

Physical Address:

No 4 Hermansburg Road, Magiesdal,
Nelspruit 1200 RSA.



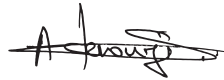
GENERAL SCHOOL POLICY

	Document Type	Policy and Procedure		
	Document Title	General School Policy		
	Applicable To	All staff		
	Document Owner	Board of Director		
Doc No: JPS -25-0001	Effective from 12 Feb 2025	Page 1 of 3	Version:0001	Author: Director

A AMMENDMENT HISTORY:

Amendment Date	Version	Amendment Date	Final Approval Level

B. APPROVAL

Title	Name	Date	Signature
Director	O.D Adewuyi	12 Feb,2025	

Disclaimer	It is the responsibility of the user to ensure that the printed document corresponds with original master copy available at the school.
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1. Admissions Policy

- Learners entering Grade RR must be 5 years old by June 30 of the admission year.
- Learners entering Grade 1 must be 6 years old by June 30 of the admission year.
- Required documents for admission:
 - Certified copy of birth certificate
 - Immunization card
 - Recent school report (for transfer learners)
 - Proof of residence
 - Proof of fund from the parent/Guardians or organization
 - Parent/Guardians ID copy
 - 3 months bank statement
- **Acceptance letter is subject to available space and fulfilling all admission criteria.**

2. Attendance Policy

- Daily attendance is compulsory.
- Parents/guardians must inform the school **before 8:00 AM** if a learner will be absent.
- A **medical certificate** is required for absences longer than two consecutive days.
- Learners arriving **after the designated start time must report to the school office.**

3. School Hours

- Grade RR: 7:45 AM - 1:30PM
- Grades 1–3: 7:45 AM – 2:00 PM
- Grades 4–7: 7:45 AM – 2:00 PM
- Aftercare services may be available by arrangement from 2:00PM -5:00PM
- No learner may leave the premises during school hours without written permission.

4. Uniform and Appearance

- Full school uniform must be worn daily, including appropriate shoes and socks.
- Hair must be neat and tied back if long (no extreme styles or colours allowed).
- No jewellery except for small stud earrings (for girls) and medical bracelets (if necessary).
- Nails must be kept short and clean.

5. Code of Conduct

- Learners must show respect toward staff, peers, and property.
- Bullying, intimidation, and discrimination are strictly prohibited.
- Positive behaviour is encouraged and will be recognized.
- Disciplinary actions may include warnings, detentions, suspension, or expulsion, depending on the severity.

6. Academic Expectations

- **Learners are expected to:**
 - Complete all classwork and homework timeously.
 - Participate actively in classroom activities.
 - Strive for their personal best.
 - Robotics and coding is compulsory
 - Emotional intelligence is compulsory
- Promotion to the next grade is based on continuous assessment, effort, and meeting minimum academic requirements.

7. Assessment and Reporting

- Regular assessments will be conducted according to a formal assessment plan.
- Formal reports will be issued at the end of each term.
- Parent-teacher meetings will be held at least twice a year to discuss learner progress.
- Additional consultations can be scheduled by appointment.
- Book viewing will be conducted on termly bases.

8. Health and Safety

- No dangerous, illegal, or inappropriate items are allowed on the premises.
- Learners who are ill must remain at home to protect the wellbeing of others.
- Emergency drills (fire, lockdown) will be practiced periodically.
- All injuries or incidents must be reported immediately to a staff member.
- The school have assigned medical practitioner (GP)/ Health worker attached with the school in case of emergency.

9. Extracurricular Activities

- A variety of cultural, sporting, and service activities will be offered.
- Participation in at least one extracurricular activity per term is encouraged.
- School sports uniforms must be worn as required.
- Indoor games will be practise as part of sporting activities as well as outdoor games

10. Parental Involvement and Communication

- Parents are encouraged to attend school events, meetings, and volunteer where possible.
- Communication between the school and home is facilitated through newsletters, email, school apps, and scheduled meetings.
- Parents must keep the school updated with current contact details.

11. General Rules

- Cell phones is not allowed at school unless permitted due to medical reasons but it must be reported to the school authority or maybe permitted for educational purposes.
- Chewing gum is not allowed.
- Littering, vandalism, and disrespect for property will not be tolerated.