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ADDENDUM:

- CODE OF CONDUCT FOR LEARNERS [Also includes school uniform]
- Protocol regarding the presence of head lice at school
- Drug Policy

1. **INTRODUCTION**

Goodwood Park Primary School has its own individual character and endeavours to offer its learners maximal development opportunities on academic-, cultural-, spiritual- and sporting levels.

The staff strives to develop a positive attitude towards study, but also uses planned educational structures for learners to develop their knowledge, skills and attitudes within specific learning groups.

Since the total education of the child remains the ultimate aim and ideal, Goodwood Park also stresses the teaching of life skills which support the child on a spiritual level.

The extra-curricular programme offers a variety of opportunities to our learners to develop their talents and to prepare them to follow a balanced lifestyle as adults.

It is the right, but also the responsibility of the parents to be involved in the child's school programme. With this in mind, we encourage a healthy, active parent-teacher partnership.

Goodwood Park Primary School offers each child, who is prepared to co-operate within the framework of good order and discipline, a relaxed and meaningful education programme.

This prospectus aims to introduce you to Goodwood Park Primary with its proud tradition.

JL ROSSOUW
PRINCIPAL

2. HISTORICAL REVIEW

Officially Goodwood has existed since 1905. Goodwood is named after an English town known for horse-racing. The part of Goodwood where our school is situated, was originally known as Townsend Estate. It is a relatively new extension of Goodwood which was developed around 1960.

Our school was opened on 23 January 1968 with 275 learners and 11 staff-members. The hall and junior primary classrooms were still being built while workers were still tiling the floors of the main building. As a result of the continuous building and extensions, the school was only officially opened on 1 November 1974 by Dr PS Meyer, then Director of Education.

Name of School

It was no easy task to choose a name for the school. After many hours of discussion it was decided to name it Goodwood Park. Since then the residential area, as well as the nearby Dutch Reformed Church, became known as Goodwood Park. (In 1905 there was a horse-racing club here with the same name, but it only existed for a few months).

School Song

Our School Song was written in 1968 by Mrs L Bartie of Retreat. The musical composition was done by Miss A Kellermann, then a music teacher at our school.

School Badge

Our School Badge was designed by Mr Albert de Jager, whose wife served on our first school committee. It features the Protea, part of Table Mountain and Lion's Head which can be seen from the school. These symbols are a part of South Africa which we are very proud of; hence our motto: Our Pride.

Number of learners

At the end of 1968 there were 349 learners and 13 staff members. The number of learners increased steadily to 823, with 33 staff members in December 1975. The number of learners increased so much that 5 classrooms had to be built in 1994. Towards the end of 2003 our school had almost 1 400 learners.

Principals

The first principal was Mr ARO Botha, who retired at the end of 1984 after 17 years at our school. He was succeeded by Mr MGJ Meyer, who retired in October 1993. In January 1994 he was succeeded by Mr JA Steyl who retired in December 2015 after 22 years service. He was succeeded by Mr JL Rossouw in January 2016.

First School Committee

Through the years we have been privileged to have a school committee concerned only with the well-being of our school.

The first school committee, chosen in 1968, consisted of the following members: Dr EL Matthew (chairman); Mr AH Wynne (vice-chairman); Mrs K de Jager (secretary); Mr PD van der Merwe and Mrs MI Coleman.

The future

We are thankful for special milestones which were reached during the years. We sincerely thank those who assisted. We are proud of the achievements of our learners - proud that they serve our country in several fields.

In future we shall strive to build on what has already been achieved. With the support and co-operation of our parents and by the grace of God, we will strive to offer the best to our learners so that Goodwood Park may remain the pride of our community.

Physical amenities

Apart from well-equipped classrooms, a computer centre, an art room and a library, our school has good sporting facilities. We also have a development centre, including after-care facilities, which were inaugurated in 2007.

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3. SCHOOL HOURS AND SCHOOL ATTENDANCE

3.1 School Hours: Summer and Winter

Grade 1 : 07:50 - 12:00 First 3 days in January only.
07:50 - 13:30 (Fridays to 12:45)
Grade 2 : 07:50 - 13:30 (Fridays to 12:45)
Grade 3-7: 07:50 - 14:30 (Fridays to 12:45)

These times must be **strictly adhered** to. Learners who arrive late, must report at the office.

3.2 School attendance

- 3.2.1. Regular school attendance, as well as a positive attitude towards academic work, is a prerequisite for a child to progress well.
- 3.2.2. Should a learner for any inevitable reason not be able to attend school, the Principal should be notified of **the reason in writing** via the class teacher as per prior arrangement. The same applies when a child returns after absence, owing to illness.
- 3.2.3. Doctor or dentist appointments should as far as possible be limited to the **afternoons**.
- 3.2.4. Any learner who has to leave school earlier for any approved reason, must be fetched by a parent or another adult, as arranged with the school, from the secretaries' office. **NO LEARNER** will be allowed to leave the school grounds on his/her own during school hours. Learners must be signed out in the register by an adult at the secretary's office.

4. PARENTAL REPRESENTATION

4.1 Governing Body

The Governing Body is the official channel through which a parent can enquire about matters such as school hours, uniform, school property, determination of tuition fees and the spending thereof, etc.

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Every three years parents elect members for this body to represent the parents and to provide input into school management. The names and telephone numbers of Governing Body members are available from the office on request.

The Governing Body meets at least once every term, or as determined by circumstances.

4.2 **Parent Committees**

Committees consisting of parents are convened to organize special projects.

5. **PARENTS AND THE SCHOOL**

5.1 **Partnership**

The parents and educators (teachers) are in a **partnership** with the child as the focal point. Such a partnership requires mutual trust and healthy communication. The school reaches out to the home and depends on our parents to become positively involved in the school activities.

5.2 **Parent meetings**

Early in the first term all parents are invited to attend a meeting where important information regarding school- and class matters are discussed.

5.3 **Parent evenings**

Parent evenings are arranged each term during the last two weeks. Parents can then discuss the progress of the child with the teachers individually.

5.4 **Visits to the school**

All parents who wish to arrange a meeting with a teacher (except during parent evenings) must arrange an appointment with the secretary or send a note to the educator in the learner's diary. **No parent or any member of the public may visit any staff member during school hours at their classroom without prior consent of the principal.**

5.5 **Liaison with staff members**

Although we welcome regular and healthy communication between parents and teachers, we request parents not to contact teachers after school hours at home, except for emergencies.

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5.6 Circulars and notices

Parents are requested to study circulars and notices and to respond timeously to matters of importance. At the beginning of each term an updated school programme is sent to all parents.

5.7 Additional information to all prospective Grade 1 Parents

The parents of all new Grade 1 pupils receive an information letter during October in which their child(ren) is/are invited to an orientation day in the fourth term. At the orientation day parents/guardians and learners meet their teachers and they are shown their classrooms. They are kept busy constructively for approximately an hour in order to minimize the fear of the unknown.

Together with this prospectus the learners also receive a list of all **compulsory requirements** for the next year.

6. ADMISSION AND LEARNERS TRANSFERRING OUT

6.1 Admission policy

Registration forms are available at the office during school hours. Prospective Grade 1 parents are requested to collect, complete and return the admission forms within the time frame as prescribed by the WCED.

6.1.1. Vision

The vision of the Staff and Governing Body for Goodwood Park Primary is to provide service of excellence, the pride of every learner and the community. Hence the vision statement: EXCELLENCE OUR PRIDE

Mission

The Goodwood Park Primary School (hereafter referred to as the school) endeavours to make available in both the official languages, English and Afrikaans, education to stimulate the complete development of every learner. This includes the following:

- * instruction of the highest standard by professional educators;
- * balance between the spiritual, scholastic, cultural and physical development;
- * a policy based on Christian principles;
- * a healthy and active parent-educator partnership;
- * a relaxed, though orderly, learning environment;
- * maintaining the rights of learners, educators and parents.

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6.1.2. **Scope**

The school will, within its means, ie. its staff allocation and other facilities, make education available to those learners who:

- * can prove that they will benefit by the education offered;
- * undertake, with the support of their parents/guardians, to uphold the ethos, language medium, Christian characteristics and authoritative structure of the school.

6.1.3. **Standards**

Preference will be given to those applicants who, through their ability, behaviour and attitude, make it possible to uphold the present high standards set by the school.

6.1.4. **Admission requirements**

- * Preference will be given to learners from within the feeder area.
- * Admission may not be detrimental to the present good relationship with other schools in the area.
- * Applicants seeking admission to the school have to submit the following documentation to the person delegated by the Governing Body:
 - Birth certificate
 - Clinic Card
 - Reliable scholastic records
- * Applicants may not be more than two years older than the average age of the grade for which he or she applies unless prescribed by the WCED.
- * Parents/guardians of applicants have to accept the financial responsibility set by the Governing Body in order to maintain optimum educational conditions.
- * Applicants and their parents/guardians must promote the norms of the school and abide by the rules.
- * Applicants must be suitably proficient in either language, ie. English or Afrikaans to facilitate a meaningful education. Learners who speak other languages as their mother tongue could be requested to attend an interview.
- * The traditional values and ethos of the school must be preserved.

6.2 **Admission Procedure**

It is expected from prospective parents/guardians to peruse the prospectus including the code of conduct for learners and sign the declaration form as determined by the WCED.

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6.3 Documentation requested on Admission:

- Certified copy of learners immunization card (only on admission to Grade 1);
- Certified copy of learner's birth certificate;
- Original municipal account/lease agreement, bank document reflecting name and address
- A transfer form from the previous school (where applicable);
- Latest report;
- Should a child suffer from specific allergies, this must be mentioned;
- Any other information which may affect the child is to be documented

6.4 Learners Transferring Out

The principal must be **notified in writing** prior to a learner leaving the school in order for the secretary to complete a transfer form. The transfer form will only be handed over once all school property which the child has in his/her possession, has been handed in.

7. FINANCES

7.1 Tuition fees

Since the school is responsible for all running costs, it is required by law that parents accept responsibility for the payment of tuition fees as determined by the Governing Body and approved by the parents at an annual meeting. It is the policy of the Governing Body to keep the tuition fees as low as possible.

Although the fees are paid in at school, the principal and teachers are not involved in the handling of unpaid accounts. The Governing Body plays a very important role in this regard. The Finance Officer is however, prepared to meet with parents who wish to apply for financial aid or who wish to make special arrangements.

7.2 Payment procedure

Any payment made by a learner at school must be submitted in a clearly marked envelope stating name, grade, amount and the purpose of payment. *Internet payments or debit orders arranged at your bank are much safer methods of payment and are thus encouraged.*

8. CURRICULUM

8.1 Language medium

Since we are a parallel medium school, each child is taught in either *Afrikaans* or *English*.

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8.2 **Subjects [learning areas]**

8.2.1. **Foundation Phase (Grade 1 - 3)**

All subjects as prescribed for Foundation Phase

* **Assessment** in these subjects takes place continuously and a progress report is issued every term.

8.2.2. **Intermediate [Grade 4-6] and Senior Phase [Gr 7]**

All subjects as prescribed for these phases

* **Assessment** in these subjects takes place continuously through oral and written assignments and tests. Results are worked out cumulatively with examination marks. A progress report is issued at the end of every term.

8.3 **Criteria for promotion of learners**

Although criteria such as the learner's ability, environmental factors, chronological age, health, etc. play a role in the promotion of learners, academic achievement remains a very important criteria. The learner's evaluation at the end of the year determines his/her ability to progress with other learners in the same age group.

8.4 **Learning Support**

Our school is in a privileged position to render support to learners with learning problems by qualified staff members during school hours. The focus is aimed at the foundation phase.

9. **EXTRA-CURRICULAR ACTIVITIES**

Rugby, Netball, Hockey, Tennis, Cricket, Athletics, Senior- and Junior Choir, Eisteddfod, Land Service, Computer classes and Music (including guitar, keyboard and recorder) is offered at the school.

Educational tours and SOS camps are organized on a regular basis.

Comments:

- Although most activities take place on a competitive basis, "winning" is not over-emphasized. Participation and the development of skills remain the primary function of the extra-curricular programme.

- It should also be noted that we expect our learners who participate in the extra-mural programme to meet their obligations. **Apologies for absence** should be made to the teacher/coach in charge.

10. **ADDITIONAL ACTIVITIES**

10.1 **Music**

Tuition in piano, recorder, guitar and keyboard is offered to learners from Grade 2 to 7. Fees are determined by the Governing Body. These are **strictly payable in advance** at the beginning of each term. Application forms are available on request.

10.2 **School-psychological services: Metro North Education District**

A school psychologist visits the school on request to test individual learners on request and to interview parents. We also have the services of a school social worker who, on request of the school, renders an excellent service. These services are subject to the staff provision at the District office.

10.3 **Library and Media Centre**

In conjunction with the Public Library, our fully computerised school library and media centre offers our learners unlimited resources for their research projects. The computers and various CDs are available for research work.

10.4 **Computer Centre**

The school has a modern computer centre. Learners may join the computer club after school at an additional fee.

10.5 **After-care facilities**

The after-care facilities are available during school terms for our pupils from Grade 1-7. This includes 1-2 hours of study under supervision of a teacher. Application forms are available from the Finance Officer. **After-care fees are strictly payable in advance.**

10.6 **Clothing Bank**

Our clothing bank contains good used items of clothing. Enquiries can be made at the secretary.

10.7 **Tuck-shop**

The tuck-shop is open before-, after school and during breaks. Other sales are held from time to time to fund special projects. Parents are however requested not to

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send excess amounts of money to school as we cannot be held responsible for any losses in this regard.

11. LEARNER LEADERSHIP DEVELOPMENT

11.1 The Learners' Council is chosen at the end of each year from Grade 6 learners. An executive council consisting of a headboy, headgirl, deputy headboy and deputy headgirl are elected from the chosen members. The election process is democratic - learners are thus elected by learners.

11.2 Additional leadership posts

Scholar patrol
Class-captains
Sport-captains

[Addendum]

GOODWOOD PARK PRIMARY SCHOOL



CODE OF CONDUCT: LEARNERS

LEGAL FRAMEWORK/MEANING OF SOME WORDS

Code:	A set of rules to prevent inconsistency
Behaviour:	How you conduct yourself and (re)act towards others
Code of conduct:	General code of conduct for learners as stipulated in the SA Schools Act of 1996, Section 8
Learner:	Any person who receives education in terms of the Schools Act
Educator:	The person who educates as defined in the Educators Employment Act of 1994
Parent:	As defined in the SA Schools Act of 1996
Suspension:	The temporary ending of a learner's right to attend a particular school
Expulsion:	The permanent ending of a learner's right to attend a particular school

1. **Vision**

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- * instruction of the highest standard by professional educators;
- * balance between the spiritual, scholastic, cultural and physical development;
- * a policy based on Christian principles;
- * a healthy and active parent-educator partnership;
- * a relaxed, though orderly, learning environment;

2. **Code of Conduct**

For the above mission to be successful, all roleplayers involved, in this case the learner, must adopt a code of conduct which promotes positive discipline, teaches self-discipline and establishes exemplary behaviour.

The SA Schools Act (Act 84 of 1996) compels the introduction of a code of conduct for learners. It has to be accepted by not all of the learners, educators and parents. The code of conduct becomes enforceable after acceptance by the Governing Body. The learners, parents and educators must receive a copy and study the contents. Parents must acknowledge receipt in writing.

3. **Principles which must be endorsed by the learner:**

3.1 **Human rights**

Although the learner, as an individual, has certain rights according to the Constitution, the equal rights of others must be acknowledged. The human dignity and equality of all people must be respected, regardless of gender, race, language or culture.

3.2 **Respect for educators**

Learners should respect educators as adults who, through their training, are empowered to guide them and therefore learners should give their co-operation at all times.

3.3 **Respect for all non-educators and visitors to the school**

Learners should acknowledge the roles played by administrative staff/general workers and be courteous towards both staff and visitors.

3.4 Respect for property of the school and others

The school buildings, facilities and equipment are valuable and should be used responsibly and with great care. Respect for the possessions of others is a non-negotiable and vital principle.

3.5 Obeying of rules for conduct and behaviour

A large and complex organisation such as a school cannot function successfully without rules for behaviour and good conduct. Learners should thus obey the rules, acknowledge the authority of persons in charge and subject themselves to the relevant punishment when they transgress.

3.6 Image of the school

Each learner should strive to reflect a positive image of the school through their conduct, use of language, general appearance and neatness of their school- and sports uniform.

3.7 School programme

All academic and cultural activities of the school are aimed at developing the child in totality. Therefore it is expected of learners to take part dutifully, enthusiastically and to reject all disruptive behaviour.

3.8 Safety

The safety of each learner and all other stakeholders is of the utmost importance. It is thus expected of learners to refrain from endangering their own safety and that of others by disregarding safety and security measures.

4. SCHOOL RULES AND THE EXECUTION OF DISCIPLINE

4.1 The purpose of school rules and the execution of discipline is to enhance the following:

- the happiness of the learners;
- the safety of the learners;
- positive development of character;
- to cultivate good order and discipline;
- the acknowledgement of meaningful authority; and
- to carry forth the good name of GOODWOOD PARK PRIMARY.

4.2 Appearance of Learners

The personal appearance and dress of a learner must comply with the norms accepted by the majority of the community served by the school. **No** jewellery, except a wristwatch or Medic Alert disc, may be worn. **Girls** are allowed to wear one set of gold or silver earrings (sleepers or studs only). Girls may only wear clear nail varnish. **No** other form of make-up is allowed.

5. UNIFORM

THIS IS COMPULSORY. Only **black shoes** are allowed. **PLEASE MARK ALL ITEMS OF CLOTHING CLEARLY.** The school cannot accept responsibility for lost items of clothing.

*Any **short term** deviation from dress code due to an acceptable reason, must be stated by the parent in writing, as well as the time needed to rectify the problem. Any request for a permanent/temporary deviation should be addressed to the Governing Body in writing. Until permission is granted, the official rules should be adhered to.*

5.1 Girls

Summer

Blue dress

White short sleeved shirt

Short GWP grey school socks

Winter

Blue dress

White long sleeved shirt and blue tie

Long GWP grey socks or pantihose: colours Black or School Grey

Navy GWP jersey with school colours around the neck/ bottom

Long grey pants are also allowed instead of blue dress

5.2 Boys

Grey pants (short or long)

White short sleeved shirt

Long GWP grey school socks

Grey pants (long or short)

White long sleeved shirt

Long GWP grey school socks

Blue tie

Navy GWP jersey with school colours around the neck/ bottom

PT clothes are compulsory for Grades 1 - 7 [available at Sport and Leisure]

- ❖ **White GWP sports shirt** and black shorts - boys and girls (blue skirt - girls for netball/hockey)
- ❖ **White GWP sports shirt** for PT, tennis, cricket, netball and hockey
- ❖ **Sports track suit** (may also be worn with acceptable sports shoes on Mondays, Wednesdays and Thursdays during the 2nd and 3rd terms) and on Physical Ed days
- ❖ **GWP sports bag** for all sports, camps, etc.(available at the school)
- ❖ **Only GWP "beanie" is allowed with school uniform** (not compulsory) worn during Winter terms (only outside - not in the building). No other "beanie" permitted with school uniform. Beanies can be purchased at Rothmans, Goodwood

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- ❖ **Only royal blue windbreakers** with royal blue or black trimmings(ribbing) may be worn over school clothes.
- ❖ **GWP school bag** available at school - black and navy blue bags are allowed - no bags with wheels are permitted. No stickers, graffiti, tippex etc. are allowed on the bags.
- ❖ **GWP 7 sleeveless pullover** only for Gr. 7 learners

THE SCHOOL UNIFORM IS AVAILABLE AT: Rothmans, 80 Surrey Street, Goodwood. Tel. no.: 591-3124.

SCHOOL TRACK SUITS, SPORTS SHIRTS AND SKIRTS ARE AVAILABLE AT: School & Leisure, Willowbridge North (opposite Checkers), Tygervalley.

Tel. 914-0495

Vollenhoven Elsie's River. Tel. 021 931 3415 / 021 931 1143

5.3 Guidelines for learners' hair

- The learners' hair should be neat and clean at all times.
- Hair-styles should apply to the school rules.
- Modern hairstyles should be approved by the school.

5.4 Boys

- When standing in an upright position, the hair should not touch the collar.
- The hair should gradually get thicker from the neck upwards. Thick hair just above the collar or hair that curls away from the collar is not permitted.
- The hair on top of the head should not be too thick and has to follow the natural curve of the head. Dyeing of hair is strictly forbidden.
- When the hair is combed down it must not cover the top of the ear.
- The sideburns should not be longer than the half of the ear.
- The fringe on the forehead should not touch the eyebrows.
- **The hair-styles of the pupils should create a neat impression.**
- Cutting symbols and signs into hair is not educationally justifiable.

5.5 Girls

- The general appearance must be neat at all times.
- When the head and shoulders are held straight and the hair touches the collar, it is considered long and should be tied
- Long hair must be tied in one or two ponytails or plaits. Only **blue or white** ribbons, bobbles or alic bands are allowed.
- Fringes are not allowed to touch eyebrows.
- Long fringes must be combed away from the face and tied back with a hair pin.
- For safety during practices/matches it is recommended that long hair be tied twice, once against the head and again at the ends.
- Dyeing of hair is strictly forbidden.
- No ornamental hairpins or combs are allowed. Only hairpins made of steel, transparent- or **blue** plastic are allowed.

5.6 Behaviour and conduct of learners

5.6.1 Learners must attend school during the determined school hours. A learner may not leave the school grounds or be absent from a class without permission from the relevant class teacher. Parents must notify the principal in writing of the reasons for his/her absence.

NB: Any learner who must leave school earlier for whatever reason, must be collected from the foyer at the main entrance, as arranged with the school in advance. Parents/guardians need to sign the learner out in the register before leaving the premises. No learner may leave the school grounds on his/her own during school hours. Learners must be signed out at the office. Learners who arrive late must report to the office before they go to class.

5.6.2. While a learner is under the supervision of the school, the well-being of another learner may not be harmed or injured. No dangerous weapons, toys or material which may cause bodily harm, may be in the possession of any learner.

5.6.3 No learner may smoke on the school grounds or in the school building.

5.6.4 Whilst under the supervision of the school and while in school uniform, a learner may not be in possession of drugs, tobacco in any form, alcoholic beverages, offensive reading matter / material, distribute or sell it.

5.6.5 School property including text books/work books, of someone else, may not be taken, damaged, marred or soiled.
Should a learner damage school property, either purposefully or through careless behaviour, the parent will be held responsible for covering the costs.

5.6.6 Learners may not ride their bicycles on the school grounds. **No rollerblades or skateboards are permitted.**

5.6.7 Learners may only play in designated areas during breaks. No learner may move or play within 2 m of parked vehicles or near the bicycle racks.

5.6.8 No learner is allowed in the school building without permission before school or during breaks. Passages may only be used as shelter on rainy days. Learners should conduct themselves in an appropriate manner and may not play games or run in the passages.

5.6.9 No circular, notice, pamphlet or poster may be distributed on the school grounds or be displayed on any noticeboard or anywhere in the building without the permission of the headmaster or his proxy.

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- 5.6.10 Learners must co-operate with the Learners' Council and treat them with the necessary respect.
- 5.6.11 Learners are not allowed to use the foyer and front door at the administrative offices as a thoroughfare.
- 5.6.12 The school does not encourage the learners to bring cellphones or any other electronic devices to school. Cellphones are brought to school at own risk and must be switched off during school hours - handed in to the class teacher for safekeeping except for Eezi phones which may be carried on a lanyard underneath their uniform.
- 5.6.13 In case of emergencies the secretary will contact the parents. When a learner is indisposed, the secretary will also contact the parents.
- 5.6.14 In the case of illness/injury and subsequent contact with the parent/guardian, the time, type of injury/illness and the instructions of the parent is entered in the casualty register. The school should be in possession of all medical aid numbers so that no time be wasted in the case of an emergency.

5.7 Participation in the school programme

- 5.7.1 A learner must take part in the educational programme as prescribed by the Education Department, unless exemption has been granted by the Department.
- 5.7.2 A learner who has voluntarily joined an extra-mural activity, must strictly meet his/her obligations and responsibilities in connection therewith, unless exemption has been granted by the principal.
- 5.7.3 No learner may enter the school grounds outside normal school hours, or use any facilities and equipment of the school, either for sport or otherwise without the prior consent of the principal.
- 5.7.4 Learners are expected to complete all reasonable academic tasks, and homework and Formal Assessments according to programme.

5.8 General

- 5.8.1 No learner may in any way discredit the name of his/her school.
- 5.8.2 No learner may show contempt for the national symbols of the Republic of South Africa or the school emblem.

6. TRANSGRESSIONS: GRADING AND PUNISHMENT MEASURES

Although rules and regulations make provision for punishment measures, each child should strive towards being subjected to this.

6.1 Positive motivation

The principal and staff commit themselves to the *positive motivation of learners* to stay within the acceptable norms of behaviour. The educators have different motivational techniques in the classroom. During assemblies, mention is made of special awards received by learners. It is also encouraged to appoint two or more *learners of the week* in each class. These learners receive a certificate and may wear ordinary clothes to school on the next Friday in order to be identified clearly.

An award is also made to the class group in each grade which proved that their co-operation was the best. This class receives a certificate which is displayed on the door as the *class group of the week*.

Learners who excel or who need special motivation, may be sent to the principal. Parents are also requested to sign this work and to further motivate the learner at home.

6.2 Possible punitive measures

Should a learner be guilty of any transgression as mentioned in this policy, various disciplinary measures may be applied in a responsible manner. These measures are based on the following principles: they must be lawful, fair and reasonable and take the learner's age and physical and mental condition into consideration.

Transgressions are recorded in an incident register [a file for every class group].

***Negotiating/persuasion/conversation (Disciplinary meeting):**

Such a disciplinary discussion may include the learner, educator, section head, other staff members involved, head of department, deputy principal, principal, parent(s) / guardian(s). The severity of the matter will determine who all will be present.

***Detention:**

A learner may be placed on detention after *four* category 1 and/or *two* category 2 transgressions. Each case is discussed in the weekly section meetings. The parent/guardian must sign the detention letter which he/she should receive at least 24 hours before the date of detention or in consultation with the parent. The detention class varies from 1 hour for first offenders to 2 hours for repeated

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offenders and is supervised by an educator. A learner who disrupts a detention class **must** repeat it the following week. Detention may also include physical labour in the building or on the school grounds. *A category 1 transgression is cancelled after 3 months.*

***Break detention:**

May be issued to a learner on any specific day under supervision of an educator.

***Penalisation:**

The continuous evaluation mark of learners, who hand in tasks late or not at all, without a valid reason, will be influenced negatively.

***Special tasks:**

Special tasks which may include research may be used as a corrective measure. These tasks must correlate with the curricular ability of the pupil and must be meaningful.

***Withdrawal:**

This is the temporary removal of a learner who disrupts a class to another place of supervision in the school. This may only be done with permission of the principal or his proxy.

***Withdrawal from a group:**

Learners who cause problems during breaks may be removed temporarily from the group.

***Withholding of privileges:**

Certain privileges like going on camps or excursions, attending functions organised by the school or other extra-mural activities, may be withheld from a learner. The principal or his proxy must make the final decision in this regard.

***Withdrawal of honours colours and duties:**

The colours and duties of learners who behave in a negative manner and therefore do not deserve these honours, may be withdrawn temporarily or permanently by the principal and his staff.

***Suspension:**

This means that a learner is excluded from and may not return to school for a period of not more than one week. The learner's academic work must stay up to date. He/she may not take part in any extra-mural activity. This normally occurs after a disciplinary meeting.

If the learner is suspended whilst waiting for a decision on whether he or she is to be expelled from the school, the parent must be notified immediately in writing of

the nature of the transgression. The parent must be given the opportunity to appeal against the decision.

***Expulsion:**

This means the permanent ending of a learner's right to attend a particular school, in other words, the learner is removed from the school permanently. Expulsion is preceded by suspension. This will only happen when the offence is of such a nature that the further presence of the learner is not in the best interest of the school and the other learners.

It is the policy of the school that punitive measures are applied to be correctional and **should not be seen to be in retribution**. It is to the benefit of the transgressor and the other learners. The co-operation of the parents is of the utmost importance. Relevant documents and minutes of meetings and transgressions will be turned over to the HOD of the WCED.

6.3 Categories of transgressions:

Unacceptable behaviour is defined as category 1-, 2- and 3 transgressions and requires fast and effective disciplinary actions.

6.3.1 CATEGORY 1 TRANSGRESSIONS/OFFENCES:

Forgetfulness (books, notes, PT clothes etc.)

Neglecting of homework

Handing in tasks late

Late arrival at school and classes

Wearing improper/incomplete school uniform

Neglecting to have tests, notices, letters, reply slips signed by parent/guardian

Untidy appearance

Entering prohibited areas

Littering

Swearing/using foul language (may in serious cases also be a cat.2 offence)

Disregarding rules as stated in the school rules or explained orally on an ad-hoc basis.

DISCIPLINARY PROCEDURES: as explained in 6.2, except suspension / suspension awaiting expulsion decision (this can only be recommended by the disciplinary committee and HOD of the WCED after thorough investigation and a fair hearing).

The seriousness and frequency of the misconduct will determine the punishment.

6.3.2 CATEGORY 2 TRANSGRESSIONS/OFFENCES

Arrogance/rudeness/disrespectfulness towards adults

Disrupting class routine

Insubordination (refusal to perform reasonable instructions)

Absent from school or extra-mural activities without permission or a valid reason

Absent from class or leaving school grounds during school hours

Vandalism - school- and the property of others

Smoking on school grounds or in public places when in school uniform

Unacceptable behaviour in public or in buses when in school uniform or sports uniform

Fighting with or bullying other learners

Intimidation/threatening/extortion of other learners

Dishonesty/lies/signing of tests, reply slips, detention letters, etc. on behalf of parents

Sexual harassment by word or deed

Extreme use of foul language

Possession or exhibition of pornographic material

Capturing images / videos on any electronic device during school hours or afterhours whilst on the school premises

Repetition of category 1 offences despite disciplinary actions

DISCIPLINARY PROCEDURES - as explained in 6.2, including suspension/suspension awaiting expulsion decision (this can only be recommended by the disciplinary committee after thorough investigation and a fair hearing). The seriousness and frequency of the misconduct will determine the punishment.

6.3.3 CATEGORY 3 TRANSGRESSIONS/OFFENCES

Assault: an offensive attack, physically or with a weapon with the intention of injury (not confined to school grounds)

Alcohol and drugs: The possession, distribution, hiding away of, use of, exhibition of these substances (including dagga) during school hours, when a learner represents the school or when a learner is recognized as a learner of this school.

Theft: Theft of school property/staff property/property of other learners

Gang-related activity: Any action in terms of threats, recruiting, incorporation or intimidation which may be connected to gang activities. This includes the disruption of the school day or school activities.

Unlawful action: This includes criminal offences which have to be reported to the police and to be found guilty of an offence by a court of law.

Bomb threats/False alarms: The possession of any explosive device. The raising of false alarms with regards to bombs on the premises or on buses, or false alarms in connection with fires.

Disruption of school routine: Any other disorderly behaviour which disrupts the school routine.

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Violation of human rights: This includes intolerance towards others on the grounds of differences in race, language, culture and religion.

Possession of dangerous weapons: Knives, fire-arms and any other articles which may be classified as dangerous.

Dishonesty: During examinations/tests

Sexual harassment and misdeeds: This includes indecent assault and exposure.

Grave misconduct: Any other behaviour which may be classified as such by the guidelines of the MEC.

Behaviour and practices which are contrary to the accepted norms and moral convictions of the society and may prove to be detrimental to the learner and the image of the school i.e. satanic rituals, graffiti etc.

DISCIPLINARY PROCEDURES: A learner who is found guilty of category 3 offences may be requested by the disciplinary committee to leave the school immediately for a maximum period of 1 week. Recommendation for expulsion will be the only alternative in most cases, provided it has been classified as serious misconduct according to the guidelines set by the MEC.

ACCEPTED BY THE GOVERNING BODY ON 8 JUNE 1998 [Revised and upgraded 10 June 2003, 3 June 2006, 1 March 2010, 14 Feb. 2013 and 20 September 2016.

(Accepted and signed by new Governing Body September 2016)

Protocol regarding the presence of head lice at school

Head lice continues to be an on-going nuisance.

The goals of the school are to:

1. Decrease school absenteeism.
2. Support families in their efforts to control and eliminate head lice.
3. Maintain student privacy.

When a student is found to have live lice:

- a) The parent is duly notified personally relating to the detection of the head lice.
- b) The student is sent home discreetly from school and will only be allowed to return once he/she is lice/nit free.

“No healthy child should be excluded from school or allowed to miss school time because of head lice or nits” and therefore we recommend that parents / guardians check their children’s hair regularly to avoid an unnecessary infestation of these parasites. It is to be noted that the Department of Basic Education categorises the infestation of lice as a contagious disease.

Drug and Alcohol Policy

The South African Schools Act (84/1996) declares all schools drug free zones. This means no substance abuse, possession of illegal drugs on school premises or being at school under the influence of alcohol or illegal drugs are allowed.

Substance abuse / illegal drugs means any unlawful, intoxicating or stupefying substances. These include tobacco, alcohol, prescription drugs, marijuana and other hard drugs.

Substance abuse is prohibited and severe action will be taken against perpetrators. However, those who admit to having problems with substance abuse will be assisted and counselling will be made available.

DEFINITIONS

1. Smoking will refer to the use or abuse of any cigarettes, cigars, pipes or marijuana within the boundaries of the school grounds.
2. Alcohol will be any form of liquid that has alcohol content as part of its volume.
3. Drugs will refer to any narcotic or habit-forming substance in powder, crystal or liquid form taken orally, nasally or intravenously.

CODE OF CONDUCT

Any form of smoking, the use or abuse of alcohol and the taking of any form of drugs are in direct contravention of our school's Code of Conduct - points 5.63 + 5.64.

DISCIPLINE

1. Disciplinary measures relating to smoking, alcohol or the use and abuse of drugs will be handled by the principal, Governing Body of the school or the police.
2. All disciplinary measures will be conducted and implemented as stated in the South African School's Act: Section 8 (1-5) of 1996.
3. The involvement of outside authorities (police and / or counsellors) will be at the discretion of the principal and the Governing Body of the school.
4. Smoking, alcohol use and abuse of any form of drug will be regarded as serious misconduct on the part of the learner.

EDUCATION

1. It is the policy of this school to educate learners and to be pro-active to assist in eliminating potential alcohol, smoking or drug related problems.

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2. Alcohol/smoking and drug awareness is part of the teaching curriculum in grades 6 and 7.
3. In grade 7 this programme forms part of the Literacy and Communication as well as the Life Skills learning areas.
4. This programme highlights the dangers and the consequences of any form of substance abuse that the learner may encounter.

EDUCATORS AND NON EDUCATORS

1. No educator, non-educator or visiting parents may smoke in any venue within the school building.
2. Educators are not permitted to smoke when in direct contact with learners. This includes camps, outings and sporting/cultural events.
3. Alcohol may not be consumed in the company / view of learners or while educators are performing their duties.

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DECLARATION BY PARENT/GUARDIAN OF CHILD[REN] AT

GOODWOOD PARK PRIMARY

I,

.....

the legal parent/guardian of

Names of child[ren]

.....

.....

.....

hereby declare that I have familiarized myself with the contents of the Prospectus and Code of Conduct for Learners and undertake to abide by die rules and policies of the school and to ensure that my child submits to same.

SIGNED:

.....
PARENT / GUARDIAN

.....
WITNESS

DATE: