



CONSTANTIA KLOOF PRIMARY SCHOOL – GR R

(Phone: 078 457 7264; Email: grr@ckps.co.za)

**School Policy
For Parents
2022**

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.

Constantia Kloof Primary School

VISION FOR CKPS

CONSTANTIA KLOOF PRIMARY SCHOOL is a school:

- Where all involved in the school work together to provide a safe, stimulating learning environment, that will equip our learners with the skills we believe are required for the demands of the 21st century.

MISSION

- CKPS will challenge children of all abilities to achieve high standards in a wide range of academic, cultural and sporting activities.
- CKPS aims to be a place where children learn to direct their own learning, take pride in what they do, and in doing so, develop confidence in their own abilities.
- CKPS will be a place of moral values, honesty and integrity, where children learn mutual respect and where we foster the growth of responsible behaviour.
- CKPS will have professional and motivated staff and, in partnerships with parents and the community, will provide a disciplined, stimulating environment conducive to thinking critically and learning optimally.
- CKPS will promote positive, respectful and appreciative relationships with each other where staff are committed to serve as good role models for the learners.
- CKPS will keep abreast of developments in education for the benefit of our learners.
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OUR DAILY CULTURE CODE:

Our Culture is living proof of what we do. We:

Are **enthusiastic** about learning, **committed** to making learning interesting.

Promote **independence** and **confidence**.

Focus on an **engaging, stimulating** classroom environment – **developing** enquiring minds.

Show **manners and have mutual** respect for each other.

Encourage genuine **connections** with all children.



1. INTRODUCTION

Groot Constantia is one of our most renowned, historical monuments - gracious and steeped in tradition. We would like Constantia Kloof Primary School- Grade R 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 1120 learners now attend the school.

In January 2022, thanks to the enthusiasm and the dedication of the SGB at the time, we opened the Gr R site, in the school hall. We aim to move to our official Gr R site in April 2022.

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 of CKPS is the educational leader of the school.

2.2 Educator Staff

The Educator Staff includes the Principal, Deputy Principal, FP Head 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
- Computers
- Education (including Gr R)
- Extra - Curricular Activities
- Finance
- Fundraising
- Human Resources
- Legal
- Relationships & Communication
- School Improvement

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 R

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

Learners, 4 years old turning 5 by 30 June **may** apply for admission. However, those learners, age 5 turning 6 in Grade R, **will receive preference**.

5.2 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 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, school's 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 Gr R School Policy for Parents.

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. As this is a private Gr R facility, inability to pay the school fees may lead to the learner forfeiting his/her place in the school.

Transport facilities should be of such a nature that learners are punctual for school every day.

Lastly, note must be taken that, admission to CKPS – Gr R, **does not** automatically guarantee acceptance to Gr 1 in Constantia Kloof Primary School.

6. SCHOOL MATTERS

6.1 School Hours

School commences at 07:30. Please ensure that learners arrive at school on time (06:30-07:30). Regular late arrival will result in a meeting with the Parents being called. School closes at 13:00. Learners to be picked up **before 13:15**. A full day option is available.

NB!! It serves to be noted that the Educators of Constantia Kloof Primary-Gr R School will stand "In Loco Parentis" of the school's learners **between 07:30 and 13:00** every official school day unless Parents are otherwise informed via newsletter, email or verbally.

The pedestrian gate in Pauline Street is for use by learners.

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

Please note that the school will operate, using the same calendar for school and public holidays as Constantia Kloof Primary School.

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 is required for absence from school.

The school may not give permission for a learner to be absent in order to go on holiday or for any other similar reason. A letter from the parent is expected after absence. If your child, for whatever reason, requires to be excused early from school, the Principal and educators must be notified in writing.

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. 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/dreadlocks/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 alicebands. 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 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*

CKPS Tracksuit - Red and white. School windbreaker (padded red) or Cherry-red Drimac with red zip and cuffs. Long grey socks (with school colours optional). Black/grey/white tackies (or a combination of) laced tightly. (CKPS scarf and beanie - grey with red and white stripe are optional).

Boys: *Summer*

Red CKPS shorts, CKPS Collared Sport Shirt. Cherry-red Drimac with red zip and cuffs. Long white or grey socks (with school colours optional). Black/grey/white tackies (or a combination of) laced tightly.

Girls: *Winter*

CKPS Tracksuit - Red and white. School windbreaker (padded red) or Cherry-red Drimac with red zip and cuffs. Long grey socks (with school colours optional). Black/grey/white tackies (or a combination of) laced tightly. (CKPS scarf and beanie - grey with red and white stripe are optional).

Girls: *Summer*

Red CKPS shorts, CKPS Collared Sport Shirt. Cherry-red Drimac with red zip and cuffs. Long white or grey socks (with school colours optional). Black/grey/white tackies (or a combination of) laced tightly.

7. EDUCATIONAL MATTERS

7.1 Stationery

A stationery list will be provided, by the school, for parents to purchase the necessary stationery. Should a learner not have his/her own crayons, 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

Grade R learners do not have formal homework, but daily gross motor and oral speaking activities will be communicated to improve on class work.

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 (disks available at the office for free uploads). The School Communicator updates daily.

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 school office - firstly with the Educator then with the FP Head of Department.

If necessary, the next step would be an appointment with the Deputy Principal concerned 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 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 - Gr R 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 - Gr R 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 always respect school property.

8.3. Learners are expected to always wear the full school uniform.

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.

Reminder: Failure to pay the required school fees, by the 3rd of each month, may result in the learner forfeiting his/her placement at the school.

10. GENERAL

10.1 Notices

All notices to be published on the D6 Communicator. Newsletters can also be viewed on our website.

10.2 School website/D6 Communicator

Please consult the school website (www.ckps.co.za) or the Communicator (disks available at the office for free uploads) for up-to-date information regarding events, assessment planning, etc. Archived items are available as well.

10.3 Sick Room

The school does not maintain a sick room for learners who take ill or who are injured at school, but Parents will be called to collect such learners if/when the need arises. 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.

10.4 Telephone Numbers

Parents must ensure that the school is in possession of a current 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.

SCHOOL ADDRESS

Pauline 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

078 457 7264

E-MAIL

grr@ckps.co.za

WEBSITE

www.ckps.co.za

CONSTANTIA KLOOF PRIMARY SCHOOL - Gr R

LEARNER CODE OF CONDUCT

At Constantia Kloof Primary School - Gr R, 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-Gr R 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 and swearing.
5. Politically inflammatory, racist remarks, fighting or bullying, will not be tolerated.
6. Parents are ultimately responsible for the discipline of their children. Breaking of School rules will result in disciplinary measures being taken, such as:
 - a.) Warning
 - b.) Suspension
 - c.) Expulsion – for serious misdemeanours.
7. Learners are encouraged to participate in as many aspects of School life as possible.

CONSTANTIA KLOOF PRIMARY SCHOOL - Gr R

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 Principal 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 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 - Gr R

Policy on Interviews

1. Academic, extra mural or cultural activity issues should be discussed with the educator 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 Gr R, 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 relevant Deputy Principal, HOD and the educator, 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 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 the SGB, chairman via the school's front office. Please note that the SGB Chair 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 the office 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 the Gr R site. 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 relevant Deputy, HOD & SGB will be given to the parent in writing. Should the relevant Deputy, HOD & 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, photos or videos, the phone will be confiscated.

Parents are more than welcome to contact the school on **078 457 7264** or grr@ckps.co.za should they wish to contact a learner urgently. Such a message will be relayed to the learner in question. Please note that our admin office is open up to 13:00 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 07:30 every morning.
- Learners arriving late for school in the mornings (after 07:30) will be considered absent. Kindly make every effort to have our learners at school on time (07:30 as this is when teaching commences).
- If a learner is late for school/absent on a regular basis then the parents will be contacted by the relevant Deputy Principal/ HOD. 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 relevant Deputy Principal/ HOD and further action will be discussed.
- According to National Policy on learner attendance, a learner may be deregistered after 10 consecutive days' absence without valid reason/s.

GENERAL

- It is strongly suggested that learners may not leave school before the end of, or during, the school day, unless in an emergency. This should be communicated with the relevant Deputy Head, HOD and educator.

J High
SGB Chairman

A Barnes
SGB Secretary

Date Stamp