



**ONANE  
PRIMARY SCHOOL**

DEPARTMENT:  
LIMPOPO BASIC EDUCATION

## **SCHOOL POLICY**

### **POLICY 1 : GENERAL SCHOOL POLICY**

#### **A. AIMS AND APPROACH**

1. Efficient management at all levels, agreement, operationalization of departmental policy, protection of the educator/teacher
2. To ensure realization of vision and mission
3. To define the space within which teachers can function independently
4. To provide security to teachers
5. To provide a base for whole school evaluation This example should be suitable for all schools, but schools could add further points or replace it completely

#### **B. NAME AND MOTTO OF THE SCHOOL**

##### **1. Name**

The official name of the school shall be **ONANE PRIMARY SCHOOL**. The name is derived from the Zulu word 'Onani?' which is a question literally meaning "What wrong did they do ? or Ba sentše eng? in Sepedi.

##### **2.Motto**

The motto of the school shall be in Latin " **ORA ET LABORA**" which means "Pray and Work Hard"

#### **C. VISION AND MISSION STATEMENT**

##### **1. Vision**

To provide quality education to learners in order to uplift and empower them to play a responsible and meaningful role in the society.

##### **2. Mission**

- To encourage parental and community involvement in our school.
- Raise standards for learners at all levels both in and out of the school
- Provide quality education by means of instruction, guidance and facilitation by a core of qualified, competent, dedicated, responsible and accountable educators.

Faithful to our school's Mission as set above, the School Governing Body vows to appoint only suitably qualified, loyal hardworking and responsible educators.

It is therefore expected of educators to:

- Be serious about teaching and realize that it is their solemn duty to empower the learners through quality teaching, knowledge that will enable the child one day to be an asset to the community and country.
- Teach the child values and norms that should be carried beyond the school into community. In this way the school also reaches the community, thereby spreading education beyond the borders of the school.
- Initiate various actions to get the parents involved in school activities so that they can really be wholly part of the school community

#### D. LEGISLATIVE AND POLICY FRAMEWORK

The school shall operate under the following legislative framework :

##### 1. ACTS

- 1.1 Constitution of RSA, 108 of 1996
- 1.2 National Education Policy Act, 27 of 1996
- 1.3 SA Schools Act, 84 of 1996
- 1.4 The Employment of Educators Act, 76 of 1998
- 1.5 The Labour Relations Act, 66 of 1995
- 1.6 Basic Service Conditions Act, 75 of 1997
- 1.7 South African Council for Educators Act, 31 of 2000
- 1.8 Employment Equity Act, 55 of 1998
- 1.9 Promotion to Access of Information Act, 2 of 2000
- 1.10 The Children's Act, 38 of 2005
- 1.11 Abolition of Corporal Punishment Act, 33 of 1997
- 1.12 Batho-Pele Principles

##### 2. BASIC SCHOOL POLICIES

The School policies shall be (but not Limited to) the following:

- 2.1 Admission Policy
- 2.2 Awards Policy
- 2.3 Assessment Policy
- 2.4 Cultural Policy
- 2.5 Educators Code of Conduct
- 2.5 Entertainment Trips and Tours Policy
- 5.6 Finance Policy
- 5.7 General School Policy
- 5.8 HIV and AIDS Policy
- 5.9 Invigilation and Marking Policy
- 5.10 Language Policy
- 5.11 Learners Code of Conduct
- 5.12 Library Policy
- 5.13 Music Policy
- 5.14 Retrieval of LTSM Policy
- 5.15 Safety Policy
- 5.16 Science and Computer Laboratory Policy

- 5.17 SGB Constitution
- 5.18 Sports Policy
- 5.19 Staff Development Policy
- 5.20 Written Work Policy
- 5.21 Working Policy on Claims and Subsistence payments

### 3. CURRICULUM, ASSESSMENT AND OTHER LEGISLATIVE FRAMEWORKS

- 3.1 National Protocol for Assessment
- 3.2 National Policy Pertaining to the Programme and Promotion Requirements (NPPPPR)

## E. PRESCRIBED SCHOOL TIME , NOTIONAL TIME ATTENDANCE AND ABSENTEEISM, PROCEDURES.

### 1. Prescribed School Time

- General the School shall starts at 07h20 and knock off at 14h45
- All learners and teachers shall observe the school's prescribed time. Late coming is prohibited
- Morning and afternoon lesson may be organised by teachers in consultation with the office of the principal
- Parents would be officially informed by the office of the principal in case there is any change in school times
- Learners may not be allowed to leave the school premises during school times without prior permission of the principal
- Weekend and Holidays lessons may be organised by teachers in consultation with the office of the principal.
- Parents would be officially notified of any weekend or holidays arrangement before it could be implemented
- Knocking off time may differ as per the notional time prescribed for various grades by the Department of Basic Education
- Employees working time shall be determined by National Legislation. The 7 hours principle shall apply but time could be increased on agreement to address certain duties. Such an extension shall under no circumstance bear any financial benefit.

### 2. Notional/Instructional Time

- This is the time for teachers to be in contact with learners for teaching and learning purposes.
- The Notional time shall be as set in the National Curriculum Statement
- Alterations to the notional time should be reasonable and lawful based on accommodating other educational factors and such an alteration should be approved by the Department of Basic Education

### 3A . School attendance and absenteeism

- a. Learners shall attend school regularly.
- b. Should a learner be absent from school. The parents shall report in writing to the principal.
- c. Educators shall investigate all cases of absenteeism
- d. In the event of the learner being absent for three consecutive days without furnishing the school with reason for absence, the educator shall send a letter to the parents to enquire about reasons for the absence.
- e. If there is no response to this letter after five days, second letter would be sent to the parents.
- f. If after five more days there is no reaction on the part of the parents and the learner is still absent a FINAL letter would be sent to the parents.

- g. Failure to respond to the final letter, the matter will be reported to the Provincial Head of Department and a recommendation be made that the learner be withdrawn from the school attendance register.

### **3B. Procedure for releasing a learners from school during and after the Prescribed School time**

#### **A. RELEASE ON PARENT/GUARDIAN'S REQUEST**

1. The person who requests the learner should come personally to the office of the principal
2. A Pass-Out letter shall be issue to the person requesting for the child by the Principal, after verifying the authenticity of the request
3. The Parent/Guardian shall hand the pass-out letter to the class teacher who will ensure that ONLY the learner indicated on the letter is released.
4. The class teacher shall sign to authorize the release and hand the letter back to the parent/guardian.
5. The parent/guardian shall hand the Pass-Out letter to the security officers to allow the learner to pass-out.

#### **B. RELEASE DUE TO SPECIAL SCHOOL ARRANGEMENT**

1. When there is a change on School Programme, all parents shall be notified through letters prior to the release of learners
2. Foundation and Inter-Sen Phases shall be released at slightly different times to avoid stampede
3. Foundation Phase teachers shall assist their children to cross the road every afternoon and during special release

NB : Once a learner enters the school gates, he/she will not be allowed to leave the school yard without permission from the office. Should the learner get out of the school gate he/she will not be allowed to enter the school premises without prior permission of the office of the principal. This is done for safety purposes.

### **4. Procedure for School Meetings**

#### **Standing orders for meetings**

DEFINITION: The Rules of Debate, the Agenda, and any "local" rules concerning the conduct of the meeting are loosely referred to as "Standing Orders."

#### **1. Prescribed School Meetings**

There shall be various meetings including Staff Meetings, Support Staff Meetings, School Governing Body Meetings, School Management Team Meetings, General Parents Meetings, Parents Consultative Meetings, Special Parents meetings,, Committees meetings etc.

#### **2. Notice and Approval**

Notice shall be sent out to all members at least 5 days of a planned meeting and 21 days in case of an Annual General Meeting for parents. All meetings must be approved by the principal before conducted. Unauthorized meetings shall be deemed illegal.

### **3. Members**

Members of the meeting must be those members who have legal rights to participate in the particular meeting.

- (a) Members with full voting and speaking rights - All officially invited members of the vote
- (b) Members with speaking rights - Observers

### **4. Agenda and Invitation**

- (a) All meetings shall have an agenda
- (b) The Secretary and the Chairperson shall in collaboration with the principal prepare the Agenda for the meeting
- (c) Invitation to all meetings shall be done by the secretary or a member officially delegated.

### **5. Motions**

- (a) The deadline for the submission of motions shall be no less than two days before the general meeting. A member can submit up to three motions, all on different subjects.
- (b) The Secretary shall make sure that a sufficient number of copies are available for the members to read before and during the general meeting.

### **6. Chairperson**

The chairperson shall ensure that the meeting is in order, that remarks are relevant to the question under debate, that members of the meeting do not intimidate speakers and that members of the meeting makes no defamatory remarks concerning another.

### **7. Procedure**

Points of order may be raised to ask for a Chair's ruling or interpretation or to address any other question relating to the procedure of the meeting, to the Chairperson.

Points of order have precedence over all other business, but they may not be raised during a speech or a vote, unless relating to the conduct of that vote.

Points of order shall have priority in the following order:

1. a request for a ruling or interpretation; 2. a request for a re-vote; 3. any other point of order.

Procedural motions have precedence over all over business except point of order and may not be raised during a speech or the course of a vote, unless relating to the conduct of that vote. There shall be the following procedural motions, which are listed in order of priority:

- (a) that the meeting has no confidence in the Chair;
- (b) that the chair's ruling be overturned;
- (c) that a specified standing order be suspended for a specified reason for a specified length of time;
- (d) that a vote be by secret ballot;
- (e) that a meeting be adjourned or closed;
- (f) that the question, as specified, be now put;
- (g) that the question, as specified, be not put;
- (h) that the question, as specified, be adjourned to later in the same meeting or to a later meeting;
- (i) that the question, as specified, be remitted to the Executive Committee.

All procedural motions shall require the support of 50+1 % of the membership before being discussed. All procedural motions shall be voted on after at least one speech in favour and one against.

The chair shall be entitled to make the final speech in any motion of no confidence in the chair or any challenge to the chair's ruling.

A procedural motion to suspend a standing order shall require a two-thirds majority. All other procedural motions shall require a simple majority. Only one motion or amendment to it may be debated at any one time.

## **5. Communication procedures**

1. Protocol shall be observed in communicating with the Department of Basic Education
2. Communication with parents will be done via the Office of the Principal
3. Educators may communicate directly with parents on matters related to learning and teaching but the Office should be notified and be given detailed information on the matter
4. Only the Office of the Principal shall act as the Spokesperson for the school.
5. No one shall act as the Spokesperson for the Department of Education in any matter
6. Official communication shall be done in form of letters.
7. Verbal communication with parents is prohibited
8. Short Message Services (SMS) shall be regarded as formal and may be used by the Office of the principal for Communicating Emergency Messages to parents
10. Electronic Mails (E-Mails) and the School Website are also formal means of communication that can be used by the school to disseminate information

## **F. REGULATIONS GOVERNING VISITS AND LEARNER FOOD STUFF**

1. After entering the school premises, learners shall not be allowed to have any contact with parents unless authorized by the office of the Principal. Parents shall visit the administration after the notional time or only on emergency cases including when called either by teachers or the office.
2. Teachers may be visited after immediately after the expiry of the prescribed Notional Time from Monday to Thursday
3. No legal parent will be denied the right to visit his/her child unless specified by the relevant authorities for law enforcement
4. No parents shall be allowed to meet the child on fence. Visits should always be formal
5. Parents are not allowed to give anything to the children over the fence
6. Parents are not allowed to bring any form of food to their children once they (the children) shall have entered the school yard. Only cash not exceeding R20.00 can be allowed.

## **G. DUTY LISTS, TIME TABLES AND SCHOOL PLANS**

1. Allocation of all duties is the prerogative of the principal
2. Drawing of all duty lists and appointment of all committee is the prerogative of the office of the Principal
3. Time Tables shall be drawn by the committee appointed annually by the principal
4. Annual plans for all committees shall be drawn by committees during the Strategic Planning session to be organized annually by the office of the principal taking into consideration the availability of funds.
5. General School plans shall be drawn by either the Management and/or the entire Staff at the Strategic Planning Session to be conducted between October and November annually.
6. Once approved, all plans and policies shall form part of the school policy and they shall be adhered to without deviation

## **H. CURRICULUM MANAGEMENT**

1. All Curriculum matters shall be under the direct Management of the Deputy Principal(s)
2. Deputy Principal(s) shall be accountable to the Office of the principal in all matters related to the curriculum
3. It is the responsibility of the Deputy Principal(s) to ensure that Head Of Departments monitor Curriculum closely and report quarterly to them on matters related to the Curriculum

4. Senior Teachers shall assist HOD as prescribed by Personnel Administrative Measures (PAM)
5. It is the responsibility of Deputy Principal 1 to report on Curriculum to the School Governing Body (SGB) on quarterly basis

#### **I. SCHOOL GOVERNING BODY AND SCHOOL MANAGEMENT**

1. The School Governing Body shall perform only its functions as prescribed by South African Schools Acts
2. School Governing Body shall perform only governance functions not Management
3. School Governing Body shall hold four (4) official meeting per annum. Other meeting may be called as dictated by the situations.
4. The School Management Team (SMT) shall manage the day-to-day activities of the institution under the leadership of the principal
5. Neither the SMT nor the SGB shall act as the Spokesperson of the school. Only the office of the Principal may speak on behalf of the School or delegate the responsibility officially.

#### **J. SCHOLAR PATROL**

1. Foundation Phase learners shall be under supervision of their respective class teachers during school time, sport time, gatherings and functions
2. Duty Lists shall be drawn for supervision of Inter-Sen Phase learners
3. During break Intervals, learners shall be monitored by Prefects and any form of misconduct shall be recorded and reported to the teacher in charge.
4. Prefects shall not be held accountable for any form of misconduct that learners may do unless they are directly involved
5. Foundation phase learners shall be accompanied by their respective teachers when crossing dangerous roads from school. The school shall not be held accountable for learners deciding to cross roads at their own risk without the teacher.

#### **K. TRIPS, TOURS AND EXCURSIONS**

1. All School trips, tours and excursions shall be planned by relevant committees, approved by the principal, SGB and Parents before they could be undertaken.
2. Parents shall be made to complete an Indemnity/Consent Form before any trip,tour or excursion could be undertaken. No learner will be allowed to go if this document is not completed and submitted back to school by the parent
3. The Policy on Trips, Tours and Excursions shall for part of this School Policy

#### **L. LEARNER MISCONDUCT AND DISCIPLINE**

"misconduct" means misconduct committed by a learner and includes the following

- (a) misconduct committed on the premises of a school, whether during or outside of school hours;
- (b) misconduct committed during any school activity, irrespective of whether it is committed within or outside the school premises, and during or outside of school hours; and
- (c) any conduct, committed in or out of school uniform and within or outside the school premises, which
  - (i) tends to bring the school into disrepute;
  - (ii) interferes with the governance, authority and proper administration of the school;
  - (iii) interferes with the conditions necessary for any school activity;
  - (iv) subject to the reasonable exercise of the right TO assemble, demonstrate, picket and petition as provided in the Constitution, 1996 and the code, is committed with the intention of preventing any person from exercising his or her rights, powers or duties as a member of the school community, or is committed in retaliation against such exercise; or
  - (v) is prohibited by the code of the school;

The National Department of Education has produced a graded list of misconduct that could be used as a guideline.

#### **Level 1 misconduct**

- These are regarded as minor and include:
- Failure to be in class on time Bunking class
- Failing to finish homework
- Failing to respond to reasonable instructions
- Being dishonest with minor consequences

#### **Level 2 misconduct**

These are regarded as somewhat more serious and include:

- Frequently repeated Level 1 misconduct
- Smoking or carrying tobacco
- Leaving school without permission
- Using abusive language
- Interrupting education in the classroom
- Showing disrespect for another person
- Engaging in minor vandalism, like graffiti
- Being dishonest with more serious consequences

#### **Level 3 misconduct**

These are regarded as serious and include:

- Frequently repeating Level 2 misconduct where action taken by school authorities is considered ineffective
- Inflicting minor injury on another person
- Gambling
- Being severely disruptive of classes
- Forging documents or signatures with minor consequences
- Racist, sexist or other discriminatory behaviour
- Possessing or distributing pornographic, racist or sexist materials
- Possessing dangerous weapons
- Theft
- Vandalism
- Cheating during examinations

#### **Level 4 misconduct**

These are regarded as very serious and include:

Repetition of level 3 misconduct

- Threatening another person with a dangerous weapon
- Causing intentional limited injury to another person
- Verbally threatening the safety of another person
- Engaging in sexual activity
- Selling drugs
- Possessing or using alcohol or narcotics
- Disrupting the entire school (eg boycotting or picketing without consent)

- Forging documents or signatures with serious consequences

### **Level 5 misconduct**

Repetition of level 4

- Acts Intending to inflict major physical injury on another person (assault)
- Intentionally using a dangerous weapon
- Sexual harassment
- Sexual abuse and rape
- Major theft
- Breaking and entering locked premises
- Murder

### **DISCIPLINARY MEASURES FOR LEARNER MISCONDUCT**

The school shall apply the following measures to deal with learner misconduct :

#### **Measures which could be taken by the teacher**

Verbal warning or written reprimand by an educator;  
 Supervised school work that will contribute to the learner's progress at school;  
 the improvement of the school environment,  
 Demerits;  
 Performing tasks that would assist the offended person;  
 Agreed affordable compensation;  
 Replacement of damaged property;  
 Detention in which learners use their time constructively but within the confines of the classroom;  
 Suspension from school activities, eg sport, cultural activities.

#### **Measures which could be taken by School Management**

Any of the disciplinary actions listed above  
 Disciplinary talk with the learner  
 Talk with the learner's parents or guardians  
 Written warnings  
 Signing contract with learner who agrees to improve  
 Daily report carried by learner to all classes and signed by all educators  
 Performing duties that improve the school environment such as cleaning, gardening or administrative tasks

#### **Measures which could be taken by the Principal**

Any of the disciplinary actions listed above  
 Written warning of the possibility of suspension from the school  
 Referral to a counsellor or social worker  
 Community service once permission is granted by the Department of Education

#### **A learner may be expelled from a school if he or she -**

a) Intentionally violates any regulation in terms of the Act or any provision of the code of conduct framed in terms of Regulation 2 and which may be grounds for expulsion;

- b) In or outside of the building or on or off the premises of the school and whilst under the control of school authorities, intentionally conducts himself/herself in a manner which is or could be seriously detrimental to the maintenance of order and discipline at the school;
  - c) Intentionally damages, destroys, uses or appropriates property of the school or another person or body;
  - d) Intentionally contravenes any regulation or instruction pertaining to examinations;
  - e) Wilfully disobeys a legitimate instruction given by the principal or an educator authorised to do so by the principal;
  - f) Intentionally gives false information to the principal or any educator;
  - g) Has been convicted in a court of law of a serious offence;
  - h) Incites, instigates or procures a fellow learner to contravene or to fail to comply with any regulation or instruction made in terms of this Act, or any rule of such school;
- Expulsion: The permanent removal of a learner from attendance at a particular public school. See P.N. No. 285, 1997 of 21 August 1997 - Regulation 4 See also G.N. 776 of 1998 - 18900 dated 15 May 1998 (The Guidelines) Sections 11 to 14 26
- i) Violates the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing educators from providing classes or in any other manner;
  - j) Refuses, without good reason, to attend classes or to receive tuition or without sound reason deliberately absents him/herself from school or classes;
  - k) Commits an act of insubordination towards an educator or other person who occupies a position of authority over him/her at such school;
  - l) Prevents or attempts to prevent an educator or other staff member from carrying on his/her normal duties;
  - m) Conducts him/herself in a disgraceful, improper and unbecoming manner; and
  - n) Possesses or uses a habit-forming drug without a prescription from a registered medical practitioner

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