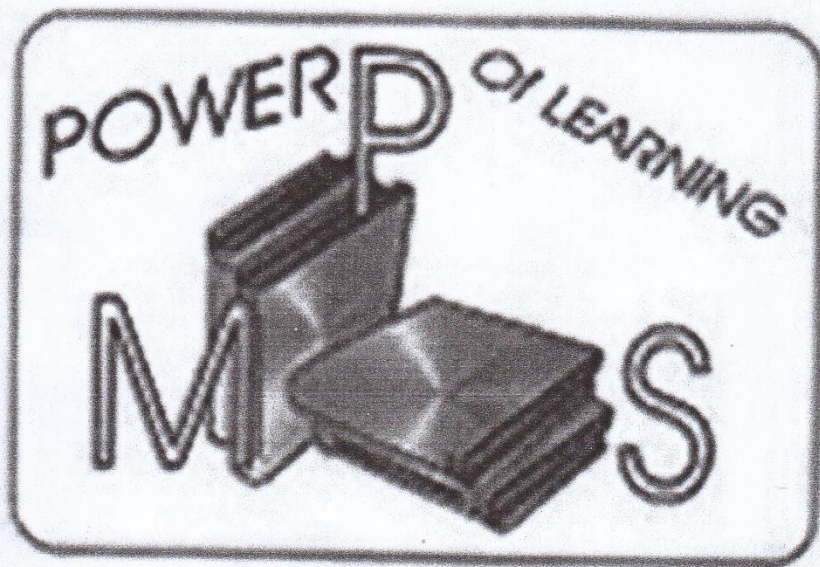


**MAGAU PRIMARY SCHOOL**



**SCHOOL POLICY**

# MAGAU PRIMARY SCHOOL

## SCHOOL POLICY

### 1. NAME

The name of the school is Magau Primary

### 2. NATURE OF THE SCHOOL

The school starts from grade R to grade 7

### 3. GOVERNING BODY

The school is Governing Body called "Magau School Governing Body"

### 4. MANAGER

The Principal is the manager of the school assisted by the Deputy Principal, Departmental Heads, Senior Educator and Educators.

### 5. TIME

The official starting time is 7h 15 and knock off at 14h15 all year around, but it is subjected for any alteration when it is deemed fit.

### 6. AIMS AND OBJECTIVES:

- 6.1. To enable a disciplined and purposeful school environment.
- 6.2. To improve and maintain a high quality learning process.
- 6.3. To promote the best interest of the school.
- 6.4. To establish an academically enlightened society which would not be easily devoured by the force of darkness and ignorance?
- 6.5. To foster co-operation and sound relationship among parents, educators and learners.

### 7. LOCATION

The school is situated at Magau Village, plus minus 21km South of Makhado town. It serves learners within the village and limited number from neighbouring villages, particularly Madombidzha

### 8. CONDITIONS FOR ADMISSION

- 8.1. The school admits from grade R to grade 7
- 8.2. All learners at the age of four (4) or who will turn five (5) on or before 30 June at the current year of admission will be admitted in grade R.
- 8.3. All the learners at the age of five (5) or who will turn six (6) years on or before 30 June at the current year of admission will be admitted in Grade 1
- 8.4. Learners from other schools will be admitted provided they have unaltered transfer letter from their previous schools.



11.2. Grade 4 – 6: Tshivenda HL, English FAL, Mathematics, NS/ TECH,  
Social Sciences and life skills

11.3. Grade 7: Tshivenda HL, English FAL, Mathematics, NS, EMS, TECH,  
Social Sciences, life Orientation and Creative Arts.

## **12. RELIGIOUS POLICY**

12.1. All religious beliefs shall be given due respect and no segregation in terms of religion shall be practiced.

12.2. Morning devotions shall be held only if all Covid-19 health protocols permit and are followed to the latter.

## **13. PUNCTUALITY**

13.1. All educators are expected to be at school 15 minutes before the first bell rings.

13.2. Learners should be punctual in whatever they do at school.

13.3. No learners shall be absent from school without valid reasons.

13.4. School gate shall be closed between 7h30 and 14h15 for learners to be safe.

## **14. EXTRA- MURAL ACTIVITIES**

Athletics, Soccer, Netball, Valley ball, Gymnastics contemporary modern and Traditional dance are extra mural activities done in this school and every educators is subjected to supervise any activity that he / she is interested in.

## **15. WRITTEN WORK**

Educators shall conduct informal and formal tasks and home work as per subject policy. Quarterly and final year examinations shall be conducted yearly unless otherwise stated by the department.

## **16. SCHOOL UNIFORM**

Girls will wear powder blue school Tunic alternated by grey skirt or trousers worn with powder blue shirt. In winter and cold days they may wear the school jersey or school track suits. Boys will wear the same colour shirts with grey trousers and the same in cold days and winter as girls.

## **17. CONDOLENCES**

17.1. Educators and learners are expected to make contributions on the bereaved Family i.e refer to condolence policy book.

17.2. The school will ask for time off from the circuit office in order to go and conduct a memorial services at the bereaved family.

17.3. All educators and learners are expected to be in the funeral service giving assistance where necessary.

## **18. VISITORS**

- 18.1. All people visiting the school shall be screened at the gate before coming to the principal's office.
- 18.2. The screener will inform the principal about the visitor before he / she is introduced to the principal.
- 18.4. The person visited will be called to the office.

## **19. TELEPHONE**

- 19.1. The telephone service of the school is only meant for official purpose and incoming calls.
- 19.2. Personal calls are not allowed to be made from the school telephone.
- 19.3. Learners are not allowed to handle the school telephone i.e. callers may leave a message for the learner concerned.

## **20. EXCURSION:**

- 20.1. The school undertakes educational tours and field excursions.
- 20.2. Educators will accompany learners when undertaking educational tours. As per departmental educator learner ratio.
- 20.3. Educators may sometimes organize functions in form of "braai or farewell functions".
- 20.4. There shall be at least one trip a year per phase i.e. one for foundation and one for inter-sen phase.
- 20.5. At least one SGB member should accompany learners.
- 20.6. Report for every trip will be required for future references.

## **21. LEAVE**

- 21.1. Leave of absence from duty by educators shall be classified under one or more of the following:
  - ❖ Sick leave.
  - ❖ Special sick leave.
  - ❖ Special leave for study purpose.
  - ❖ Special leave for examination purpose.
  - ❖ Special leave for quarantine purpose.
  - ❖ Special leave for participating in sports and cultural events.
  - ❖ Special leave confinement.
  - ❖ Special leave in extraordinary circumstances.
- 21.2. Leave forms shall be filled in by any educator in relation to the leave he / she applies for.
- 21.3. The office of the principal shall be notified by the educator if he / she will not come to work / leave before knock-off time, and early departure book will be signed when an educator leaves school before knock-off time.



21.4. A leave without pay shall be recommended provided an educator fails to notify the office of the principal of his/ her whereabouts during his / her absence recording purpose.

21.5. A leave record book shall be kept.

## **22. PARENTS INVOLVEMENT:**

22.1. The School Governing Body decides when parents are supposed to be called for meetings.

22.2. Parents participate in school activities such as educational excursions.

22.3. The SGB should see to it that there is good relationship between school and members of the community.

22.4. The SGB will meet at least four (4) times per year.

22.5. The SGB ensures the involvement of parents in the learner's matters.

## **23. GENERAL RULES AND CODE OF CONDUCT**

23.1. Educators are expected to arrive at least fifteen (15) minutes before starting time.

23.2. Educators should inform the principal if they shall not be able to come to school due to illness or any other personal matters.

23.3. An educator is not allowed to send learners to go and buy any intoxicating Substances for them under any circumstances.

23.4. An educator is not allowed to leave his / her learners in class unattended.

23.5. Educators are not allowed to smoke in the classroom.

23.6. Educators and learners are not allowed to come to school under the influence of alcohol or any use of any other intoxicating substances in the school premises.

23.7. Educators are allowed to join any educator unions they wish as long as is registered with the ELRC.

23.8. Churches will be allowed to use the school premises for their church services only If permission from the school governance is granted.

23.9. No educators is allowed to crochet, knit or play cards etc during school hours.

23.10. Learners must avoid using abusive words and never be allowed to argue or fight during school hours.

23.11. Learners should stand up whenever answering question in the classroom to show respect.

## **24. DISCIPLINARY MEASURES:**

24.1. Learners who disobey school regulations will be disciplined.

24.2. Parents should see to it that they inform educators and the principal in case their children are ill.

24.3. Anyone who damages the school property will be liable to pay for such damage.

24.4. With reference to educators Law and Policy Handbook, both learners and educators will be controlled by applying disciplinary measures stated in this

## 25 QUALITY MANAGEMENT SYSTEM QMS

- 25.1. QMS is an ongoing process.  
25.2. All educators will have their DSG in place for QMS evaluation purpose.  
25.3. All educators shall undergo evaluation process and summative evaluation at the end of the year for pay progression.  
25.4. Quality Management System shall be conducted according to the departmental Stipulation every year.

Signed at Mogau Primary on the 02nd day of July 2021.

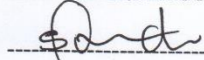
### SIGNATORIES

  
PRINCIPAL

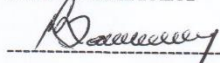
02/07/2021  
DATE

  
SGB CHAIRPERSON

02/07/2021  
DATE

  
SGB SECRETARY

02/07/2021  
DATE

  
CIRCUIT MANAGER

19/07/2021  
DATE

