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1. VISION

We are committed to develop young leaders through progressive, proactive and responsive quality education.

2. MISSION

We envisage harnessing our quality of education through:

- Maintaining High academic standards.
- Recruiting Competent and Qualified Educators.
- Developing Leadership skills in Educators and learners.
- Motivating Learners to achieve to their full potential.
- Parents playing integral role in their children's Education.
- Ensuring that necessary learner's resources are available at all times.
- Creating a stimulating Safe Educational environment.

3. VALUES

Apply the Batho Pele principles

- Integrity
- Honesty
- Loyalty
- Respect,
- Dedication
- Commitment
- Trust

4. SCHOOL MOTTO

“Dira o Atlege”

5. RELIGION POLICY

PURPOSE

As diverse religions are practiced in the republic of South Africa, Religion tolerance is encouraged in our school so as not to insult or upset anybody.

OBSERVABLE RELIGION

- Christian ideology should be practiced without discriminating other religions
- Religious leaders from different denominations can be invited to lead assemblies held at school.
- Religious principles of any one religion should not be enforced on anyone else
- Any person can lodge complaint with SGB if they feel their religion is being discriminated
- Each school day should start with a prayer by learners and Educators, Each Educator should say a Grace together with learners before lunch break.
- Each educator should read from various scriptures and say a prayer every morning during the week on a rotation basis.

TOLERANCE

- Daily assemblies and singing of religious songs
- Educators set the example

SCHOOL POLICY

Religion

This Policy has been Accepted and Adopted

Principal: _____

SGB Chairperson: _____

Date: _____

6. LANGUAGE POLICY

PURPOSE

Promote the use of mother tongue. And acquire at least one additional official language.

LANGUAGE OF TEACHING AND LEARNING

- To develop SETSWANA as Home language in Foundation phase/Intermediate and Senior Phase
- To teach English as First additional Language in Grade 1-7

COMMUNICATION WITH PARENTS

The language of communication with parents should be English or Setswana

All OFFICIAL LANGUAGES

Educators and Parents should be sensitized regularly regarding promotion of all South African languages, in order to make positive progress towards multilingualism and help nation building.

PROMOTION OF LANGUAGE OF LEARNING AND TEACHING

- The school will encourage learners to make presentations at assemblies
- Register to participate on Spelling Bee
- Register with Olympiads

SCHOOL POLICY

LANGUAGE

This policy has been Accepted and Adopted

Principal: _____

SGB Chairperson: _____

DATE: _____

6. ADMISSION AND REGISTRATION OF LEARNERS

8.1 OBJECTIVES

To allow the S.A. citizens the opportunity to learn in a formal school.

To develop the learners socially, physical and mentally (to develop full potential)

To reflect the values and principles of our new democratic society, by giving them opportunity of attending school.

- Admission to the school shall be done in accordance with North West School Education Act, 1995(Act No. 6 of 1995)
- Application for admission shall be done on a standard form provided by the school before the end of the year preceding the year of contemplated admission.
- Admission requirements shall include, but are not limited to the following documents, which will be submitted together with a completed application form:
 - (a) A birth certificate,
 - (b) immunization card,
 - (c) the previous year's report (original)
 - (d) I.D. copy of parent
 - (e) Letter of transfer from their previous school for newly admitted learners in their
 - (f) Uniform Package fee
 - (g) Learner Profile
- Special admission of learners may take place at any time during the course of any academic year providing that the School Governing Body, after careful consideration of reasons forwarded for such admission, gives a written approval to the School Management Team to effect such admissions.

- Only learners who comply with admission requirements of the school shall be considered for admission at the school.
- Learners already admitted to the school will be requested to register annually at the end of each year for the purpose of proper planning for the following year.
- A registration form will be sent by the school Management Team for completion by parents of all learners at the school before the end of each year.
- Admission period is from April –September
- The School admit learners from the following areas(Erasmus,Soshanguve South,Itsoseng phase)

FOREIGN LEARNERS ADMISSION

Documents to provide

- Admission form
- Birth Certificate
- Parents ID Documents
- Study Permit/Work permit/Assylum
- Transfer letter
- Learner progress Report
- Learner portfolio
- Record of Health

7. TRANSFER OF LEARNER FROM THE SCHOOL

- Transfer of learners from the school shall be done according to the law.
- Application for transfer of a learner shall be made by the legal guardian or parent of the learner concerned on a standard application form provided by the school.
- Proof of guardianship or parenthood will be required for purposes of transfer of learners from the school.
- A letter of transfer and all other relevant documents including all records of such a learner will be issued to the guardian/parent of such a learner on transfer by the school management team.
- Any learner who is transferred from the school will be subject to all rules and regulations pertaining to admission should he/she wish to be admitted back to the school.

SCHOOL POLICY

ADMISSION

This policy has been Accepted and Adopted

Principal:

SGB Chairperson

Date:

8. SGB CONSTITUTION

10.1 DEFINITIONS

Unless the context indicates otherwise, the terms in this constitution means the following:

- (a) “Governing Body” means the body responsible for the governance of the school.
- (b) “Member of the Governing Body” means any person who is elected in terms of section 23 of the South African Schools Act No. 86 of 1996 to serve on the governing body
- (c) Head of department means the head of education in the Province.
- (d) “Learner” means any person receiving education or obliged to receive education in terms of the South African School Act 84.
- (e) “Educator “means an educator as defined by the Educators Employment Act, 1994.
- (f) “Parent” means
 - The parent or guardian of a learner.
 - The person legally entitled to custody of a learner
 - The person who undertakes to fulfill the obligation of a person referred to in (a) and (b) above.
- (g) “Principal” means an Educator who is appointed as the Head of the School.
- (h) “Member of the Executive Council” means the member of the Executive Council of a Province who is responsible for education in that province.
- (i) “The School act means the South African School Act No. 84, of 1996.
- (j) “The School” means Public School.

10.2 AIMS

The aims of the governing body shall be to:

- Uphold the principles of democratic governance as well as to maintain, uphold and control this constitution.
- Ensure the effective and efficient governance of the school.
- Foster and promote a culture of human rights in the school.
- Promote and protect the best interests of the school.
- Provide quality education for all learners.
- Promote and respect the rights and duties of all educators, parents and learners.
- Encourage good relations within the school between educators and parents of learners and between educators and learners.
- Support the principal, educators and other staff of the school in the performance of their professional.
- Inform the school community on a regular basis of the activities and issues the governing body is engaged in;
- To stand in a position of trust towards the school.

10.3 COMPOSITION OF THE GOVERNING BODY

The governing body shall consist of the following members;

- (a) The principal
- (b) Parents of the learners at the school;
- (c) Educators at the school;
- (d) Non-teaching member at the school;

10.4 CO-OPTED MEMBERS OF THE GOVERNING BODY

The governing body may co-opt members of the community to assist in discharging its functions at the most 3 People

The co-opted members do not have voting rights.

ELECTIONS OF THE MEMBERS OF THE GOVERNING BODY

The election of the members of the Governing Body shall be in accordance with the rules and regulations laid down by the Executive Council by notice in the provincial gazette.

10.5 TERM OF OFFICE

- A member of the Governing Body may hold office for a period not exceeding three years.
- The term of office of an office-bearer of the Governing Body may not exceed one year.
- A member or office bearer of the Governing Body may be re elected or co-opted, as the case may be, after the expiry of his or her term of office.

10.6 FUNCTIONS AND DUTIES OF THE GOVERNING BODY

The Governing Body shall: (subject to and in accordance with the South African Schools Act No. 84 of 1996)

- (a) Develop the mission statement, goals and objectives of their School.
- (b) Develop the School policy
- (c) Adopt and maintain a code of conduct for learners, parents, educators and non-educators and decide on school rules.
- (d) Determine times of the school day consistent with any applicable conditions of employment of staff at the school.
- (e) Determine the language policy of the school.
- (f) Issue rules according to which religious activities may be conducted at the school.

- (g) Maintain, improve, administer and control the schools property, buildings and grounds occupied by the school.
- (h) Determine the extra curricular curriculum of the school and choice of subject options in terms of provincial curriculum policy.
- (i) Make recommendations to the head of department on the appointment of educators at the school.
- (j) Make recommendations to the head of department on the appointment of non-educator members of the staff at the school.
- (k) Raise funds for the school
- (l) Administer the school finances.
- (m) Develop an admission policy in accordance with the Government gazette and any subsequent provincial law.
- (n) Not interfere in the professional duty of the teaching staff. It is noted that the Principal and Educators are responsible for teaching the learners.
- (o) Purchase educational materials and equipment for the school.
- (p) Pay services to the school.
- (q) Take disciplinary action in accordance with relevant legislation.
- (r) Have the authority to employ non subsidized educators and non educating staff and to supply appropriate pension, medical and other service benefits.
- (s) Review the appointment of all D.E. subsidized posts and make recommendations to the head of department as to the acceptance or otherwise of such appointment.
- (t) Monitor and control all school related committees.

10.7 ELECTION OF THE EXECUTIVE COMMITTEE

- At their first meeting, the Governing Body shall elect an Executive Committee.
- The Executive Committee shall be elected from amongst its members.
- The executive committee shall be comprise of the following:
 - a) Chairperson of the Governing Body
 - b) Deputy chairperson of the Governing Body
 - c) Treasurer of the Governing Body
 - d) Secretary of the Governing Body
 - e) The Principal shall be a member of the Executive Committee but shall not be an office bearer
- Only a parent member of the Governing Body who is not employed at the school may serve as chairperson of the Governing Body and the Executive Committee.
- There may not be more than two educator members serving as office bearer of the Governing Body
- An office bearer shall cease to hold office if he/she ceases to be a member of the Governing Body

10.8 FUNCTIONS AND DUTIES OF THE EXECUTIVE COMMITTEE

- In addition to any duty assigned to them by the general meeting of the Governing Body, the members of the Executive Committee shall perform the following functions:
 - The chairperson shall:
 - a) Presides in all meetings of the School Governing Body
 - b) Represent the Governing Body at official functions
 - c) Conduct all correspondence of the Governing Body
 - d) Sign minutes
 - e) Enforce the constitution

- f) Perform all duties associated with the office
 - The treasurer shall: Be the accounting officer of the Governing Body, the Executive Committee and to the annual general meeting
 - The secretary shall:
 - a) Give notice of meetings and prepare the agenda for each meeting in consultation with the principal and chairperson of the Governing Body.
 - b) Keep minutes and record decisions taken by the members.
 - c) Attend to all necessary correspondence and documentation relating to the school.
 - d) Keep a file of all such correspondence received and sent out.
 - The Treasurer
 - (a) Present Financial reports to SGB
 - (b) Collect Cheque books from Financial institutions

10.9 COMMITTEES OF THE GOVERNING BODY

- The Governing Body may establish committees from time to time, excluding the Executive Committee to perform certain functions determined by the Governing Body.
- Every Governing Body established committee shall be chaired by a member of the Governing Body.
- The committees may appoint persons who are not members of the Governing Body on the grounds of expertise to assist them with their tasks.

10.10 GENERAL MEETINGS OF THE GOVERNING BODY

- General meetings of the Governing Body shall be held at least once per term.
- Notice of the general meetings must be given by the secretary to members at least before the date of the meeting.
- A quorum of the Governing Body shall be 50% of the members eligible to vote.
- Where a quorum has not been reached, the chairperson shall postpone the meeting to a date determined by those present and shall not be less than 5 days after the date of the first meeting. Those present at such a future meeting shall constitute a quorum.
- At such a meeting as referred to in the above bullet no decisions may be taken with regard to any matter not recorded on the agenda for the original meeting.

10.11 EXECUTIVE COMMITTEE MEETINGS

- Notice of the Executive Committee meeting must be given by the secretary at least 2 weeks before the date of the meeting.
- The Executive Committee shall meet at regular intervals.
- A quorum of the Executive Committee shall be a majority of such members eligible to vote.
- The chairperson may convene a special meeting at any time if circumstances require such a meeting. Every reasonable effort must be made to notify all members of such meeting.

10.12 MEETING PROCEDURES

- Subject to any other provisions of this constitution, all decisions of Governing Body or Executive Committee shall be taken by a majority of all members present at meeting, provided that the chairperson , in addition to his or her normal vote have a casting vote in the event of a deadlock vote.

- Unless otherwise provided in this constitution, all matters for consideration by the Governing Body or the Executive Committee shall be decided on motion duly seconded and voted on by a show of hands.
- If between meetings, any matter arises which is of extreme urgency and which can be answered with a plain yes or no, the Executive Committee may, the Executive Committee may authorize a vote by members to be taken in an appropriate manner other than mentioned in sub clause.
- All decisions taken in this manner will be reduced to writing and recorded in the official minute book.

10.13 MINUTES OF MEETINGS

- The secretary of the Governing Body shall keep minutes of proceedings of every meeting of the Governing Body and the Executive Committee and shall submit such minutes for approval at the next meeting of the Governing Body or Executive committee.
- The minutes of each meeting shall be kept in a minute book with each page initialed by the chairperson of the meeting.

10.14 ANNUAL GENERAL MEETING OF PARENTS

- The Governing Body shall convene an annual general meeting of parents of the school at which:
 - (a) The Principal and Chairperson shall submit joint or separate written reports on the school for the previous year.
 - (b) The Treasurer shall submit a written financial report.
 - (c) The budget shall be presented; and
 - (d) Any other matters may be raised.

10.15 FINANCE AND SCHOOL FUNDS

The Governing Body shall:

- (a) Establish and manage the school fund
- (b) Open and maintain banking accounts in the name of the school
- (c) Prepare the school budget each year
- (d) Keep records of funds received and spent by the school and of its assets liabilities and financial transactions
- (e) Not later than three months after the end of each financial year draw up annual financial statement
- (f) Appoint an external auditor registered in terms of the Public Accountants and Auditors Act

- (f) Grant or refuse an application for the utilization of school facilities and determine the fee

No member of the Governing Body in his or her personal capacity shall be liable for any debt, damage or loss or any property or person incurred by the school unless he/she acted without authority, deliberately, maliciously and recklessly

10.16 REMOVAL OF OFFICE MEMBERS OF GOVERNING BODY

- The Governing Body may, by 75% majority decision and after due process suspend a member of the Governing Body pending a decision by the Head of Department.
- A member whose conduct is prejudicial and harmful to the school may be removed from office by the Head of Department
- The Head of Department shall provide the member concerned with an opportunity to make representation concerning his/her removal.
- The member who is removed from office shall receive a written reasons for the removal

- A member who is removed from office may appeal against the decision to the member of the Executive Council

10.17 VACATION OF OFFICE

Incidental vacancies shall occur whenever a member

- (a) Resigns in writing
- (b) Dies
- (c) Is removed from office

Whenever a vacancy occurs, such vacancy shall be filled in accordance with the regulations for the election of members of the Governing Body referred to in

Pending an appointment in terms of the above paragraph, a casual vacancy may be filled by invitation of the Governing Body. The period of office for such a person shall be the term of office of the post vacated.

10.18 CONSTITUTION OF THE GOVERNING BODY

The governing Body shall draw up its own constitution which shall not be contrary to any National or provincial Act

The Governing Body shall submit a copy of its constitution to the Head of Department for approval.

10.19 AMENDMENTS OF THE CONSTITUTION

A notice of at least 21 days shall be given of such meeting detailing the proposed amendments.

A decision to amend the constitution can only be taken at a meeting, which a quorum is present comprising 51% of the parents eligible to vote, present in person or by written proxy.

A 75% majority of parents present in person or written proxy at the meeting called to amend the constitution will be required to effect any amendments.

All amendments to this constitution will be submitted to the department of education for confirmation that they are consistent with the provision of the act and regulations

**SCHOOL POLICY
SGB CONSTITUTION**

This policy has been Accepted and Adopted

Principal:

Sgb Chairperson:

Date:

11. FINANCE POLICY

AIM: Is to Generation of income and Manage Expenditure

11.1 Finance committee

- Finance Officer
- Treasurer
- Secretary
- Principal
- Sgb Chairperson

11.2 FINANCIAL OPERATIONS

- the school shall have one account number
- the account shall have three signatories i.e. Chairperson, Treasurer and Secretary
- the school fund shall be controlled by the finance committee, SGB & Principal
- Finance committee shall draw the school budget.
- SGB shall approve the Budget.
- AGM adopt the budget.

Approved by parents every year in October

- finance books shall be audited every year by the auditor appointed by the SGB
- A detailed financial report shall be given to parents in April every year.
- Financial statement presented to parents at the A.G.M

11.3 FINANCIAL RECORDS

- OT1 & OT2 - issuing of receipts for educators & learners
- Income & expenditure OT3 – income & expenditure
- Trip register - trips
- Cash Book - summary of money
- Cheque book - issuing of cheques/Payments
- Deposit book - for banking
- Assets register - movable & immovable assets
- Telephone book - for telephone
- Files - claims & return cheques

11.4 MONEY COLLECTION PROCEDURE

- All monies collected/received shall be receipted
- All monies collected shall be submitted to the finance officer
- All monies/funds collected shall be deposited into school account.
- Money shall be collected by 2 educators within the committee representing foundation and intermediate phase
- Educators submit the money to the finance officer
- All monies collected from different committees should be submitted direct to the finance officer
- In the absence of Educators the money shall be submitted to the finance officer
- All monies shall be submitted weekly to the finance officer

11.5 BANKING OF THE MONEY

- In case where the cash flow is high, the money should be banked weekly

In a normal situation banking should be done once in two weeks

11.6 CLAIMS AND PAYMENTS

- Cheque requisition be made to

11.7 PAYMENT PROCEDURE

- A group of people who are hired to perform a certain duties e.g. cleaning school surrounding shall be paid after completing the duty
- Payments should be done within a week, not unless due to unforeseen circumstances

Non teaching staff e.g. gardener or cleaner shall be paid by cheque and the amount thereof shall be determined by SGB

- Tariffs shall be determined by the distance travelled the following shall apply

- Local R70-00
- Pretoria R200-00
- Brits R200-00
- Jericho R250-00
- Rustenburg R600-00
- Rosslyn R100.00
- Letlhabile R150.00
- Madidi R150.00
- Kgabalatsane R100.00
- Rabokala R120.00
- Mabopane R100.00
- Ga-Rankuwa R100.00

- Mafikeng R1200.00

NB: The above-mentioned tariffs are regular trips, others will be negotiate. Hired vehicles will be paid according to destination and load.

11.8 ASSETS

- All school assets should be recorded in Assets register
- All unused assets e.g. old computers, furniture's to be auctioned to the community
- The money should be deposited to the school account after selling.

SCHOOL POLICY
FINANCE POLICY

This Policy has been Accepted and Adopted

Principal:

Sgb Chairperson

Date:

12. SCHOOL POLICY – HIV/AIDS

PURPOSE

To make all Learners, Educators and the community aware of HIV-AIDS and prevention thereof:

12.1 Learner/educator

- No learner/educator with or perceived to have HIV/AIDS may be unfairly discriminated against.
- Learners with HIV/AIDS should be treated in a just human and life affirmative way.
- A learner who is infected with or affected by HIV/AIDS shall be a learner like any other learner in the school.
- The school shall assist such a learner as they would with any other learner who is experiencing barriers to learning e.g.:
 - A learner who has been sexually abused.
 - Whose parents are divorced or with disability.
- No child shall be sent for HIV testing as a prerequisite for admission.
- No learner shall be denied admission or continued attendance at school on account of his/her HIV status.

12.2 Disclosure and confidentiality

- No learner/Educator or his/her parents shall be compelled to disclose of his/her HIV status to the school.
- Any learner (above 14yrs) parent/educator are however free to disclose of their HIV status voluntarily
- Any person whom any information about the medical status of learner/educator with HIV/AIDS has been divulged shall keep this information confidentially.

12.3 Parents

- Parents shall be informed in a parents meeting about sexuality education rights and responsibilities and be allowed to make informed decisions towards learner education.
- Their rights can be summarized as:
 - The rights to decide (testing and disclosure) for children under 14yrs.
 - The right to confidentiality.
 - The right to be informed.
 - The right to be supported by the by state.
- Responsibilities include:
 - Non-discrimination
 - Best interest of the child
 - The child’s right to life, survival and development.
 - Respect for the views of children
- All parents of the school shall be incorporated into the partnership.
- School Governing Body shall be consulted in all matters which their co-responsibility are e.g. regarding learners infected/affected by HIV/AIDS and condom distribution at school.

12.4 A safe school environment

The school environment should be maintained in the clean and hygienic condition and a special attention given to toilets areas, eating equipments/utensils and food preparation.

12.5 First aid management of playground and sports injuries

- No person/learner should participate in contact sport with an open skin wound, sore, graze
- If a bleeding injury occurs, the person should leave the sport field and have the injury attended to and the wound covered.
- A fully equipped first aid kit for learners and educators should be available and adequately stocked at strategic points.
- An educator/s responsible for First Aid should undergo proper first Aid training so they know how to react in an emergency situation when injury occurs.

12.6 Support

- A school based support team shall be established to deal with matters relating to learner/educator who is infected/affected.
- All educators will be part of school-based team
- The task of the team is to render support to learning and development process by addressing the needs of individual learner and needs within the system such as:
 - Learning support
 - Emotional support of learners
 - Nutrition
 - Poverty alleviation
 - Support of colleagues, infected/affected
- The Principal shall be informed of the progress and serious problems identified.
- HIV/AIDS education programme shall be included and taught in all grades.
- The school shall observe HIV/AIDS Week
- Age appropriate education on HIV/AIDS should be considered when offering HIV/AIDS programme to learners

SCHOOL POLICY

HIV- AIDS

This Policy has been Accepted and Adopted

Principal:

SGB Chairperson:

Date:

13. LEARNERS CODE OF CONDUCT

13.1 Aims

- Establishing a disciplined and purposeful school environment.
- Improvement and maintenance of the quality of learning process.
- Set standard of moral behavior for learners and equip them with the expertise, knowledge and skills they would be expected to evince (quality) as worthy and responsible citizens.
- Guiding the behaviors of learners.

13.2 Purpose

- Create a well organized and orderly school which is safe, secure and non-threatening for all educators and learners and in which they are happy and contend.
- Create and maintain a climate which is conducive for effective teaching and learning to take place.
- Promote self discipline
- Regulate and encourage good behavior and respect for persons a possession
- Achieve the school’s objectives.
- Ensure effective communication, understanding involvement between educators, SGBs and the parents of all learners.
- Ensure that “problem” learners with academic or behavioral problem receive the required attention and help and follow up where these children are receiving beneficial assistance and are benefiting from same.
- Allow the educators to teach and maintain an orderly learning environment.
- To develop responsibility and accountability.
- To develop learners as active and critical thinking individuals, driven by self discipline and intrinsic motivation
- To develop each learner in totality.
- Learners to disperse to their respective classes in rows.

RIGHTS OF LEARNERS

- Right to Education
- Right to Safe environment
- Right Care
- Right to human dignity

13.3. Process

- Learners are awarded awards, based on their conduct and performances and according to certain criteria as set out in the school rules.
- A record of achievement is kept for each learner in educator's portfolio and learner profiles and is controlled by the educator daily i.e. continuous assessment and formal assessment.

13.4 school rules

COMMUNICATION

- Parents are urged to contact the school whenever a problem occurs.
- Parents may not see an educator during teaching time.
- Appointments must be made via the principal's office.

Parents may visits the school to check learner's progress and to discuss on learners school work.

13.5 General conduct of learners

All learners are to do

- Class works
- Homework
- Write test and examination
- Perform any academic or non-academic task assigned by any educator

- All school rules and regulation must be adhered to the school attendance is compulsory
- Be Punctual
- Children must be at school by 7h50 i.e. ten to eight
- Lesson commences at 8;h00
- Adhere to the school address regulation.
- Instructions must be obeyed implicitly and immediately.
- Be tolerant of the views and opinions of others.
- Respect other people, their possessions and their differing views.
- Be honest at all times.
- Report vandalism, damage misuse of property immediately or as soon as possible.

13.6 General educational rules

- Obey all school rules, all educators and team leaders.
- Always follow the educator’s instruction immediately
- All books, stationery and other required equipments must be brought to school, according to the time-table
- Written homework and studying must be done daily through each term, use the homework diary daily
- No private toys and game may be brought to school
- Excuse yourself well in advance if and when you cannot attend an extra-mural activity or compulsory school related activity
- Go home immediately after school unless you have to complete a homework or activity assigned by an educator or are remaining behind for an extra-mural activity
- Lost and damage books must be paid for immediately
- Test books must be returned at the end of the school year
- Work hard and work neatly

- Take pride in your work and always do your best
- No leaving school premises without permission
- Obey class room rules

No toys allowed unless required by educator

13.7 Educational trips

- All learners are expected to undertake educational trips agreed upon by parents and the school
- Parents are expected to collect their children at their respective at the school.
- Parents to fill the consent forms for each trip or educational tour
- All the monies for the trip to be paid two weeks before the trip/tour is undertaken
- Proof/receipt will be issued to the learner

13.8 General appearance

13.8.1 Uniform

- Full uniform must always be worn
- No combinations allowed

MONDAYS AND TUESDAYS

GIRLS

- Tunic
- Black shoes, black socks with two gold stripes
- Black jersey with two gold stripes
- Winter -tracksuit or black or grey trousers

Boys

- Gold shirt & grey/black trousers (long)
- Black shoes, black socks with two gold stripes
- Black jersey with two gold stripes

WEDNESDAY AND THURSDAY

GIRLS

- Gold tunic with black collar and black trimmed sleeves

BOYS

- Gold shirt, grey trousers (long)

13.9 School trips and educational tours

GIRLS

- Tunic and golf shirt

BOYS

- Black trousers and golf shirt

WINTER

- Track suit: black, gold and white

FRIDAY

- Casual wear for both girls and boys
- Learner contribute R2.00 towards civvies as fundraising
- On Special Day amount shall be determined by Fundraising Committee

13.10 Hair

- Neat clean flat braided hair
- Natural hair color only

- Plaiting using wool/own Hair
- No hair piece

13.11 Nails

- Clean short
- No nail vanish

13.12 Cleanliness

- Body and clothing always to be clean
- Bath daily

13.13 Cultural activities

- Prescribed for activities

13.14 Stationery

- Have all necessary stationery
- Cover all the books with brown or any pink colour
- Cover with plastic
- Write your name and surname, class and learning area on the out cover
- Have pen, pencil and ruler with you at all times
- Make sure all required items are brought to school each day

13.15 Behavior on school premises

- Only walking allowed
- Walk quietly and quickly during breaks or when required to change classes

13.16 Etiquette

- Greet all staff and visitors to be the school politely and offer help is required

- Greet the principal and staff/educators when entering class
- Speak correctly and clearly
- Walk and sit correctly, no standing or playing on chairs, tables and desks
- Place all litter in bins or boxes or plastics provided

13.17 The following will not be tolerated

- Aggressive behavior
- Assault (violent or physical attack against fellow learner or educator or adult)
- Bad language (swearing/vulgar words)
- Bullying
- Criminal behavior
- Disobedience
- Dishonestly
- Disruptive, disrespect, undisciplined and un co-operative behavior
- Intimidation
- Immoral behavior and oppressive behavior
- Possession or use of alcohol drugs, weapon, crackers, cigarette, pornographic or unsuitable material
- Sexual harassment/exposure
- Theft
- Vandalism (writing on furniture, walls and doors, defacing or damaging of school or personal property)
- Learners parents/guardian will be held accountable and pay for the damage causes e.g. windows, toilet set, door locks and desks

- Victimization

13.18 Offences that may lead to suspension/expulsion

- Immoral behavior
- Harmful graffiti, hate speech sexism and racism
- Unlawful action (vandalism)
- Assault against a fellow learner
- Disruptive, disrespectful and undisciplined behavior
- Sexual harassment
- Usage of Drugs/Narcotics

13.19 Casualties

13.19.1 Serious injuries

- All injuries inside the school premises or during school activities will be attended
- Learners will be taken to the clinic or hospital and the parents will be notified
- All expenses will be incurred by the parent
- Minor illness: learners who experience any illness will be placed in the sick Room, Parent be informed to collect him/Her

13.19.2 Minor offences

- A learner who continues to behave in an unacceptable manner will be recorded in a disciplinary book and such learner's parents will be notified.

| NATURE OF OFFENCE | RESPONSIBILITY | PUNISHMENT |
|---|---|--|
| 1. Late coming | Prefects Safety committee | <ol style="list-style-type: none"> 1. Gates to be closed at 8h00 for 30 min. 2. Verbal warning 3. Written letter to parents 4. hearing |
| 2. Absenteeism | Class teacher Committee Class teacher | <ol style="list-style-type: none"> 1. Verbal warning 5x in 1 month 2. Letter to parents 3. Demerits 5 – daily 4. Hearing signing & reporting |
| 3. Leaving the class without permission | Class teacher | <ol style="list-style-type: none"> 1. Verbal warning 2. Detention (extra work) |
| 4. Homework Disrupting lesson Noise making Disrespectful | Class teacher | <ol style="list-style-type: none"> 1. Verbal warning 2. Detention (extra work) |
| 5. Cheating in a class test | Class teacher | <ol style="list-style-type: none"> 1. Verbal warning |

| | | |
|---|---|--|
| | | 2. Subtraction of marks |
| 6. Use of abuse language Interrupting lessons, disrespectful Minor vandalism (graffiti) being dishonest | Prefects Class teacher Safety committee | 1. Verbal warning 2. Detention 3. Disciplinary talk with learner 4. Talk with parents |
| 7. Inflicting minor injury Gambling Severely disrupting classes Possessing pornographic material Theft Fighting Vandalism | Safety committee SGB Principal | 1. Written warning 2. Payment 3. Suspension 4. Adopt-a-cop |
| 8. Threatening another person with dangerous weapon Causing intentional injury Verbally threatening another person safety | Safety committee Principal SGB Adopt-a-cop | 1. To be decided by the Principal and the SGB |

13.19.3

DUE PROCESS

- **Fair hearing shall be established before learner suspended**
- **Any learner alleged to have violated rules shall be reported to the Principal**
- **Parents shall be informed in writing on Rule violated.**
- **The Tribunal shall not be intimidating.**
- **Parents shall represent the child.**
- **Opportunity to heard, to present facts.**
- **Governing body to keep records of proceedings.**
- **Governing body to inform Hod on decision to suspend Learners.**
- **If decision is Expulsion Hod shall be informed within 24 hours.**

13.19.4

SERIOUS MISCONDUCT

- **Serious misconduct which may include include offences according to law, must include the police and referred to the court.**

**SCHOOL POLICY
LEARNER CODE OF CONDUCT**

This Policy has been Accepted and Adopted

Principal:

Sgb Chairperson:

Date:

14. CONDOLENCE POLICY

PURPOSE

Staff members are provided with time off making arrangements, Family affairs, Bereavement and/or attending Funeral or Memorial services of a member or Immediate family

14.1 Condolence committee

1. Chairperson
2. Deputy Chairperson
3. Secretary
4. Treasurer

14.2 Contribution of death

- Main member - R100-00
- Spouse - R50-00
- Children - R50-00
- In-laws - R50-00
- Parents - R50-00
- Biological brothers and sisters - R50-00
 - Chelete ya matshediso e felela go ntshiwa ka laboraro morago ga pegi.
 - In case of emergency matshidiso re a isa the following day after pegi.
 - Go ya lesong ga go compulsory in case of in-laws, parents, brothers and sister, but in case of member, children and spouse it is compulsory, re thusana le ka matsogo fa go tlhokega.
 - Matshidiso a tla isiwa Kwa moswela a ithopelang teng.

14.3 Illness

- Fa morutabana a begile gore o a lwala e bile a le kwa bookelong, barutabana ba tla ntsha R10-00 ya bloom le maungo mme ba ya go mo lekola.

- Fa o lwala o le Kwa gae barutabana bat la tla go go lekola.



14.4 Learners

- Barutabana ba ntsha R10-00 fa ngwana wa sekolo sa rona a tlhokofetse.
- Ngwana wa sekolo o tla ntsha R2-00 go tshedisa morutabana>

14.5 Go ya masong

- Fa ngwana wa sekolo sa Rona a tlhokofetse mme a bolokwa mo gare ga beke, o felegediwa ke komiti, choir le morutabana wa gagwe.
- Fa poloko ele weekend, barutabana ba ya phitlhong ba botlhe.
- Fa o palelwa ke go ya lesong, o kwalela komiti lekwalo le le tla isiwang Kwa ofising.

14.6 Pego ya lesa la ngwana

- Fa ngwana wa sekolo a tlhokofetse motsadi o roma motho Kwa ofising go bega lesa. Ofisi e begela komiti mme komiti e bebele barutabana le bana.
- Fa ngwana a tlhokofaletswe ke motsadi, sekolo ga se mo tshedisi.

14.7 Go ema Kwa masong

- Morago ga go amogela pego ya lesa, ofisi le maloko a komiti ba tla ya Kwa lapeng.
- Morago ga go utlwa dithulganyo tsotlhe barutabana botlhe ba tla ya Kwa lapeng la Bo ngwana go isa mathsediso.
- SGB members ba ntsha R10-00

SCHOOL POLICY

CONDOLENCE

This policy has been Accepted and Adopted

Principal:

Sgb Chairperson

Date:

15. CODE OF CONDUCT FOR EDUCATORS

PURPOSE

Committing Educators to Professional Ethics

15.1 School time

- The in charging his/her duties in relation to the pupils, shall be punctual, prompt and prepared and shall recognize his/her responsibility with regard to academic and personal development of the pupils.
- The school will operate between 7h30 to 14h30.
- All educators are expected to be in school premises fifteen minutes before starting time for morning meetings.
- School management team should report twenty minutes before starting time
- Educators and learners to observe school time.
- Time register to be signed by all educators on arrival/departure
- Supervision of late coming and morning devotion should be adhered to by those on duty.

15.2 Leave

- All educators shall fill-in leave forms when absent from school. A leave register will also be filled-in during school time.
- Any educator who leaves school during school time will sign the leave register under permission column
- Retrain from all habitual absenteeism.
- Occurrence register to be filled regularly.
- Report all absenteeism.
- Educator is present if he/she spent hours in class.

15.3 Correspondences

- All circulars from the department , manger and heads of department should be signed by all educators
- It is the duty of all educators to be conversation with all regulations and Acts of the Department of Education. Ignorance of Acts and Regulations will not be taken as an excuse.

15.4 Class attendance

- All educators must attend their classes and sign a period register in class.
- All class teachers should have class-room rules in classes and see to it that they are adhered to.

15.5 Marking and control of books

- As prescribed by the subject policy, all test, assignments, projects and class work etc done, will be marked and recorded by educators.
- Class register will be marked by their respective class teachers in the supervision of the head of department.

15.6 Submission of records

- Records i.e. lesson plan shall be submitted timorously to heads of department, deputy or principal.
- The deputy will control all the records from heads submitted to the principal who will compile reports to SGB and parents.

15.7 Respect

- Educators must respect the learner’s right to privacy and confidentiality
- The young person’s right to all stages in order to avoid harm being caused to him/her undue publicity.
- The reports legal, medical and records of disciplinary hearings should be placed in a confidential and individual file.

- The records should be accessible only to authorized persons.

15.8 Abuse

- Educators to refrain from any form of abuse physical or psychological.
- A child may not be tortured or punished in a cruel inhuman way.
- All children have the right to freedom from corporal punishment at school.

15.9 Educators to refrain from sexual abuse

- The state must take it against the law to use children in any sexual activity such as rape, sex, prostitution or using children in pornographic performances and material such as films or magazines.

15.10 Educators shall refrain from sexual relationships with learners or sexual harassment

- Touching the opposite sex, sexual/private parts
- Sodomizing a learner.
- Patting the learner of the opposite sex.

Educators to keep parents adequately and timeously informed about the progress of the learner.

Principle of assessment.

- It actively involves parents

SCHOOL POLICY
EDUCATOR CODE OF CONDUCT
The policy has been Accepted and Adopted

Principal:

Sgb Chairperson:

Date:

16. SCHOOL SAFETY POLICY

AIM:

Ensure that learners are safe at all times

16.1. A scholar patrol

- I.e. learners should be under the educator's supervision during scholar patrol.
- Make sure that road signs are clear.
- Be provided with sign poles.
- Be trained by Traffic officer/Municipality safety officer before going to the road
- Learners always be under supervision of Educators/Parents at scholar patrol
- Accidents should be reported immediately and be recorded.

16.2 School surroundings

- Ensure that the school is well secured.
 - (a) E.g. school should be surrounded by a fence.
 - (b) Ensure that the gates are locked during learning session.
 - (c) Protecting learners from dangerous/harmful objects e.g. unprotected electricity do not climbed trees; do not use dangerous weapons like stone, broom stick etc.
 - (d) Ensure that learners are collected by the right transport and person.
 - (e) When school properties are being vandalized parents called to school and arrangements for payments are made.

16.3 Trips

- Learners should always be under supervision of educators when undertaking trips.
- Consent forms to be filled by parents before undertaking trips.
- Ensure that learners are supervised at all times in a ratio of at least one educator or parent for every 20 learners in primary schools and one educator or parent for every 30 learners in secondary schools.
- Take measures to ensure that learners on medication have sufficient medication for the duration of the activity, that parents are contacted and that educators are aware of any medical conditions
- Ensure that the contact details of parents are immediately available should an accident occur. Parents must give consent for medical treatment.
- The purpose of the activity, the nature of the activities that will be undertaken and a full itinerary, and the names of the supervising educators.
- The nature of the transport, accommodation and catering arrangements.
- Where necessary the required travel documents that must be obtained before departure.

16.4 Violence and crime

- Incidents of school based violence and crime by learners should be reported to the relevant committee and be attended immediately.
- Violence and crime committee beyond the committees capabilities is handed over to the schools adopt a cop and members of the SGB.
- Types of school based violence and crime are:
 - Fighting
 - Common assault, e.g. use of weapon, e.g. knives, stone, bottles.
 - Theft
 - Drug related offence

- Bullying
- Sexual abuse

16.5 ACCESS Control

- **Access controller at Main Gate at all times**
- **To Keep record of all entering the premises**
- **Ensure Gate is locked during school Times**

SCHOOL POLICY

SAFETY POLICY

This policy has been Accepted and Adopted

Principal:

Sgb Chairperson:

Date:

17. SPORTS AND CULTURE POLICY

17. 1. Aims

- To develop future discipline, competent sports men and women and unearth learner's talents therefore enhance physical development.
- By making sure that learners are developed in different sporting codes.
- Developing them holistically learn to work as a team and follow and obey rules as stipulated.
- Develop them socially; physically, emotionally and spiritually thus learn to accept defeats and their shortcomings.

17.3 The committee

- Chairperson
- Secretary
- Treasurer
- Additional member

17.4 Athletics

- All educators and learners to participate in athletics preparation and competitions.
- Different athletics patrons and sports committee will accompany the athletes on special occasions.
- Educators and participants will be transported and catered for during the events.

17.5 League games

- **The sports and culture committee and conveners will accompany the learners to these games.**
- When the games are held in our school premises (i.e. being the hosts) all educators and learners will attend the games.
- The school is responsible to pay for the learner's transportation to the league games.

17.6 Friendly games

- We shall have 4 friendly games per year i.e., two in matches and two out matches.
- All learners to pay their transportation
- All educators to attend all the friendly games and those who are unable to attend should write apology letter to the office.
- All educators to make sure those learners are delivered safely to their destinations.
- Consent forms should be filled in every time learner undertakes trip.

17.7 First aid kit

- The kit should be checked regularly and replace the finished items.
- Girls should be considered in the buying of the contents of the kit.
- The kit will be responsibility of the sports and culture committee.

17.8 The attire

- Conveners for different sporting codes are responsible to take care of their respective sports attire and always make sure that it is clean.

SCHOOL POLICY

SPORTS AND CULTURE POLICY

This Policy has been Accepted and Adopted

Principal:

Sgb Chairperson:

Date:

18. ENTERTAINMENT POLICY

18.1 Members

- Five members elected by staff

18.2 Role of the committee

- Cater for the committee
- Educators farewell functions
- Catering for team building for educators
- Cater for SGB
- Grade 7 farewell functions

18.3 Itinerary

18.3.1 during special days

- Heritage Day - learners wear different traditional clothes
- Fun day/SP - soccer and netball, debate, braai
- Civvies
- About Day
- Entrepreneur day
- Valentine's day
- Hiv/Aids
- Child protection week

18.3.2 Fund raising for Grade 7 farewell

- Teachers wear school uniform; those who don't have pay a certain amount.
- Golf -shirt Sales
- R5 contribution per week

18.3.3. Grade 7 farewell

- Outings (suitable place suggested)

18.3.4 Educator farewell

- Educators contribute R50-00 towards farewell
- R20-00 for present
- R30-00 for food

SCHOOL POLICY
ENTERTAINMENT

This policy has been Accepted and Adopted

Principal:

Sgb Chairperson:

Date:

19. ENVIRONMENT POLICY

19.1 AIMS

- To produce learners who respect and are cautious of nature.
- To keep a clean environment for the sake of the health of all stakeholders.
- Making learners aware showing the importance of a healthy environment and inculcating sense of ownership.

19.2 Supervision

- Campus committee shall be responsible for the implementation and supervision.
- All grades and all educators are to take part in the cleaning and maintaining a healthy environment

19.3 Cleaning

- All classes shall be swept everyday.
- Classes shall be supplied with brooms, mops and soap/detergent.

19.4 Stoops and walking area

- They shall be swept every morning by all the grades.
- All educators are responsible for the general cleanliness of the campus.
- Litter free environment shall be encouraged.

19.5 Toilets

- They will be cleaned everyday by the General worker appointed by the SGB.

19.7 Gardening

- Poverty alleviation.
- To enable our learners to have balance meal everyday.
- Enable learners to have skills and be able to apply the same skills at home.
- To feed Orphans and vulnerable learners, Supplement Nsnp

SCHOOL POLICY

ENVIRONMENT

This policy has been Accepted and Adopted

Principal:

Sgb Chairperson:

Date:

20. ADOPTION OF THE SCHOOL POLICY

- The school policy will be adopted after reasonable consultation with all stakeholders (including department of education) if it is approved by the majority.

21. AMENDMENT OF THE POLICY

- Amendment of the policy will be done only after proper consultation with stakeholders concerning the amendment. Such amendment will also be adopted through an acceptable majority.
- Amendments 1 of 2010: Code of conduct for learners
- *Amendment 1 of 2011:Environment policy*
- *Amendment 2 of 2011:Maintennance*
- *Amendment 3 of 2011:Media centre policy*
- *Amendment1 of 2012:Retrieval policy*
- *Policy on SGB posts 1/2014*
- *Procurement policy1 of 2015*
- *Asset management policy 2 of 2015*
- *Evacuation policy 3 of 2015*

22. MONITORING AND EVALUATION OF POLICY

- The School Governing Body, or the sub-committee it may establish, shall have the responsibility to monitor and evaluate this school policy on continuous basis for purpose of review and amendment.

SJAMBOK PRIMARY SCHOOL

SCHOOL

POLICY

DEVELOPED BY THE SCHOOL GOVERNING BODY

THE SCHOOL GOVERNING BODY HEREBY DECLARES THIS DOCUMENT A LEGAL SCHOOL POLICY DOCUMENT DEVELOPED THROUGH A TRANSPARENT, CONSULTATIVE AND PARTICIPATORY PROCESS WHICH INVOLVED THE ENTIRE STAKEHOLDER COMMUNITY OF THE SCHOOL.

SIGNATURE: _____
CHAIRPERSON SCHOOL GOVERNING BODY

DATE: _____

