

BREDASDORP PRIMARY SCHOOL



The first school building where formal education took place was already in use in 1859. The school building where Bredasdorp Primary School is situated today was inaugurated in 1914. However, it was known as Bredasdorp High School at the time. In 1942, Higher and Primary Bredasdorp separated from each other, but the high school was still accommodated in the same building until the High School was built in the 1950's. Bredasdorp Primary enrollment showed strong growth over the years to about six hundred and seven students today. Although the vast majority of learners are Afrikaans speaking, it is a dual medium school. The staff consists of a strong group of highly skilled educators. This school has a proud tradition and has delivered several achievers on various grounds.

Bredasdorp Primary aims by means of effective and efficient teaching and by maintaining a healthy balance between spiritual, academic, cultural and sports activities in the curriculum to obtain the following:

Vision: Bredasdorp Primary develops potential.

Mission:

- Our foundation is based upon Christian values
- We develop excellent literacy and numeracy skills.
- We develop a sense of inquisitiveness for the world of science.
- Technology is used creatively in teaching and learning.
- Passionate teachers develop learners holistically.
- We strive to have a participative parent community that lives, plays and dreams to the benefit of every child.

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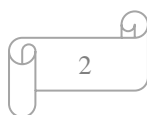
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1. IMPORTANT INFORMATION

1.1 POSTAL ADDRESS :

PO Box 160
BREDASDORP
7280

1.2 STREET ADDRESS :

Buitekant Street
BREDASDORP
7280

1.3 TELEPHONE:

(028) 424 1334

1.4 FACSIMILEE:

(028) 425 1112

1.5 E – MAIL:

admin@lbps.co.za

Please use only this address for official communication, not the school's Facebook page or Newsletter address.

1.6 APPOINTMENTS:

Appointments with the principal can be arranged with the secretary if possible a day in advance to make administrative arrangements easier.

1.7 SCHOOL HOURS:

| | |
|-------------|--|
| Grade R: | 07:25 to 12:45 |
| Grade 1: | 07:25 to 13:15 |
| Grade 2: | 07:25 to 13:15 |
| Grade 3: | 07:25 to 13:15 (Tuesdays, Thursdays, and Fridays) 07:25 to 14:15 (Mondays and Wednesdays) |
| Grades 4-7: | 07:25 to 14:15 |

1.8 SCHOOL FEES:

School fees are annually determined by the governing body and approved by the majority of parents present during a meeting. The current fees are available on request from the finance office of the school, and on the D6 Communicator.

2. ACADEMIC INFORMATION

2.1 SYLLABI

Learning Plans as required and prescribed by the Western Cape Education Department (WCED) is followed.

2.1.1 Foundation Phase (Grades 1 to 3 - Curriculum CAPS)

Mathematics
Home Language
First Additional Language
Life Skills
Computer Literacy

Note that Gr. R is a structured but informal approach to the above. Assessments do apply.

2.1.2 Intermediate and Senior Phase (Grades 4 to 7 - CAPS Curriculum)

Grade 4 to Grade 6

Afrikaans Home Language
Afrikaans Additional Language
English Home Language
English Additional Language
Mathematics
Social Sciences
Science & Technology
Life Orientation
Creative Arts
Computer Literacy

Grade 7

Afrikaans Home Language
Afrikaans Additional Language
English Home Language
English Additional Language
Mathematics
Social Sciences
Science
Technology
Creative Arts
Economic Management Sciences
Life Orientation
Computer Literacy

2.1.3 Assessment Program

Assessment of Gr. R - 3 is continuously conducted by the teacher. Gr. 4-7 have continuous assessments done by a preconceived plan. Test series take place during terms 1 & 3 and examinations during terms 2 and 4.

2.2 PARTICIPATION IN SCHOOL PROGRAM

A learner must participate in the educational programs as determined and prescribed by the school, unless exemption is granted in writing by the school.

2.3 SYSTEM OF SCHOLASTIC ACCOUNT

2.3.1 Grade R to Grade 3

Feedback to parents about students' progress will be communicated to parents four times a year. In the event of any problems which may arise during the year, parents will be informed about it.

2.3.2 Grade 4 to Grade 7

To establish and promote regular study habits with our learners, a system of tests and examination are combined. A report will be issued at the end of each term. Reporting occurs after continuous assessment, as prescribed by the WCED.

2.4 PROGRESS REQUIREMENTS

2.4.1 Grade 1 to Grade 3

Progression and promotion requirements as prescribed by the WCED are used.

| PROMOTION REQUIREMENTS | PERFORMANCE LEVEL |
|---------------------------|-------------------|
| Home Language | 4 (50 %) |
| and | |
| First Additional Language | 3 (40 %) |
| plus | |
| Mathematics | 3 (40 %) |

2.4.2 Grade 4 to Grade 7

Progression and promotion requirements as prescribed by the WCED are used.

Grade 4-6

| PROMOTION REQUIREMENTS | PERFORMANCE LEVEL |
|---------------------------|-------------------|
| Home Language | 4 (50 % - 59 %) |
| First Additional Language | 3 (40 % - 49 %) |
| Mathematics | 3 (40 % - 49 %) |
| Any two other subjects | 3 (40 % - 49 %) |

Grade 7

| PROMOTION REQUIREMENTS | PERFORMANCE LEVEL |
|---------------------------|-------------------|
| Home Language | 4 (50 % - 59 %) |
| First Additional Language | 3 (40 % - 49 %) |
| Mathematics | 3 (40 % - 49 %) |
| Any three other subjects | 3 (40 % - 49 %) |
| Any two other subjects | 2 (30 % - 39 %) |

2.5 OTHER IMPORTANT INFORMATION

2.5.1 Bible Teaching

Unless a parent specifically indicates on the school's admission form that he / she objects to Bible teaching, all learners will receive a Bible education with a Christian slant during school hours.

2.5.2 Music (Non - examinable)

The Music Department is privatized. Completion of UNISA examination is optional. Fees are charged per term and are payable directly to the teacher concerned. When a music education student no longer wants to take music lessons, a written notice is required one term in advance.

2.5.3 Library

The school has a library with their own reference section. The library is open to our learners during breaks as well as some afternoons.

2.5.4 Education Assistance to learners

The school will contact parents regarding assistance where the need is observed. Parents can also approach the school if it is suspected that a student has learning difficulties. At the Enrichment Center occupational therapy, didactic assistance, remediation, and speech therapy are offered. Please contact the school should you need more information regarding the school's Enrichment Center.

2.5.5 Attendance

A learner is of compulsory school age from the beginning of the year in which he / she turned seven years old. It is imperative that students attend school regularly. If a student for some serious reason is absent, he / she must, when they again attend school, present a letter of explanation.

2.5.6 Home Study

A fixed program is recommended. Review should be an integral part of daily study sessions. The guideline of 10 minutes per grade is followed, so should a Grade 7 student do homework after school, he / she should spend: $7 \times 10 \text{ minutes} = 70 \text{ minutes}$.

2.5.7 Homework Books

The school provides each student with a BD homework book. Parents are asked to please assist with the control of homework by ensuring that a learner has his / her tasks completed. Please do not sign his / her book if it is brought to your attention at the last minute, for example on the way to school. We, at the school, attempt to see to it that all homework are written off correctly .

3. RESIDENCE: HOUSE ELOFF

3.1 RESIDENCE

The school has a hostel, House Eloff, for primary school boys and girls. The hostel is only operational from Monday mornings 07:00 to Friday afternoons at 15:00.

3.2 HOSTEL ADMISSION

Admission Policy

A student who qualifies for admission to the school may also be admitted to the hostel, permitting the availability in the residence and provided that parents are able to meet financial obligations. General good behavior and discipline is required.

3.3 ACCOMMODATION FEES

Accommodation is payable quarterly in advance at the residence. Rates are determined by the Residence Committee. Information on fees is available on request at the residence. We also offer opportunities for temporary residency.

3.4 AFTERCARE

House Eloff also offers a service where day students following the normal school program can join the hostel learners in the afternoon at a fixed amount per day.

3.5 WEB

www.bredasdorpprim.co.za

3.6 E - MAIL

huiseloff@lbps.co.za

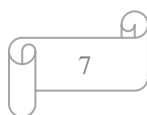
4. GENERAL

4.1 CIRCULARS

In order to ensure that all information circulars reach you, it is loaded on the school's D6 Communicator under 'Resources' and 'News'. For parents who have indicated that they still want to receive correspondence by hand, it is placed in each relevant class's file during school hours, after which the educator hands it out to the applicable students. General circulars are usually only given to the eldest student in a family. By signing the homework book, you indicate that you have received the circulars. Newsletters with relevant information, as far as possible, will be distributed every Thursday.

4.2 Bus service from STRUISBAAI AND L'Agulhas

Parents of Struisbaai and L' Agulhas must make own transportation arrangements.



4.3 TUCK SHOP

The tuck shop is privatized. Besides treats, it also offers something more filling for sale.

4.4 POOL

The pool is currently only in use during school hours for our learners. It is indeed rented out for private functions. Call the office for rates.

Swimming lessons for all age groups are presented during summer terms and we often take part in various galas. Candidates must be dressed in compulsory exercise clothing and the wearing of a swimming cap is mandatory at all times.

5. SCHOOL SONG: BREDASDORP PRIMARY SCHOOL

At the Southern tip of Africa
Where two mighty oceans meet
In a school we love and cherish
We are taught to honour our creed

Chorus:

Co-operate, co-operate in love
That we strive to do
Share our burdens every day
Share, share, share and pray
Co-operate, co-operate in love
To your self be true.

Translation : Anina Aylward

6. SCHOOL RULES

6.1 APPEARANCE OF LEARNERS

The personal appearance and dress of a student must meet the decency normally expected from and accepted by the community which the school serves. It should be noted that personal hygiene plays an important role so that every child can be a paragon of cleanliness and a healthy appearance.

6.2 BEHAVIOUR OF LEARNERS

6.2.1 Learners have to attend the school during fixed school hours. A learner may not leave school during school hours without the principal's permission. In case of absence, parents need to inform the principal. If a student leaves school during the school day for a doctor's appointment in town, an adult needs to sign him / her out at the reception desk.

6.2.2 Students who arrive late at school should apologize at the office.

6.2.3 When a student is under the school 's supervision, he / she is not allowed to endanger a fellow student 's physical well-being , and he / she may not carry guns , toys or materials that could cause bodily injury to anyone.

6.2.4 No student shall be tolerated to smoke on the school grounds, in school buildings or in public.

6.2.5 No student shall use drugs, alcoholic beverages, or have objectionable reading material in his / her possession or share it with fellow learners.

6.2.6 School property or anything at school owned by someone else, may not be damaged, defaced or harmed in any way. If school property is damaged, it must be reported immediately to the principal, signed by the person concerned, monitor councilors or prefects who are aware. Wanton destruction of property should be compensated or repaired by the perpetrator. No rubbish may be scattered.

6.2.7 No student may disrespect the school's codes.

6.2.8 No chewing gum is allowed in school.

6.3 PARTICIPATION IN SCHOOL PROGRAM

6.3.1 A learner must meet with the educational programs as determined and prescribed by the WCED, unless exemption is granted by the WCED.

6.3.2 When a learner voluntarily joins an extracurricular activity, he / she will comply with duties and responsibilities in connection therewith, unless he / she has been exempted by the teacher concerned.

6.3.3 Learners may not use facilities or equipment of the school, including those for sports, outside school hours without permission from the principal. The school building may not be entered after school hours without permission.

6.3.4 When students leave the class during periods, they need permission from the class teacher involved.

6.4 UNIFORM

Your cooperation in complying with uniform rules determines the identity of Bredasdorp Primary School. All clothes must be CLEARLY MARKED WITH LEARNERS' NAMES.

6.4.1 Summer Attire

- For the summer attire, learners choose between 2 options.
- All students must own option 1 for formal occasions.
- Grades 1-6 wear the "Quantec" tracksuit. Only the Grade 7's may wear the rain jacket every day. Grades 1-6 wear these jackets only on rainy days.
- Learners must wear the blue golf shirt with the tracksuit and NOT the white formal shirt. No sleeveless jersey with the sports uniform.
- Learners must wear running shoes (predominantly white with white laces) with the tracksuit, not black school shoes.
- Socks must be plain white. No logos or stripes will be allowed on socks.

- White socks must be worn with the running shoes. The socks must be visible above the shoe and ankle. Long white socks reaching to the knee or calf is not allowed. Secret socks are also not allowed.

6.4.2 Winter Wear

- During winter, learners can choose between 2 options.
- All students must own option 1 for formal occasions.
- Grades 1-6 wear the "Quantec" tracksuit. Only the Grade 7's may wear the rain jacket every day. Grades 1-6 wear these jackets only on rainy days.
- Learners must wear the blue golf shirt with the tracksuit and NOT the formal white shirt. No sleeveless jersey with the sports uniform.
- Learners must wear running shoes (predominantly white with white laces) with the tracksuit, not black school shoes.

Learners will be granted the opportunity to wear their Provincial or Cultural Performance (e.g. Voortrekkers, etc.) to school on one day per term. These uniform show-off days, not exceeding one per quarter, will be indicated on our Year Planner.

6.4.3 Sportswear

Tracksuits are worn to and from sporting events.

6.4.3.1 Athletics: Golf shirt and dark blue "Quantec" shorts.
Athletics vest for team participation.

6.4.3.2 Hockey: Dark Blue "Quantec" shorts (boys) / 'skorts' (girls), golf shirt, dark blue socks with yellow stripes, running shoes.
u/13A: Sponsored hockey apparel.

6.4.3.3 Cricket: u/7 - u/9: Dark Blue "Quantec" shorts and golf shirt, barefoot.
u/11 Dark Blue "Quantec" shorts and golf shirt, jogging shoes and dark blue socks with yellow stripes.
u/13: White trousers, golf shirt, white socks with running shoes.

6.4.3.4 Netball: u/7 - u/13B: Dark Blue "Quantec" 'skorts', golf shirt, running shoes and short white socks.
u/13A: Sponsored netball clothing, white socks and running shoes.

6.4.3.5 Rugby: Dark Blue pants with rugby jersey supplied by the school for games (practice with any rugby jersey).
u/13A: Sponsored rugby clothing.

- 6.4.3.6 Swimming: Gala: Black or Navy one-piece swimsuit and BD cap.
- 6.4.3.7 Tennis: Dark Blue "Quantec" shorts (boys) / 'skorts' (girls) with golf shirt, jogging shoes / tennis sneakers and white socks.
- 6.4.3.8 Biathlon: See Athletics and Swimming.

6.4.4 Suppliers of school uniforms

BD School wear is supplied by De Jagers, Church Street, Bredasdorp, 028 425 1321.

Second hand school clothes are available at the BD Shoppe in Long Street. Contact 082 958 9753.

The Governing Body reserves the right to reject wear which is not correct or neat.

6.4.5 General

GIRLS: SUMMER ATTIRE 1 (FORMAL)

Dark Blue "A - line" skirt

White short sleeved shirt

No tie

Dark Blue "V - neck" jersey / Sleeveless jersey

Tracksuit top / Rain jacket

Black shoes ("Baby Doll" shoes are acceptable)

White socks

All hair accessories should be white or navy blue

SUMMER ATTIRE 2 (SPORT)

Golf shirt

Tracksuit / Dark Blue "Quantec" shorts

White socks

White running shoes

Barefoot (only with shorts)

BOYS: SUMMER ATTIRE 1 (FORMAL)

Grey short pants (no long pants in summer)

White short sleeved shirt

No tie

Dark Blue "V - neck" jersey / Sleeveless jersey

Tracksuit top / Rain jacket

Black, lace-up shoes

Long, grey socks – no stripes

SUMMER ATTIRE 2 (SPORT)

Golf shirt

Tracksuit / Dark Blue "Quantec" shorts

White socks

White running shoes

Barefoot (only with shorts)

GIRLS: WINTER ATTIRE 1 (FORMAL)

Dark Blue "A - line" skirt

White long sleeve shirt with the top button for tie

Tie mandatory

Dark Blue "V - neck" sweater / Sleeveless Sweater

Tracksuit top / Rain jacket

Dark blue tights with black shoes ("Baby Doll" - shoes are acceptable)

All hair accessories should be white / navy blue

BOYS: WINTER ATTIRE 1 (CASUAL)

Grey long pants

White long sleeve shirt with the top button for tie

Tie mandatory

Dark Blue "V - neck" sweater / Sleeveless Sweater

Tracksuit top / Rain jacket

Grey socks with no stripes, black lace-up shoes

WINTER ATTIRE 2 (SPORT)

Tracksuit

Golf shirt

White socks (no stripes)

White running shoes (predominantly white with white laces)

WINTER ATTIRE 2 (SPORT)

Tracksuit

Golf shirt

White socks (no stripes)

White running shoes (predominantly white with white laces)

- Summer Attire is worn during the first and fourth terms and winter uniforms worn during the second and third terms. Learners will be notified early in the second and fourth terms when exactly they have to switch to the other attire.
- During the summer months, learners may attend school barefoot. (Only if they wear sport clothes (Summer Uniform 2)).
- All clothing must be clearly marked with the child's full name. Unclaimed clothing will be sold at the clothing bank by the end of each term.
- If problems are encountered with obtaining the correct uniform, please contact the school.
- Sportswear is according to the requirements of different sports. Note that only a school tracksuit may be worn. No "sneakers" with brightly colored laces may be worn. Running shoes must be predominantly white with white laces.
- The Governing Body reserves the right to confront parents whose children do not dress neatly and correctly according to the instructions.
- A learner who is not wearing the correct white socks or running shoes, will be asked to walk barefoot for the rest of the day.

6.4.5 CIVVIE DAYS

Civvies replace the school uniform for the day, but that does not mean that the standard of dress is lowered. **Any learner inappropriately dressed will be sent home to change into their school uniform.**

- It is the parent's responsibility to scrutinize the clothing before the student leaves for school.
- It is the teachers' responsibility to monitor and ensure the Uniform Policy is adhered to during the school day and at school related activities.

CIVVIE DAYS GUIDELINES

As these days are requested on behalf of the students, the expectations of appropriate attire which govern all of us are still in place. Articles of clothing which do not comply with the principles outlined and the moral standards of our school are unacceptable at all times. These would include rude or offensive slogans or items which do not respect the rights of self or others. Therefore, clothing worn on a Civvies Day should be modest and appropriate to a classroom environment. Students who disregard these expectations will be sent home to change and they jeopardize the future of Civvies Days. Civvies Days are an earned privilege. The School Discipline committee will reserve the right to waive Civvies Days for students who are non-compliant with the uniform policy.

1. All students are expected to dress neatly, modestly and with a sense of personal pride that reflects our school's standards.
2. Shirts must have sleeves. Halter, tank, bell, or crop tops are not permitted.
3. Shorts, skirts, and pants should be of appropriate length.
4. Bandanas, sweatbands, kerchiefs, and sunglasses may not be worn.
5. Students who wear baseball caps may be asked to remove them in classrooms as a matter of courtesy and are expected to comply with this request.
6. Gang related clothing and accessories are not permitted.

Attire which exhibits offensive suggestions and/or inappropriate statements or pictures, including those that address or display the following, are not permitted:

- Sexual content
- Substance abuse, alcohol, tobacco, or drugs
- Violence
- Profanity
- Inappropriate references to nationality, race, gender or religion

6.5 HAIR

Instructions regarding boys' and girls' hairstyles should be followed closely.

Boys

- Hair should be neatly combed.
- The hair in the neck area must be at least one centimeter from the shirt collar when the average boy stands up straight.
- Hair must be cut around the ears and may not be of a length which touches the ears when it is not combed straight.
- The fringe may not touch the eyebrows when combed straight.
- Sideburns may only reach half of the ear line.

- No alternative hair styles (e.g. 'English cut', 'Comb over', 'Steps', 'under cuts', 'Mohawks', 'Shaved patterns', etc.) or any other strange hairstyles are allowed. Any alternative hair styles or –cuts may be addressed by the Disciplinary Committee after an inspection.
- If your child has an 'Afro', it may not be longer than 5cm across the entire hair area of his / her head.
- No "Dreadlocks" are allowed. (If this is part of the learner's religion and/or culture, and the parents can prove and motivate this in writing, the Governing Body holds the right to consider and approve. The school will then provide the learner with written permission.)
- Hair may not be dyed or permanently waved.
- No styling gels are allowed.
- If boys start to show any form of facial hair (beard or mustache), it must be shaved daily.
- No accessories such as beanies are permitted during school hours.
- The school reserves the final judgment on the neatness of hair. If any doubt exists, the student will be sent to have his hair cut at his own expense.

Girls

- The hair should always be neat and clean and should not hang in the eyes.
- Hair that is at a length which hangs under the collar, must be tied or plaited (only white and navy blue accessories).
- Top-knots must be neatly tied and not have points hanging out.
- Hair may not be dyed. This includes "highlights".
- No styling agents like gel or hairspray allowed.
- If hair extensions are used, it should be the same color as the girl's natural hair. All extensions must be of the same color.
- No "Dreadlocks " are allowed. (If this is part of the learner's religion and/or culture, and the parents can prove and motivate this in writing, the Governing Body holds the right to consider and approve. The school will then provide the learner with written permission.)
- If your child has an 'Afro', it may not be longer than 5cm across the entire hair area of his / her head.
- Hair accessories: Only school colors (white and navy blue bows and hair bands).
- No long fringes in the eyes allowed.
- Permanent hair curling is not allowed.

6.6 MAKE-UP

- Under no circumstances will make-up of any kind be allowed. This includes mascara, eye shadow, foundation and blushers, eyeliner and lip gloss.
- If a learner is found wearing any make-up, it will have to be removed without delay.
- Foundation will only be allowed if the student is in possession of a medical certificate or prior permission from the principal.
- No form of tattooing is allowed.

6.7 NAILS

- Learners' nails (hands and feet) should be adequately cared for. This also applies to sporting events such as exercise and sport tours, as well as any other trips organized by the school.
- If the palm is held faced up, the nail should not pass the fingertip. A learner who does not comply to this rule, will be asked to clip his / her own nails at school.

- No nail polish is allowed (including toenails).
- Nails should always be short and neat.

6.8 JEWELRY

Boys and Girls:

- When pupils are dressed in school uniform, only the following are allowed:
- 1 Standard arm watch. No decorative watches with colorful straps, no new 'Apple, Fitbits, or Samsung' smart watches.
- One pair of earrings (standard) gold or silver "sleepers" or "studs" (3mm diameter) without any gemstones are allowed. If a girl has more than one piercing, then the earrings should be worn in the bottom piercing.
- No necklaces or bracelets except Medic-Alert or allergy bands.
- No rings may be worn.
- Tongue, navel, eye or nose rings are prohibited and a learner will be asked to remove it immediately.

6.9 SPORT

It is expected that all students participate in a summer and winter sport. With visits to other schools for sporting events, learners who go as spectators must be dressed in school uniform for the occasion unless otherwise arranged with the principal. When a learner is absent without leave on a Friday, he / she may not participate in sport the following Saturday unless permission is obtained from the principal to participate. The participants must be dressed in sports clothing as required by different sports at all times.

6.10 LEADERS

Monitor Councilors (last +/-8 weeks of term 4, and first +/-8 weeks of term 1) or BD Board members (last 2 weeks of term 1, term 2, term 3 and the first half of term 4) are responsible for the execution of orders assigned to them by staff members. It may include supervision on the playground, in hallways and buildings during breaks and before school.

6.11 GENERAL

6.11.1 The isolation of couples on the grounds before school and during breaks is prohibited. Companionship between boys and girls must be in such a manner as to honor the school.

6.11.2 Boys should always be courteous to their friends, girls, adults and teachers. Hands in pockets are not allowed.

6.11.3 No suitcases should be placed in the foyer and students are not allowed to move through the foyer, unless they need to visit the secretary.

6.11.4 No learner may be present without permission in classrooms, the hall or in any building on school premises before school, after school or during breaks.

6.11.5 The school site shall only be left with permission of the principal or his deputy.

6.11.6 The Gr. 4-7 students move between classes while teachers remain in the classrooms. Normal traffic rules should be maintained in hallways and corridors, in other words, learners keep left behind each other. When row need to cross, the row already moving has preference.

6.11.7 Suitcases may not be scratched on or plastered with pictures or writing.

6.11.8 Backpacks without reinforcements are not acceptable.

6.11.9 If reported that a student is found guilty of or use of marijuana or alcohol or any offense as stated in the school's code of conduct, the Governing Body / Disciplinary Committee will handle the matter on merit.

6.11.10 A written complaint must be submitted by a parent or members of the public against a student who is guilty of an offense mentioned in the school's code of conduct before the Principal and the Governing Body will investigate the matter.

6.11.11 Learners of Bredasdorp Primary remains a member (student) of the school at all times. His / her actions outside the school grounds affect the name of the school directly. It can not be allowed that one or two students with their bad behavior do the rest of the school harm. It is a privilege to be a student of Bredasdorp Primary. If a student feels that he / she do not want to adhere to the school rules, it is his / her free right to go to another school.

6.11.12 The school owns lockers which can be rented on a quarterly, or annual basis. Our senior students get preference when allocating the lockers.

6.11.13 During school breaks different grades make use of different playgrounds. The groups will from time to time be asked to clear their fields from rubbish.

6.11.14 If a learner cannot be picked up directly after school, it will be expected that he / she stays within the boundaries of the school yard, in an area allocated to different grades.

The areas are allocated as follow:

Gr. 5-7: the rugby field

Gr. 1-4: the netball courts

The Pre-primary playground is off limits to all students except preschool learners.

6.12 APPOINTMENTS DURING SCHOOL HOURS

If a learner has an appointment (e.g. medical) during school hours, the parent, in person, must fetch and sign the learner out at reception after prior approval has been obtained.

If a parent needs to make an appointment with the principal, deputy principal or any teacher, the school can be contacted in this regard. The secretary responsible will then make an appointment when the teacher is available.

7. CODE OF CONDUCT FOR LEARNERS OF BREDASDORP PRIMARY SCHOOL

Discipline is an essential prerequisite to develop self-discipline and a trait as a criterion for adulthood. In this way one can make future punishment redundant. The school has a Disciplinary Committee who will take decision in connection with serious behavioral problems. This Committee consists of the entire Management team and one opted member.

7.1 INTRODUCTION

Definition:

A code of conduct in terms of the South African Schools Act 84 of 1996 contains rules and principles for good behavior and handling of undesirable behavior in the school situation. The code of conduct is based on the school's vision to equip BD's for the future to their full potential.

Educators:

Teachers obviously play a crucial role in school discipline and therefore they must interact with students in a legal and proper disciplined manner.

Parents:

Discipline starts primarily at home. It is expected that parents / guardians support the code of conduct of Bredasdorp Primary School. Parents play an extremely important role and their full cooperation and support are expected. Parents signed the code of conduct to serve as evidence of their acceptance.

7.2 LEGAL FRAMEWORK

1. Minister of Education: Responsible for the formulation of policies for the control and discipline of learners (Act 27, 1996)
2. Governing body of each school is responsible for the adoption of a code of conduct for learners (Act 8 (1) of Act 84 of 1996)
3. Above mentioned should be in line with the fundamental rights guaranteed by the Constitution (Act 108 of 1996) and other related legislation such as listed below:
 - SA Constitution (Act 108 of 1996)
 - UN Convention of the Rights of the Child (1990)
 - African Act on the Rights and Welfare of the Child (1999)
 - National Education Policy Act (Act 27.1996)
 - South African Schools Act (Act 84 of 1996)
 - Western Cape Provincial Education Act (Act 12.1997)
 - Child Care Act (Act 74 of 1983)

- Extraordinary Provincial Gazette (Oct 2001)
- Education Legislation Amendment (Act 31 2007)
- Act 31 of 2007 (Search and seizure)

7.3 OBJECTIVES OF CODE OF CONDUCT

- Guidelines which consistently are acted on
- Acting for the correction of undisciplined behavior
- To ensure that learning takes place
- Safe environment
- To lead to self-discipline
- Limits set
- Establish open communication channel with parents
- To act to benefit the learner

7.4 POLICY PRINCIPLES

- All parties accept responsibility for their behavior
- The establishment of mutual respect between all involved
- Promotion of self-discipline
- Motivation of positive behavior and attitude
- The development of a disciplined environment and culture

7.5 POSITIVE DISCIPLINE

Positive discipline will lead to a disciplined school environment where maximum learning will take place. Learners are rewarded at the end of each term for good behavior.

In order to achieve positive discipline, learners strive to:

- a positive attitude
- respect for self and others
- purpose / goal driven

- responsibility
- honesty and reliability
- recognition
- restraint / self-control
- cooperation
- obedience
- fidelity
- neatness
- tolerance
- responsibility for actions

7.5.1 POSITIVE BEHAVIOR – GREEN BOOK – Grade 1 - 7

Class teachers continuously keep record in the Green book of positive incidents or behaviors of learners. If a learner shows one of the positive behavior points, he/she gets 1 mark. When a learner ‘qualifies’ according to a class teacher’s judgment, this learner will be discussed in accordance to his/her grade. If an agreement is reached, the applicable acknowledgment (rewards 1 – 4) will be given. Contact the Phase Head and/or the Principal concerning reward 5.

The Governing Body and teaching staff of the school expects from each parent to strongly assist in this extremely important and positive aspect of a learner’s education. We ensure parents that in their actions, the school and staff always bear the interests of all learners equally at heart. In its general purpose of education, Bredasdorp Primary School will succeed if each learner can be a valuable ambassador to his/her school and community, and also make a positive contribution to society after completion of their primary school career.

| Positive Behavior: | | | | | |
|--------------------|----------------|--|------------|-----------------|--|
| P1 | Respect | | P6 | Fairness | |
| P2 | Citizenship | | P7 | Self-discipline | |
| P3 | Responsibility | | P8 | Tolerance | |
| P4 | Caring | | P9 | Dedication | |
| P5 | Honesty | | P10 | Sport & Culture | |

RESPECT:

- Self-respect
- Respect towards others
- Courtesy

CITIZENSHIP:

- Obedience of rules and laws
- Cleaning & beautifying
- Neatness of notice boards, playground, classroom and other rooms
- Faithfulness

RESPONSIBILITY:

Neatly groomed
Well organized
School work and books at school
Homework done
Delivers outstanding work (according to ability / abilities)
Brings additional material

CARING:

Friendliness
Books, files, suitcase/school bags well taken care of
Considerate
Helpful
Courteously

HONESTY:

Towards self
Towards other

FAIRNESS:

Not favoring anyone
Deals with everyone equally

SELF-DISCIPLINE:

Give effect to requests
Refrain from temptations

TOLERANCE:

Towards all, incl. religion, sex, race, etc.

SPORT & CULTURE:

Good behavior and sportsmanship

FORMS OF REWARD

1. Certificate in classroom by teacher. (20 marks) Yellow
2. Certificate in assembly by Principal. (40 marks) Blue
3. Certificate and pen in Principal's office by Principal. (60 marks) Green
4. Civvies instead of school wear. (70 marks) Pink
5. Special bar/badge. (100 marks) Red

7.6 POLICY DECISION

- Positive attitude and behavior will be rewarded.
- The creation of a safe learning environment where healthy norms and values can be expressed.
- All stakeholders will be actively involved in the implementation and enforcement.
- Any misconduct will be dealt with by the principal and staff in terms of the codes of conduct.
- Parents / guardians will support the school in the implementation and maintenance of the school's code of conduct.
- Refine self-discipline on a daily basis.

7.7 CELL PHONES

Cell phones must be turned off and put away during school hours. See school's internal policy regarding cell phones.

7.8 NEGATIVE BEHAVIOR – DETENTION / RED BOOK **(Grades 1 & 2 only for keeping record; Grades 3 – 7 Detention)**

- Students work on a point system.
- Points are deducted when offenses occur repeatedly.
- When a learner has (-20) marks, he / she must sit detention.
- This point system will continue throughout the year
- Depending on the violation, relevant work will be given by the teacher involved. Where appropriate, learners may be expected to write out the school's behavior code.
- After a second detention, the student is placed on a weekly report system which is conducted and signed by the class teacher and subject teachers. The educator will arrange an appointment to discuss the situation at school with the parent or discuss it telephonically. Such a learner then receives another (-20) points to start from.
- If a student sits detention three times within a given time, there will be a disciplinary meeting with the parents.
- After the third detention, intervention will take place again until a fourth detention or 80 marks are reached. The educator will then organize an appointment with the parents and Deputy Principal. The educator will have all relevant documentation and proof of prior correspondence present, and record decisions made during this meeting.
- A fourth detention will take place on a Saturday from 08:00 – 12:00.
- After a fifth detention within a given time, intervention will take place again. This time, the case needs to be taken up with the Principal and a disciplinary hearing will be held. Depending on the nature of the transgressions, expulsion can be one of the sanctions. This will be seen as a 'serious' violation of conduct because of the repeated violation of school rules and code of conduct.
- If a learner reaches -80, -120, -160, -180, -200, and -220 marks, he/she will sit detention on a Saturday. A learner's marks will be transferred to the next term.
- Failure to attend a scheduled detention without an acceptable excuse will result to a disciplinary discussion. If a learner cannot attend a scheduled detention because of an acceptable excuse, he/she will sit detention on the next scheduled detention date.
- If the learner involved has a sport/culture commitment on the day of detention, the case will be referred to the Principal who will then make a decision, using his own discretion. The emphasis and spirit of the discussion will be on fairness and equity.

7.9 IMPLEMENTATION

1. Parent Session
2. Category 1 and 2 – Self-recording sheets
3. Discussion at Phase meeting
4. Detention / Governing Body
5. Disciplinary Hearing

7.10 CATEGORIES OF VIOLATIONS AND DISCIPLINARY ACTION:

| Category 1: -5 points | Action |
|--|---|
| NOT DONE <ul style="list-style-type: none">• Homework incomplete• Circulars not signed• Test / Assessment tasks not signed | <ul style="list-style-type: none">• See guidelines detention |
| REPEATED NEGATIVE BEHAVIOUR <ul style="list-style-type: none">• Talk in rows• Constant talking in class / hall• Late arrival• Eating / Chewing gum• Unnecessary walking around• Shout out• Homework Book not signed | |
| FORGET <ul style="list-style-type: none">• Books• PT clothes• “Flip File”• Stationery | |
| TIDINESS <ul style="list-style-type: none">• Appearance - clothing, hair etc.• Work | <ul style="list-style-type: none">* An inspection of appearance (neatness of person, clothing etc.) can regularly be conducted unannounced. |

| Category 2: -7 points | Action |
|--|--------------------------|
| <ol style="list-style-type: none"> 1. Poor language 2. Disturbance of class discipline 3. Littering 4. Poor behavior during assemblies | See detention guidelines |

| Category 3: -10 points | Action |
|--|---|
| <ol style="list-style-type: none"> 1. Disrespect 2. Absent without leave / unauthorized abandonment of school site 3. Dishonesty 4. Bullying / Bullying 5. Racism | <ul style="list-style-type: none"> • Send to Deputy • Contact parent • No benefits |

Category 4: - 20 points

Action

1. Theft
2. Possession of illegal material (Including weapons)
3. Immoral behavior e.g. sexual remarks, pornography etc. .
4. Criminal offense, e.g. stabbing, drug abuse, alcohol abuse, smoking
5. Vandalism

For all these offenses the punishment will be decided on in a disciplinary hearing.

During a Category 4 offense the help of support services (Police, WCED, social services, etc.) are called upon. Parents will be informed about this.

7.11 THE JURISDICTION AND SCOPE OF THE CODE OF CONDUCT

This code of conduct is applicable:

- On school property before, during and after normal school hours.
- At all official school functions and field trips during, and after school hours.
- At all official school functions and field trips, no matter where it is held.
- At all times when a student is dressed in school uniform and can be recognized by the public as a learner of the school.
- If a learner brings dishonor and shame to the school's name.

7.12 TIME-OUT: Grade R to 7

(Where a learner gets temporarily removed from a classroom after consultation, because of disruptive behavior)

CLASSROOM TIME-OUT

This arrangement is made in the interest of the learner, staff member/s and other learners. The use of this type of intervention must be recorded and motivated by the educator. This type of time-out is not used as a punishment, but to give learners who is attention deficit (shows extraordinary behavior at that specific stage), emotionally disrupted or who needs help, the opportunity to finish his/her work quietly or to calm down. This will help the educator to continue teaching / working in the classroom in a normal manner.

Procedure:

1. When a teacher feels that a learner must be removed from a classroom during the school day (including work aid), he/she will be taken to the disciplinary head. If the disciplinary head is not available at that time, the educator will go to the secretary who will locate the disciplinary head via intercom, cellular phone or otherwise and organize with the disciplinary head to go to his/her office to deal with the case. If the disciplinary head is not available at all, the case will be referred to the Principal.
The disciplinary head will try to contact a social worker of the school in order to make the correct decisions concerning the handling of the learner.
2. Where/when applicable, the educator must provide the learner with an appropriate assignment, preferably written. Educators should always keep such assignments ready for a situation like this.
3. This assignment must be sufficient to keep the learner busy for the entire period of the time-out as determined by the educator and disciplinary head. Normally a period or two.
4. The supervisor (e.g. disciplinary head, a social worker, or any other available staff member) as appointed by the disciplinary head, will observe the learners emotional behavior and/or task completion and give feedback.
5. The supervisor will send the learner back to his/her classroom after liaising with the class teacher.
6. The class teacher involved, records the incident and the handling thereof to the learner's name for record purposes.
7. The social worker also records the incident. She will monitor patterns of learners who have trends like this. Learner referrals such as e.g. backlogs, therapists, remedial help, etc. can follow from this.
The disciplinary head also keeps record of time-outs in order to organize aid (by communicating this with the Principal) for an educator involved if needed with regards to classroom management. Educators **MUST** manage this mechanism with maturity, good judgment, tact and wisdom.

7.13 DISCIPLINARY COMMITTEE

The school has a Disciplinary Committee to make decisions concerning serious behavioral problems. This Committee consists of the entire management team and one opted member.

7.14 DATE OF IMPLEMENTATION:

March 2017 (Revised in 2019)

7.15 DEFINITION / EXPLANATION OF TERMINOLOGY

Detention: Gr. 4 - Gr. 7

Time: Fridays, for the duration of 2 hours after school (14:00 – 16:00). Educator is to log the name of the detention learner in a file for the sake of record keeping. Parents will be informed at least four days before the Friday of detention by means of a prescribed letter. The detention letter will be filed on the learner's profile. NO student will be excused from detention. If a student is absent on that particular Friday, it will be postponed to the next Friday. If detention is because of homework which is not faithfully done, this work or similar tasks should be completed in detention time. Where applicable, it can be expected of a learner to write out the school's code of conduct.

8. SPORT

INTRODUCTION

It is the school's desire that our children, above and beyond their academics, be able to enjoy and express themselves on sports and cultural levels. The principle of "a healthy body houses a healthy mind" is important to us. This will be of great value when learners must prepare for their academics. We aim to provide sufficient opportunities for participation in a variety of activities. The elements of competition and enjoyment should go hand in hand.

OBJECTIVES

8.1 The primary purpose of sport in the Primary School is to develop all students overall.

8.2 To create the social development of children by promoting opportunities for collaboration, communication and healthy competition.

8.3 The promotion of physical development by providing opportunities for healthy recreation and exercise through sports and games.

8.4 The capture of positive character traits. Loyalty, perseverance, self-control, overall fitness, muscle control, team spirit and sportsmanship.

8.5 Promoting a healthy body for all students, better academic performance results are obtained.

8.6 Exploiting the learner's particular talents in sports.

8.7 The relationship between teacher and learner to improve contact outside the classroom.

SPORTS ACTIVITIES OFFERED

Summer sports: Athletics, Swimming, Mini Cricket, Cricket, Mini Tennis, Tennis, Chess, Biathlon, Tennis

Winter sports: Rugby, Netball, Hockey, Chess.

9. SPORTS POLICY

9.1 Participation of learners in Grade R and learners with special talents, as well as students who are not in a particular grade level according to their age:

- Pre-primary students are welcome to join Grade 1 pupils to play in an A or B team. As with the Intermediate and Senior Phase where e.g. both Grade 4 - and 5 – learners play for u/11 teams and Grade 6 - and 7 – learners play for u/13 teams, the Foundation Phase learners play according to their unique skills and talents with the higher grade part. A learner may help out in a higher age group, but a younger learner must play in the specific age group for the duration of a year and may be awarded in that age group if he or she qualifies. A player should be identified early in the season in consultation with the coach, principal and parent before such a decision can be made.
- Over-age students should be accommodated at the High School.

9.2 **Clothing:** It is expected of learners to be dressed in the correct sportswear for sport exercise, games or competitions. Outside coaches and trainers should also be dressed in appropriate sportswear.

9.3 Learners should inform their coach if they cannot attend a practice, even when a learner is absent from school.

9.4 Students who do not show up for practice , will not be selected to play in the next match for his / her team unless a written or verbal apology is submitted to the coach. If a student arrives late for a game without a valid reason, he / she will not be selected for the next game. Learners must arrive 30 minutes prior to the time of the game.

9.5 Students who do not want to continue with a specific sports activity should finish the term's activity before they strike. It promotes commitment skills.

9.6 The number of games organized for the A and B teams should be as equal as possible.

9.7 Outside coaches or parents of specific sports teams should at all times discuss matters with the heads of each sport before any game setting, arrangements or decisions are made .

9.8 Sports Heads must always approach the Sports Coordinator before any matches are arranged, in order to seek for each sport to obtain an equal number of fixtures.

9.9 Practice / games should only be canceled in exceptional circumstances and unforeseen events and students must be notified in advance if a practice / game is canceled or postponed.

9.10 A balance must be maintained between various extra-curricular activities such as sports and cultural activities.

9.11 Teachers should always ensure that every child in the school solely on the basis of his interest, enthusiasm and performance participate in its rightful share in the school's sports program.

10. A FINAL WORD

Our wish is that your relationship with the Bredasdorp Primary School will be an enjoyable and happy one. The BD's is a unique, happy family. Wishing that the proud tradition of our school embraces you and help to build something everyone can be very proud of.