



Beaumont Primary School

Academic Policy Grade 4-7

1. Lost books

- Books and worksheets are the responsibility of the learner. This includes the completion of worksheets done in class when a learner has been absent.
- The learner must make arrangements to borrow a classmate's book to catch up / photocopy missing work.

2. Study methods

- Study methods will be taught at school. It is the responsibility of the learner to apply these study methods. Parents have to assist the educators in this regard.

3. Homework

- All learners should have a homework diary, and it is the individual's responsibility to copy down homework, task and test dates.
- To reinforce and consolidate class teaching, homework assignments are set regularly for Grade 4 - 7 learners. These assignments should be recorded in the homework diary and in order to ensure adequate progress, parents should interest themselves in their children's work at home, insisting on extra work and revision in weak learning areas. Parents are required to sign their children's homework diaries once the work has been completed satisfactorily.
- All parents should insist upon an hour's worth of homework / study / reading, etc. every weekday afternoon for their Grade 4 - 7 children. This should become a non-negotiable, daily routine which will develop an appropriate attitude towards homework. The earlier it is established, the better.

4. Project work

- All project work will be done during class time. Learners will receive detailed instructions and given ample time to find the necessary resources.
- Resources will be brought to school and the project will be done in class under the supervision and guidance of the educator.
- Grade 7 learners will be able to do projects at home in the last semester in preparation for the high school.
- During the first two terms of the year, all Grade 7 projects are completed in class. Projects given in the third and fourth terms will be completed at home.

- The following information must be strictly adhere to (for Grade 7 learners):
 - ✓ Projects must be handed in on the stipulated date. If the learner is ill or unable to attend school, it is the parent's responsibility to make sure the project arrives at school on time.
 - ✓ Should the project be handed in one day late, the learner will be penalised be 30%. 2 days late 40% and 3 days late 50%. Thereafter the learner will attend a detention class in order to complete the project. The project will then be marked and 50% will be deducted from the mark.
 - ✓ Projects typed on the computer must be accompanied by the rough draft and planning.
 - ✓ Learners may not plagiarize texts, and will receive 0 should they be found guilty of this. All work must be exclusively the learner's own efforts.

5. Test series and examinations

- Continuous assessments in the form of tests will be conducted in term 1 and 3.
- The normal school time table will be followed every day.
- Every grade group from Grade 4 to 7 will write the same learning area on a specific day. A copy of the test time table will be sent home with each learner. A copy of the test time table will also be handed to all educators to assist them with the planning of tests and projects to prevent too many projects at the same time.
- These continuous assessments will be short tests, but will be of a high standard. It is very important that a child prepares himself / herself for these tests properly as the results will be reflected on the reports.
- A formal test series (examination) will be written in terms 2 and 4. No extra mural activities will take place during this time.
- Ut Prosim (Academic and Arts / Culture) will be held at the end of October. Awards for this prize giving will be based on results obtained during the first three terms of the year. A separate sport prize giving will follow as indicated on the term programme.
- The examination at the end of the year is still very important even though the Ut Prosim evening will have already taken place. The marks for this exam will be used for promotion purposes. In our senior grades these marks are also used when applying for entry into high school. High schools have a strict selection policy these days.

6. Absenteeism

- **Tests missed due to absenteeism will not be "caught up", as the learners are continuously evaluated in a variety of activities throughout the year.** Many learners are absent on **test** days, and return to school the next day without any written explanation. Should a child be ill on a test day, a written note by the parent, explaining the nature of the illness, will be sufficient. The parent's honesty and integrity in this regard is appreciated. If a learner is unable to attend school on a

formal test day due to personal reasons or sport commitments, the school must be informed in writing well in advance.

- Should the situation arise where a learner misses a series of formal tests, the matter will be brought to the headmaster's attention, even if the child's absenteeism has been explained by a parent's note. An appointment will then be made with the parent to address the matter. It is of the utmost importance that learners write continuous assessment tests, and we need the support of the parents in this regard. Parents have to ensure that their child attends school on these days.
- **Sick learners are not permitted to return home after writing a test.** We believe, in any case, that a sick child cannot perform at his / her optimum, and must remain at home until fully recovered. Our system of continuous assessment makes it unnecessary for parents to make such requests.
- It is the learner's responsibility to catch up work missed due to absenteeism. The educator cannot be held accountable to monitor work missed by a learner for any reason whatsoever.
- If it is anticipated that a child will be absent for some time, parents should notify the school office in writing. No homework is to be collected by parents, as the child is sick for a reason. On return to school, learners may use a friend's books to photocopy to catch up work missed. It is the child's responsibility to stay on track.
- Permission to take your child out of school can only be given in exceptional circumstances, eg. urgent medical appointments, death in the family, etc. If you wish to take your child out for any other reason, we require prior notice IN WRITING, as well as an undertaking that any missed work will be completed at home.
- The above applies to learners missing work due to music lessons and remedial intervention.

7. Format of the report

- The format of our reports has been determined by the National Protocol Document for Assessment, endorsed by the Minister of Education and all schools nationwide must adjust their academic policies to be in line with this document.
- A code and percentage will be allocated to each learning area.
- Reporting will no longer be done according to learning outcomes. Should a parent require an indication of the LO with which his / her child experiences difficulty, he / she must consult the assessments in the portfolio and the workbooks. The portfolio has to be signed and a comment written on the page which has been supplied. The last page in each workbook must also be signed. It is imperative that the child's portfolio and workbooks must be used as reference during the term discussions to enable the educators to make recommendations and to ensure sensible recommendations.
- Reports are sent home at the end of each term.
- Reporting is done independently for each term. At the end of the second term reporting will be done on the second term's work only. The marks on the report for the second term will not be an average mark for the first two terms as in the past. This decision is a very positive one, as learners who performed poorly during one term, will not be penalized for this mistake throughout the year.

- The code which is displayed in the last column on the report, is a code based on the educator's professional judgement, based on all the assessments during the course of the year.

8. Attitude of learners towards academics

- Learners need to be made aware of the importance of the academic programme. An alarming percentage of the learners are displaying a careless attitude towards schoolwork. Homework is not being completed and the standard of written work is sometimes shocking and we would like to appeal for the support of parents in this regard.
- Parents have to take the trouble to page through the child's books during the holidays, checking the standard of the work and taking notes whether the child is one who neglects his / her work. If so, the parents have to take the responsibility to have a serious discussion with the child. We suggest that the parents check the books weekly to stay abreast with the child's progress at school.
- Education is a partnership between the school, parent and learners. All the role players have a responsibility in this regard. Children start to mould their future at primary school and if they fail to develop sound working habits at a young age, they will struggle to do so in the future.

9. Progress Discussions

- Formal progress discussions with teachers are held at least three times a year, usually after reports and portfolios have been sent home for parental perusal. If the teacher wishes to discuss certain aspects of your child's work with you, you will be advised by letter.
- Should you wish to discuss slow or unsatisfactory progress, or any urgent matter concerning your child, please contact the teacher concerned first, and if you are still not satisfied, please follow the Communication Policy regarding academics.
- Please bear in mind that no meetings with the teachers may take place during school hours i.e. between the start and end of the academic programme.

10. Communication Policy

It is of vital importance that the correct channels of communication are followed at our school.

ACADEMIC

- The first person to contact with a query or problem will be the relevant Learning Area teacher / Learning Area Head.
- If you are not satisfied by the response from this teacher, contact the head of the department. (Mrs Koekemoer Gr 4-6 or Mrs Jonker Gr. 7).
- The principal may be contacted if the parent has followed the correct communication channels and no solution could be found.
- If parents are still not satisfied with the result they may address a letter, with full communication history, to the Governing Body of the school.

Communication Policy

It is of vital importance that the correct channels of communication are followed at our school. As you are well aware our school is growing every year and with 1150 children and 40 educators we have to have a formal structure to follow to ensure the successful running of the school. We have tried to make it easier for you as parents by means of a flow diagram which includes the exact names of the relevant educators to contact when you have a query or complaint. Put it on your fridge or file it but please keep this in a safe place for the day you may need it. Leave a message with the secretary and the relevant educator will contact you as soon as they can.

ACADEMIC

- The first person to contact with a query or problem will be the relevant Learning Area teacher / Learning Area Head.
- If you are not satisfied by the response from this teacher, contact the head of the department. (Mrs Saayman Gr R-3 and Mrs Koekemoer Gr 4-7).
- The principal may be contacted if the parent has followed the correct communication channels and no solution could be found.
- If parents are still not satisfied with the result they may address a letter, with full communication history, to the Governing Body of the school.

DISCIPLINE

- General discipline is the responsibility of the class teacher.
- Level 1,2, & 3 will be attended to by Mrs Saayman (Gr 1-3) and Mr Kets (Gr 4-7)
- All level 4 & 5 offences are dealt with directly by Mr Reddell.
- Mr Kets manages the detention and may be contacted in this regard.

SPORT

- Mrs Minnie is the relevant person and can be contacted on the school number extension 4.
- A written apology is expected if your child does not attend a practice or match.
- If you have a problem with a coach, speak to the coach in question first.
- Make a personal appointment to see the coach; do not confront the coach on the sports field in the presence of the players.
- If you are not satisfied with the response, contact Mrs Minnie who will take the matter further, involving the Sports Head and relevant Parent support sub-committees.

Please note and accept that the coach's decision on team selection is FINAL. Parents may not interfere, give advice or shout out comments while coaching takes place. Any comment or grievance that you might have must be done in writing, for the attention of the coach concerned, or an appointment may be made.

- The school has various committees representing the different sporting codes and matters of concern, new initiatives and suggestions, projects, etc. can be tabled for discussion and action at their meetings.
- Major decisions that need to be taken will be tabled at the Governing Body meetings for final approval.

CULTURAL

- Any queries to be dealt with by the educator involved.
- Should you not receive a satisfactory outcome, you may contact the Arts and Culture co-ordinator, Mrs Roné Frylinck and then if still deemed necessary, Mr Reddell.
- This also includes outside activities such as Art, Ballet, Drama and Chess.

GOVERNING BODY (GB)

- The Governing Body represents the parents of the school.
- They will represent you or your concern, but only after the correct channels have been followed.
- Requests which are directed to the GB must be made for the attention of the Chairperson of the Governing body, or the GB member who heads a specific sub-committee.

BEAUMONT PARENTS' ASSOCIATION (BPA)

- The Primary function is to raise funds for the school.
- Any suggestions, concerns or queries may be directed to the Chairperson of the BPA, or the member of the committee who is directly involved with your matter.
- All matters raised will be taken to the BPA meeting for consideration and possible action.

GENERAL

- No parent may enter the school corridors with the intention to see a teacher for whatever reason. Teaching time is compulsory and may not be interrupted by any parent who has a problem with his / her child in a particular class.
- Do not request a teacher's attention during school hours or break times. All communication must be done via the secretary's office / personal letter to the teacher. Please leave a message and the teacher will contact you as soon as possible.
- When making enquiries regarding general school matters, the secretaries will be of assistance. Should you require specific information or if you want to make suggestions, eg clothing bank matters, prefect selection procedures, financial issues, etc. please do so in writing for the attention of Mr Reddell who will in turn direct all queries to the respective committees.
- It is the responsibility of parents to complete ALL reply slips / detention forms and return it to school timeously.

SCHOOL UNIFORM AND GENERAL NEATNESS

The official supplier of the Beaumont uniform is:

Beaumont Primary School

SUMMER

- ⊕ Navy Beaumont quantec shorts or navy skorts. Skorts in bigger sizes will be phased in by 2010.
- ⊕ Beaumont golf shirt. The shirt should preferably be **tucked in** at all times.

HATS

- ⊕ All Grade 1-4 (2010) have to wear their Beaumont hat/cap during break (compulsory) and especially during sport practice and participation, for sun protection. No other branded headgear such as “Billabong” will be allowed.

FOOT WEAR

Tackies:

- ⊕ The tackies must be **predominantly white**. (Only **navy, grey or black** as additional colours accepted). No fashion tackies with high heels may be worn. No fashion Only white shoe laces are allowed. No blue or black laces. sneakers allowed.

Socks:

- ⊕ White socks – (no stripes or logos). Socks must be visible and cover the ankles. No “secret socks” allowed.
- ⊕ A choice of two sandals only, available from Shoe City;
 - Navy (with grey) River Rapids (Ref. 12301A “Bevan Yths”)
 - Navy (with grey) River Rapids (Ref. 23515)

- ⊕ Sandals may be worn during summer months only (1st and 4th terms), but a reminder that tackies must be worn to assembly on Monday’s.
- ⊕ **No other sandal** will be allowed as we want to promote uniformity at our school. Both pairs of sandals have straps around the ankles and are of a sturdy nature. Children who don’t conform to this arrangement will be asked to take their sandals off and return to school with tackies the following day. We strongly urge you as parents to conform to this arrangement.

SPORT UNIFORM

- ⊕ The **sleeveless athletics top** is compulsory for PE and can be used for other extra mural activities. (eg. Athletics)
- ⊕ Navy Beaumont quantec shorts.

SWIMMING

- ⊕ Girls – Navy full piece speedo (Black speedo's will still be allowed, but compulsory navy costumes will be phased in by 2010.) Older girls may wear the black Beaumont "quantec" shorts over their costume, should they so choose.
- ⊕ Boys – Navy speedo or black Beaumont "quantec" shorts to serve as a swimming costume. (Black speedos will be phased out by 2010)
- ⊕ **Gold swimming caps** – are compulsory for team swimmers. **(boys and girls)** These are available from our uniform shop at school.
- ⊕ Yellow, white or navy swimming caps will be permitted during PE lessons. No learner, boy or girl, will be allowed to swim without a swimming cap.
- ⊕ Learners are expected to bring their own swimming towels.

Cooler weather:

- ⊕ When the weather cools down, a Beaumont tracksuit top may be worn with the Beaumont shorts and golf shirt. The top must at **all times be zipped** up two-thirds of the way.

WINTER

- ⊕ Beaumont tracksuit.
- ⊕ Beaumont golf shirt. (short or long sleeve)
- ⊕ Please note: Long-sleeved golf shirts may only be worn **under a tracksuit top**, and not on its own with the tracksuit pants.
- ⊕ A navy V-neck jersey (optional). The navy school jersey may be bought at any shop with a schoolwear department. Please see that the navy matches the colour of the Beaumont tracksuit. **PLEASE NOTE:** The jersey may **only be worn under the tracksuit top**, never as the outer layer or on its own.
- ⊖ Shorts can be worn on warmer days. You are still reminded that **full winter school uniform** must be worn on **Mondays** for assembly.
- ⊕ Only navy scarf. (No white scarf allowed)
- ⊕ Beanies – no "Beanies" inside school building.
- ⊕ Rain jackets: - only over school tracksuit before school, during breaks and after school. Not inside classroom or during assemblies.

HAIRSTYLES

- ⊕ No learner's hair may be **bleached, coloured or highlighted**. If so, he/she **will be sent home** and will **not be allowed to return to school until it has been restored to the original colour**.
- ⊕ **Gel** may be worn to school, but only to keep hair neat and **NOT** for fashion purposes.
- ⊕ **Girls** are to wear their hair in neat **conventional** styles. (Hair is considered long once it touches the collar). No long fringes are allowed to hang over the eyes, and must be clipped back.
- ⊕ If the girls' hair **touches the shirt collar**, it must be **tied up**. Only WHITE OR NAVY ribbons, elastics, scrunchies or bobbles may be worn. **No fashion** slides e.g. butterfly clips, or combs may be worn.
- ⊕ **Boys** must wear their hair cut in a neat and conventional style. In detail, we require the back to be cut so that there is a distinct gap between hair and collar while at the sides, **hair may not cover the ears**. **Prominent steps are not permitted**. At no time may the fringe cover the eyebrows.

GENERAL

- ⊕ Learners must wear full and correct school uniform when they come to school, or leave school at the end of the day, and must at all times appear clean and tidy. Tackies and tracksuit top must be worn when learner goes home.
- ⊕ No jewellery, other than watches (marked with child's name where possible) and plain stud earrings or sleepers may be worn by girls. (No dangly earrings). Visible bracelets and necklaces are also not permitted. Boys are not permitted to wear earrings of any kind, on school premises or while in Beaumont uniform.
- ⊕ Finger-nails must always be clean and short. Painted finger-nails or toe-nails are not permitted.
- ⊕ No make-up may be worn to school.
- ⊕ Cellphones should preferably not be brought to school. Beaumont will not take responsibility for the loss or damage of a learner's cellphone. If a cell phone rings during class, the phone will be confiscated for 5 school days and kept in the school safe.
- ⊕ All items of clothing, towels, togbags, pencil boxes, stationery and lunch boxes are to be **indelibly labelled**.
- ⊕ Learners are responsible for the recovery of lost property and should collect lost items at second break (Mrs Kotze). Unclaimed and unmarked lost property will be held for a period of four weeks only.
- ⊕ Learners must take great care in looking after all books and equipment issued to them by the school. All workbooks and textbooks must be covered. Parents **will be required to pay** for school books that are lost.

BASIC SCHOOL RULES

- ⊕ Learners must deport themselves in such a manner as to bring credit to themselves, their families and their school. They must strive towards living out our motto, namely *'in order to serve'*.
- ⊕ The school buildings are out of bounds before school (except Mondays), during breaks and after school, unless learners are accompanied by a teacher or in case of inclement weather conditions. During rainy weather, Foundation Phase learners and Grade 7 learners are permitted to remain in the corridors before school and during breaks while Grade 4 - 6 learners are allowed in the corridors before school and may assemble in the hall during breaks (Teachers will be on duty).
- ⊕ Running and eating in the corridors, or on staircases is strictly forbidden. Movement in the school must be quiet and orderly at all times.
- ⊕ Learners may never litter and must contribute towards keeping our school clean and tidy at all times. They must develop a pride in their environment.
- ⊕ Cloakrooms are to be kept clean and hygienic at all times.
- ⊕ Wilful damage to the school buildings, furniture or amenities is a punishable offence. Any accident (no matter how slight) must be reported to the office.
- ⊕ No child may leave the school grounds during school hours without written authority.
- ⊕ Climbing of fences and trees is strictly forbidden.
- ⊕ Only suitable tennis shoes may be worn on our tennis courts.
- ⊕ No cycling is permitted on our school grounds. Learners must dismount at the gate and push their bicycles to the stands.
- ⊕ Learners are expected to be courteous and polite at all times. Say 'Good morning' to any adult first. It costs nothing to say please, thank you or pardon.
- ⊕ No rough and dangerous games or activities may be played on our school grounds.

CODE OF CONDUCT

1 INTRODUCTION

Our **MISSION** is to provide a vibrant Christian-based learning environment where each child's spiritual, intellectual and physical potential is developed by a team of dedicated teachers. This implies that our learners are *loved* and *respected unconditionally* so that true *learning* can take place. In return, our learners must *learn* to *respect* themselves, their peers, teachers, parents and property. This is based on our Human Rights Document.

As secondary educators, *the role of the teachers* is to work with *parents* who must be the ones to introduce their children to *discipline* which starts at *home*, and continues at *school* and in their *environs*. The focus on *discipline* in our school is *positive* and *encouraging*, and seen in the context of *age appropriateness*. Ongoing communication between parents and teachers is *vital* if we want to succeed in our mission.

2 Our **OBJECTIVES** are as follows:-

2.1 ENCOURAGEMENT OF POSITIVE BEHAVIOUR

Class teachers endeavour to:

- win *respect* and *trust* of children
- set clear boundaries
- discuss and record behaviour boundaries with entire class
- set class goals - week, term, year
- set individual and personal goals
- apply all seven of the positive strategies listed below throughout the year

Positive strategies to be applied:

- * GOOD WORK
The Headmaster is made aware of good work
- * POSITIVE MARKING
Encouraging comments given
- * GROUP OR TEAM POINTS & REWARDS
Rewards for co-operation/team work in a class
- * TERM END OUTINGS
Has to be earned by every class member
- * SPECIAL TIME FOR GOOD OR IMPROVED BEHAVIOUR
Given in order to inhibit naughty, attention-seeking behaviour
- * GOOD WORK NOTES TO PARENTS
To acknowledge good work prepared by child

2.2 DISCOURAGEMENT OF NEGATIVE BEHAVIOUR

The principle of natural justice in all situations must be upheld, i.e.:

- Tell the child what the offence is and give the child an opportunity to state his/her side of the matter. Consider this input seriously.
- Establish whether the child you are talking to is the offender.
- Investigate the offence free of prejudice.
- Take care to establish the motive of the offence.
- The right to review and appeal.

BEAUMONT HUMAN RIGHTS DOCUMENT

- ⊕ It is my responsibility to treat others with compassion, therefore I expect to be treated with compassion by others
- ⊕ I have the responsibility to respect other's individuality and religion, irrespective of their gender, colour, age or appearance. I can then expect others to treat me in a respectful manner
- ⊕ It is my responsibility to ensure that, through my actions, I will not physically hurt anyone intentionally. Thus I can expect to be treated in the same way
- ⊕ I may not take or destroy the property of others. I can expect my property to be safe
- ⊕ I have the responsibility to help maintain a clean and quiet school which gives me the right to hear and be heard in this school. This means that I will not scream, shout, make loud noises or otherwise disturb others and they will not disturb me
- ⊕ I have the responsibility to help maintain an atmosphere of learning for myself and others in this school which gives me the right to learn. This means that I will be free to express my feelings and opinions without being interrupted or discriminated against and I will not interrupt or judge others who express theirs
- ⊕ It is my responsibility to learn self-control. This means that no-one will silently stand by while I abuse my rights and that I will strive to exercise my rights without denying the same rights to others
- ⊕ It is my right to relax and enjoy myself during break, therefore I shall not prevent others from also enjoying their breaks
- ⊕ It is my responsibility to protect my rights and the rights of others by acting responsibly in all circumstances

