



WILMARY CHRISTIAN LEARNING CENTRE

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GENERAL SCHOOL POLICY AND GUIDELINES

1. Preamble

- This policy serves to explain the working conditions, guide lines, and expectations of the Wilmary Christian Learning Centre management in upholding and pursuing the need for quality education.

2. Vision

- To help learners to be independent and equip them with necessary skills to deal with the challenges of a fast changing world of learning and technology.

3. Mission statement

- To equip learners to strive spiritually, academically, socially and physically in the next facet of life.

4. Location

- The school is located at Midoroni Village in Kutama

5. Admission policy

- Parents/ guardians of learners are to fill in an application form. The application form costs R50'00.
- New learners from Grade 3 to 11 to write aptitude tests in English and Mathematics in academic year.
- All parents/ guardians to sign an undertaking for the payment of school fees required by the school.
- Admission to start in September and end in March.
- NO Grade 12 learner shall be admitted in the current examination/ academic year.
- Admissions must be accompanied by the following:
 - i) Birth certificate
 - ii) Transfer letter

- iii) School report from the previous school
 - iv) One passport photo
 - v) Registration fee
- School registration fee shall be reviewed from time to time

6. Code of conduct

- The aim is establish disciplined and purposeful environment to facilitate effective education and learning at school. No one shall therefore be exempted from complying with the code of conduct.

6.1 Educators and supporting staff

- 6.1.1 All the members/ employees school respect the protocol of the school.
- 6.1.2 All timetables must be observed at all times, this includes school starting time, lesson times, meetings, dismissal times, and meeting deadlines.
- 6.1.3 All staff members need sign the clock register every day.
- 6.1.4 Members should ensure that they carry out their duties faithfully and honesty without supervision.
- 6.1.5 Quality service should be offered at all times. The use of the mobile phones by learners and educators is forbidden.
- 6.1.6 School information trusted to a staff member remains confidential until such a time the member has been authorized to do so.
- 6.1.7 All grievances should be politely channeled through the principal's office preferably in writing, who will then stamp them and forward them to the board of governance.
- 6.1.8 All members of staff to attend prayer sessions from 07H30 on Wednesday.

6.2 Learners' code of conduct

- 6.2.1 Learners should attend school regularly. The school enforces zero tolerance to absenteeism.
- 6.2.2 The parent/ guardian should report any absence to the school before the day of absence.
- 6.2.3 No learner should leave the school premises without permission which should be granted by the principal.

6.3 Rules for learners

- 6.3.1 Learners should be aware that whilst they have rights, others have similar rights too and they must be respected.
- 6.3.2 Learners should respect their educators and do all the work given by the teachers.
- 6.3.3 Learners should recognize that their educators are experienced adults who have been trained for their work and they can benefit from them.
- 6.3.4 Learners should act with difference and respect towards administrative and grounds staff. Visitors to the school should be assisted politely with respect.
- 6.3.5 Learners should respect the environment and school facilities. There must be communal responsibility for the conservation of the nature.
- 6.3.6 Learners may not incite violence.
- 6.3.7 Learners are not allowed to leave the school without permission from the principal.
- 6.3.8 Learners should avoid any actions that disrupt lessons or infringe the right of the educators to teach or learners to learn.
- 6.3.9 Learners have to be punctual to all the time. They should respond to the bell at all times.
- 6.3.10 No learner should be seen walking around or making noise during lessons.

6.4 Disciplinary measures

6.4.1 Offences

- 6.4.1.1 Leaving books at home.
- 6.4.1.2 Not doing school work
- 6.4.1.3 Failure to attend lesson on time.
- 6.4.1.4 Cheating in class test or exams.
- 6.4.1.5 Dishonesty
- 6.4.1.6 Arrogance/ rudeness
- 6.4.1.7 Fighting
- 6.4.1.8 Smoking
- 6.4.1.9 Truancy
- 6.4.1.10 Bad behavior

6.4.2. Disciplinary action

> This should be done in line with Education Act and government policies and procedures.

6.4.2.1 Verbal warning

6.4.2.2 Detention

6.4.2.3 Small manual task e.g sweeping the classroom

6.4.2.4 extra constructive work.

Five times of these offences will cause a letter to be written to the parent/ guardian who should respond. The response is then filed in the learner's admission file. Another (the sixth) offence will result in the parent being summoned to the school for consultation. Punishment is given. A copy of the punishment discussion with the parent is filed in the learner's profile. Some offences depending on the nature may lead to suspension or even expulsion. Corporal punishment shall never be used.

6.5 Parents'/ Guardians code of conduct

6.5.1 Parents/ guardians should first report to the reception at all times.

6.5.2 No parent should approach the educator or take learner(s) without the consent of the principal or his/her delegate.

7. Working (school) hours

➤ School starts at 07h30 to 14h30.

➤ Learners' activities during this period are the responsibilities of the teacher, these include activities in and outside the classroom.

➤ Marking of learners' exercises books is a way of communication between the teacher and the learner. It therefore of paramount importance that teachers mark the pupils' work written work before new work is given.

8. Written work

➤ In all the subjects the following headings must be indicated or written before new work a) date b) day c) heading/ topic. These subheadings must be underlined.

➤ A clear and logical layout must be followed in the subject. Where necessary answers should be underlined. A clear demarcation signaling the end of the day's work should be drawn.

➤ The numbering of questions should be clear.

➤ Clear and legible handwriting by both teachers and learners must be exercised.

8.1 Corrections

- There are not meant for the teacher but they are an exercise that needs to be carried out to help rectify the learners' problems/ misunderstandings hence the teacher needs to discuss and explain the work before the learner writes any corrections.
- All exercise books must be checked by the head of the subject once every fortnight and by the principal once a term.
- A termly report by the subject head must be submitted to the principal on exercise books.
- Each class teacher should carry out remedial work and remedial record.

8.2 Policy on written work

➤ Languages

- i) Three language exercises per week
- ii) On creative writing (composition)/ letters per fortnight
- iii) One weekly comprehension

➤ Mathematics/ Mathematics Literacy

- i) Four written exercises per week
- ii) One test per week.

➤ Content subjects policy

- i) Three written exercises per week.
- ii) One monthly test.

9 Language policy

- English shall be used as the medium of instruction in all the lessons and activities except in Tshivenda lessons, drama/ speeches.
- Teacher-teacher, learner-learner and learner-teacher interaction/ communication should be done in English.
- In the Foundation Phase English shall be done as Home Language.

10 Staff development meetings

- Meetings, staff development courses will be done fortnightly on Tuesday afternoon.

11 Preparation policy

- Lesson preparations as defined by CAPS should be done as per subject policy but should include: date, topic, duration, teaching methods, assessment, resources, teaching aids, lesson notes. These should be done at least three weeks in advance.

- Learning aids are very important component for a successful learning and teaching, hence the need for the teacher to accurately prepare them. These include among others charts, work cards, pictures, magazines, concrete objects, books, video shows, slides.
- All preparations should be submitted to HOD for onward transmission to the principal every Monday before school starts.

12 School property

- It is the responsibility of every member of staff to take care and protect the school property. This includes books, desks, buildings, etc. Anyone found guilty of misusing , destroying and breaking school property would be liable to prosecution.

13 Leave

- Every staff member is entitled to a leave provided the leave is properly requested for and proper forms are filled in.
- Types of leave include emergency, sick, maternity, vacation, leave without pay and special leave.
- Any member of staff who absents him/herself from work without proper requisition of leave would be considered to have absconded from work and would liable to a charge.

14 Remuneration

- All employees are entitled to monthly salary that will be payable on the last day of each month.
- All permanently employed workers are entitled to an annual increment that will be agreed upon the employee and the board of management.

15 Dress code

- All the members of staff must dress in accordance to their duties i.e should be exemplary.
- Female teachers should dress simple and smart in attire that is accepted by the community.
- Male teachers can put on a pair of trousers, shoes, shirt and a tie.
- During sports hours, teachers may be in tracksuits and sports attire.
- All learners should be in the prescribed school uniform during school hours. During sports they should be in school colours i.e tracksuits, sport shoes etc.

16 Religious policy

- WCLC is a Christian school that accepts learners from different religious backgrounds.

- The school does not discriminate against other religions but its teachings are embedded in Christian values and ethos.

17 Conclusion

Unity among all staff members is of great importance for the school to achieve its vision and mission.

18 Adoption

Affirmation of official board action adopting this school policy and guidelines

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Chairperson

Secretary

Reviewed on 09.12.16

