



# MICHAELIS PRIVATE SCHOOL

## SCHOOL POLICY

### 1. **Policy**

In general the school policy is contained within the mission statement of our school.

It is our responsibility to teach our children:

- A love of learning
- An enthusiasm for the truth
- A love for others
- A respect for others, their views and their beliefs
- A willingness to serve others flowing from an appreciation of the Word of God and a deep commitment in Christ

Learners at Michaelis Private School will want to conduct him/herself in such a way that learning and teaching of the highest quality may take place and respect is shown by each one for the dignity of others.

### 2. **Staff – general**

- Loyalty towards the school and toward each other is a requirement for a successful school.
- Teachers should never discuss colleagues with learners or parents
- Confidential information regarding the school or the profession may not be discussed with outsiders or learners.
- Conduct: Staff must adhere to the code of conduct as set out in their service contract.

### 3. **Discipline**

Without discipline, no successful education can take place. The school must not shy away from implementing firm discipline.

Instilling discipline is the **duty** of both, parents and teachers.

#### **In the class room:**

- The ideal condition of discipline is attained when every member of staff plays their roll. To be consistent and consequent, every day will give the expected results.
- Every learner must understand and know the **code of conduct for learners**.
- Teachers should never shout at learners.
- No name -calling or any other form of character deformation is allowed.

#### **On the play ground.**

- Playground duty is the responsibility of the teacher who is on duty during that week. The code of conduct for learners is applicable on the playground as well.
- With injuries, first aid must be applied immediately, and the teacher must ascertain the degree of injury, and whether any other actions must be taken. If necessary the parents must be contacted immediately.
- Teachers must rapport dangerous areas or objects on the playground to the principal.

#### **Teacher learner relationship.**

- The relationship between teacher and learner must never compromise the traditional “distance” between adult and child.
- This does not mean that teachers may not be sympathetic and friendly towards learners.

#### ***Pupil leadership***

- *The head prefect and deputy prefect will be elected in the final term of the year. The election will take place without notification, and all learners from Grade 5 to Grade 7 will each have one vote for the head prefects*
- *Should the negative conduct slips outnumber the superstars the learner will not be eligible to stand for prefect elections.*
- *Teachers will also vote during the same election, and each teachers vote will count for three votes.*
- *The votes will be counted at a teachers meeting to ensure transparency.*
- *The votes will be kept on record for two years, and can be queried through the governing body chairman.*
- *The rest of the grade 7 learners will be monitors. Recognition will be given at Prize Giving if they showed exceptional leadership skills throughout the year.*

### **Discipline system**

- Corporal punishment is not allowed.
- Learners may be asked to leave the classroom in cases where they disturb the lesson. The learners should still be able to hear the lesson and be able to complete their task.
- *The point system is implemented to serve as a reward system*
- *Once a learner has obtained a black mark the learner will sit detention on a Friday afternoon.*
- *Black marks will be dealt with as set out in the code of conduct.*
- The Kindergarten has its own discipline system (traffic light system)
- Suspension:

After every black mark the discipline sheet will be sent home.

After 5 black marks the child together with their parents will come to the principal's office and the parents will be given a formal letter.

After 8 black marks a meeting with the parents and one governing body member will be held with the principal.

After 10 black marks the child will be suspended for a time as decided by the principal and the GB. All work must be completed and up to date on the child's return. Should there be a test during suspension the child in question will not have the opportunity to re-write it.

20 bad conduct slips will mean that the learner cannot go on any excursions or outings.

Where a learner repeatedly commits offences of a serious nature, the principal will, in consultation with the class teacher and the chairman of the Governing Body decide to suspend the learner from attending classes, in order to protect the rights of fellow learners. The number of days of suspension will be decided in each individual case.

In a case where a psychological report states that a child needs regular psychological visits, and parents don't follow up, so that the behaviour of the child harms or influences other children negatively, the Governing Body reserves the right to ask the parents to remove the child.

**If a learner, after having been suspended two times, still continuous with unruly behaviour and shows no remorse, parents may be requested to remove the learner from the school.**

Learners must learn that discipline, is necessary in all aspects of life.

#### 4. **Curriculum**

The Curriculum and Assessment Policy Statement is taught at this school

#### 5. **Staff admin**

All teachers may consult directly with the principal.

#### **Office admin**

- **Typing** – With the permission of the principal, the admin staff may be asked to do typing work. All letters leaving the school must be on an official letter head and have the signature of the principal.
- **Post** – Post will be posted in your pigeonholes.
- **Safe** – The key to the safe may not be copied, and must remain in the office of the principal. Only staff members may have access to the safe.
- **Telephone** – Teachers should not be called out to receive telephone calls during lessons.
- **Cellphones** - *Cellphones will kept on silent during lessons.*
- **Photo copy** – Use the correct code for school, church or private. Try to save as much paper as possible. Copying of dark pictures should be avoided.

## Leave

- The updated leave Application Form must be completed for all types of leave. Completed Leave Applications must be handed in to the School Secretary two weeks prior to the date of leave requested.
- Leave is only approved once the Principal and Managing Member have approved and signed your application - no direct or verbal requests are to be made to the Principal.
- In the event of an emergency, the School Secretary will prepare the leave form ready for signature on the teachers return.
- Employees are entitled to 21 days consecutive or 15 non-consecutive days annual leave after 1 year's service. The School's Policy is for leave to be taken during the school holidays and not during school days as this is not beneficial for the school or the pupils. If leave has to be taken during the school days, it will be without pay as the school stipulates that leave has to be taken during school holidays.
- Teachers have 36 days sick leave per 3-year cycle. If all leave is exhausted before the end of a cycle, the Governing Body will evaluate the situation, and may grant more sick leave, or leave without pay may be taken. After two or more days of sick leave, a Doctor's certificate must accompany the sick leave form.
- Five days may be used as family responsibility leave in cases where an immediate family member is sick or in cases of death of an immediate family member.
- Maternity leave of three months may be granted, during which the teacher will receive the difference between the full pay and the payment from UIF, maximum 33% of full pay. The leave may be extended with prior notice, as leave without pay. It is the teacher's responsibility to apply for UIF while on maternity leave.
- During the absence of a teacher, a qualified locum must be appointed. Teachers may propose someone, but the decision will ultimately lie with the Principal.
- Study Leave includes the day before and the day of the exam. Applications are to be made well in advance. Limited to 6 days per year or at Principal's discretion.

- It may be expected of teachers to work during school holidays on request. (School holidays exceed 21 days).
- No leave may be transferred, such as using unused sick leave to transfer to family responsibility leave etc. Annual leave must be taken within 6 months after leave cycle ends. Leave cannot be paid out.

### **Duties**

- Over and above the duties as set out in the duty sheet of the service contract, other duties may be allocated after the first teachers meeting in the beginning of the year.
- A term calendar will be drawn up, and discussed in the beginning of the year. This must also be seen as a duty programme.
- Teachers are encouraged to attend all school functions.

### **Tests and memoranda**

- Test must always be checked for mistakes before they are handed out.
- It is important that all tests are on standard.
- Every test must have a memorandum, on which learners must be able to see their mistakes.
- Every test must be discussed afterwards, and learners must be given the opportunity to query the outcome.
- All assessments in the school must be done in terms of the assessment policy.

### **Class work – Home work**

- Exercise books must be checked regularly so that the progress of each child is monitored.
- Work that is handed in late without a valid reason will not be marked.
- Always check whether the homework was done. If the homework was done, learners must be given the correct answers to their homework afterwards.

- Teachers must keep to the home work policy.

### **Exam Papers.**

- Exam papers must be ready for moderation by another colleague before the due date.
- Every Exam paper must have a memorandum.
- The questions must be so that all learners have a good chance to finish in the allocated time frame.
- After grading, the papers must be checked and moderated by a colleague.

### **Learning programme**

- Each learning area must have a learning programme. An original copy must be kept on the server/cloud.
- Each teacher must have the learning programme for the subject they are teaching.
- The day book (diary) must be kept up to date to indicate the completed work.
- At the end of the term the learning programme together with the day book must be handed in at the principal to be controlled.
- During class evaluation or visits by the principal, the following documents must be available: Learning programme, mark book, and day planner and learners exercise or work books.

### **Meetings**

- Teachers meetings must be held once a month, and minutes of these meetings must be kept.
- All teachers must attend these meetings.
- “Zenzurenconference” for the senior and junior phase, to discuss learner progress, must take place before the reports are written.

- Teachers will attend all parent meetings.

## **Reports**

- Reports on learner progress will be sent out twice a year, at the end of the second term, and at the end of the year. Grade 1 and Grade 2 will receive reports at the end of the first term as well.
- All reports must be signed by the class teacher and the principal.
- The reports must be returned to the school with the parent's signature, for safe keeping.

## 6. **Learners admission**

- Learners are admitted to the school in terms of the admission policy.

## 7. **Stationery/Text Books**

- Every class must have a text book file in which the text books handed out are recorded.
- For the acquisition of stationery, teachers must complete the Waltons order form.

## 8. **Stock**

- Stocktaking must take place at least once a year, *in February*.
- All teachers will help with stock taking.
- The asset register must be updated accordingly.

## 9. **Financial matters**

- All financial matters in the school are governed by the financial policy.
- Teachers will not handle any school money. All payments towards the school must be done at the financial officer.

## 10. **Insurance**



- All learners must be insured comprehensively, and must be covered during all school activities.
- The school building and all school assets must be insured.
- The insurance must be updated once a year.

## 11. **Security**

- The school has a safety and security policy.

Revised: 7-01-19