

HIGHVELD PRIMARY & PRE-PRIMARY SCHOOL MISSION STATEMENT

At Highveld our mission is to create an atmosphere conducive to the development and progress of all individuals, towards attaining our full potential – spiritually, emotionally, academically and physically. As we strive for this, we aim at nurturing within all learners the norms and values which will prepare them for their roles in our evolving society.

Welcome to Highveld

Dear Parent,

On behalf of the Highveld Primary Staff Members and School Governing Body, may I extend a warm welcome to you as a member of our Parent Body.

Our main aim is to offer your child an opportunity to enjoy an all round development in an environment that is harmonious and stimulating. Our belief is that our learners must fill their place in society as educated, responsible, well-rounded and confident human beings, and that this may only be accomplished if educators and parents work together.

You, as a parent, play a vital role in your child's education. Always display a positive and supportive attitude towards your child, our school and our staff members. Never confuse your child as to where his/her loyalties should be.

At Highveld we have an "open door" approach. Please feel free to make an appointment with either myself or any staff member if you should, at any time, be concerned about your child's progress or disposition.

This handbook is intended to make you feel at home by providing you with a ready reference to our school's policies and code of conduct.

REMEMBER: Participation is the key to successful progress in education.

Yours in Education

E Douwie
Principal

Senior Staff Members

Mrs Estelle Douwie – Principal
Mrs Kerry Vieira – Acting Deputy Principal
Ms Gail Hunter – Departmental Head Foundation Phase
Mrs Catherine Simon – Departmental Head Foundation Phase
Mrs Petunia Malaza – Departmental Head Intersen Guidance
Mrs Nicole Pires – Guidance Departmental Head Foundation Phase

Secretaries

Ms Carolyn McGregor, Ms Anelle Vollaard, Mrs Tanya Kruger, Mrs Chereen Newland-Nell,
Ms Mavis Manakaza (Debt Collection)

Address & Telephone Numbers

Address : 9 Rainier Road, Hill Extension 2197 or PO Box 446, Linmeyer 2105
School Number : 011 435-0412/3
email : mail@highveldprimary.co.za
Website : www.highveldprimary.co.za
Finance : finance@highveldprimary.co.za
Pre-school add. : 7 Noordsberg Street, Hill Extension 2197
Communicator : www.school-communicator.com/downloads
Cell Phone Link : <http://mobi.d6communicator.com>

School Houses

Birth Date	House	Colour
1 st – 10 th of month	Fish Eagle	Blue
11 th – 20 th of month	Martial Eagle	Red
21 st – 31 st of month	Bateleur	Yellow

Dress Code

To ensure your child always feels a part of the school and to enhance pride and the tone of Highveld Primary, it is compulsory that the learners comply with the uniform regulations.

Primary and Pre-Primary School Uniform

GIRLS: **Summer:** Blue shirt (short sleeves) with school badge on pocket; grey flannel skirt with white short socks/grey flannel trousers with school grey socks, black school shoes.
Winter: Grey long flannels with grey socks; blue shirt; school tie; grey flannel skirt with long navy school socks; black school shoes; grey stockings.

BOYS: **Summer:** Blue shirt (short sleeves) with school badge on pocket; grey flannel shorts with navy long socks/school grey socks with grey longs; black lace-up shoes.
Winter: Long grey trousers (not stove-pipes!); blue shirt; school tie; black leather lace-up shoes; school grey socks.

GRADE R: Same as above except that they may wear black takkies and Highveld School hat.

NO TRACKSUITS – these are only for sport.

SENIOR BOYS: Senior boys must be clean-shaven

BOYS & GIRLS: School blazer or navy jersey or cardigan or school bomber jackets with the school colours. Navy windbreakers and bomber jackets only on exceptionally cold days. Navy blue Drimac may be worn. All short sleeved shirts to have school badges on. Navy blue cap/beanie and scarf in winter

SUPPLIERS

The suppliers of our school uniform are:

Economic Outfitters	:	21 Booyen Road, Booyens	011 493-2820
Elstree Fashion House	:	216 Johannesburg Road, La Rochelle	011 435-3821
Mulbarton Outfitters	:	Shop 9 Mulbarton Shopping Centre	011 682-2919

SPORTS

The following items are available for the different sporting activities:

Physical Education Uniforms: Navy blue shorts; school T-shirt; school tracksuit

Tracksuits :A plain navy blue tracksuit is to be worn. The school badge is to be sewn on the left of the jacket.

Tennis :**Boys** – White school (Highveld) sports shirt; Navy blue shorts; white socks & white tennis shoes.
:**Girls** – White skirt and then same as for boys.

Cricket :White shorts, white school (Highveld) shirt; school socks; white takkies and school cap.

Netball :White school Highveld T-shirt and the skirt provided. White tennis shoes.

Football :Soccer kits as provided by the school; own shin pads; boots and school soccer socks.

Athletics :School Highveld T-shirt; Black shorts; Only school tracksuit is allowed.

Cross Country :School Highveld T-shirt: Black shorts; Only school tracksuit is allowed.

Swimming :**Girls** – Full navy costume with swimming cap – NO two piece or bikini's
:**Boys** – Navy speedo and swimming cap

Note that a navy blue tracksuit must be worn by learners representing the school at any official function.

JEWELLERY

Girls may only wear : A plain black or navy wrist watch – no coloured watches; one pair of gold sleepers or small, gold or silver stud earrings.

Boys may wear : A plain wrist watch; no earrings.

***Medic-Alert is the only other form of "jewellery" allowed.**

HAIR

Girls: Clean. Tied back from face – tied up when touching shoulders. Conservative. Blue/red/white ribbons or bobbles. Fringe above the eyebrows. *No hair gel. No coloured mousse. Girls may not colour or perm their hair. No highlights. Braids should be tied back away from the face.

Boys: Conservative, no steps or distinctive layers, no pattern shaven heads. Clean. Cut off at the ears and collar. *No hair gel. No mousse. No highlights or colour. Hair should be short and cut the same length all round.

SCHOOL HOURS

1st Bell - 07h40 (School gates are locked except for the front office)

Monday & Tuesday:

13h30 - Grade R and Grade 1

14h30 - Grade 2(Mondays only), Grade 3, Grade 4, Grade 5, Grade 6 and Grade 7

Wednesday & Thursday:

13h30 - Grade R, Grade 1, Grade 2 and Grade 3

14h00 - Grade 4, Grade 5, Grade 6 and Grade 7

Friday:

13h30 - Whole school

BREAKS

Monday – Friday 1st Break - 10:00 to 10:15 2nd Break – 12:15 to 12:30

SCHOOL FEES

In accordance with the South African Schools' Act, our Governing Body proposes the school fee for each calendar year to the parents who vote to accept this amount.

In terms of section 39 of the South African Schools Acts, parties are liable to pay **compulsory school fees**.

In the event of non payment of fees, the school can legally claim, despite any custody agreement and/or court order against such parents/guardians, the outstanding fees from these parents/guardians.

School fees are payable in advance by the first of the month (eg Jan fees to be paid on the 1st of Jan)

Payment may be made directly into our bank account:-

First National Bank, The Glen (259605), Account number 50380985729.

Please ensure that you email/fax a copy of the deposit slip to finance@highveldprimary.co.za or (011) 435-3502.

Payments made by cheque must have the learner's name and grade stated clearly on the back of the cheque. Please no cheques to be made out cash.

Please note Grade R is a PRIVATE SCHOOL and is not answerable to the GDE, failure to pay Grade R fees will result in you being asked to remove your child from our Grade R facility.

SCHOOL ASSEMBLY

Every Monday morning learners and teachers of Grade 4 - 7 begin their school week by meeting in the hall together for half-an-hour. Every Friday morning the entire Foundation Phase end the school week by meeting together in the hall for half-an-hour.

Parents are welcome to join us to these assemblies.

APPOINTMENTS

Parents are encouraged to make appointments with the Principal, Deputy Head, Head of Departments or with the Educators before school (07h00-07h30) or after school hours.

Parents are not allowed to disrupt teaching time to discuss matters with Staff Members.

EARLY DEPARTURES

Learners will be allowed to leave school early only in exceptional cases. In such cases learners will not be allowed to walk home nor to wait for parents at the gate. Parents must report to the office. Learners will then be called from the classroom. A letter explaining the reason for the early departure will need to be submitted. Should any individual other than the parent need to collect the child a letter explaining this will need to be submitted.

LATE ARRIVALS

Coming late to school is unacceptable and extremely disruptive to the lesson. Learners arriving late to school will be noted. **After 5 occasions of late-coming, learners will receive a 3 hour detention on a Friday afternoon.** Punctuality should be inculcated in learners at an early age.

MEDICAL (illnesses/accidents during school hours)

Our policy includes the following:

Should a child feel ill at school the parents will be notified. The parent is then expected to collect the child. Children may not phone their parents from their cell phones for them to be fetched when they are ill. Should serious injuries be experienced parents will then be contacted immediately and decisions made as to what steps must be taken.

Always inform the Administrative Staff about change of address, telephone numbers, etc.

Do not send children to school who are obviously ill at home in the morning.

The following must be brought to our attention:

- a) Children on medication
- b) Allergies
- c) Epilepsy

- d) Haemophilia
- e) Asthma

Children who have Medic-Alert discs must wear them at all times.

SCHOOL RULES

The school rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the school. Nothing shall exempt a learner from complying with the School rules. Ignorance of School rules, is, therefore, not an acceptable excuse. The school rules outlined below, are to be read in conjunction with Highveld Primary's School Code of Conduct.

A. General Principles

1. Learners are expected at all times to behave in a courteous and considerate manner towards each other, the Representative Council of Learner's (RCL), all members of staff and visitors to the School.
2. Learners are expected to abide by the School rules with regard to appearance and behaviour when representing the School both during School hours and after School hours, at School and away from School. Learners may not say or do anything that will discredit themselves or the School.
3. No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners, or will cause another learner physical or emotional harm. Should this not be adhered to, such learner will be removed from the group.
4. The School will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.
5. The School's Disciplinary Committee (following due process) may hold disciplinary hearings with regards to serious offences.

SCHOOL ATTENDANCE

School attendance is compulsory. All absences must be explained in writing on the day the learner returns to school. If your child is absent for more than 3 days, a doctor's certificate is required on their return to school. Medical and dental appointments must, where possible, be arranged outside of school hours. When this is absolutely impossible a letter of request must be submitted to the Principal and the learner must be collected by the parent, personally, from the office.

Full attendance certificates are presented to learners at the end of each year. A special certificate is presented to a learner with seven years (or more) full attendance.

B. School and Class Attendance

1. Parents/guardians, learners, teachers and School Governing Body (SGB) members are jointly responsible for ensuring that all learner's attend School.
2. All doctor's or dentist appointments to be made for after school hours.
3. Holiday arrangements should not conflict with school terms.
4. Parents may not give their children permission to be away from school unless they are ill or there is a serious family matter which needs to be dealt with. Parents are to inform the School in writing, clearly stating the reason.
5. If a learner does not attend School regularly, the relevant register teacher will report the absence of the Learner to the parent and the Principal in writing. The register teacher must keep an accurate register of learner attendance and must keep copies of all communication to parents when absence from the classroom is reported. SASAMS – Department of Education programme has record of the "at risk learners"
6. All learners are to arrive at School before the official starting time, which is 07h20, as line-up starts at 7h40. Learners who are late for school will be marked absent as registers are completed at the beginning of each School day. **Five offences of late-coming will result in the child being sent to a 3hr detention on a Friday afternoon.**

7. Absence from a class, without the permission of the relevant register or subject teacher, Is prohibited.
8. **Any absence from School must be covered by an absentee note from the parent/guardian.** Should a learner be absent from School for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
9. **Any absence from a formal examination, test or task must be supported by a letter from a medical doctor/ traditional doctor/registered herbalist.**
10. No learner may leave the School during School hours without a letter from a parent/guardian, requesting the release of their child and the permission of the Principal/Deputy Principal. These learners may only leave the school premises with their parent/s or person nominated by them in writing, once they have signed the child out on the register provided.
11. Truancy from School is prohibited and will be reported to the necessary officials.
12. All learners will attend assembly for the full duration thereof.

C. School Uniform and General Appearance

Learners are expected to wear the official School uniform and appear neat and tidy at all times.

1. No additions to the uniform that are not in accordance with the regulations will be allowed (eg beanies).
2. No earrings, jewellery, accessories, coloured contact lenses or tattoos are allowed.
3. No colouring of hair or wearing of exotic hairstyles is allowed.
4. Fingernails must be kept trimmed short and clean at all times. No artificial nails or coloured nail polish is permitted.
5. During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beachwear, tight-fitting clothes, shorts that are shorter than just above the knee, or clothes that are see-through and/or too revealing are not allowed. No skinny jeans, leggings or jeggings are allowed. Hair, shoes and accessories should be neat at all times. No jewellery is permitted other than plain watches or medical bracelets. Permission to wear religious or cultural jewellery must be obtained from the Principal and SGB after a written request.
6. Only learners that have applied, submitted relevant supporting documents and received the necessary permission form the School Governing Body, may deviate from official School uniform for religious and cultural reasons.
7. The rolling up of school skirt waistbands is not permitted nor is the folding up of school shirts.
8. Chewing of gum will not be permitted in any instance.
9. No substance which is legally banned or which is mind altering, is permitted onto the school premises or is allowed to be in the possession of one of our learners.
10. No learner may have any medication on his/her person during the school day.
11. Learners may not stick drawing pins into their school shoes or write with tippex marker on their shoes.

D. Valuable and Personal Belongings

The School will not be held responsible for theft of or damage to personal belongings on School premises (e.g. cell phones, bags, books and clothing).

1. Learners should avoid bringing cell phones, large sums of money, name branded items and valuables to School. Cell phones may not be switched on during a normal School day, or this will result in the phone being handed in at the office for safe keeping until the end of the term.
2. If a parent requests a learner to pay School fees on his/her behalf, such School fees should be paid before the start of the School day. These school fees need to be placed in a clearly marked envelope.
3. Learners may not bring computer games, iPods or similar electronic devices to the school. If used during the school day, these will be handed in at the office and returned at the end of the term.

E. General Rules

1. Loitering and/or playing around the corridors, stairwells and toilets is forbidden.
2. All litter must be placed in refuse bins or waste paper baskets.
3. Willful damaging, vandalizing or neglect of school property and the property of others, either by writing or by a physical act is prohibited. Theft of school and private property is prohibited.
4. Any act of cheating in classwork, homework, informal and formal tests, internal and external examinations is prohibited. Furthermore, copying of and borrowing another learner's work, homework, is prohibited.
5. Disruptive, unruly, rude and offensive behaviour will not be tolerated.
6. The timeous handing in of work is the responsibility of each learner.
7. Learners who fail to produce a medical certificate on absenteeism during formal examination/assessments will obtain a mark of "0" nought for that particular assessment or task.
8. The learner will respect the beliefs, culture, dignity and rights of the other learners, as well as their right to privacy and confidentiality.
9. Language that is seen as derogatory, discriminatory or racist is prohibited.
10. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
11. All learners have the right to an education free of interference, intimidation, and/ or physical abuse. The learner will respect the property and safety of other learners. Fighting or threatening of other learner is prohibited, any such offenders will be removed from class to ensure that safety of other learners.
12. The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in the manner befitting someone in authority. She/he will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position. Should this not be adhered to, demotion will be implemented for a probationary period or permanently.
13. The carrying, copying and reading of offensive material is prohibited – this includes on cell phones.
14. Learners must keep clear of areas that are out of bounds, these include:
 - 14.1 The school motor vehicles garage, the jungle gym for seniors and the swimming pool area if not with an educator.
 - 14.2 The playing fields, tennis courts, swimming pool, swimming pool toilets, after-care area unless attending official sports practices/matches whilst under the supervision of an educator.
 - 14.3 Electrical mains, distribution boxes, fire extinguishers and hoses.
 - 14.4 Parking lots.
 - 14.5 During class change overs, learners will walk silently in single file to the next class - no learner will be permitted to use the toilets during change overs.
 - 14.6 The hall or classroom without an educator being present.
 - 14.7 The workshop next to the jungle gym area and the security hut.
15. Any form of physical contact between learners is prohibited.
16. No learner is allowed to scratch in other learner's bag without him/her being present

F. Rules Governing Public Places

The school is a place of safety where laws pertaining to public spaces are applicable.

1. No dangerous objects or illegal drugs, as defined in the SA Schools Act or the Safety Regulations will be brought onto and/or used on school property unless authorized by the principal for education purposes. Dangerous objects such as knives, firearms, ammunition or any item that could harm a person.
2. The carrying and/or smoking cigarettes is prohibited.
3. Alcohol is not permitted on school premises or during school activities.
4. The carrying and/or consumption of illegal chemical substances and drugs is prohibited.
5. No public display of physical attraction such as holding hands, kissing or hugging is permitted.

G. School Enrichment Programme

Involvement in activities making up the School Extra Curricular programme forms a valuable and integral part of the holistic education of each learner. All learners are therefore expected to become actively involved in at least one sport and/or cultural activity each term.

1. The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
2. Once a learner has committed to an activity, she/he will be bound to meet the rules and obligations related to that activity.
3. Involvement in a particular activity will span an entire season/duration in which that activity takes place, unless the learner has been specifically excluded from the activity for disciplinary purposes.
4. Attendance at all practices is compulsory. Missing a practice without a valid excuse in writing from the learner's parents may result in the learner being suspended from participation in fixtures.
5. Appropriate kit/uniform must be worn to practice and matches.
6. The correct kit/match uniforms must be worn to inter-school league fixtures.
7. Learners traveling to an away fixture will travel in full school uniform unless other arrangements has been made.
8. Sports and other kit must be carried in an appropriate bag.
9. In all instances, an attitude of respect, good sportsmanship and teamwork will be displayed. No disrespect of an umpire or coach will be tolerated during a practice or match, even in the case of concern as to the fairness of a decision.
10. Please ensure that all kitbags and sports kit are clearly labelled.
11. Wearing of the incorrect kit will result in the child being excluded from participating in that particular activity.
12. Permission slips and/or indemnity forms must be signed and completed by parents, giving the correct details. Should this not be adhered to, the child will not be permitted to participate in that particular activity.

H. Conduct

1. Learners are expected to greet members of staff, adults and visitors to the school.
2. Learners are to clear the way should adults be walking along the corridors.
3. Good manners are to be displayed in all instances.
4. Seated learners should stand when approached by an adult on the sports field or outside of the classroom. In class, learners will not stand when an adult approaches, they will fold their arms, stop working, sit up straight and greet the adult on the educator's instruction.
5. In all instances an attitude or respect, tolerance and acceptance is to be displayed to all people.

I. Learner Support Programme

1. Our substances abuse policy forms an integral part of our code of conduct and the school rules. The school works closely with SANCA and there is a trained team of substance abuse counsellors on staff. Should we be concerned about any learner and feel it is deemed necessary to test such a child for substance abuse - parent will be contacted and the necessary steps will be followed.

J. Grade R Educational Facility

Please note that the Grade R facility is run privately at Highveld Primary. As such it is imperative that parents honour their commitment to pay school fees timeously. Should parents default in this commitment, it will result in us asking you to remove your child from our Grade R School with immediate effect. No payment plan or subsidy arrangements will be entered into as we need to meet our own financial commitments such as the bond repayments, salaries, electricity, etc.

ENTERING & LEAVING THE SCHOOL PREMISES

Learners may use only the Pelion street gate (dumps) as well as the Scholar Patrol gate in Lebanon Road. The main entrance in Rainier Road is out of bounds, unless a learner is accompanied by his/her parent – and then only for a special appointment.

The Scholar Patrol gate will open from **14h30 – 14h45** on **Mondays and Tuesdays**. On a **Wednesday and Thursday** the scholar Patrol gate will open from **14h00 – 14h15** and on a **Friday** the Scholar Patrol gate will be open from **13h30 – 13h45**. Thereafter the Scholar Patrol Gate will be locked.

The top field gate will be open from **13h30 – 13h45 Monday to Thursday** and then will open again at **14h30 - 15h00** on a **Friday** it will be open from 13h30 and close at 14h00

Parents may not enter the school premises except through the front office.

GRADE R

Parents are asked to walk their children to the pedestrian gate in Noordsberg Street.

GRADE 1 – ON ARRIVAL

Parents of Grade 1 Learners are advised to encourage their children to go off with their new friends when they arrive at school. Parents who linger cause anxiety in their child. Parents are welcome to attend Monday/Friday assemblies in the school hall but not daily line-ups on the cement area.

THE GOVERNING BODY

Highveld Governing Body consists of eleven members. Some of the powers, activities and duties of this governing body are to:

- Manage the property of the school (maintenance of grounds, buildings and physical facilities)
- Levy school fees and development funds and enforce the payment thereof (administer, process and allocate the school fees).
- Determine the school uniform
- Determine the type of extra-mural activities to be offered.
- Make and implement the admissions policy and the requirements of the learners.
- Appoint additional staff – educators, non-teaching staff, admin staff.

THE TUCKSHOP – On the School Premises

The tuckshop is run by the school, it offers a “mouth watering” service to our learners. The Tuckshop is open at both breaks and after school for half an hour.

Please note the Grade R has their own tuckshop facility on certain days.

THE AFTERCARE

The After-care at Highveld is run by the school. Grade R learners will attend the aftercare on the main school premises. Enrolment forms for aftercare may be obtained from the bursar’s office.

THE SCHOOL UNIFORM SWOP SHOP & SECOND HAND SHOP

Used school uniforms in reasonable condition are available from the school.

Wanted – unwanted or outgrown clothing.

Swop your clothes for larger ones!

For sale – second-hand school uniforms at ‘give away’ prices.



Open on Friday mornings
07h30 – 08h30

PARENTS' AFTERNOONS/EVENINGS

These are held at the end of the first two terms (on the second last evening/afternoon, unless otherwise informed) Parents' Afternoon/Evenings are organised where the learners' reports are handed to the parents and opportunity for general discussion about educational progress is afforded.

However, during the course of the year grade meetings are held where problems and suggestions pertinent to the particular grade are discussed by grade tutors or outside authorities.

We endeavour to make the attendance at these meetings compulsory.

EXTRA MURAL ACTIVITIES

Grade R learners will be involved in activities during their daily programme, the extra mural activities offered at Grade R are: Ball skills, Chess and Cultural activities. These activities are offered once a week, for an hour after school on the Gr R premises. As from Grade One all learners are encouraged to participate in the many extra-mural activities offered at Highveld. An extra-mural timetable, indicating days, times and educators involved is issued to all families at the beginning of each term with the newsletter, detailing all important events and dates for that term.

Summer Activities	:	Swimming, Cricket, Athletics, Mini Cricket, Cross Country (August/September)
Winter Activities	:	Netball, Soccer, Mini Netball and Ball skills
Other Activities	:	Tennis, Scripture Union, Drama, Art Club, F.Phase Remedial Lessons, Language Enrichment English and Afrikaans, Ball Skills. Choral Verse, School Plays, Maths Remedial Lessons, Chess, Public Speaking, Eisteddfod, Gum boot dancing and Lego

These activities could change, depending on the level of learner interest.

HOMEWORK

Grade R will be given very little to complete at home, from Grade 1, homework should be regarded as an extension of class work. It is the responsibility of senior children to ensure that homework given by the staff is completed by the due date. Parents are asked to 'supervise' the homework and not do it for the children – this defeats the whole objective of such homework.

Parents should make it their own policy to check homework and books on a regular basis and not leave it until Parents Evening! Advance notice is given of assignments, projects, etc. and learners should ensure that they plan their work so that it is not left to the last moment. **Diaries are to be brought to school daily.** In this diary all work is recorded and **parents are requested to sign these diaries daily** once they are satisfied that all the homework had been correctly completed.

All assignments must be handed in on time. If a learner is absent these should be dropped off at the office on the due date or a doctor's letter should be handed in on the day of return.

NEWSLETTERS + COMMUNICATOR

In order to keep parents informed about school activities, a monthly newsletter is sent home the last Monday of every month. Please keep the newsletter on hand at all times. Far too many phone calls are received concerning matters that are dealt with in this newsletter. The Newsletter is posted on the communicator as well. Parents also have to download the Dojo App as this has become our primary means of communication and has proven to be very effective.

INDEMNITY FORMS

Before children are allowed to accompany an educator on any outing (educational or extra mural) an indemnity form which is part of the agreement form and a permission slip for that outing must be signed by a parent/guardian and returned to the class educator.

TESTS and EXAMINATIONS

Continuous evaluations/assessments take place throughout the year. Examinations are written by the Grade 4-7 learners at the end of 2nd and 4th term. Examination timetables are issued to all learners in advance.

Learners who are absent during tests or examinations must produce a medical certificate. Alternative arrangements for these learners to write these tests or examinations will be made by the class educator. Parents are requested to sign all assessment papers in order to monitor the child's progress.

TEXT BOOKS, EXERCISE BOOKS and STATIONERY

Text books and readers are merely on loan and remain the property of the school. Great care must be taken when using such books. Books which are damaged, lost or defaced will have to be replaced. The above also applies to library books.

Learners are to arrive at school on the first day with the necessary books and writing equipment so as to ensure they can begin working in them immediately. Stationery must be purchased by the parent.

SCHOOL BAGS

Because of the high cost of books, each learner must have a suitable reinforced school bag for carrying his/her books. **No markings, slogans or stickers are to appear on these bags.** You may rent a locker at school should you wish to make use of this for books or sports equipment.

SCHOLAR PATROL

The Scholar Patrol operates for the safety of the children and the parents. The parents are requested to obey the traffic rules at the Scholar Patrol Crossing. Please note that the children **HAVE** to listen to the Scholar Patrollers when they give them instructions. Motor vehicle registration numbers of traffic offenders will be forwarded to the traffic authorities for prosecution.

TRANSFER TO OTHER SCHOOLS

If a learner has to be transferred to another school, we must be notified in writing at least one month in advance. School fee accounts are to be settled on the issue of a transfer card. A transfer card will be made out in the child's name and will be issued to him/her once all school property such as text books, readers, library books, etc. have been returned to Highveld

DISCIPLINE

As the school is responsible for maintaining the norms and values of our society, we apply a moderately strict code of discipline. It is, however, flexible and balanced. This, we feel, is conducive to a meaningful learning and socializing environment. **We therefore expect well behaved and well-mannered children.** Learners who cannot behave in a responsible manner will be disciplined accordingly.

All learners will be issued with the Highveld Code of Conduct which will be strictly adhered to.

LOCKERS

Rental of Lockers: Large R60.00 per year or Small R40.00 per year

NB: Book in January especially if your child takes part in sporting activities.

CELL PHONES

Cell phones are not allowed at school. Should it be necessary for a cellphone to be brought to school this is to be locked in the school safe during school time. Any learner caught using his/her phone during school time will have to hand the phone over to the teacher, who will lock it in the school safe until the end of the term.

WAITING CLASS

Grade 1, Grade 2 and Grade 3 learners who have not been collected at 13h30 (Monday – Thursday) are required to go to waiting class until 14h30 (Monday & Tuesday) and 14h00 (Wednesday – Thursday).

Children may not be called out/collected during waiting class as this disrupts the rest of the school.

WAITING AREA (At Scholar Patrol Gate)

Learners waiting to be collected after school may wait in the waiting area at the Scholar Patrol Gate/thatch. Due to safety reasons the number of learners in this area is limited. The waiting area will be opened from 14h30 until 15h30 (Monday & Tuesday) and 14h00 until 15h00 (Wednesday & Thursday) and 13h30 until 14h30 (Friday). When this area is closed learners will be asked to wait on the pavement.

HIGHVELD PRIMARY'S CODE OF CONDUCT

INTRODUCTION

This Code of Conduct aims to establish a disciplined and purposeful school environment, dedicated to improving and maintaining the quality of education. School discipline is the responsibility of the Governing Body, the Principal and all the Educators. In the right atmosphere, people will contribute and make commitments because they want to learn, do good for their own sake and be recognised as people.

THE MEANING OF SOME WORDS IN THIS CODE OF CONDUCT

Governing Body	:	a control body as envisaged in article [1];[v] of the Educational Act of 15 November 1996.
Code of Conduct	:	the code of ethics whereby the school functions.
Headmaster	:	the Principal of an Educational institution like our school.
Facilitator	:	a tutor of our school who teaches according to the Law on the Enrolment of Educators, 1994.
DEC	:	Director of Education
Head of Department or HOD	:	the manager of an internal department at our school
Learner	:	any child who is enrolled and receives Education at our school according to the Education Act of 15 November 1996.
Internal Disciplinary Committee (IDC)	:	the committee that is responsible for the implementation and running of the disciplinary policy at our school – Executive Staff and Teaching Staff.
HOD:EG	:	refers to the Head of Department Educational Guidance.
Foundation Phase	:	refers to the learners of Grades R – 3.
Intermediate Phase	:	refers to the learners of Grades 4 – 6.
Senior Phase	:	refers to the learners of Grade 7.
Class Facilitator	:	teaches all the subjects to one class.
Subject Facilitator	:	teaches one or more subjects to different classes.
School Management	:	the committee that manages the school, consisting of the Principal, Deputy Principal, Heads of Department and Grade Tutors.

BACKGROUND TO THIS CODE OF CONDUCT

Philosophical Approach

This policy serves to ensure that no learner by his/her own unauthorised performance, prevents any other learner from completing his/her own personality development.

Educational Approach

The school's Code of Conduct will at all times be implemented in a spirit of love, support and the right inclination.

Discipline is obviously linked to the use of punishment. Learners must know what is expected of them and what actions will be taken against them if they disobey the school rules. They must know that punishment will be used if they behave in an unacceptable way.

The Code of Conduct implies the following:

- a) Learners will be subject, with the necessary sensitivity and understanding, to the application of all rules and regulations
- b) Authoritative guidance will at all times be sympathetic towards all the learners, because the learners have the right to be heard and to be listened to.

Moral Approach

The Principal and Staff of our school believe that each child is called to achieve a certain purpose in life. It is the aspiration and intention of this school that each child be accompanied in such a way that he/she will achieve his/her life's purpose. Intervention will only happen when it is found that a learner's attitude or performance is not satisfactory when in relation to what is anticipated of the particular learner.

Banning of Corporal Punishment

The School's Act bans corporal punishment, which is considered an infringement of the rights of learners and incompatible with the spirit of partnership and co-operation embodied in the Act. Anyone found guilty of punishing a learner using corporal punishment could be sentenced the same as for assault.

No person in authority shall administer corporal punishment to any learner. Any person who contravenes sub clause [1] of the Education Act, is guilty of a misdeed and a sentence of guilt and a penalty can be imposed on such a person as for assault.

MAIN OBJECTIVE OF THIS CODE OF CONDUCT

Good school discipline is always a characteristic of effective schools. Learners learn best in an orderly environment and therefore discipline is an integral part of school management.

The main objective of this Code of Conduct is to create an orderly, disciplined and purposeful school environment in which meaningful and qualitative education can take place, self-discipline is promoted and in which each learner will gain optimally, with the following supporting aims:

- a) It wants to create an environment of serenity in which each learner can be called to self-discipline and responsibility.
- b) It will regulate learner conduct
- c) It is meant to discipline the unruly learner.
- d) It anticipates of each learner to do what is correct and to prove his/her progress on the way the Facilitator takes him/her.
- e) It also wants to identify the learners with serious deviation in his/her behaviour pattern and to admonish and accompany such learner in order for his/her behaviour pattern to be improved. If his/her behaviour does not improve, such a learner can be isolated [suspended] in order to minimise his/her influence on the other learners.

THE IMPLEMENTATION OF A CLASS DOJO MANAGEMENT SYSTEM AS AN INTEGRATED PART OF THIS CODE OF CONDUCT

Background

The abolition of corporal punishment (caning, slapping) in ALL SCHOOLS has placed great pressure on Facilitators to maintain an educational climate which is controlled and ordered. A system of positive and negative points is advisable to identify those who display behaviour discrepancies as well as to pay attention to their problems, as well as rewarding good behaviour and excellent work, these are always available for parents to see using the Class Dojo App.

Application

Foundation phase

Learners in Grade R and Grade 1 will be allocated a message book in which correspondence with parents will be on going should there be behavioural or academic problems. Each learners from Grade 1 – 3 will be allocated a merit chart, which is put up in the class. Both good and poor behaviour, as well as unsatisfactory work will be recorded. Should a learner in this phase have ten negative entries, a detention class will be arranged. During this detention the learner will be expected to complete work given to him/her by the class teacher.

Parents will also be informed of good behaviour by means of positive class dojo points.

Gross violations of the Code of Conduct will be treated as for the Intermediate Phase and Grade sevens.

Intermediate phase and Grade 7's

NEGATIVE POINTS

1 Negative point offences (-1)

These offences relate mostly to the learner's school work. Any offence that has to do with the learner's curricular work is placed in this category, with particular reference to assignments that were not completed and books that were left at home. Non-compliance, uniform and unruly behaviour also falls into this category.

Each offence is recorded on class dojo, after 10 negative points the learner will be sent to a detention class, after 30 points (3 detentions) the child will not be permitted to go on any tours or outings.

2 Negative point offences (-2)

This category comprises all offences of impermissible behaviour or performance where the learners did something that they are not allowed to do at school, which includes the general violation of school rules.

ACQUISITION OF MERITS

The Code of Conduct also makes provision for the allocation of positive points, to learners who achieved good results in the class, who deliver high quality work on a continuous basis, or even to learners who display ideal behaviour patterns. These learners will be rewarded.

PRACTICAL APPLICATION OF THE DISCIPLINARY COMPONENT OF THE CODE OF CONDUCT

In order to ensure the most efficient application of this Code of Conduct, it should be applied with the co-operation of all persons concerned. The observance, handling and completion of incidents ought to happen in such a way that the maximum effect is obtained by it, without burdening the educator with it, so that the curricular activities in the class are not affected negatively thereby.

1. At the start of the academic year every facilitator compiles a record file. This is done for easy reference later on when the records may be needed. Gross violations will be handled with the Parents and the Chairperson of the Governing Body Disciplinary Committee present. Necessary documentation will be made available to the IDSO, and signed, before the pupil is suspended
2. When a learner has accumulated 5 demerits on the green sheet, or commits a gross violation, the facilitator notifies the IDC of the fact in the person of the HOD; SNR PRIMARY / DEPUTY PRINCIPAL.
3. The IDC issues a letter of notification to the parents of the learner, notifying them of the learner's problem so that no misunderstanding can later exist. This learner will also receive a detention.
4. All meetings of the IDC are held under the chairmanship of the Principal or the person nominated by him/her.
5. The IDC interviews only the more serious cases and the frequent offenders.
6. All penalty measures must be performed within a given, reasonable timeframe.
7. Record books will be made available to the staff of the following grade.
8. The IDC compiles a duty roster for each term's detention classes to be held on a Friday afternoon, during which time the learners will be busy with schoolwork for the full period of time: 13h30 - 16h30
9. Learners who have accumulated five (5) detentions (50 entries) within one year must be called in for an interview with the IDC to ensure that the following year will be an improvement. The learner's attitude must be determined and assessed for a program of rehabilitation. This procedure must also be discussed with the

learner. Afterwards the parents can be informed of the IDC's finding and recommendation regarding the learner's future at the school.

PENALTY MEASURES

1. Any lawfully-accepted and departmentally approved penalty measure may be applied, which can include:
 - 1.1. Verbal or written admonition by the Principal or the facilitator if an isolated incident has occurred which is not a regular phenomenon with the learner.
 - 1.2. Additional schoolwork if a category 1 offence has occurred which is not a regular phenomenon, without awarding a detention.
 - 1.3. Time-out which means the offenders are sent to a facilitator in the vicinity who is teaching, accompanied by a reliable learner. The offender will spend the rest of the period sitting in a corner of the class. The learner could be removed from class for a period of time.
 - 1.4. Duties that can be performed for the improvement of the school environment when a category 2 offence has occurred, where a learner has caused damage to the garden, soiled the bathroom or done any damage to the school grounds or any other form of vandalism. This type of community duty must lead to the upliftment of the environment and should be performed where the offence took place. The facilitator on playground duty or the factotum must see to the execution of these duties.
 - 1.5. Detention after regular school hours, for regular offences of the same kind from category 1 or 2 or three reports forms for transgressions of any kind. Detention will preferably be on a Friday afternoon for a minimum period of three hours, after arrangements have been made with the parents.
 - 1.6. Community service for an extended period if regular offence persists, after initial community service, also with notice to the parents.
 - 1.7. Temporary suspension (banning from participation) from certain school activities as a correctional measure for misconduct where the learner's behaviour was to disadvantage the activity or the other learners participating in the activity. This type of temporary suspension may be applied to sport activities, cultural activities and may even include the use of the media centre, outings or other privileges such as participation at Goofy Games or attendance at the Gr 7 Farewell. This type of suspension will occur within a set time frame, which may not exceed one week. Notice is to be given to the parents via a letter from the Governing Body of the school.
 - 1.8. Subject to the Education Act and the General Notice 937 of 1998 in the Provincial Gazette Extraordinary of April 1998, the Governing Body of any public school, after a fair hearing, can suspend a badly behaved learner's attendance from the school as a correctional measure for a period of one week. A learner may also be expelled by the district's DEC only if found guilty of serious misconduct, after a fair hearing. The purpose with this penalty measure is rehabilitation and such learner is placed under observation on his/her return with regard to his/her behaviour and co-operation with the school authorities.
 - 1.9. Referral to an educational psychologist or psychiatrist in collaboration with educators and parents will be crucial in serious cases of misdemeanours.

THE INVOLVEMENT OF PARENTS AND LEARNERS IN THE APPLICATION OF THIS CODE OF CONDUCT

PARENTS

All parents are considered co-managers of the school's Code of Conduct. As such parents will be involved in the following ways:

1. An informative meeting to be held at the beginning of the academic year with information on the school's Code of Conduct.
2. The regular issuing of circulars in which the parents will be informed of any changes in the nature and application of the school rules.
3. Invitations to visit the school in cases where a learner's behaviour is unsatisfactory after repeated intervention on the side of the school.
4. Contact with the school on invitation from the school concerning a learner. The facilitators may phone the parents at any time.
5. Parents must ensure that their children attend school every day.
6. Parents must play an active role in supporting a positive learning environment at their child's school.
7. Parents are also welcome to contact the school and request an interview with an educator and/or Principal.

LEARNERS

The involvement of learners in the implementation of the Code of Conduct is seen as an aid for leadership development and not for the exercising of authority over their fellow learners.

The following selected learners will be involved with the application of the Code of Conduct.

The School Leaders

The RCL members

The Scholar Patrol Leaders

The Ferret Team

The Class Monitors

The Media Prefects

The Computer Room Prefects

CATEGORY ONE OFFENCES

Each offence will be recorded. After ten points the learner will be sent to a detention class on a Friday afternoon from 13h30-16h30

- | | | |
|--|------------------------------------|-------------------------------|
| *Disruptive in class | *Books forgotten at home | *Reply slip at home |
| *Textbooks at home | *Homework not done | *PE clothes at home |
| *Unprepared oral work | *Books not handed in for marking | *Work continuously incomplete |
| *Tests not signed | *Assignments incomplete | *Work handed in late |
| *Incorrect uniform | *Pea-shooting | *Harassing other learners |
| *Arriving late for class | *Unsatisfactory completion of work | |
| *Fooling around instead of working on assignments/class work | | |
| *Truancy/absence without notifying school authorities. | | |

CATEGORY TWO OFFENCES

Parents will be called in to meet with the Principal, Educators and School Governing Body.

- | | |
|--------------------------------------|-------------------------------------|
| *Damaging school property | *Ill mannered |
| *Busy with impermissible activities | *Disrupting class routine |
| *Disrespect of an educator | *Disrupting class routine |
| *Dishonesty in tests | *Impolite behaviour |
| *Repeated bad behaviour | *Spitting at other people |
| *Writing on other learner's property | *Urinating in a public area |
| *Disrespectful or back chatting | *Causing damage to school textbooks |

*Dishonesty

*Swearing

*Disruption of tranquil class atmosphere

*Indecent/inappropriate behaviour (such as kissing, hand & holding, touching in private places, etc)

CATEGORY THREE OFFENCES

Parents will be called in immediately. In co-operation with the Governing Body and the DEC possible suspension or expulsion.

*Assault

*Fighting

*Serious damage to school property

*Possession of weapons/dangerous items

*Possession of pornography or erotic material at school

*Theft

*Serious aggressive behaviour

*Disregard of authority

*Swearing at an educator

*Satanism

*Smoking

*Provoking an educator

*Gossiping with defamation of character

*Disrespecting the dignity of others or/and making defamatory comments towards other learner/staff members including racists comments.

*Engages in an act of public indecency

*Regular bunking from School

*Vandalism

*Writing dirty letters that contain swear words.

*Insolent behaviour

*Seriously threatens, disrupts or frustrates teaching or learning in a class

*Engages in a conspiracy to disrupt the proper functioning of the school through collective action.

*Cheats in a test or exam

*Fails to comply with a punishment as a correctional measure

*Forges any signature

*Possession of or consumption of intoxicating substance

SYNOPSIS

It can easily happen that the school's Code of Conduct conveys a negative impression. In the implementation of our school's Code of Conduct all attempts will be made to approve and enhance the positive values and worthwhile aspects of each learner, but also to discourage bad characteristics. As such it is important that educators will see the learners as human beings and treat them as such.

We are of the opinion that the school, through the consistent application of the Code of Conduct, will make a contribution to the equipping of the learners with life skills, experience in work orientation and quality of life that will assure a happy future for these children.

The application of the above mentioned Code of Conduct is a sincere attempt on the school's side to grant the learners the maximum advantage in so far as the application of this Code of Conduct goes. This approach is thus not as much norm centered, as it is child centered. For this reason there will be a responsible inclination in which the learner's development will take place in a relaxed and spontaneous environment.

CODE OF ETHICS

The Governing Body of our school accepts this Code of Ethics as the Code of Conduct for learners, parents and educators of the school. The Code of Conduct envisages a disciplinary policy according to the Educational Act that was accepted in November 1996, that a disciplined and purposeful school environment, should be created which is devoted to the progress, furtherance and maintenance of the standard of the learning process. No stipulation of the Educational Act of 15 November 1996 exempts a learner from this obligation.

PARENTS' CODE OF CO-OPERATION

All parents are considered co-managers of the school's Code of Conduct. As such, parents will be encouraged to become involved in the following ways.

1. Attend informative meetings to be held at the school.
2. Read newsletters in which the parents will be informed of any activities at the school.
3. Visit the school in cases where a learner's behaviour is unsatisfactory after repeated intervention on the part of the school.
4. Maintain contact concerning their child should there be an area of concern.
5. Responsibility of parent to send a doctor's note with a child when absent.
6. Parents are encouraged to ensure that their children attend school every day.
7. Parents are encouraged to play an active role in supporting a positive learning environment at their child's school.
8. Notify the school for any traumatic experience a child has experienced for the school to assist.

Practical ways in which parents may contribute toward creating an environment conducive to learning:

- a) Ensure that pupils have a minimum of eight hours sleep during "school nights".
- b) Do not make derogative comments concerning teachers in front of pupils or written in pupil's books. Either speak to the teacher in person or address issues in a sealed letter please.
- c) Please ensure that children who are obviously ill or injured are not sent to school. Injuries and illnesses that occur during school hours will be attended to but it is unfair to send children who were injured or ill over weekends to school and expect teachers to treat them, if they are not yet well or in pain.
- d) Parents are to notify the school office in writing of any changes to contact information. It is vital that all information is up to date so that parents may be contacted in an emergency.
- e) Ensure that your children have a suitable environment in which they may do their homework. A quiet area with a minimum number of distractions. The same place should be used every day.
- f) Monitor your child's T.V. viewing and computer programmes.
- g) Ensure that your child has eaten a healthy breakfast before coming to school. Please supply your child with lunch to eat at school or money to buy food, not only sweets and chocolate for lunch.
- h) Please sign your child's homework diary and test papers regularly and promptly, as this is an important source of communication.
- i) Ensure that your child is punctual for school every morning. At line-up important announcement are made.
- j) Don't drop your child off on the red lines at the scholar patrol crossing because it could be dangerous as it obscures the view of those on duty.
- k) Do not make derogatory remarks from the side line, at sport meetings and matches. Please support our sport teams and encourage sportsmanship at all times.
- l) Ensure that your child is dressed in the correct school uniform for school and for sporting activities. This will instil pride in one's self and one's school.
- m) Please re-enforce our detention system at school. Sign detention slips and ensure that your child remains after school for detention.

Because the school acknowledges the Parent's role as primary educators of their children, all effort will be taken to involve the Parents in the education of their children. For this reason the Principal will continue to follow an open door policy in which the Parents are encouraged to come and discuss matters affecting their children with him/her.

EDUCATOR'S CODE OF CO-OPERATION

The Code of Co-operation aims at setting a uniform standard amongst Educators at Highveld.

1.) **PERSONAL APPEARANCE**

Dress professionally, according to the occasion. Clothing neither too tight, too loose nor too short. No jeans, no see through clothing, no beach thongs. Hair, neat and clean. At all times, even when not on duty; bear in mind that children see you as role models.

2) **ACADEMIC**

- 1.1 Remain abreast with current teaching methods.
- 1.2 Attend relevant courses.
- 1.3 Create and maintain a polite atmosphere during class management.
- 1.4 Create a secure and positive environment for learning.
- 1.5 Have realistic expectations of learners.
- 2.6 Maintain a participative environment and encourage/develop the slower learners to develop a promotable standard, or performance expected standard.
- 2.7 Endeavour to develop each learner to his/her full potential.
- 2.8 Refrain from voicing derogatory criticism in front of children as well as peers or workers in the presence of other parties.
- 2.9 Bring to the parent's attention any emotional or other divergent behavioural problems, which have a negative effect on academic progress.
- 2.10 Do not discuss any confidential matters concerning pupils/parents with anyone other than the relevant Therapist, the Principal and Teachers concerned.
- 2.11 Attend school functions as determined after discussion with the Principal
- 2.12 Keep all documentation as set out in the school policy.
- 2.13 Timeously acknowledge all correspondence addressing a learner/educator/administrator and file copies.
- 2.14 All verbal, telephonic or contact meetings should be recorded on the relevant consultation form and filed.
- 2.15 Contact meetings with Parents should have Tutor, HOD or Principal present
- 2.16 Know your timetable; project a good, individual command in a disciplined environment. Adhere to daily agenda/ timetable.
- 2.17 Discourage and prevent learners from voicing parental opinion publicly concerning school management and teaching ability.

3) **GENERAL**

- Adhere to starting and finishing times of the school day - sign the daily register – IN and OUT each day and in instances when taking time off with permission has been granted by the principal
- Respond to all "bells" promptly – staff are to be punctual at their duty points before and after school and during breaks, this includes extra mural activities
- Be at line up and assembly to supervise your class.
- Keep copies of all letters and documents given to parents.
- All letters or reports which have to go to doctors and therapists go through the guidance department. These are not to be passed via parents but to be faxed to the recipient.
- Make personal appointments for after school hours.

- Implement and adhere to all School, District and National Policy
- Nurture and assist in a learner's development regarding behaviour, appearance, mannerisms and shortcomings. Be direct and diplomatic in approach. Show the child you care.
- Aim at implementing the School Mission Statement in all your dealings with Pupils, Parents and Peers.

Policy on HIV/Aids for Learners and Educators

GENERAL:

The purpose of this policy is to educate the school community about HIV and AIDS and to develop the precautionary measures to be implemented when dealing with others. The policy also seeks to contribute towards promoting effective prevention and care within our school environment.

1. At Highveld Primary School we will treat everyone with respect, acceptance and tolerance regardless of their HIV status.
2. Compulsory testing for HIV / AIDS is not permitted. This includes pre-employment testing and testing before admission to school.
3. All learners and educators with HIV / AIDS have a legal right to confidentially and are under no obligation to inform the school or employer of their condition.
4. If the learner's / teacher's HIV status is voluntarily disclosed to the school, the information must be treated in confidence.
5. Education about HIV / AIDS will take place at Highveld Primary School and should include how to behave towards people with the condition.
6. There must be no discrimination against the learner or educator with HIV / AIDS and there should be counselling for anyone refusing to study with fellow learners with HIV / AIDS.

ENSURING A SAFE SCHOOL ENVIRONMENT

1. All staff must be informed on the "universal precautions" to be taken to prevent any possible HIV/AIDS transmission. This includes instruction concerning basic hygiene and the wearing of protective clothing such as rubber gloves. All staff and learners will be treated as HIV/AIDS positive.
2. Blood must be handled with extreme caution
3. Bleeding wounds must be cleaned under running water and covered.
4. Blood contaminated material must be incinerated
5. Learners, especially those in pre-primary and primary education, must be trained never to touch blood or wounds on other children.
6. All learners, educators, sport coaches and other staff must be given appropriate information and training on HIV transmission and the application of universal precautions.
7. All staff will have access to basic equipment such as protective gloves, plasters and disinfectant.
8. Age appropriate education about HIV/AIDS, including knowledge, skills and attitudes, must be included in the curriculum.

FAIR TREATMENT FOR EDUCATORS WITH HIV/AIDS

1. Educators with HIV/AIDS have the same rights, duties and responsibilities as other educators, they cannot be denied the right to teach or to promotion.
2. Their disease should be treated in all respects like other comparable life-threatening conditions.
3. There will be non-discriminatory policies in the provision of educator benefits and existing leave conditions apply.
4. If they become unfit for normal duties the Principal should try to find an alternative position for them.
5. There should be assistance to obtain professional counselling.
6. If they become too ill to continue employment they may be 'boarded' with early retirement on pension without penalty and with up to five added years of pensionable service.

FAIR TREATMENT FOR LEARNERS WITH HIV/AIDS

1. Learners cannot be denied admission and have the same right to education as every other child.
2. They should attend classes as long as they can function affectively and do not present a medically significant health risk. When they are unable to attend, work should be sent home for them.
3. Where there is neurological damage or HIV/AIDS related behaviour problems, attempts should be made to accommodate the learner in specialised residential institutions.
4. Special care should be taken to prevent the spread of infectious diseases such as chicken pox and measles.
5. Information about inoculation programmes and their significance for the well-being of learners with HIV/AIDS should be readily available.
6. There should be assistance to obtain professional counselling. At Highveld we have counsellors working on our premises.

CONCEPT POLICY WITH REGARDS TO THE PREVENTION AND HANDLING OF ALCOHOL AND DRUG USE/ABUSE IN THE SCHOOL.

The school strives for excellence, and our goal is always to do what is in the pupils' best interest. In order to enable the school to handle / deal with changing values in society, we propose the following policy to deal with substance abuse in learners and staff members.

We understand that:

- we are part of a greater community
- we are in partnership with parents / guardians to ensure the best for their children
- a wide variety of addictive or habit forming drugs, both legal and illegal, are available within our community
- our learners are exposed to such substances through various channels
- our learners, parents and teachers are not always equipped with sufficient information about these substances.
- we have to equip our learners so that they are less vulnerable to drug abuse and better equipped to deal with life and its demands.

The Governing Body and Staff of Highveld Primary School accepts this challenge and takes the point of view that substance abuse is an unacceptable practice and that the concept of a healthy drug-free life will at all times be propagated and encouraged. In the case where there is substance abuse, Highveld Primary School retains the right to take necessary action for the benefit of all the individuals. In all instances the matter will be reported to the SAP

Handling drugs/found with drugs but not intoxicated:

- First offence: The drugs will be confiscated and the necessary responsible people will be called in. A written warning will be given to the individual.
- Second offence: A serious written warning will be given to the individual. The individual will be removed from class and counselling will be initiated.
- Third offence: A final written warning will be given to the individual and the individual will be referred to SANCA for drug testing and counselling.
- In all instances where learners are involved, the parents and the IDC will be informed.
- Selling drugs:
The Authorities and responsible adults i.e.: parents will be called in and the learner/ educator will be suspended and referred to SANAB or SANCA for counselling. Suspension will be for 7 days, thereupon application for expulsion or termination of service will be made to the head of department. In the meantime, the learner might be excluded from class and arrangements made for learner material to be provided to the learner.
- Found with drugs and/or being intoxicated:

First offence: The parents and responsible authorities will be called in and requested to have the learner/individual tested for drugs. A serious written warning will be given to the learner/individual. Possible suspension will be implemented and counselling arranged

Second offence: A final warning will be given to the learner/individual. The learner/individual will be referred to SANCA for testing and counselling. If the individual is tested positive again at any stage, application for expulsion/termination of service will be made to the head of department.

NOTE: Substance abuse includes use of, handling or dealing in drugs, alcohol and nicotine.

1. POLICY WITH REGARDS TO PREVENTION

- 1.1 Signing of this document is a pre-requisite to enrolment at the school.
- 1.2 The school undertakes to do the following on an annual basis:
 - 1.2.1 present prevention and information sessions to learners
 - 1.2.2 present prevention and information sessions to the parents / guardians of our learners
 - 1.2.3 make information and training available for teachers
 - 1.2.4 involve outside organisations on a consultation basis, as part of a team approach
 - 1.2.5 evaluate this policy and adapt it if and when necessary
 - 1.2.6 support a healthy, drug-free life through word and deed

The school reserves the right to recommend that if it is in the interest of the learner and school, such learners be referred elsewhere to complete their schooling. This will only take place after several recommendations were not adhered to. Disciplinary matters will still be dealt with as such and will be run concurrently with the learner support programme.

2. POLICY WITH REGARDS TO USE OF LEGAL OR ILLEGAL SUBSTANCES.

The use of any habit-forming substance, without a doctor's certificate is strictly forbidden:

- during school hours
- on the school premises
- in school uniform
- during extra mural activities on school grounds, sport meetings, school functions etc.

NOTE: The school reserves the right to take action according to policy and procedure if a learner's drug abuse outside of school influences his/her academic achievements, behaviour, attendance etc.

3. POLICY WITH REGARDS TO DEALING AND / OR POSSESSION OF DRUGS.

Dealing in drugs during school hours, on the school property, in school uniform, during extra mural activities on school grounds, camps, sport tours and meetings, school functions, etc. is strictly forbidden.

Smoking: Learners in possession of cigarettes or caught in the act of smoking will be dealt with according to the school's discretion, being, to call the parents in and to give the learner a written warning after the first offence. After the second offence the learner will get a second written warning and will be suspended for one week. A final written warning will be given to the learner after the third offence and the learner will be requested to go for counselling.

NOTE: Dealing in drugs is a criminal offence. If any learner is suspected of - or caught dealing in - drugs, the school will investigate and if necessary, will refer to SANAB (SA Narcotics Bureau) after which normal legal prosecution will take place.

Please note that in all instances the necessary legal action will be taken.

4. POLICY WITH REGARD TO ACTION TAKEN BY THE SCHOOL.

(as embodied by the Governing Body, Principal and staff.)

- Every case will be dealt with confidentially but parents / guardians will be informed and involved.

- Individual symptoms and rumours will not be considered as indicators, but a pattern of indicators (e.g. a decrease in school achievements, a lack of willingness to participate in school activities, changes in behaviour, irregular attendance etc.) will be investigated.

NOTE: This is not a process of victimisation but an honest attempt to identify a learner in crisis at an early stage.

- Selected staff, who will be specifically trained in this area, will undertake the investigations. Where the problem is too great, an external professional will be called in e.g. SANCA.
- Learners will be referred to identified organisations for assessment and treatment.
- Parents/guardians will be held responsible for any expenses incurred unless alternative arrangements have been made with the school.
- A contract between all involved parties will be set up.
- The contract will determine:
 - The treatment option as determined by all relevant parties that:
 - urine testing can take place on an ad hoc basis (the costs will be covered by parent's /guardian's). The control of such testing is the school's responsibility.
 - the learner is expected to improve in achievements, behaviour, and school attendance.
 - the parent / guardian must authorise the treatment institution to supply the school (under confidential cover) with progress reports.
 - the content of contracts can be adapted after negotiation with the relevant parties.
 - that if the parent / guardian and / or learner take it upon themselves to stop treatment the school will consider the contract suspended. Another recommendation in writing must be made if treatment is not acted upon.
 - The school reserves the right to recommend that if it is in the interest of the learner and school, such learners be referred elsewhere to complete their schooling. This will only take place after several recommendations were not adhered to.
 - Disciplinary matters will still be dealt with as such and will be run concurrently with the learner support programme.

FORMS TO BE COMPLETED

At the commencement of each year the following forms must be completed by the parent/s:

- An enrolment form
- An agreement to pay school fees form
- An indemnity form
- Please ensure that any changes to your residential address, place of employment, phone numbers are brought to our attention immediately
- You will be expected to sign the School Codes of Conduct which includes our learner's behavioural policy; parent's code; substance abuse policy; HIV/AIDS policy etc.

IMPLEMENTATION OF BULLY POLICY

- The prevention of bullying must be an integral part of the written Anti-bullying policy of all Primary and High schools. Documenting its Anti-bullying policy with the specific education and prevention strategies that will be implemented. This includes documenting the measures being taken to explicitly address and identify bullying including in particular racial, religious and homophobic bullying.
- Effective practice includes prevention and awareness. Raising measures across all aspects of bullying and involves strategies to engage pupils in addressing problems when they arise. In particular, such strategies need to build empathy, respect and resilience in learners.
- As self-esteem is a major factor in determining behaviour, through both our extra-curricular and curricular programmes provide learners with opportunities to develop a positive sense of self-worth.

- Prevention and awareness rising measures focuses on educating learners on appropriate online behaviour, how to stay safe and also developing a culture of when reporting any concerns about bullying.

In Conclusion

I welcome you and trust that you will be happy with us at Highveld.

We honestly believe that it is the parent's influence that forms the child's character. We, as educators cannot teach children to be honest and tolerant when there are conflicting values in the home.

Children watch how their mothers and fathers react to problems and how they deal with them.

When children are handled with **love** and **discipline** they will feel secure and able to cope with life's challenges as they grow. Children are receptive to a smile, a hug and a kiss. In fact if we shrug them off they will feel insecure and look to other venues for the love they are being denied.

If you would like a successful, dynamic and wonderful home environment for your children and yourself, then you have to work at it. **Nothing can compare with a well-adjusted, sharing and happy family.** Our children are a gift on loan to us for a short period, let us aim at nurturing these gifts to the best of our abilities together.

If there is anything else you are in doubt about or if there are any ideas or suggestions for improvements, you may wish to add to the general running and planning of the school programme and policies, please feel free to discuss them with me.

Thank you for your support

Mrs E Douwie



OUR SCHOOL SONG

*With Pride and with pleasure we sing this song
In truth and in knowledge we will grow strong
Inspired by our motto we'll meet every call
For HIGHVELD our school we shall give our all.*

*Should we acclaim victory or defeat
Every new challenge with courage we'll meet
Forward we strive in complete unity
With our name held up high shall fight gallantly.*

*With pride and in faith we shall sing along
For HIGHVELD our school our loyal song.*

***** THIS PAGE MUST BE COMPLETED AND RETURNED TO HIGHVELD PRIMARY SCHOOL*****

I/We _____ parents/ guardians of
_____, hereby acknowledge

receipt of the Highveld Handbook and confirm that I fully understand the content thereof. I Fully agree with and support the Highveld Primary School Rules Document and Codes of Conduct included in this handbook. I agree to abide by these rules and to ensure that my child is aware of these and will abide by these rules.

Signed at: _____ Date: _____

Parent / Guardian: _____

Learner/s: _____

