

## PROCEDURES

### Late Arrivals

Coming late to school is unacceptable and disruptive to lessons. Learners arriving late will be marked absent, as registers are completed at the start of each school day.

**After 5 occasions of late coming, a 3-hour detention on a Friday afternoon will be issued.**

### Early Departures

Learners may only leave school early in exceptional circumstances. Learners may not walk home or wait at the gate unaccompanied.

- Parents must report to the office; the learner will then be called from the classroom
- A letter explaining the reason for early departure must be submitted
- If someone other than the parent is collecting the learner, a letter must be submitted in advance

### Entering and Leaving the School Premises

Learners may use only the Pelion Street gate (dumps) and the Scholar Patrol gate in Lebanon Road. The main entrance in Rainier Road is out of bounds, unless a learner is accompanied by a parent for a special appointment.

**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 on arrival. Parents who linger can cause anxiety in their child.

### Medical – Illnesses & Accidents During School Hours

- If a learner feels ill at school, parents will be notified and expected to collect the child. Learners may not phone parents from their own cell phones when ill.
- In the case of serious injury, parents will be contacted immediately.
- Learners on medication, or with allergies, epilepsy, haemophilia or asthma must be brought to the school's attention.
- Children with Medic-Alert discs must wear them at all times.

**Children who are obviously ill should not be sent to school.**

The Administrative Staff must be informed of any changes to contact details or home address.

### Tests, Examinations & Assessments

Continuous assessments take place throughout the year. Examinations are written by Grade 4–7 learners at the end of Term 2 and Term 4. Timetables are issued to learners in advance.

- Learners absent during tests or examinations must produce a medical certificate; alternative arrangements will be made by the class educator.
- Parents are requested to sign all assessment papers to monitor their child's progress.

### Textbooks, Exercise Books & Stationery

Textbooks and readers remain the property of the school and are on loan to learners. Books that are damaged, lost or defaced must be replaced. This also applies to library books. Stationery must be purchased by the parent and replaced regularly as needed.

### School Bags

Each learner must have a suitable reinforced school bag. No markings, slogans or stickers may appear on bags. Lockers are available for rent for learners wishing to store books or sports equipment at school.

### Cell Phones

Cell phones are not allowed at school. If it is absolutely necessary to bring a cell phone to school, it must be locked in the school safe during the school day. Any learner caught using a phone during school hours will have it confiscated and stored in the school safe until the end of the term.

### Scholar Patrol

The Scholar Patrol operates for the safety of learners and parents. All road users are requested to obey traffic rules at the Scholar Patrol Crossing. Learners must follow all instructions given by Scholar Patrollers. Motor vehicle registration numbers of traffic offenders will be forwarded to the traffic authorities.

### Transfer to Other Schools

If a learner is to be transferred to another school, the school must be notified in writing at least one month in advance. All school fee accounts must be settled before a transfer card is issued. A transfer card will only be issued once all school property (textbooks, readers, library books, etc.) has been returned.

### Indemnity Forms

Before learners may accompany an educator on any outing, a signed indemnity form and permission slip must be returned to the class educator. An annual indemnity form is also required to allow learners to use the playground, swim, and use equipment on the school grounds.

