

ALBERVIEW PRIMARY SCHOOL

GENERAL SCHOOL POLICY



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1. GENERAL SCHOOL POLICY

2. EFFECTIVE DATE	01/03/2025	3. DATE OF NEXT REVIEW	01/03/2026
4. REVISION HISTORY	*		
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5. VISION AND MISSION

“Today’s greatness, tomorrow’s future”

6. CODE OF CONDUCT

To give effect to these values and objectives all staff, learners and parents of Alberview Primary School make a commitment to abide by and support the policies as adopted and as amended by the School Management.

All members of Alberview Primary School community are entitled to due process as outlined in the school rules and policies. This commitment in no way negates the individual’s rights as enshrined in the constitution of our country.

Management and staff of the school are committed to:

- Instilling into each individual learner a sound spiritual and moral attitude, based on the values of love, justice, compassion, respect, care, acceptance and tolerance.
- Developing a curriculum of excellence.
- Setting the highest standards of work and behaviour for all learners.
- Protecting the dignity of all who are a part of our school community.
- Creating a loving and caring environment for the learners.
- Fostering strong communication with the parents as the basis for close co-operation.
- Conducting ourselves in accordance with the Code of Professional Conduct of the South African Council for Educators.
- Being heard by parents and learners
- Listening to parents and learners and understanding any concerns raised.
- Providing the appropriate time and place for full and confidential discussion.
- Establishing reasonable expectations for solving any issues or problems.
- Providing an opportunity to a parent or learner to work towards a solution.
- Recognising that:
 - Parents have a depth of experience with the learner
 - Parents and educator perspectives may justifiably differ.
 - Parents have multiple time commitments

Parents/ Guardians of Alberview Primary School are committed to:

- Helping and encouraging children to develop strong spiritual and moral values.
- Taking an active and supportive interest in the School's aspirations
- Taking an active interest in children's work and progress and in this regard regularly attending parents' meetings.
- Supporting the values, authority and discipline of the school.
- Ensuring children abide by the school rules.
- Reading and committing themselves to the relevant policy documents that pertain to them at this school.
- Being heard by educators
- Listening to educators
- Recognise that:
 - Educators are trained professionals
 - Educators' perspectives may differ from parents'.
 - Educators have multiple time commitments
- Holding discussions with educators at a time and place that permits full and confidential exploration of issues:
 - Concerns will be directed at the educator only.
 - The issue / problem will be articulated clearly and fully.
 - Educators will be afforded the opportunity to work towards a solution, which will require sufficient time.

Learners of Alberview Primary School are committed to:

- Behaving and acting in a manner which reflects the values of the School
- Respecting and being courteous and co-operative with educators, other school staff, other learners and visitors, at all times.
- Attending school regularly, and on time.
- Aiming to achieve their highest standard in all areas of school life.
- Completing all homework and assignments with pride and to their highest level of competence.
- Wearing the correct school uniform and appearing smart at all times.
- Respecting the feelings and property of other people both in school and in the community.
- Caring for the buildings, furniture, equipment and grounds of the school.
- Supporting and abiding by the school rules that apply.

7. ADMISSION POLICY

The South African Schools Act mandates the School Management to determine the admission policy of a school. The said admissions policy must be aligned to the admission policy published in terms of the National Education Policy Act, 1996.

This admissions policy articulates the school's commitment to ensuring that all learners have access to quality education without any fear of discrimination on any grounds what so ever. To this effect any learner that applies for admission to this

school will be subjected to a fair and equitable admissions process that is aligned to the all relevant National and Provincial legislation.

8. SCHOOL UNIFORMS

DRESS CODE

Neatness and school pride is a high priority for us; it cultivates a positive self-image.

School uniforms must be worn correctly at all times. Every child is expected to be in school uniform at school functions and extra murals. The children are expected to be neat, clean and well-groomed.

Jewellery

Jewellery is only applicable for girls and is to be kept to a minimum i.e. one pair of gold or silver studs or sleepers in the girls ears, in the bottom of each earlobe.

No child may wear tongue, nose or belly rings – or have any tattoos or shaved eyebrows.

Cultural exceptions will be made if permission is asked from the SGB regarding religious/cultural jewellery. Proof of the culture or religion must be submitted as well.

Only medical emergency bracelets may be worn.

Hair

Hair must be kept neat and clean. All children must wear their hair away from the face and girl's hair must be tied up neatly. Extreme hair fashions are not to be followed. Hair that passes the eyebrows must be clipped back. Hair that can touch under the chin must be tied up or cut. Only matching school hair accessories are allowed: purple/white

Hair may not be permed or coloured. Any extensions must be the same colour as the natural hair. No beads are allowed in braided hair.

A maximum of two pony tails may be worn. As hair fashions change, the principal has the right to ask any girl to change a hairstyle that is not appropriate.

Boys are to have neat short hair styles that do not include dreadlocks, shaved designs or extreme styles.

Hair may not obstruct the view of another learner. If hair is too big/high, the learner will be asked to tie it up/have it braided or plaited.

Make – Up

No make – up or permanent tattooed make-up is permitted at all.

Civvies days: No crop tops, short shorts, spaghetti strap tops or anything revealing or too short may be worn on civvies days. No make-up or jewellery may be worn on civvies days. Hair must still be tied up and neat.

Friday Uniform

Only a navy-blue long denim may be worn with the grey Alberview golf shirt. No shorts, skirts. Denims may not be faded, torn, have any designs, chains or any “bling”

Only all black tekkies may be worn, no other coloured tekkie or sneaker.

Parents can consult the Alberview school diary for a more detailed breakdown of the school uniform.

9. APPOINTMENTS

Partnership in Education implies co-operation and liaison between school and home. Should you wish to consult a member of staff, please contact the school to arrange an appointment. Obviously, educators cannot be consulted during school hours.

Grievance Procedure

Should you encounter a problem with your child's teacher, or with the school in general – the accepted procedure at Alberview Primary School is to contact the school and attempt to resolve the issue, either by letter, telephonically or in an arranged parent- teacher conference. If the issue cannot be resolved, the next step is to contact the Departmental Head (depending on your child's grade). Should the matter still not be resolved to the satisfaction of all parties, the Deputy Principal or Principal may then be called upon to settle the matter.

General school issues may be discussed directly and immediately with the Head of Department. We value open and honest communication between parents, school and learners.

10. LATE ARRIVALS

It is imperative that children arrive at school on time. Children who arrive late must report directly to the office.

11. LANGUAGE OF INSTRUCTION

Alberview Primary School upholds and respects all official languages.

The language of instruction of Alberview Primary School is English. The First Additional Language at Alberview is Afrikaans.

12. ACADEMIC SUBJECTS

Foundation Phase:

- Home Language (English)
- First Additional Language (Afrikaans)
- Mathematics
- Life Skills
- Coding and Robotics

Intermediate Phase:

- Home Language (English)
- First Additional Language (Afrikaans)
- Mathematics
- Natural Sciences & Technology
- Social Sciences
- Life Skills
- Coding and Robotics

Senior Phase:

- Home Language (English)
- First Additional Language (Afrikaans)
- Mathematics
- Economic and Management Sciences
- Social Sciences
- Life Orientation
- Creative Arts
- Technology
- Natural Science
- Coding and Robotics

13. LEAVING THE SCHOOL PROPERTY DURING SCHOOL HOURS

Medical and dental appointments (and any other appointments) should, if at all possible, be made after school hours. Where an appointment can only be made during school hours, parents are to notify the school office, in writing, a day in advance. This letter of request must be signed by the principal. No children are to be kept out of school without legitimate reasons.

For security reasons, anybody – including parents – who enter the school property during school hours need to report directly to the school office.

No child may leave the school during school hours without being signed out by the Parent / Legal Guardian.

A child will only be released to an authorised person under specific arrangements made between the parent and the office.

14. MEDICAL

In the case of a child suffering from a permanent or recurring illness the school should be notified immediately for record purposes. A child should not attend school if they are sick.

No child may attend school if they have:

- Had diarrhoea in the past 24 hours
- Vomited in the past 24 hours
- A temperature above 37.8 °C
- An unexplained rash
- A septic area anywhere on the body
- Infected eyes
- An exceptionally heavy cold or cough
- Any other infectious disease
- Head lice

Should a child feel ill at school they will be sent to the office by the educator and the parents will immediately be notified and asked to collect their child.

Children who suffer from Asthma must have their inhaler on them at all times.

Children who are allergic to bee stings must carry their kit with them at all times.

If a child has been off sick it is their responsibility to collect all work which has been missed and catch it up.

15. SCHOOL ATTENDANCE

Regular school attendance is compulsory. All children are expected to be punctual. A doctor's note is required for any absence longer than two days or where the absence occurs on a Friday or Monday or is linked to a long weekend, or where a child misses a scheduled test or portfolio task.

If a doctor's note cannot be furnished, scheduled tests will receive a nil assessment.

16. EXTRA MURAL ACTIVITIES

The school offers a range of extra-mural activities. Learners are expected to take part in at least one activity per term. A learner who has signed up for an activity is obliged to attend the practises as detailed, or to provide the coach / teacher with a valid excuse in good time. Once committed, the child is obliged to see the season through.

All dates, times and kit details will be advised at the beginning of each term.

All extra-murals depend on the availability of coaches and sufficient interest from the children.

P E kit is to be worn to all extra-murals, unless a specific kit is required.

17. PARENTS EVENINGS AND REPORTS

An orientation evening will be held for all parents at the commencement of the new school year.

Parents' meetings will be held during a Term to discuss classroom issues, homework routines, academic challenges, behaviour concerns and any other areas of concern.

Reports are issued at regular intervals, four times a year on the last school day of each term.

It is vital for parents to attend this meeting.

18. HOMEWORK

Homework teaches a child skill such as independent study, self – discipline and time management. Homework should be regarded as an extension of class work.

Reading is considered to be of particular importance and the children should read daily from set readers and supplementary material. It is the responsibility of all pupils to ensure that homework given by the educator is completed by the due date.

Parents are asked to supervise the homework and **not** do it for the child. This defeats the whole object of such homework.

Parents should make it their policy to check their children's books on a regular basis. Advance notice is given of assignments, projects, research etc. And pupils should ensure that they plan their work so that it is not left to the last moment.

Parents are requested to sign the homework book / diary daily. This may also be used as a form of communication between parent and teacher.

19. CONTINUOUS ASSESSMENT/ EXAMINATIONS

Continuous assessment in the form of tests, assignments, speeches etc. Is carried out throughout the year. Assessment rosters for these tests/ exams are issued to all pupils in advance to encourage thorough preparation.

20. TEXTBOOKS / EXERCISE BOOKS/ STATIONERY

A stationery requirement list is sent out each year. This is also available by request from the administration office during the remainder of the year. Parents are to ensure that their child has the correct stationery throughout the year as pupils without stationery cause a disruption in class. Textbooks are issued by the school. Damaged or lost textbooks/readers/library books must be replaced by the parent or paid for at a cost of R250 per book. Parents remain responsible for books, as per the LTSM policy of the Department of Education.

21. PERSONAL PROPERTY

Personal items

The school will not be held responsible for any valuables lost, damaged or stolen on our property or during school events/excursions. Parents are advised to discourage their children from bringing valuable items to school.

All personal belongings are to be individually and clearly marked.

Lost property

All articles must be clearly marked. A lost property box is provided in the office and lost items can be claimed from there. Each term the box of remaining items will be washed and sold at the second-hand shop.

22. TOURS/ EXCURSIONS/ EDUCATIONAL SCHOOL VISITS

Outings are organised on a regular basis throughout the course of the year, both academic and recreational. These outings are not compulsory, although attendance is highly recommended as it adds to the holistic education of the learner. The cost is not included in school fees and will need to be paid separately.

Any planned trips/visits will require parents to sign an indemnity/permission form. Assistance with transport may also be requested.

Any children that are undergoing any serious disciplinary measures at the time of a planned excursion, will not be allowed to participate.

23. CONCLUSION

Alberview Primary School is a child – centred friendly school where each child is acknowledged. A positive approach to discipline will be promoted. Children will be encouraged and motivated to develop cheerfulness, tolerance, patience, kindness, self-control and a good work ethic.

APPROVAL

Recommended by: Principal (print name)		Signature:	
Date:			
Approved by: SGB Chairperson (Print name)		Signature:	
Date:			
Verification by GDE: Cluster Manager (Print Name)		Signature:	
Date of Verification			
Verification by GDE: Circuit Manager (Print Name)		Signature:	
Date of Verification			
Certified by : District Director (Print Name)		Signature:	
Date:			