
- 6.7 The educator will always be on his or her post in the class and will not leave the learners unnecessarily without supervision.
- 6.8 The educator will set clear guidelines in the class, which will ensure the orderly elapse of the learning events.
- 6.9 The educator undertakes to inform the learners in his or her class, about the requirements the school has for all learners.
- 6.10 The educator acknowledges the learner's right to be listened to.
- 6.11 The educator will handle all money within the class with care and will not cause any temptation to any learner.



- 6.12 The educator will handle confidential information on learners in such a way that the learner will not be embarrassed.
- 6.13 The educator undertakes to fulfil his or her professional responsibility to each learner in his or her care.
- 6.14 The educator will use good language toward learners and prevent any learners to use language of low esteem.

## **7. The educator and the parents.**

- 7.1 The educator strives to a hearty co-operation with the parents of the learners in his / her class.
- 7.2 The educator step in as “In loco parentis”, meaning substitute parent and will do all to maintain parental authority, to affirm the trust of the child in his parents.
- 7.3 The educator will inform the parents if a problem arises with the learner’s progress in school.
- 7.4 The educator is in partnership with the parents and undertakes to confirm the values of the parents in the school situation.
- 7.5 The educator must also request help from parents in homework projects started in the class.
- 7.6 The educator undertakes to inform the parents honestly during parent meetings in connection with the child’s progress and behaviour.

## **8. Parents and the Educator**

- 8.1. All parents undertake to respect the teacher
- 8.2. All parents undertake to provide support to their children
- 8.3. All parents shall endeavour to resolve all problems raised by their children with the teacher.
- 8.4. All parents will jealously guard the Triangular Relationship : Parent - Teacher - Learner.
- 8.5. All Parents will ensure that their children will be at school on time and also leave school not later than 15:00
- 8.6. All parents will ensure that after every excursion, they will immediately fetch their children from school as soon as the learners return from the excursion.
- 8.7. Parents will provide all the necessary stationary required in the class

- 8.7. Parents will pay school fees without failure
- 8.9. Parents will inform the class teacher regarding their children's absence from school.
- 8.10. Parents will attend all meetings convened by the school.
- 8.11. Parents will ensure that their children abide by school rules and learner Code of Conduct.
- 8.12. Parents will participate in all school activities - Fundraising, Fun Days, Picnics, Athletics Day, Excursions, Sports Fixtures for Learners, etc
- 8.13. Parents will ensure that the school always has reachable contacts at all times.
- 8.14. Parents will check Learners books regularly as well as the Learner Diary.

#### **SEARCHING OF LEARNERS:**

1. The headmaster or any educator has the legal right to search any learner's person or his / her property if reasonable suspicion exists or information has come to light that such a learner has in his / her possession any dangerous weapon, firearm, drugs, illegal substance, stolen property or pornographic material. The search methods used must be reasonable and equitable of nature. If any items are found these items may be seized and the necessary steps taken against such a learner.
2. During the search the learner's dignity must be respected and the learner should be searched by a person of his / her own gender. It is also desirable that during the search process at least one other person of the same gender be present to act as witness during the whole process.
3. The person, who conducted the search process, must mention the search method (s) used and the result of the search must submit a proper report. The witness must co-sign the report as witness.

#### **SECURITY:**

1. Access to the school for the public is limited to the main entrance gate where visitors must announce themselves over the intercom.
2. All visitors sign the visitor register at reception.
3. Any suspect on the school grounds should be confronted and escorted to the office.

4. The principal will arrange for security guards during events.
5. All gates are locked at the start of the school day.
6. Late comers must use the small gate through to Admin block where they will be recorded and parents informed immediately.
7. The gates will be unlocked at the start of the school day and locked when the bell rings for the start of the day.
8. Only One exit gate will again be unlocked 2 minutes before school finishes and the gate to the sports field will be open for exit from the school.
9. It is everybody's responsibility to contribute to the school's security and keep an eye open for strangers wandering around on the school grounds, especially after hours.
10. No learners will be allowed in the school block outside teaching time.
11. All learners using transport must be fetched from school latest 15:00. Any learner found wondering beyond 15:00, and no communication nor arrangements have been made with the school, such learner is considered neglected by parents. The safety of the learner is at stake and parents will be at fault for negligence.

#### **SCHOLAR PATROL:**

1. The scholar patrol is annually out of grade 6 learners.
2. The headmaster takes responsibility for the functioning of the scholar patrol under the guidance of an educator that is responsible for the scholar patrol.
3. The scholar patrol functions on a weekly basis.
4. Parents must grant permission in writing before a scholar patrol member could accept duty as a scholar patrol member.

#### **SCHOOL ATTENDANCE:**

1. School attendance is compulsory by law for learners . Learners who leave the school ground without permission during school hours must be reported to the principal.
2. The principal must contact the parents of such learners who have awolled from school.

3. Educators must also check if learners pitch up for supervision when a member of staff is absent.

### **SCHOOL HOURS:**

1. The Governing Body determines school hours.
2. The official school hours will be as follows:

#### **Foundation Phase**

**Grade R : 07:40 - 13:00**

**Grade One : 07:40 - 13:00**

**Grade Two : 07:40 - 13:30**

**Grade Three : 07:40 - 13:30**

**LSEN : 07:40 - 13:30**

#### **INTERSEN Phase:**

**Grade 4 to 7: 07:40 - 13:40 ( EXCEPT WEDNESDAYS)**

**WEDNESDAYS (Gr. 4 – 7) : 07:40 - 14:10**

### **SCHOOL GOVERNANCE BY GOVERNING BODY:**

1. The aims and objectives of the Governing Body is to constitute, according to any relevant policy and other stipulations, to the best of its' ability:
  - 1.1 to govern the school that is entrusted to SGB in a lawful, competent, responsible and cost effective way;
  - 1.2 to promote the best interest of the school throughout;
  - 1.3 to identify any threat to the best interest of the school in time and take the appropriate steps;
  - 1.4 to prevent or go against any lawful or unlawful disruption or possibly lawful or unlawful disruption of the teaching process at the school;
  - 1.5 to ensure the provision of teaching of the highest possible calibre in the prevailing circumstances all learners in the school;
  - 1.6 to promote the development of the school by raising the calibre of education for all learners;
  - 1.7 to fulfil all its duties towards the learners, parents and educators of the school, any other interested party or body's and the state;

- 1.8 to maintain the rights of all learners, parents and educators of the school and to promote the acceptance of responsibility for the organisation, control and financing of the school in partnership with the State;
  - 1.9 to manage or allow to manage, in the best possible way, the funds and other assets of the school, as well as the assets of the State.
  - 1.10 to reasonable, replenish the resources provided by the State to the school.
2. The Governing Body as school governors ought to respect the professional terrain of the educator.  
The management of the professional component of the school remains the responsibility of the headmaster and senior personnel.
  3. The Governing Body decides on matters concerning the overall governance of the school. The South African Schools Act grants certain responsibilities and duties to the Governing Body in a public school.
  4. The Principal is the Ex-Officio Member of SGB, representing the Head of Department. The Principal is the Chief Accounting Officer.

### **The highest level of effective Governance is applied**

To achieve this the following will be done:

- Parents are encouraged to elect expert and competent persons to the Governing Body.
- The Governing Body compiles a constitution by which it manages and controls the school.
- Sub- committees like the Executive committee, Financial-, Disciplinary Committee, Sports-, Culture-, Environment and Fundraising, amongst other committees ensure that the Governing Body executes its duty in an effective way.
- Subcommittees operate according to the School policies.
- Parents and Staff Members are part of on all these committees.
- The School Management ensures good and effective communication between the staff and the Governing Body.
- Good communication between the Headmaster and the Governing Body Chairperson and Secretary.

- The School Governing Body will deal with all the governance issues such as, but not limited to:
  - Fundraising
  - Collection of all School Fees
  - Procurement of Resources
  - School Maintenance
  - Payment of Services
  - School Development Plan
  - Strategic Planning ( Breakaways - To develop School Plans, Strategic Document, Internal Whole School Evaluation, etc)
  - SGB and Staff Development Activities
  - Recruitment of Staff
  - School Safety and Security
  - Parent and Community

#### **SCHOOL WEAR (UNIFORM):**

1. Learners must wear the official uniform of the school for boys and girls as approved by the Governing Body.
2. Learners who are incorrectly dressed should be addressed and warned by the educator in charge and if the tendency continues the learner should be reported to the Head of Department.
3. At the repeated incidence of wearing the incorrect clothing, the learner will be charged with misconduct.
4. The parents ought to be contacted in this regard to discuss the situation with them.
5. The school uniform is seen as part of the school's tradition and any changes to this will not easily be considered.

#### **TRANSPARENCY:**

1. The principle of transparency must be applied in all levels of school administration.
2. Evaluation and awarding of marks:

- 2.1 The learners and their parents must know the evaluation process that applies in each and every class / subject.
  - 2.2 The educator explains the evaluation process beforehand for the learners to understand it and to know what will be taken into account during any evaluation in the class / subject.
  - 2.3 The learners must also be informed how the marks are calculated.
  - 2.4 The learners must know that all tasks would be evaluated and that these marks will be used in the calculation of the term's marks.
  - 2.5 All oral assignments must be evaluated on a standard evaluation form for oral evaluation to show how the marks awarded were derived at.
3. Evaluation Forms
- Parents have in terms of the law the right to access to their children's evaluation forms.
- 3.1 Learners also have the right to question how their marks were calculated.
  - 3.2 Educators may no longer award marks at random without prior notice. Learners must be informed of all occasions when marks will be awarded and also for what marks will be awarded for.
4. Personal Portfolios:
- 4.1 Each parent has the right of insight into all documents pertaining as to the learner's personal portfolio.
  - 4.2 Educators must take care and full responsibility when they right any note on a learners personal record, as the parents have the right to question any of these remarks written into their children's personal records.

#### **TUCK SHOP:**

1. The tuck shop is leased out as a fundraising initiative. Duration of lease - every THREE years in line with SGB term of Office.
2. Lease can be terminated earlier due to breach of contract.

#### **VISITORS:**

1. All visitors report at the intercom, which is situated at the main gate.
2. Reception answers the intercom and determines the visitors business at school.
3. Visitor reports at reception in the office.
4. Visitor signs visitors book and receive a visitor's card.

5. Visitor complete his / her business at school.
6. Visitor hands in the visitor's card at reception.
7. Reception registers visitor's departure.
8. Personnel should only converse with visitors that can show a visitor's card.
9. Personnel must refer visitors without a visitor's card to the office.
10. No visitors are allowed to interact with teachers during teaching time.
11. Visitors and Parents who have not made an appointment should be prepared to wait for their turn
12. PPS officials must treat all visitors with high regard and respect and try by all means to effectively and efficiently provide the service requested.
13. **NB: ALL VISITORS MIUST INTRODUCE THEMSELVES AND PROVIDE REASON FOR THEIR VISIT.**
14. **NO VISITOR IS EXPECTED TO WAIT MORE THAN FIVE MINUTES WITHOUT BEEN HELPED.**

**VISITS BY STUDENT TEACHERS:**

1. All Student Teachers join in as full members of staff during their stay at our school.
2. A Head of Department will be appointed to see to the students.
3. Student Teachers should daily prepare to present a lesson in the class they were allocated to.
4. The educator should evaluate all lessons presented by students.
5. Student Teachers should be present in class during lesson times and no student is allowed to walk around during lesson hours.
6. Student Teachers must execute play ground duty on a rotation base.

**WHOLE SCHOOL UNIVERSAL AND BASIC GRADE ACTIVITIES**

<b>GRADE R</b>	<b>GRADE 1</b>	<b>GRADE 2</b>	<b>GRADE 3</b>
Excursion – Twice / year	Excursion – Twice / year	Excursion – Twice / year	Excursion – Twice / year Parents Meeting – Once per Term



Parents Meeting – Once per Term Civvies – R10.00 – Every month Career Day Science Expo Graduation – November -R1500.00 Picnic – September Valentines Family Picnic - February Family Fun Day – Nov Heritage Day Celebration – R60	Parents Meeting – Once per Term Civvies – R10.00 – Every month Valentines Family Picnic - February Family Fun Day – Nov Heritage Day Celebration – R60	Parents Meeting – Once per Term Civvies – R10.00 – Every month Valentines Family Picnic - February Family Fun Day – Nov Heritage Day Celebration – R60	Civvies – R10.00 – Every month Valentines Family Picnic - February Family Fun Day – Nov Heritage Day Celebration – R60
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<b>LSEN</b>	<b>GRADE 4</b>	<b>GRADE 5</b>	<b>GRADE 6</b>
Excursion – Twice / year Parents Meeting – Once per Term Civvies – R10.00 – Every month Valentines Family Picnic - February Family Fun Day – Nov Heritage Day Celebration – R60	Excursion – Twice / year Parents Meeting – Once per Term Civvies – R10.00 – Every month Valentines Family Picnic - February Family Fun Day – Nov Heritage Day Celebration – R60	Excursion – Twice / year Parents Meeting – Once per Term Civvies – R10.00 – Every month Valentines Family Picnic - February Family Fun Day – Nov Heritage Day Celebration – R60	Excursion – Twice / year Parents Meeting – Once per Term Civvies – R10.00 – Every month Valentines Family Picnic - February Family Fun Day – Nov Heritage Day Celebration – R60 Camp - October R1500.00

<b>GRADE 7</b>
Excursion – Twice / year Parents Meeting – Once per Term

Civvies – R10.00 – Every month

Valentines Family Picnic - February

Family Fun Day – Nov

Heritage Day Celebration – R60

Entrepreneurship Day - September

Farewell - December R 200.00 ( Subsidized by the school ) All learners with more than five demerits and continue to be a problem to the school will not be allowed to be part of the farewell.

**Special Farewell Uniform - Baseball Jackets, Caps, Golf shirts.**

### SUBJECTS OFFERED AT PRINCESS PRIMARY SCHOOL

<b>GRADE R</b>	
English Home Language	Life Skills
Mathematics	

<b>GRADES 1 - 3 (Four Subjects)</b>	
English Home Language	Afrikaans First Additional Language
Mathematics	Life Skills

<b>GRADE - LSEN : LEARNERS WITH SPECIAL EDUCATIONAL NEEDS</b>	
English Home Language	Life Skills
Mathematics	

<b>GRADE 4 - 6 ( Six Subjects )</b>	
English Home Language	Afrikaans First Additional Language
Mathematics	Life Skills
Natural Science and Technology	Social Sciences
<b>GRADE 7 ( Nine Subjects)</b>	
English Home Language	Afrikaans First Additional Language
Mathematics	Life Skills
Natural Science	Social Sciences

Technology	Economic Management Sciences
Creative Arts	

**CURRICULUM:** NATIONAL CURRICULUM - CAPS ( CURRICULUM ASSESSMENT POLICY STATEMENTS )

**The National Curriculum Statement Grades R-12 aims to produce learners that are able to:**

- identify and solve problems and make decisions using critical and creative thinking;
- work effectively as individuals and with others as members of a team;
- organise and manage themselves and their activities responsibly and effectively;
- collect, analyse, organise and critically evaluate information;
- communicate effectively using visual, symbolic and/or language skills in various modes;
- use science and technology effectively and critically showing responsibility towards the environment and the health of others; and
- demonstrate an understanding of the world as a set of related systems by recognising that problem solving contexts do not exist in isolation.

### **Inclusivity**

Inclusivity should become a central part of the organisation, planning and teaching at each school. This can only happen if all teachers have a sound understanding of how to recognise and address barriers to learning, and how to plan for diversity. The key to managing inclusivity is ensuring that barriers are identified and addressed by all the relevant support structures within the school community, including teachers, District-Based Support Teams, Institutional-Level Support Teams, parents and Special Schools as Resource Centres. To address barriers in the classroom, teachers should use various curriculum differentiation strategies such as those included in the Department of Basic Education's Guidelines for Inclusive Teaching and Learning (2010).

