



# **CONSTANTIA KLOOF PRIMARY SCHOOL**

**School Policy  
For Parents  
2016**

## **BADGE**

The central focal point of the Badge is Groot Constantia with the two lions standing rampant, symbolising the protection of our heritage. Above the building's facade are sheaves of wheat and hammers symbolising the need to work for growth.

## **SCHOOL MOTTO**

HERITAGE, KNOWLEDGE, GROWTH

## **SPORTS MOTTO**

LET NOT WINNING BE OUR ONLY AIM,  
IT ALSO MATTERS HOW WE PLAY THE GAME

## **SCHOOL SONG**

*'CONSTANTIA'*

We call on you Constantia,  
our future in your hands.  
To teach us love and loyalty,  
in faith and honour stand.  
To carry in the future,  
a message loud and clear.  
May we be sound citizens from day to day  
and year to year.  
Our Constantia.

Constantia calls to every pupil, parent  
teacher - we belong.  
When we're running or when playing, being  
sportsmen - we belong.  
When researching or reciting, it's exciting  
- we belong.  
How we treasure every minute, being part of,  
being in it - to Constantia we belong.

We walk down all the corridors,  
Through classrooms one and all.  
We get to know our teachers  
we hear Constantia's call.  
T's here we find the answers  
to all the question why.  
Our thanks remain forever, as time goes by,  
we're standing tall.  
Constantia we hear your call.

## 1. INTRODUCTION

Groot Constantia is one of our most renowned, historical monuments - gracious and steeped in tradition. We would like Constantia Kloof Primary School to have the same qualities.

The theme of our school is based on the cultural heritage of the Cape Homesteads and grape-growing areas of the Cape Province. This theme threads its way through all aspects of our school - be they educational, cultural or on the sportsfield.

Constantia Kloof Primary School admitted its first learner on 1 May 1979. The official opening took place on 8 May 1981. Since then the school has gone from strength to strength and an average of 1000 learners now attend the school.

The school aims to involve its learners, parents and staff 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.

## 2. SCHOOL PERSONNEL

### 2.1 Principal

The Principal is the educational leader of the school.

### 2.2 Educator Staff

The Educator staff includes the Principal, Deputy Principal, Heads of Department and Educators.

### 2.3 Support Staff

The Support staff comprises of Administrative and Grounds staff.

## 3. SCHOOL GOVERNING BODY (SGB)

The Governing Body is responsible for the governance of the school (as per SASA, Section 20) and is made up of the Principal, 6 Parent members, 3 Educator members, a non-teaching member and co-opted members. The Governing Body has established the following sub - committees:

- Administration
- Buildings & Grounds
- Information Technology (IT)
- Education
- Extra - Curricular Activities
- Finance
- Fundraising
- Human Resources
- Legal
- Relationships & Communication
- School Improvement
- Marketing

## 4 FUNDRAISING COMMITTEE (FRC)

It is important that the parents of this school feel involved and enjoy participating in school affairs, in a positive manner. Parental involvement is to be seen in the excellence of our facilities. These facilities generate a pride and a sense of belonging so important in the education of our learners.

The efforts of this committee are aimed at positive and progressive action in social and financial directions. The whole internal discipline and management of the school remains outside the scope of the Fundraising Committee.

## 5. ADMISSION CRITERIA

### 5.1 Entry into Grade One

Learners must be able to cope with tuition in the English language.

The child has to be enrolled in the year he/she turns 7 and may not be older than 8 in Grade 1. Learners, 5 years old turning 6 by 30 June may apply for admission. However, those turning 7 in Grade 1 will be given preference as it is compulsory for these learners to commence school at this age.

### 5.2 Entry into Grade Two – Grade Seven

If the learner is transferring from a GDE school, previous records will be necessary.

The age profile, as determined by the GDE, is as follows:

Gr. 2 - Maximum 9 years	Gr 5 - Maximum 12 years
Gr 3 - Maximum 10 years	Gr 6 - Maximum 13 years
Gr 4 - Maximum 11 years	Gr 7 - Maximum 14 years

### 5.3 General information

Admission is dependent on the availability of accommodation at the school.

A learner accepted into the school must be able to benefit from the education programme provided by the school. The curriculum, and religious observance policy, will reflect the culture of the community.

The authority of the School Governing Body and any rules and regulations as set out by the school Governing Body, are to be accepted. Parents are to ensure that learners adhere to the school's dress code, the GDE Disciplinary code, the school rules and the learner code of conduct.

It is expected that learners will endeavour to embrace the school ethos, its values and norms, as laid out in the School Constitution.

Proof of date of birth, residence/workplace, health record - in the form of the immunisation book or medical certificate and scholastic records will be required.

Parents should realise that they are legally bound to pay the set school fees, as determined by the School Governing Body and approved by a meeting of Parents, each year, unless inability can be proven (See "School Fee Exemption" Policy).

Transport facilities should be of such a nature that learners are punctual for school and are able to participate in extra-mural activities.

Sports Tours for Gr 4 – 7 learners are arranged by the school from time to time. Please remember that these tours will be planned for outside of school hours and are a privilege, **not a right**. Continued misbehaviour by a learner may jeopardise his/her place on such a tour. The cost of these tours is not included in the school fees. Day excursions, however, are included in school fees.

## 6. SCHOOL MATTERS

### 6.1 School Hours

School commences at 07:35. Please ensure that learners arrive at school on time. Regular late arrival will result in warnings. School closes at 13:40.

**NB!!** It serves to be noted that the Educators of Constantia Kloof Primary School will stand “In Loco Parentis” of the School’s learners **between 07:35 and 13:40** every official school day unless Parents are otherwise informed via newsletter, email or verbally.

The pedestrian gates in Yolande & Pauline Streets are for use by learners. The car park gates and Admin gate in Liebenberg Street are out of bounds.

Parents are kindly reminded to refrain from going to their children’s classroom during teaching time. Please report to the office to make an appointment to see the educators or to pass on any message accordingly.

### 6.2 School Attendance

#### **School attendance is compulsory.**

Learners must attend school regularly and it remains the Parents’ **legal** responsibility to ensure school attendance. Illness is the only valid reason for absence. A Doctor’s note, specifying the illness, is required for absence from a Cycle Test / Examination. If a learner is absent for a scheduled cycle test, and this is not due to illness evidenced by a medical certificate, the learner will forfeit those marks.

The school **may not** give permission for a learner to be absent in order to go on holiday or for any other similar reason. In the case of doctors’ appointments that cannot be made after school hours a letter from the parent/s requesting permission to take the learner out for medical reasons should be submitted, and a doctor’s letter confirming the appointment needs to be submitted to the Principal at the admin office on the child’s return to school.

Invalid absence is a disciplinary offence.

### 6.3 The School Colours

These are derived from the red of the grape; the white represents the walls of the beautiful Cape Dutch homesteads and the grey represents ability.

### 6.4 School Attire

It is imperative that learners wear the complete summer and winter uniforms, as this promotes a sense of pride in the child.

#### **The Uniform is as follows:**

**Boys:** Hair should take the shape of the head, be cut above the eyebrows, be off the collar and above the ears. No under-cuts or steps. Ethnic hair no longer than 1,5cm. No mohawks. No patterns may be cut into the hair. Where possible hair should be the same length all the way round. Gel/peroxide/dye/braids/dread-locks/hi-lights are not allowed. No jewellery except for watches.

**Girls:** Hair must be tied back using red or white elastics/ bands or plain red/white alic bands. Girls who wear braids must wear a colour that is the same as their natural colour, not longer than 40cm strands. No variations in the braids’ colours. Gel/peroxide/dye/braids/hi-lights are not allowed. No jewellery is allowed, other than plain gold surgical studs or sleepers and watches. Earrings - one per ear in the lower hole only. No make-up, nor dyed eyelashes. No nose nor tongue rings are allowed.

**Boys: Winter**

Grey longs. White long sleeve shirt. Grey jersey with red and white stripes around the neck and the ribbing on the cuffs and bottom of jersey. Striped school tie. School windbreaker (padded red) or Cherry-red Drimac with red zip and cuffs. Long grey socks with red and white stripes. Black lace-up regulation school shoes laced tightly. (CKPS scarf and beanie - grey with red and white stripe are optional).

**Boys: Summer**

White regulation short-sleeve open neck shirt with badge on pocket. Grey shorts (Grade 7 boys to earn 15 merits before they convert to longs in summer). Long grey socks with red and white stripes. Black lace-up regulation school shoes laced tightly. Cherry-red Drimac with red zip and cuffs. Vests may not “stick out” of school shirt.

**Grade 7 Boys**

Long grey trousers are considered a privilege in summer. This privilege can be revoked when a 3<sup>rd</sup> detention has been reached.

**Girls: Winter**

Red culottes. White long-sleeve shirt. Jersey with red and white stripe around the neck and the ribbing on the cuffs and bottom of jersey. Striped school tie. Grey slacks are optional. School windbreaker (padded red) or Cherry-red Drimac with red zip and cuffs. Long grey socks with red and white stripes. Black regulation school shoes laced tightly. No grey tights or stockings. (CKPS scarf and beanie, grey with red and white stripe are optional)

**Girls: Summer**

Red culottes, white regulation short sleeve open neck shirt with badge. Short white socks-anklets. Black regulation school shoes laced tightly. Cherry-red Drimac with red zip and cuffs. Vests may not “stick out” of school shirt.

**6.5.1. Sports Uniforms**

<u>SPORT (TEAM)</u>	<u>SHORTS</u>	<u>SHIRTS</u>	<u>SOCKS</u>
<b>SWIMMING</b>	CKPS costume, Silver silicone CKPS swimming cap	Team T-Shirt	Slops
<b>CHESS</b>	School Uniform		
<b>ATHLETICS</b>	Boys Red CKPS shorts Girls Red CKPS shorts	CKPS Collared Sport Shirt CKPS Collared Sport Shirt	N/A N/A
<b>HOCKEY</b>	Boys Red CKPS shorts Girls Red Culottes	CKPS Collared Sport Shirt CKPS Collared Sport Shirt	Long Red with striped turnover Long Red with striped turnover
<b>TENNIS</b>	Boys Red CKPS shorts Girls Red Culottes	CKPS Collared Sport Shirt CKPS Collared Sport Shirt	Short white Short white
<b>SOCCER</b>	Boys Red CKPS shorts	CKPS Collared Sport Shirt	Long Red with striped turnover
<b>NETBALL</b>	Girls Red Culottes	CKPS Collared Sport Shirt	Short white
<b>CRICKET</b>	Boys White shorts (U/8 – U/11) White long pants (opens)	CKPS Collared Sport Shirt	Long white
<u>SPORT (PRACTICES)</u>	Red CKPS Shorts	CKPS white PE T-shirt (long/short sleeve)	
<b>PHYS ED (Gr 1 – 7) (PE)</b>	Red CKPS shorts CKPS Tracksuit (optional) CKPS Costume & Swimming cap	CKPS PE T- Shirt (long or short sleeve)	

**The sports tracksuit is worn for sporting activities & P.E. only, and is not part of the school uniform.**

### 6.5.2. Optional Items

Beanies & Scarves	-	grey with red and white stripes
Windbreaker	-	(winter)
CKPS Tracksuit	-	Red and white

## 6.6 Sport

At CKPS we endeavour to provide a holistic education for each learner, therefore extra-curricular activities are viewed as an integral part of any child's education. Learners must be encouraged to participate in at least one cultural and one sport per term. Extra-mural timetables are issued in the first week of each term detailing the following :

- \* The extra-murals (activities) being offered
- \* The relevant days and times of each activity, including that of private coaches/organisers
- \* The relevant coach for each age group of each activity
- \* The required attire for each activity
- \* The official school stockists

## 6.7 Houses

Houses are derived from the names of the historical and beautiful towns of the Cape.

The house banner designs are based on the Coats of Arms of these towns. Learners are assigned to these houses on a random basis. Coloured T-shirts are encouraged (to be worn) for all house events.

<b>MONTAGU</b>	Yellow	<b>ROBERTSON</b>	Green
<b>WELLINGTON</b>	Blue	<b>WOLSELEY</b>	Red

## 7. EDUCATIONAL MATTERS

### 7.1 Stationery

Textbooks and exercise books are supplied to the learner by the school. It is the responsibility of the parents to ensure that the learner cares for the books in an acceptable way. Parents will be required to pay for lost or damaged textbooks/readers. Should a learner not have his/her own pen/pencil/ruler, etc. such items will be available for his/her use in the classroom. Please note that such items remain the property of the school and may not be taken home by the learner.

### 7.2 Homework

All classes from Gr 4 - 7 will have a homework timetable according to the following, officially **minimum** recommended times per day for each standard:

- Gr 4** - 30 minutes
- Gr 5** - 30 minutes
- Gr 6** - 45 minutes
- Gr 7** - 60 minutes

The Foundation Phase does not have formal homework but reading is to be encouraged to assist progress and ability. However, Gr 3's do have an informal homework programme, which will be explained to the parents by the teachers annually. Each learner, from Gr 3 – 7, is given a homework diary, which should also be used for the purpose of communication between parent and Educator. Parents are requested to check and sign the diary on a daily basis.

### 7.3 Assessment

An "Assessment Plan" will be given to all learners at the beginning of each term. It is also available on the school's website and on the School Communicator (Available for download from the school office). The School Communicator updates daily.

***Foundation Phase***

Continuous assessment and observation of each individual learner, of every skill taught and outcome achieved during the term, is converted to the seven point scale and/or remarks.

**7.4 Problems and Queries**

If you wish to contact the school concerning your child/children please arrange an appointment through the office - firstly with Educator/Coach then with the Head of Department concerned.

If necessary, the next step would be an appointment with the Deputy Principal and then only with the Principal – see attached “Policy on Interviews”.

As educators may not be called from the classroom, appointments will be made for after school hours.

***Messages will not be relayed to learners by office staff except in the case of an emergency.***

**8. CODE OF CONDUCT**

This Code of Conduct has been developed according to the South African Schools Act, 1996.

It promotes the Mission Statement of the school and elemental objectives: a well-balanced, broad education for learners, a professional environment for teachers and a milieu for the extensions of generally accepted family principles.

It applies to all aspects of school life and incorporates both behavioural goals and disciplinary codes. The code defines the standard of behaviour expected of and required from all stakeholders of this institution.

This code is the product of consultation between the various stakeholders. Input to the document came from educators, learners and parents. It is accepted that this charter is a dynamic document, requiring frequent deliberation, and possible revision, in order to satisfy always the needs of the school community.

If all parties adhere to both the spirit and the letter of the code, healthy working relationships will be created between parents, educators and learners, these relationships being the essential foundation for the creation of a constructive teaching, learning and growing environment. The disciplinary codes are intended to promote the maintenance of discipline and order at Constantia Kloof Primary School.

We assume that each learner attending this school will be taught by their parents to respect the rights of others. The staff of Constantia Kloof Primary School undertake to educate each learner in the basic rights of other individuals be they staff, parents or fellow learners.

- 8.1. Learners are expected to show respect for others.
- 8.2. Learners are expected to respect school property at all times.
- 8.3. Learners are expected to wear the full school uniform at all times.

A Discipline system of Merits, Warnings and Detention is in place to ensure respect and discipline amongst learners

**9. FEES**

Without parents paying school fees, it is impossible to provide an education of a desired standard for our learners. The School Governing Body proposes the amount of annual school fees to be charged, which the Parent body adopts via their vote at the Annual General Meeting & Budget Presentation meeting for Parents.



A “first payment”, which will be deducted from school fees, is payable for each learner upon admittance to the school. For EFT payments use the learner’s name, surname & grade as reference.

## 10. GENERAL

### 10.1 Notices

In order to ensure that parents receive all notices from the school, one child in each family (i.e. the youngest in each family) will keep a plastic folder in which the notices will be placed. Parents are kindly requested to sign these notices. Newsletters can also be viewed on our website.

### 10.2 School website/communicator

Please consult the school website ([www.ckps.co.za](http://www.ckps.co.za)) or the communicator (download from [www.school-communicator.com/downloads.php](http://www.school-communicator.com/downloads.php)) for up-to-date information regarding events, assessment planning for cycle tests, etc. Archived items are available as well.

### 10.3 Sick Room

The school maintains a sick room for learners who take ill at school or who are injured at school, but parents are earnestly requested not to send sick children to school. In the case of infectious or contagious diseases, government regulations are strictly adhered to. (Information in this regard is obtainable from the school office.)

### 10.4 Telephone Numbers

Parents must ensure that the school is in possession of a telephone number at which they may be contacted in case of emergencies.

**The school must be notified of any change of address or telephone number within one week.**

### 10.5 Classrooms

Parents are requested not to go to the classrooms to deliver items or “to have a quick word” with the educator. Items are to be left in the admin office and appointments made accordingly.

## SCHOOL ADDRESS

Liebenberg Street  
Constantia Kloof  
1709

## POSTAL ADDRESS

P.O Box 50  
Florida  
1710

## BANKING DETAILS

**Constantia Kloof Primary School**  
Standard Bank – Florida Branch  
Account No. : 021150427  
Branch Code : 015641

## TELEPHONE

: (011) 475-1330/1/2

## FAX

: (011) 475-5298

## E-MAIL

: [info@ckps.co.za](mailto:info@ckps.co.za)

## WEBSITE

: [www.ckps.co.za](http://www.ckps.co.za)

# CONSTANTIA KLOOF PRIMARY SCHOOL

## *LEARNER CODE OF CONDUCT*

At Constantia Kloof Primary School, we believe that each child has the right to be educated in an environment conducive to quality teaching and learning. Our Code of Conduct has been designed to encourage our learners to apply themselves to their studies. It promotes the Mission Statement of the school and basic objectives; a well-balanced, broad education for learners, a professional environment for educators and a milieu for the extension of universally accepted values and principles.

This code is the product of consultation and input from the educators, learners and parents. This is a dynamic document, requiring ongoing deliberation and revision in order to satisfy the needs of the school community. We assume that learners attending this school will have been taught, by their parents, to respect the rights of others. In doing so, healthy working relationships will be created between parents, educators and learners, building relationships essential for the creation of a constructive learning environment.

The staff of Constantia Kloof Primary School undertake to educate each learner in the basic rights of other individuals be they staff, parents or fellow learners. Learners are to understand that they each, through their own response and daily behaviour, must encourage the attainment of the school's objectives.

1. Mutual respect, courtesy and an awareness of the needs of others, will be maintained between all the role players, i.e. learners, educators, parents, support staff and visitors.
2. Each learner should make the most of every opportunity to achieve well in school by doing homework as required and showing commitment to academic achievement
3. Learners are expected to respect School property, and the property of others, at all times.
4. Learners must refrain from cheating, swearing, smoking, drinking alcoholic beverages, using narcotics, possessing pornographic material and dangerous weapons.
5. Learners represent the School in a variety of spheres and should dress appropriately.
6. Politically inflammatory, racist remarks, fighting or bullying, will not be tolerated.
7. Parents are ultimately responsible for the discipline of their children. Breaking of School rules or the failure to complete homework assignments will result in disciplinary measures being taken, such as:
  - a.) Warning
  - b.) Suspension
  - c.) Expulsion – for serious misdemeanours.
8. Learners are encouraged to participate in as many aspects of School life as possible.

# CONSTANTIA KLOOF PRIMARY SCHOOL

## *CODE OF CONDUCT FOR PARENTS*

1. Parents should make appointments to discuss educational matters with educators and communicate timeously regarding issues of concern before they become major issues.
2. Parents need to realise that the role of the educator differs from that of a parent and should entrust all educational matters to the Headmaster and his staff.
3. Parents should respect the educators' right to privacy, and should therefore refrain from contacting educators at home after hours. Areas such as the staffroom, staff bathrooms, etc. are also considered private. Educators' telephone numbers may not be given to parents.
4. When the Governing Body, Fundraising Committee or general parent body expects educator involvement in functions/activities organised by them, prior consultation is expected.
5. Parents are expected to instill the desired values, norms and behavioural patterns in their children. This responsibility is still primarily that of the parent, and may not be abrogated.
6. Parents should reinforce the school rules, and co-operate with the educators in order to maintain and improve discipline at the school.
7. Support educators in their efforts to teach the children by monitoring homework, checking test results, help set goals and regularly consult the diary for educator's comments or correspondence.
8. The authority of the educator may not be undermined and care should be taken to address problems through the correct channels.
9. When there is a problem between a learner and an educator, parents should make every effort to get both points of view before reacting.
10. Parental involvement in all spheres of school life is necessary to create a well-balanced school environment.
11. Written communication with an educator should be correctly addressed to the educator, on acceptable stationery, and sent to the educator in a sealed envelope.
12. Parents are requested not to go to the classrooms to deliver items or "to have a quick word" with the educator. Items are to be left in the admin office and appointments made accordingly.

### **Parent's responsibilities regarding learner attendance**

A parent is expected to : -

- a) ensure that the learner attends school daily, on time and for the whole school day unless there is a valid reason for absence;
- b) ensure that the learner is not taken out of school without valid reason  
(family holidays are not a valid reason)
- c) inform the principal or class teacher if the learner is absent or expected to be absent or to be late for school without valid reason; and
- d) co-operate with the school in resolving the problem if the learner is absent from school without valid reason; and
- e) encourage and if possible assist the learner to make up for time lost for absence from school.

# CONSTANTIA KLOOF PRIMARY SCHOOL

## *Policy on Interviews*

1. Academic, extra mural or cultural activity issues should be discussed with the class teacher/coach as the first step in resolving matters of concern.
2. Should the matter not be resolved, the next step would be to set up an appointment with the HOD in charge of that phase/activity, through the office.  
Please note that it is our policy that the educator/coach you initially approached, **has** to be present at such a meeting.
3. Should the matter still not be resolved, an appointment should be made with the Deputy Principal, the relevant HOD and the educator/coach, through the office.
4. As a last resort, an appointment with the Principal and the above parties may be requested. However, should you not have followed the above steps; you will be referred back to the responsible member of staff. Please note that **all** the parties previously consulted, **have** to be present at this meeting. Under no circumstances will any of the parties previously consulted, be excluded from this meeting.
5. If the matter under discussion is still not resolved to your satisfaction, you may contact our Circuit Manager (Mrs Irene Mashapa), at District Office D12 on (011) 831-5300. Please note that the Circuit Manager will not entertain grievances that have not been taken through steps 1 – 4.
6. For any other matters you wish to discuss with the Principal, or any other member of staff, it is imperative that you contact Mrs. Manley to assist you in setting up an appointment – **kindly refrain from confronting educators in their classrooms, on the sports field, or on the corridors**. Please note that discussion of actions of members of staff will only be done in their presence.

**Please remember:** Your child's welfare and progress is our primary concern. Please follow our professional advice when it is given. Should we deem it necessary, we will refer you for professional advice outside the school environment, and together we will work towards a solution to the problem. At no stage need any of our learners or parents, who have voiced a problem/concern, be afraid that they will be victimised or discriminated against by any of the staff. It is imperative that we establish a working **partnership** in the interests of your child/ren.

## ***POLICY ON LEARNERS AND CELL PHONES***

The school SMT and SGB have decided that cell phones **are banned** from school. If found at school, the phone will be confiscated and returned at the end of the year.

However, if you as parents insist that your child/ren bring their cell phones to school, the following conditions will apply:

The parent or guardian is to submit a written motivation for the consideration of the SMT & SGB. The decision (with reasons) of the SMT & SGB will be given to the parent in writing. Should the SMT & SGB consent to the child having a cell phone at school, the following conditions will apply:

1. If a cell phone rings during class time, the phone **will** be confiscated immediately and sent to the office.
2. The above will also apply if a learner is found “fooling around” with his/her cell phone during class time.
3. Should a learner’s cell phone be stolen/go missing at school, the school **will not** accept any responsibility or get involved in retrieving such a phone.
4. Should a learner be found disseminating undesirable material from the phone on school grounds, be it music, photo’s or videos, the phone will be confiscated.

As in the past, parents are more than welcome to contact the school office on (011) 475-1330/1 should they wish to contact a learner urgently. The office will relay such a message to the learner in question. Please note that our admin office is open up to 15:00 every weekday afternoon.

We urge our parents not to compound the difficulties we have in maintaining good discipline at the school by allowing their child/ren to bring disruptive items, such as this, to the school – we need to enable our educators to teach our learners without the added aggravation that cell phones bring.

## ***POLICY ON LATECOMING***

- All school gates are locked at 07:35 every morning.
- Learners arriving late for school in the mornings (after 07:35) will be kept in the waiting area up to the end of registration period (07:45) after which they will be allowed into the school. If learners arrive later than this they, and their parent/s, will be required to report to the admin office where the Parents have to sign the learner in and the learner will be issued with a late slip which has to be handed to the relevant educator before being allowed into class. Kindly make every effort to have our learners at school on time (we suggest 07:30 as this is when the 1<sup>st</sup> bell rings).
- If a learner is late for school on a regular basis then a letter will be sent home to the parents from the Principal or Deputy Principal. Every effort will be made to determine the cause for the late coming.
- Continued late coming will result in the parents being called to a meeting with the Deputy Principal and learner will serve a detention.
- According to National Policy on learner attendance, a learner may be deregistered after 10 consecutive days' absence without valid reason/s.

## **GENERAL**

- Learners who leave school before the end of, or during, the school day are expected to sign out in the relevant register kept in the school office.
- Learners are expected to produce a letter from their parents stating the reason/s for leaving the premises during the school day.