

SCHOOL DAY ARRANGEMENTS

1. SCHOOL HOURS

- Mon.-Thu.: 7:20 - 13:35.
- Fri.: 7:20 - 13:00.
- Learners assemble at 7:15 each morning at their register classes. Learners from the A Block assemble at the assembly block and may only move to classes after the conclusion of the staff meeting.
- Late-comers must go to class directly where the teacher will make the change on CRM from absent to late.
- On the first day of term school will start at 08:00 with assembly.

2. CLASS CHANGES

- Changing between classes must happen orderly and quickly.
- A 5 minute change-over time is given between periods. A second bell will ring to signal the start of academic time. After the academic bell, negative points may be awarded for being late to class.

3. BEFORE SCHOOL AND BREAK

Before school:

- No learner may be behind the gymnasium, behind the G block, in or near the cars, at Voorspoed Hostel or at the A field pavilion.

Break:

- All learners must be on the lawns in front of the school or on the B-Rugby field during break.
- No learner may be on the passages during break.
- Learners may not be in a classroom during break without the supervision/permission of a teacher.
- No learner may be behind the gymnasium, behind the G block, in or near the cars, at Voorspoed Hostel or at the A field pavilion.
- Learners should respond promptly to the bell after break and move to class.

3. ABSENCES/SIGNING OUT

- According to the document E35 of 2015 by the Department of Basic Education, a learner must attend school daily.
- If a learner has been absent for a day or longer, parents should provide a valid excuse and reasons. (Per letter, email, WhatsApp, etc.)
- No learner may leave the school premises during school hours if he / she does not have the necessary prior permission and sign-out slip.
- Learners who have valid appointments must bring a written request from parents and submit it to reception. Appointments (dentists, doctors, etc.) must be arranged for after school hours, as far as possible.
- Parent must sign the learner out in the sign-out book at reception. If someone other than parents/guardians comes to sign the learner out, the receptionist will call the parents to confirm.
- Sign-out slip: the pink slip is given to RCL, the white slip is shown at the gate when leaving campus and is kept with the learner.
- If a learner signs out before 10:00, the learner will be marked absent for the day.

4. LEARNER COUNCIL AND RCL

- Leaders are elected by staff and students. Therefore, it is expected of learners to respect the leaders at all times and to execute all instructions.

- Representative Council of Learners (RCL) is elected in class context by learners in class and also act as class leaders.
- In both cases certain nomination criteria applies.
- See RCL policy on page 18 and Learners' Council Policy on Page 20.

5. CELL PHONE POLICY/PERSONAL MOBILE DEVICE POLICY

- The school accepts no responsibility for any loss of or damage to mobile devices, whether on campus or elsewhere. It is strongly advised that learners store their mobile devices in a safe place (bags or lockers) when not in use.
- Cell phones, iPads and laptops may be taken to class and used for academic purposes on instruction of an educator only. Cell phones, iPads and laptops used in class for private purposes will be confiscated for a minimum period of 1 week.
- The use of mobile devices during assembly or other official gatherings without permission, will also result in confiscation.
- Mobile devices, including smart watches, may NOT be taken into tests and examinations. If you are found in possession of either of these, even if inadvertently, you will be found guilty of cheating and will be dealt with under the Code of conduct and disciplinary system as "dishonest in test/exam".

6. SOCIAL MEDIA

- The Protection of Personal Information Act applies. Any personal information that can identify a person cannot be shared on any public forum without the permission of the person.
- The inappropriate use of a mobile device (pornography, cyber bullying, swearing, including inappropriate taking or distribution of pictures/videos/sound recordings) will result in immediate disciplinary action according to disciplinary system.
- The school's Search Policy applies to pupils' mobile devices.

7. CAFETERIA

- No learner may visit the cafeteria during class time.
- Food must be ordered before school at the cafeteria (from 07:00) or per WhatsApp.
- Menu: see page 24.

8. GENERAL

- If you leave school or move to another school, you must get a form from Mrs. van Nieuwenhuizen. This form must be completed in full and signed by all your teachers when you hand in your books and study guides. Only then will you receive your transfer card.
- Stairs that may only be used for going up: G-block middle stairs and the stairs at E1/A40. All other stairs may be used for going up or down.
- The passage going past the staff room may only be used by staff and Grade 12's.
- Learners may not play music on campus with loudspeakers or other devices without written permission. Devices will be confiscated.
- No personal sales may take on place on school premises.
- No delivery of food from town is allowed during school hours.
- Schools are smoke free areas according to the SA Schools Act; under no circumstances is smoking or vaping allowed. Cigarettes and vapes will be confiscated.
- No drugs or weapons are allowed on school premises. The Police will be summoned immediately.

SCHOOL GROUNDS AND PROPERTY

1. NEATNESS AND CARE

- Littering is forbidden
- The using of fire extinguishers and hoses is prohibited except in the case of an emergency.
- No school property may be damaged or written on.
- Textbooks must be covered and looked after. Damage of textbooks or any other school property will be for the learner's account.

2. BATHROOMS

- Bathrooms at pavilions must be used before school, during break and after school.
- During school hours:

Girls	Gr. 12:	E block (Next to Mrs. Le Roux's class)
	Gr. 8-11:	Girls bathrooms closest to class
Boys	Gr. 12:	E block (Quad)
	Gr. 8-11:	Boys bathrooms closest to class
- Bathrooms must be kept tidy at all times.
- No overcrowding in or near bathrooms.
- Use bathrooms like civilized, educated people.

3. LEARNERS WITH VEHICLES

- Only learners with a legal driver's license may drive to school in their own vehicle with the school's permission. A parking disc must appear on the windshield. Parking discs are available at the school fees office for R30. A valid license must be shown when purchasing a parking disc.
- Learners with vehicles may only park under the trees in front of the hall.
- Learners may only leave the school in their own vehicles during school hours if a sign-out slip can be shown.
- No learner may be in or near cars during school hours or breaks.

ACADEMICS

1. CLASS AND SUBJECT CHANGES

- Changing to another class will only be permitted in exceptional cases.
- Subject changes are only permitted at the beginning of the first to third term.
- Change of subject forms may be obtained from Mrs. Van Nieuwenhuizen and completed fully. Old and new subject teachers, as well as parents must sign the form.
- Learners must produce their new timetables before being admitted to new subjects.
- Learners need to catch up as quickly as possible at their own cost.

2. ASSESSMENT PROGRAM

• Grades 8 - 11

- In Term 1 and 3 control tests will be written
- At the end of term 2 and 4, learners will write exams on all work done to date.

• Grade 12

- In Term 1 control tests will be written
- At the end of term 2, 3 and 4, learners will write exams on all work done to date.

3. TESTS AND EXAMS

- Bags / cell phones / pencil bags / smart watches may under no circumstances be with learners during the test / examination sessions.
- All assessment tasks (PAT tasks included) must be handed in in order to write final exams.
- No learner will be permitted to write an examination at the end of the year if the textbook for the subject/s has not been handed in or paid for.
- Learners must leave the school grounds or be back in the hostel 30 minutes after the end of a test or exam session. No learner may hang around at the cafeteria.

4. CONCESSIONS

(EXTRA TIME, READERS, SCRIBE, TYPE, SEPARATE VENUE, SPELLING)

- Departmental guidelines must be followed for concessions. Only learners with the correct application forms and a report from an educational psychologist will be accommodated. Applications must be handed in annually before the end of February.
- Mrs. Smit is the coordinator of all concessions and candidates with special requests.
- The school will make use of trained people for concessions.
- Market related costs will be charges for which parents are responsible.
- Costs for 2023: Separate venue – R100 per paper
 Reader and scribe – R120 per hour.

5. MARKS

- If a learner is absent for an assignment without an official excuse (e.g. doctor's letter), the learner will receive 0 for the assignment.
- If a learner presents an official excuse:
 - o learner should write as soon as possible when he / she is back at school,
 - o If the learner does not write, he / she is marked absent for the assignment, and the assignment is disregarded when calculating his / her term mark.
- If a learner submits a task late, 20% of the total score is deducted. For each subsequent school day that a task is late, a further 10% will be deducted for the next 8 days. After that, the task is no longer marked and the learner thus earns 0.
- Plagiarism will not be tolerated.
- A learner who was absent for a control test or exam will not be taken into account for the Top 10.
- The Top 10 will be announced for each term and will be determined by the average of the 7 full time / time table subjects.

6. PASS REQUIREMENTS

- **Grade 8 and 9**
 - o Home Language - 50%
 - o First Additional Language – 40%
 - o Mathematics – 40%
 - o Of the remaining six subjects, 40% must be obtained in three and 30% in two. One of these subject may be failed.
- **Grade 10 – 12**
 - o Home Language – 40%
 - o Of the remaining six subjects, 40% must be obtained in three and 30% in two. One of these subjects may be failed.
- If a learner is absent for more than 20 days, without a valid reason, the learner is disqualified for promotion to the following grade.

7. PARENTS EVENINGS

- Two academic parent's evenings will be held during the year, at the beginning of the second and third terms.
- The first parents evening of the year will take place at the beginning of the second term after reports have been handed out. Subject teachers may be seen in classes. All parents are welcome.
- The second parents evening takes place at the beginning of the third term by invitation from teachers. Parents may also contact the school to request an appointment.

8. SUBJECTS OFFERED IN GRADE 10-12

• Compulsory subjects

English Home Language

Life Orientation

Afrikaans First Additional Language

Mathematics OR Mathematical Literacy

• Choice subjects (3 of the following subjects must be chosen)

Visual Art

Accounting

Consumer Studies

Geography

Computer Application Technology (CAT)

Physical Sciences

Agricultural Technology

Design

Business Studies

Tourism

Information Technology (IT)

Life Sciences

Agricultural Management Practices

Engineering, Graphics and Design

• Eight subject

Dramatic Arts

Religion Studies

FUNCTIONS/SCHOOL EVENTS

At all below-mentioned functions there will be staff on duty for 15 minutes after the function. Thereafter the learners are to go to the security office inside the school premises at the front gate. No learner may wait outside the school premises.

1. EVENING FUNCTIONS

- Only for MHS learners unless arranged otherwise.
- Type of function determines whether or not school uniform is required.
- The hall should be left tidy after use.

2. SPORT EVENTS

Participants must wear their official sportswear during events.

- Only school tracksuits are allowed, no other tracksuits.
- Learners attending sports events as supporters must wear full school uniform or "Middie-drag", as announced / arranged beforehand.

3. COMPULSORY FUNCTIONS

- All home games. (Student council and Grade 8 to remain until the end)
- Derby against HTSM
- Alzu Tour de Farm (RCL, Grade 8 and 9).