General School Policy

1. Governance and Management

Our school is dedicated to providing a quality education in a safe, pleasant, and disciplined environment. We strive to foster a community that values academic excellence, creativity, and personal growth, empowering students to become confident, compassionate, and responsible individuals who make a positive impact in the world.

2. Admission and Enrollment

This policy applies to all students, parents, guardians, staff, and any other individuals involved in the school community. The school reserves the right to determine admission criteria based on the following guidelines:

Capacity: Enrollment may be limited based on class sizes and available resources.

Eligibility: All applicants must meet the school's eligibility requirements, including age and academic prerequisites.

Conduct and Behavior: The school reserves the right to deny admission to students whose previous behavior or conduct does not align with the values and standards of our school community.

Continuous Enrollment: Current students may be given priority for enrollment in subsequent years, subject to satisfactory academic performance and adherence to school policies.

Non-Discrimination: Admission decisions will be made without regard to race, gender, religion, or nationality, in line with our commitment to inclusivity.

3. Academic Policies

Curriculum: Our school follows the CAPS (Curriculum and Assessment Policy Statement) curriculum, which is designed to provide a comprehensive and structured educational framework for all students.

Language of Instruction: The language of instruction at our school is English, except during Afrikaans periods where students learn Afrikaans as their first additional language. In these periods, Afrikaans is the primary language used to promote fluency and proficiency.

Grading System: Our grading system aligns with the CAPS curriculum, providing clear criteria for assessment and evaluation. Students are assessed using a combination of formative and summative assessments, ensuring that their progress and understanding are continuously monitored.

Academic Support: We offer academic support in three major ways: Early Intervention Policy, No Child Left Behind, and Academic Decline Policy.

4. Student Wellbeing and Safety

The health and hygiene of our students are of utmost importance. All students are expected to maintain proper personal hygiene, including regular handwashing and appropriate grooming. The school will provide facilities for students to wash their hands and will promote healthy habits through educational programs. Parents are encouraged to support these efforts at home to ensure that students are healthy and ready to learn.

Safety Measures: Our school is committed to providing a safe environment for all students and staff. To ensure safety, we have implemented the following measures:

CCTV Cameras: We have CCTV cameras installed and serviced, covering our classrooms and playgrounds to monitor activities and enhance security.

Alarm Systems: Our alarm systems are connected to armed response units for immediate assistance in case of emergencies.

Security Guards: Security guards are on-site to control movement and ensure the safety of all individuals on campus.

Bullying Policy: We have a strict aintbullying policy in place to promote a respectful and supportive school environment.

5. Attendance and Punctuality

Students are expected to attend school regularly and arrive on time for all classes. Consistent attendance is crucial for academic success, and parents are encouraged to ensure their children understand the importance of being punctual.

6. Communication and Parent Engagement

Effective communication is essential for the success of our school community. We will utilize various methods to keep parents informed and engaged, including:

Newsletters: Regular newsletters will be sent to parents to provide updates on school events, academic achievements, and important announcements.

Website: Our school website will serve as a central hub for information, including the school calendar, policies, and resources for parents.

Social Media: We will maintain an active presence on social media platforms to share news, events, and highlights from our school community.

Direct Communication: Parents are encouraged to communicate directly with teachers and staff regarding any questions or concerns. Appointments can be made through the school office.

7. Feedback Mechanism

We are committed to continuous improvement and value the input of our stakeholders. To facilitate this, we will implement the following feedback mechanisms:

Board Member Feedback: Feedback will be gathered from board members, who will provide insights on the operation of the school every term.

Parent Feedback: Parents will have the opportunity to provide feedback through surveys conducted every term, which will include general concerns about the school as a whole.

Student Feedback: Children in our senior grades and FET will also be granted opportunities to provide feedback on their understanding of teachers. This feedback will be kept anonymous to promote honest and constructive responses.

Teacher Performance Reviews: Our principal will conduct monthly performance reviews for teachers to ensure high standards of education and support.

8. Financial and Administrative Policies

The school solely relies on the payment of fees for its operations. Parents are expected to pay the agreed-upon fees in a timely manner. If fees are not paid, the school reserves the right to deregister the child from the school. Parents are encouraged to communicate with the administration regarding any financial difficulties that may arise.

1.Fees and Payment Structures
The structure is outlined in a separate policy available on request. Fees are subject to an interest rate of 10-12 percent every year.

2. Procurement and Purchasing Procedures: The school has a uniform shop and utilizes PNA for textbooks and stationery to ensure quality and consistency in school supplies.

3. Record-Keeping and Data Management Practices: The school maintains accurate records of student enrollment, attendance, and academic performance, ensuring that data management practices comply with applicable laws and regulations.

9. Disciplinary Policy

The school has a structured disciplinary policy to ensure a safe and respectful learning environment.

Disciplinary Committee: The committee is composed of selected teachers and parents who will collaboratively address disciplinary issues.

Disciplinary Procedures: Students found in violation of school policies will be subject to review by the disciplinary committee, which will determine appropriate actions based on the severity of the infraction.

Communication: Parents will be informed of any disciplinary actions taken and will have the opportunity to participate in discussions about their child's behavior.

10. Teenage Pregnancy Policy

While our school does not encourage sexual relationships among students, we recognize that teenage pregnancy may occur. In such cases, the school will handle the situation in alignment with the Department of Education's guidelines.

Support and Counseling: The school will provide support and counseling services to affected students to help them navigate their circumstances and continue their education.

Collaboration with Parents: Parents will be involved in discussions regarding their child's situation and any necessary actions moving forward.

11. Favoritism Policy

Our school is committed to ensuring fairness and equity in all interactions with students and families.

Non-Favoritism: Teachers and staff are prohibited from showing favoritism towards specific students in academic or extracurricular activities.

Reporting: Any perceived favoritism should be reported to the administration, which will investigate and address the situation to maintain a fair environment for all students.

12. Use of School Logo

The school logo is an important symbol of our identity and values.
Permission Required: No individual or organization may use the school's logo without prior written permission from the administration.
Respect for Branding: Unauthorized use of the logo for any purpose, including marketing, merchandise, or communication, is strictly prohibited.

13. Technology and Digital Citizenship

Our school promotes responsible use of technology and online resources. The following policies are in place:

1. Technology Use and Access Policies:
   - Students are provided access to technology for educational purposes. Use of personal devices is restricted during school hours to minimize distractions.
   - All technology use must comply with school policies and guidelines.

2. **Digital Citizenship and Online Safety Guidelines:**
   - Students are taught the principles of digital citizenship, including respect for others online, responsible use of digital resources, and understanding the impact of their online actions.
   - Online safety practices, such as protecting personal information and recognizing inappropriate content, will be emphasized.

3. **Cyberbullying Prevention and Response Strategies:**
   - The school has a zero-tolerance policy for cyberbullying. Any incidents will be addressed promptly and seriously.
   - Students are encouraged to report any instances of cyberbullying to staff, and appropriate measures will be taken to support affected students.

4. **Data Protection and Privacy Policies:**
   - The school is committed to protecting the personal data and privacy of students and staff.

- Data collection and storage practices will comply with applicable laws and regulations, ensuring that personal information is handled securely.

5. Photography and Video Policy:
- Parents visiting the school are not allowed to take photos of children's faces or share them with anyone.
- Parents are prohibited from sharing any videos or pictures of children without consent.

14. Facilities and Equipment

Our school facility includes a library, STEM classroom, lab, high-speed internet, digital products, television, sound system, coding software, and robotic equipment. We ensure that our facilities are well-maintained and conducive to learning.

15. Complaints and Grievances

A comprehensive policy for complaints is available upon request. Complaints should be directed to the principal and the school. If the principal cannot resolve the complaint, it will be escalated to the education department or relevant authorities. No complaints should be addressed on social media platforms.

16. Respect Policy

At our school, every member of our community, including both students and staff, deserves to be treated with respect. It is unacceptable for anyone to raise their voice or invade another person's personal space by pointing fingers. We are committed to fostering a safe and supportive environment, and any violation of this policy will lead to appropriate consequences.

17. Review and Revision

This policy will be reviewed regularly and revised as necessary to ensure it remains relevant and effective. Stakeholder feedback will be considered during the review process to enhance the overall educational experience.