



Great Foundation

Primary School

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SCHOOL RULES AND INFORMATION

Welcome to Great Foundation Primary. Our school is characterised by a friendly and happy atmosphere in which learners are encouraged to develop intellectually, morally, spiritually, physically and socially.

We trust that the following information will provide at least some of the answers to the many questions that parents, and learner may have concerning their school.

We offer and maintain a consistently high standard of education. This enable our learners to form solid basic foundations and life skills, which further assists in stimulating personal growth and wellbeing, directly resulting in a positive influence in their future year of education. However, in order to achieve this, strong ties must be forged between school and home, so that parents, educators and learners work as a team. With dedicated teachers, supportive parents and a superb educational facility, two things happen.

- ✚ Every child begins to realize his / her true potential, and
- ✚ The world begins to unfold, and the child start to discover, explore and grow.

We hope that your family's association with us, will be enriching, rewarding and all that you expect it to be. We encourage open communication at all time.

School Bags and Clothing Policy

All learners must bring a school bag to school daily and be dressed in the correct school uniform. Children are prohibited from bringing toys, sweets, cell phones, weapons and chewing gum to school. If a cell phone or similar electronic device is brought on to the property of Great Foundation Primary by children, no employee will be held responsible for any loss or damage.

School Uniform

The School uniform can be purchased from **Tracy Luck – Ally Cat Embroider, 55 Leonora Road, Selcourt, Springs, Tel No 084 252 4650. Black tekkies for Fridays.**

Boys	Girls
<p><u>Uniform</u> Summer: Yellow Golf Shirt with embroidered School name Gray Shorts / Gray Long pants</p> <p>Black school shoes - NO TAKKIES Black socks Green Jersey with yellow stripe with embroidered School name</p> <p>School Bag (No Caddie Bags)</p> <p>Winter: Green Jacket embroidered School name Long grey pants Long Sleeve, button up yellow shirt with a badge.</p> <p><u>Green blazer for Grade 4 to 7 with embroidered school badge on pocket.</u></p> <p>Green scarf, Green gloves,</p>	<p><u>Uniform</u> Summer: Yellow Golf Shirt with embroidered School name Tartan Culotte.</p> <p>Black school shoes - NO TAKKIES White socks Green Jersey with yellow stripe with embroidered School name</p> <p>School Bag (No Caddie Bags)</p> <p>Winter: Green Jacket embroidered School name Long grey pants / Culotte with black stockings Long Sleeve, button up yellow shirt with a badge.</p> <p><u>Green blazer for Grade 4 to 7 with embroidered school badge on pocket.</u></p> <p>Green scarf, Green gloves,</p> <div data-bbox="791 1104 1157 1323" data-label="Image"> </div>

Hair and jewellery

Hair should be neatly cut and nothing over collar or ears.

No Mohawks, no styling hair product for example gel, hairspray, was sugar water colourants or highlight are allowed.

No extreme hairstyles, short and neat only.

No patterns or stripes to be cut into boys hair.

Hair colouring or bleaching is NOT allowed.

Hair touching the shirt collar should be tied back neatly into a ponytail or a plait.

Hair accessories must be plain black, no decorative hair accessories are allowed.

Girls may not have extensions.

No learners hairstyle should infringe on another learners ability to see the board.

No jewellery may be worn in piercings. Normal studs are allowed in ears, except plain gold studs. No coloured studs.

Nails are always to be kept short and neat. No Cutex on the girls nails.

Civvies Day

Certain days have been earmarked to raise fund for project around the school. These are called casual days. Learners are to come dressed in casual clothes. Learners dressed incorrectly will be sent home. No make-up on these days.

Homework

Homework should be regarded as an extension of class work. It is the responsibility of all learners to ensure that homework, given by the teacher, is completed by the due date. Parents are asked to supervise the homework and NOT to do it for the children. This defeats the whole object of such homework. Parents should make it their policy to check homework and message books on a regular basis and not leave it until it becomes a problem. Advance notice is given of assignments, projects ect. All learners should ensure that they plan their work so that it is not left to the last moment. Parents are to sign the children's homework diary each day, making sure all homework is complete. **It is the learner's responsibility to write down their homework.**

School readers

Books that are damaged lost or defaced will have to be replaced. All readers and textbooks are to be covered in a durable clear plastic. Parents are to ensure that their children have the correct stationary throughout the year as learners without stationary cause a disruption in the class.

Sick children

We reserve the right to refuse entry to a child who is displaying signs of illness as stated in *National Health Act, 2003 (Act No. 61 of 2003)*. Sick children are miserable and do not gain anything from being at school. So, they are far better off at home. Because children are often ill, we ask you to co-operate on the following points. These are for your children's benefit as well as for those around them. IF the teacher notices that your child is not well enough to be at school, she will contact you to fetch him or her.

- Children with nits or lice may not come to school. If these occur, a clearance certificate from a doctor or clinic is necessary before your child can return to school.
- Ringworm must be treated with an anti-fungal ointment and the learner must be kept at home until they have been cleared by a medical practioner.

All learners must have notes explaining their absence on return to school after illness. A doctor's note is required for an absence of three (3) days or more during normal school time.

Medicine

Medicine can be administered at if the medicine register has been filled in **by a parent**. All medicines are kept in the medicine box in the kitchen, or if required in the fridge. All medicine is to be handed to the class teacher and details to be signed into the Medicine Register by the parent. On departure it is the parent's responsibility to request the medicine. Prescribed medicine must be in the child's name, not be expired and have the original pharmacy label.

No learner shall be in possession of any form of medications at school. All medications must be handed in to the front office – with the prescription – and the dosage may be

collected when the learner requires it and at the end of the day. No learner or staff member may administer any medication to learners.

First Aiders

Great Foundation Primary have a minimum of two employees trained in Level One First Aid.

First Aid equipment is kept in the office and a portable first aid bag is hung in the playground for quick access. Parents will be informed immediately of any head injury to a child.

School times

All learners are always expected to arrive at school before 07h30 for assemble/register class each morning and be punctual.

Late coming is unacceptable and will be consider a violation of the school rules. Arriving late at school, the learner must be accompanied to the front office by the person responsible for the late coming before the learner will be allowed into class. See Code of Conduct. If a patter is established and the learner continues with the same offence's day after day, it will be considered as bunking classes and a disciplinary hearing can be called.

- **School Hours: School grounds open at 6h30 and school starts at 7h20. School Day ends at 13h00 for Grade RRR to 2. Grade 3 ends at 13h30. Grade 4 and 5. ends at 13h45. Grade 7's end at 14h00.**
- **Please ensure that your transport picks up your child by no later than 14h00 every day. On Fridays, school ends at 13h00 and children must be collected as soon as possible.**

School Closures Policy

The school has the right to close for any length of time (e.g. political riots etc.). The school will be closed on all public holidays and for approximately 3 ½ weeks during December/January school holidays. We may incorporate 4-5 weekdays during the year, along with the public holidays to make an extra-long weekend or two. You will be advised in the first newsletter of the year (January) of such possible closures.

Collection of Children Policy

- If someone other than yourself is to collect your child, please notify the school.
- Children to be accompanied by their parents or transport to the security gate and handed to the staff member on duty. No child to be dropped in the parking area or in the road.
- Late collection of your child/ren inconveniences staff and overtime payments will be due to them (R100.00 for every 30 minutes or part thereof). Children are to arrive at school no later than 08h00. Late arrivals disrupt lessons and class activities.

Classroom Conduct

Every learner is expected to be punctual and arrive at class on time so that you are ready to start the lesson. **Late coming is inconsiderate because it disrupts the class.** Take out what you need for your lesson as soon as you get to your desk or table. Do not wait to be told to do so. Be prepared and bring what is needed to the lesson, your completed homework and most importantly, be ready to LEARN and contribute to the lesson.

Be respectful, stand when an adult enters the room. Greet your educator at the start and end of each lesson. Respect your educator and your peers by not talking when your educator is talking if you want to contribute, raise your hand and wait for your educator invites you to contribute. Listen to your peers during classroom discussion. Respect the property of others and of the school. Do not deface desks, steal drawing pins, mess with chalk or borrow things without permission. Keep your classroom neat and clean. Put litter in the litter bin. Be responsible, firstly, for yourself and for your own behaviour. Encourage your peers to do the same. You are responsible to look after, and take care of your books, equipment and other property.

Fighting, bullying (including cyber-bullying) or threatening of other learners or members of staff is forbidden

Disrespectful behaviour

A learner behaves in a disrespectful manner is he/she: -

- Does not greet educators and does not address them as Ma'am or sir;
- Uses bad language, cheeky backchats or acts disrespectfully towards any staff member or fellow learner.
- Lies to educators regarding incidents;
- Behaves in a disruptive manner or, by word or action, displays insolence or insubordination i.e. makes any animal sounds or other unacceptable noises like whistling or tongue clicking.
- Makes racist or sexual remarks or displays any vulgar behaviour.

A warning letter of suspension may be issued.

Learners shall respect those learners in positions of authority. A learner in a position of authority will conduct themselves in a manner befitting her/him position and not abuse such authority. Learners shall behave courteously and respectfully when dealing with all members of staff and refrain from conduct that constitutes insubordination.

When dealing with other learners, a learner shall exercise self-restraint and shall show mutual respect, consideration and tolerance towards each other.

Theft

Theft is a criminal offence. Any learner found stealing will be required to appear at a disciplinary hearing and could be reported to the police station. Removal of any material or objects from school premises without permission is regarded as theft. Vandalism will not be tolerated.

No learner may engage in any form of selling of any items to other learners or staff while on the school's property or in the school's environment. Learners may not purchase items from other learners

Progress reports

Progress reports for your child are sent out Termly per Grade. **As a private school, the school reserves the right to instate a pass rate of 50%.**



FURTHER INFORMATION; -

- Without detracting from any specific obligations contained in these rules, you are required to: fulfil your own obligations under these terms and conditions;
- encourage your Child in his or her studies, and give appropriate support at home;
- Keep Great Foundation Primary informed of matters which affect your Child; maintain a courteous and constructive relationship with Great Foundation Primary staff; and attend meetings and otherwise keep in touch with Great Foundation Primary where your Child's interests require you to do so.
- They acknowledge that the discipline of Great Foundation Primary is under the control of the Principal, who has the right to refuse to allow a Child to return to Great Foundation Primary, or to demand his/her immediate withdrawal from Great Foundation Primary, or to suspend, or to expel a Child for a serious breach of discipline as laid down in Great Foundation Primary's Code of Conduct.
- The Principal may, at his/her discretion, require you to remove or may suspend or expel your Child if their or your behaviour in failing to co-operate with Great Foundation Primary, is in the reasonable opinion of the Principal so unreasonable as to affect or likely affect the progress of your Child or another child (or other children) at Great Foundation Primary or the well-being of Great Foundation Primary staff or to bring the Education Centre into disrepute.
- The Principal may, at his/her discretion, require you to remove or may suspend or expel your Child from Great Foundation Primary, if he/she considers that your Child's attendance, progress or behaviour (including behaviour outside Great Foundation Primary) is seriously unsatisfactory and in the reasonable opinion of the Principal that the Child's removal is in Great Foundation Primary's best interests or those of your Child, other children or the wider Great Foundation Primary community. In this case, you will be asked to remove your Child either immediately and without notice, or at a specified date that is shorter than full term, with or without notice in any form, as is reasonable under the circumstances. Great Foundation Primary will not be required to give you a full term's written notice under these circumstances. Should the Principal exercise this right, and where applicable, your deposit will be forfeited. However, any pre-paid fees will be refunded to you.
- All fees are payable no later than the 1st working day of each month. School fees are due on the 1st of each month, for the month in advance.
- It is agreed between Great Foundation Primary and yourself that a penalty of 10% of the monthly fee will become payable and be charged to your account for every month that the monthly fee is not received in full by the 4th working day. Please use your GF account number when paying your account.
- When applicable parents must fill out the medication chart stipulating dosages and the time when medication is to be administered, Medication containers are to be clearly labelled indicating the content and the name of your child. No medicine will be administered unless the medicine chart has been completed by the parent.
- Great Foundation Primary is an **English-medium schools**. The language of instruction is English. Pupils who do not speak English as a first language are supported in their learning of English until they are reasonably fluent and have adequate literacy skills to cope competently at their standard level. **Learners are always required to speak English while at school.**

- Please note that **NO second test will be set for the learner if he/she fails to complete the assessment** within the specified time frame.
- Great Foundation Primary does **not tolerate bullying in any form**, and all members of the school staff are committed to promoting a safe and caring environment for the boys and girls in their care. Staff, pupils and parents will work together to address issues of bullying when these arise.
 - Name-calling and teasing
 - Threats and intimidation
 - Hurting physically
 - Extortion (taking things away)
 - Damaging property and belongings
 - Spreading rumours and stories
 - Deliberate exclusion from games and activities
 - Cyberbullying (using the Internet and cellular telephones to torment, threaten or humiliate).
- Pupils or parents can report bullying to the pupil's class teacher and the reporting of bullying should be encouraged. Staff members will take these reports seriously, investigate them thoroughly and provide feedback.

Parents or guardians should:

- Watch for signs of unhappiness in their child's life.
- Be supportive when an incident of cyberbullying is reported as this can be extremely damaging and have lasting effects.
- Inform their child's class teacher if there is any suspicion that their child is being bullied.
- **Not take matters into their own hands in confronting the perpetrator or his/her parents.**
- Refrain from telling their child to retaliate.
- Help their child to learn positive behaviours that will help him/her not to become a victim.
- Clearly address the situation if their child is found to have abused another boy/girl.
- Please note that **NO second test will be set for the learner if he/she fails to complete the assessment** within the specified time frame.
- Controlling gate access is important in protecting children and staff during school time. Please keep it locked at all times.

Parent Information

It is the parent's responsibility to see that updates are given of change of address and telephone numbers to Great Foundation Primary.

Paths of Communication

Great Foundation Primary have an open door policy. However, for speedy resolution it is recommended that if a parent needs to discuss anything to do with a child's progress or a concern, they should make an appointment to address the teacher concerned first. If there is a need for

further intervention, they may then make an appointment with the Principal or Owner. Please approach the Principal or Owner with any confidential matters directly.

Great Foundation Primary cares for the environment therefore we have eliminated paper communication and will now be communicating any important news via email. In order for our service to be effective please make sure that the office is in receipt of your correct email address.

Full Name: _____(Mother/Guardian)

Signed: _____

Full Name: _____(Father/Guardian)

Signed: _____