

**ST PETER’S ACADEMY**

**General School Policy**

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| **GENERAL SCHOOL POLICY** |

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1. **PURPOSE OF THE POLICY.**

The purpose of the General School Policy is to ensure the smooth running of the school in an endeavour to create an environment that will enable each learner to reach his/her full potential in the academic as well as other spheres of life.

1. **INTRODUCTION**

St Peter’s Academy is a registered non-profit organisation. The purpose of the school is to offer children from the poorer community a quality Christian based education with small classes in a nurturing, caring and safe environment.

* St Peter’s Academy is an Independent non-denominational Christian school.
* St Peter’s Academy is a Primary School with fully qualified teachers.
* St Peter’s Academy is registered as an NPO.
* St Peter’s Academy **offers** English **speaking pupils a solid, well-grounded education for children mostly from a poorer socio-economic background**.
* We teach learners from Grade 1 to Grade 7 who are ideally suited and for children who need the emotional security of small classes.
* We teach the mainstream curriculum (CAPS)
* We fulfil a learning support role in order to enable every child to reach his/her full potential.
1. **MOTTO AND MISSION:**

**OUR MOTTO**

It is important that each child must realise and remember the motto of the school:

*“Love is His Way”*

**MISSION**

To provide children with a well-balanced, solid foundation in Education that is achieved through small classes, Christian values, self-belief, encouragement, respect, positiveness, acceptance of others and working hand in hand with our parents.

**STAFF -** Staff with special skills whom, with passion, take care of quality education.

**CURRICULUM -** Following the CAPS curriculum.

**FACILITIES -** Facilities which enhance emotional, social and academic growth

 **BUSINESS -** Maintain professional business principles and sound financial

 Practices (NPO).

**RESPECT -** Respect for everyone involved at the school, in the school environment and the community

**VALUE DRIVEN ACTIONS -** Teamwork, Respect, Loyalty, Honesty, Integrity, Ubuntu, and Responsibility.

1. **STAFF**

Every educator is a registered (SACE) teacher. *(Refer to Educators’ Individual Files)*

 The School Administrator, Principal, Educators, Administrative staff and support staff

 work together in offering an educational programme of excellence. In so doing they

 are:

* Perpetuating the ethos and values of the School.
* Creating a learning environment which fosters engaged, active and exciting educational opportunities.
* Establishing foundational learning which enhances formal education.
* Providing boundaries and behaviour management which encourages independence and self-management in children.
* Upholding the rights and dignity of all who are a part of the school community.
* Fostering empathic and respectful relationships with all members of the school community.
* Behaving in accordance with the Code of Professional Conduct of the South African Council for Educators or, alternatively, the School’s Code of Conduct.
* Keeping the terms of their Employment Contracts and Job Descriptions.
* Listening to parents and learners and respecting concerns by providing an open door policy and appropriate times and places for full and/or confidential discussion.
* Working and building a close relationship with parents for the best interest of the child.
1. **School times:**

Monday to Thursday

7:00 - Staff arrive at school.

7:15 - Staff member on duty on the playground and gates open

8:00 - Classes start.

10:00 – 10:30 - First Break

12:30 – 12:45 - Second Break

14:00 - School closes

Fridays

13:00 - School closes

Break

Learners have 2 breaks during a school day. Learners may not stay in the classrooms, school hall or in the corridors during breaks unless it is raining. Teachers will be on duty.

Any serious incidents must be reported to the Principal. The tuck-shop will be open on Fridays.

**Assembly**

A roster is drawn up and is indicated on the term plan.

We politely request all learners and teachers to attend. (Staff or learners may, on request, be excused on religious grounds.) Each Educator has a turn to present an Assembly for the school.

Assembly is usually followed by announcements.

1. **TIMETABLES AND SUBJECTS:**

To ensure a structured routine, a set timetable is followed from Monday to Friday.

* Subjects covered in Grade 1-3 are Languages, Mathematics and Life Skills.
* Subjects covered in Grade 4-6 are English, Afrikaans, Maths, Natural Science & Technology, Social Science: Geography & History and Life skills.
* Learning areas covered in Grade 7 are English, Afrikaans, Maths, Economic Management Science, Natural Science, Technology, Social Science: Geography & History and Life Orientation.
* Stimizone to all classes

Our teaching goal is to encourage a well-balanced programme to meet the needs of each individual. The classes are small and are around 10 learners per grade. Classes are taught by qualified educators who strive to achieve the “personal best” for each of the pupils in their care.

1. **SCHOOL OUTINGS**
* Day outings are undertaken to various curriculum related sites.
1. **ADMISSION PROCEDURE**
* Prospective parents with school admission inquiries [contact](http://www.vergezicht.co.za/contact-us/) the school via e-mail or telephone.
* The school’s admin office contacts the parents.
* An initial meeting and visit to the school are arranged.
* A meeting is arranged to discuss the prospective school admission.
* When a learner is accepted, a financial agreement is signed and a [deposit](http://www.vergezicht.co.za/policy-fees-2/school-fees/) is payable immediately.

**9. SCHOOL FEES**

School Fees are revised annually. The School Administrator along with the SGB determine the school fees. This is then sent to the parent in writing.
For 2024, the school fees are as follows:

* A non-refundable registration fee of R1200.00 on acceptance for new children.
* School fees are R1600.00 per month, payable for *12 months* of the year, December to November. This is made up of R1 150.00 school fees and

R 450.00 development fund.

* R 1200.00 Book levy payable end of November.
* Failure to pay school fees will lead to the child being suspended till fees are paid and may lead to the child asked to leave the school.
1. **ASSESSMENT & REPORTING**

Various forms of assessment take place throughout the year.

1. Controlled tests are written from Grade 1 – 7. This is indicated on a term plan.
2. Formal assessments take place every term in Grade 1 – 7.
3. Parents are notified of any concerns regarding academic progress. Tests and examinations written are sent home for parents to sign. Progress Reports are handed out at the end of each term.
4. Assessments are done in various forms on a continuous basis throughout each term. Marks are recorded and parents are notified of any concerns regarding academic progress.
5. All tests are sent home for parents to sign.
6. Internal moderation takes place on a termly basis.

APPEALS AND GRIEVANCES*(Refer to policy of Grievances and Appeals.)*

Parents can appeal if they disagree with assessment results.

* Parents and learners can appeal assessment results.
* Appointments can be made through the Administrative Manager to arrange a meeting with the teacher and / or Principal.
* Grievances will be heard, and the school will attempt to reach a reasonable solution.
* Learners will not be victimised when the issue is addressed.
* Clear and confidential procedures will be followed.
1. **DISCIPLINE**

Code of Conduct and Discipline **(***Refer policy on Code of Conduct for learners*.)

The whole School is engaged in the discipline process. The teachers establish the rules for behaviour and interaction; they also model self-control and respect, to provide examples to the children.

They enforce the rules for discipline and help the children to understand that that there are consequences for inappropriate behaviour. Corporal punishment is not permitted.

A positive, ordered environment creates a climate of co-operation and acceptance in the School and fosters good relationships. This is conducive to sound learning and happy social interaction. Courteous and respectful behaviour is required from all children and the teachers ensure that the pupils speak, respond and interact appropriately at all times.

It is necessary to have clear and decisive school rules for the following reasons: orderliness; fairness and justice; effective functioning; safety, health and hygiene; whole child development, i.e. self-control and self-management and life skills.

Children commit to:

* Attending School regularly and on time.
* Participating fully and positively in the learning experiences offered to them.
* Adhering to school rules, with the assistance of their parents.
* Behaving in a manner which reflects the values of the School.
* Being respectful, courteous and co-operative towards the Principal, teachers, administrative and support staff, other learners, parents and visitors.
* Acknowledging the worth and value of others and displaying an awareness of and appreciation for their ideas, thoughts and feelings.
* Demonstrating responsibility and gratitude in the care of property, facilities and equipment.

Parents should commit to:

* Helping children develop strong moral values through their own words, actions and behavior but also by supporting the ethos of the School.
* Taking an interest in the school, its programmes, functions and events and in its future developments and indicating this through their active personal involvement.
* Respecting and recognising the objective perspective, input, advice and suggestions of the teachers, who act for the long-term benefit of their children.
* Acknowledging the authority and discipline of the School and demonstrating this when the code of conduct is applied to their children.
* Encouraging children to abide by school rules.
* Supporting and taking an interest in the school’s developments.
* Meeting their contractual financial obligations as per the Fee Payment Schedule.
1. **UNIFORMS**

Strict adherence to the uniform code is expected. A uniform inspection takes place on a regular basis. Letters are handed to the learners if the incorrect uniform is worn.

**13. OUTREACH**

St Peter’s Academy is involved in outreach programmes, which we have selected. A preference is given to charities in which pupils can become involved.

1. **PATHS OF COMMUNICATION**

St Peter’s Academy has an open-door policy. However, for speedy resolution it is recommended that if a parent needs to discuss anything to do with a child’s progress or a concern, they must make an appointment to address the teacher concerned first.

If there is a need for further intervention, they may then make an appointment with the Phase Head, if there is still no success, they may then make an appointment with the Executive Manager.

Paths of Communication with parents:

The mode of communication with parents regarding notices and announcements:

* E-mails
* Telephone
* Hard copy
* Newsletter
* School webpage

Paths of Communication with teachers:

The mode of communication with teachers regarding notices and announcements:

* Morning meetings at 7:00
* Weekly memos
* Timetables
* Staff meetings
* Subject meetings
* E-mails
1. **FUNDRAISING**

Various fundraisers are organised during the year by the staff and Governing Body Members. All learners and parents are encouraged to participate. Outside businesses and some individuals support the school with bursaries and funding.

* Tuckshop on Fridays
* Spellathon

1. **HEALTH AND SAFETY** *(Refer to Health and Safety Policy)*

The safety and security of our learners is our first priority.

**17. FACILITIES**

Our facilities consist of a main building which houses the following:

* 4 classrooms
* library
* hall
* administrative office
* staff room
* separate toilets for girls, boys, and staff
* kitchen

There is 1 Wendy House on the grounds for storage.

**18. CODE OF CONDUCT AND DISCIPLINE** (*Refer to Code of Conduct Policies)*

St Peter’s Academy has a Code of Conduct Policy for Learners, Parents and Teachers.

Why do we need it?

1. To help the learners to develop the self-control they need to function effectively in society.
2. We need the procedures in place should serious problems ever arise.
3. Parents and pupils need to know that the learners are disciplined fairly and consistently.

The Aim

1. Discipline must be fair, appropriate and consistent.
2. Discipline must have a positive effect and attempt to change behaviour.
3. Children must understand the *reasons* for particular rules if we are to achieve our goal.
4. We must aim to reward good behaviour, more than we address bad behaviour.

Code of Conduct

1. The Code of Conduct should emphasise rights, which are linked to responsibilities.
2. The children must be involved in devising this, but it should include such things as
	* 1. The right to work and learn without being disturbed.
		2. The right to be treated with respect.
		3. The right to work in a clean, safe and structured environment.
		4. The right to be treated fairly.
3. The children must accept this as their own – perhaps by signing a set of promises.
4. It must emphasise the positive, and that it is for mutual benefit, happiness, safety, etc.
5. It should not be a list of rules, but a set of positive ideals to strive for.