



ST BARNABAS INDEPENDENT SCHOOL

2019 Procedures Document

1. HOME ROOM TEACHERS

Each grade has a home room teacher.

- Grade 8 Room 4 Mr Illidge
- Grade 9 Room 3 Mrs Africa
- Grade 10 Room 1 Mr Eaves
- Grade 11 Room 2 Ms Reardon
- Grade 12 Room 7 Miss Morgan

2. DOCUMENTS

Learners and parents are required to familiarise themselves with

- this procedures document
- the school code of conduct
- the dress code
- the bullying policy
- the cell phone policy
- the drug testing policy
- the integrity of academic work policy

3. SCHOOL STARTING TIME AND HOME-ROOM REGISTRATION

All learners are to report to their home-rooms at 7h30. This time is to be used

- to take register
- to hand in cell phones and unauthorised digital equipment
- to be made aware of relevant school updates
- to return reply slips
- to hand in parent communication
- to collect absentee letters or medical certificates
- to prepare for the day
- for general organisation – all books, study material to be ready for first 4 lessons.

4. LATECOMERS

Learners are to be in registration by 7h30.

- Should learners arrive after 7h30, they are to report to the front office for check-in and to hand in cell phones. Not checking in, when late, may result in a detention.
- Repeated lateness will result in demerits regardless of excuses offered.

5. ABSENTEES

If a learner is too ill to attend school and will be absent for the day, the front office is to be phoned or e-mailed before 8h30.

- Learners who are absent from school will be assumed to be truant.
- Where parents are unable to contact the school, for any reason, a letter must be sent through with the learner on their return to school.
- Any learner who returns to school without an absentee note or medical certificate for any assessment task will be demerited.

6. TOO SICK TO WORK

If a learner feels too sick to work and needs to go home, then

- the learner must speak to school management to request a permission slip.
- Learners must get the work they will be missing on the slip from subject teachers whose classes will be missed. This must be done during change of lessons and not during lessons.
- Once the slip has been filled in, management may then sign for the learner to leave school early.
- Once this has been done, the front office will phone the parent to collect the learner.
- While waiting to be collected, the learner must wait in the classroom or in the front-office who will contact the parents.
- The parent or designated adult collecting the learner must sign them out of the relevant book in the front office.
- UNDER NO CIRCUMSTANCES WILL SICK LEARNERS BE ALLOWED TO WALK OR TO DRIVE THEMSELVES HOME.

7. MEDICATION

A medical consent form should have been filled in by parents upon enrolment in the school.

- Learners who receive specialised medication must get their medication from the front office BEFORE registration, i.e. before 7h30. If needed, a top-up dosage must be collected from the office at the start of 1st or 2nd break as required.
- All medication must be handed in at the front office. No learner may keep medication in their possession.
- Mild painkillers, such as Panado or similar, will only be given to learners with parental consent.

8. LIBRARY

All learners are expected to be members of the eThekweni Municipality Library thus ensuring a valid library card which will give learners access to the Durban North library. To obtain a library card, parents must apply at their closest library with

- a utility bill
- the parent's ID
- the learner's ID or birth certificate

The school library will be open during both breaks on a Tuesday and Thursday.

9. PROCEDURE FOR LEAVING SCHOOL EARLY

If a learner needs to leave school early for a medical appointment, a note must be given to the teacher at registration.

- Alternatively, the parent may notify the front office telephonically or via e-mail.
- No child will be excused from school unless a note / e-mail / telephone call has been received by the school.
- The parent / designated adult collecting the learner must follow the procedure as for point 6. This includes filling in a permission slip and learners being signed out by a parent or a designated adult.
- Wherever possible, appointments should be made after school.
- Bookings for learner licenses, ID books, ETC. should be made for Saturday mornings and during school holidays.

10. PUNCTUALITY and PREPAREDNESS

Learners may be demerited for the following:

- Being late for a lesson without a valid reason
- Not being prepared for their lessons, ie not having the relevant books, notes, stationery, etc. Learners are expected to have their homework books available at each lesson.

11. TESTS / EXAMS

A medical certificate is required if a learner misses a control test or an examination.

- Control tests are noted on the assessment schedules
- Control tests, with examinations, make up the final assessment mark used for promotion purposes.
- If a learner is absent, then the test
 - should be written on the 1st Friday after their return to school in the detention slot
 - may not be written during self-study or lesson time.
 - The learner may leave once the test is complete.
 - Failure to submit a medical certificate may result in a zero mark.

12. ASSESSMENT AND HOMEWORK

Assessment schedules are issued at the beginning of each term. This must be used to plan and prepare for upcoming assessments.

- The school will endeavour to ensure that no more than 2 assessments are written on any given day.
- Teachers will aim to ensure that test dates are adhered to.
- Should a test date be altered, the teacher will ensure that learners and parents are given adequate notice.
- Grade 8 and 9 assessments will be incorporated, as far as possible, within lesson time.

12.1 SCHOOL BASED ASSESSMENTS

Assignments and projects given are to reflect the date of issue and due dates. Parents are to keep a close eye on this, especially in cases where learners need more oversight.

- Late assignments may be penalised as follows:
 - One demerit for the 1st day
 - Two demerits for the 2nd day
 - Three demerits for the 3rd day – this will result in a detention.
- The teacher will then liaise with the parent
 - a 2nd detention may be issued if the work is still outstanding
- Continued non-submission may result in a zero mark being awarded.

12.2 HOMEWORK ASSIGNMENTS

Refer to Code of Conduct document

13. LEAVING THE CLASSROOM DURING A LESSON

As a rule, learners MAY NOT LEAVE A LESSON TO GO TO THE TOILET, FETCH BOOKS, ETC.

- This should be done between lesson or, where absolutely necessary, right at the beginning of a lesson before the teaching starts.
- Learners are to
 - explain their situation to the class teacher and
 - request permission to attend to the urgent matter without interrupting the lesson.
- If a learner has a health issue, parents must inform the front office. This information will be discreetly relayed to the relevant teaching staff.
- The intention is not to upset or to embarrass learners, but
 - to prohibit unnecessary disruptions to lessons
 - to prevent learners missing out on important class time.

14. DISRUPTIVE LEARNERS

If a learner is being disruptive, the yellow / red card rule will apply. Refer to Code of Conduct.

15. CODE OF CONDUCT

Refer to the attached document.

16. LITTER

Each class is allocated a litter day. Classes will be dividing into groups for break clean-up.

- Monday Grade 12
- Tuesday Grade 11
- Wednesday Grade 10
- Thursday Grade 9
- Friday Grade 8

NB: Ensuring a litter-free environment is the responsibility of every St Barnabas learner.

17. BREAKS

Grades 10-12 may stay in their home-rooms during break.

- Grades 8-9 must be in the courtyard during break unless it is raining.
- No learners from other grades may be in the Grade 10-12 classrooms during break.
- Grade 10-12 may spend breaks in the courtyard if they wish to be with learners from other grades.

18. LOOKING AFTER FURNITURE AND EQUIPMENT

St Barnabas is your educational home and the expectation is that learners will treat the furniture and equipment with the same respect as is done at home. Replacing desks, chairs, lockers and other equipment is costly. Anyone caught wilfully vandalising school property, whether by graffiti or wanton destruction,

- will be disciplined according to the Code of Conduct
- may be required to restore or replace the damaged equipment. Parents will be billed for this.
- may have legal action taken against them
- may be suspended or expelled from the school.

19. DEVOTIONS

The school has a Christian ethos but learners from all backgrounds are welcome. Learners are expected

- to attend devotions regardless of spiritual background
- to be mindful and respectful of this ethos

To show disrespect and bad behaviour during devotions may result in detention.

20. HOMEWORK BOOKS AND WEEKLY SCHEDULES

Weekly work schedules are issued each Friday for the following week.

- These schedules are to be pasted in or stapled into homework books without exception.
- Schedules are also loaded on to the D6 communicator

All learners are to keep and maintain a homework book.

- Homework must be written down at the end of each lesson.
- It must be specific, e.g. don't just write "English" without further detail.
- Homework books must be signed daily by a staff member before leaving school.
- Parents must please
 - sign homework books after checking that homework has been done.
 - feel free to e-mail the school if there are queries regarding homework.

21. SELF-STUDIES

A self-study time-table will be issued.

- Most Grade 10-12 learners have some self-studies during the course of the day.
- These will be supervised by staff members.
- Work goals for the self-study period need to be recorded in the Self-Study File.
- Staff will write a brief comment about your productivity at the end of the period.

Procedure for self-study:

- Take along a homework book with the attached weekly work schedule.
- Take at least 2 lots of work / books.
- The weekly schedule / homework book is to be checked and goals for the period are to be set
- These goals are to be written in the Self-Study File. Be brief but specific e.g. “*Eng essay*”.
- Work silently and productively.
 - Merits are awarded for self-study productivity.
 - Demerits may be earned for lack of productivity or disruptive behaviour.

22. MERITS

It should be the goal of each learner to earn at least one merit certificate per term.

- 10 merits = a certificate and a reward
- Make the most of the merit system.
- Merit certificates may be the key to qualifying Grade 11s and Grade 12s getting a weekly break pass.

23. CLASS CAPTAINS AND THE LEARNER REPRESENTATIVE COUNCIL (LRC)

Each class teacher will consult the class in the election of a class captain. Class captains are

- To remind classes about food drives, e.g. Beat the Hunger
- To notify the front office if a teacher has not arrived at class.
- To take ownership of ensuring the class left clean when the lesson is over.

The LRC is made up of class captains and prefects.

- This body will meet termly to discuss and manage issues which may be of concern.
- An LRC representative along with the head prefect will meet once a term with school management.
- The LRC and prefects are expected
 - to be positive role models
 - assist with and discipline issues
 - to help with manners and courtesy
- Class prefects will be appointed for each grade by the staff. They will meet with their relevant classes from 10h15 to 10h30 on a Friday. The purpose of these meetings will be to encourage community service, to motivate and to mentor the class.
- All prefects are expected to be mentors to younger learners.
- Oversight of
 - the LRC will be by Ms Reardon, supported by Mr Rennie
 - the prefects will be by Miss Morgan, supported by Mrs JvR

24. TUCKSHOP

The tuck shop will be run at breaks and will close in the last 5 minutes of break.

- No credit will be given to learners.
- Warming of learners’ food in the tuckshop is not allowed.

25. CELL PHONE / SMART WATCHES POLICY

All cell phones and smart watches are to be handed in during registration or upon arrival at school if late.

- These may only be collected at the end of the day when going home.
- Learners may not use their cell phones at school, even in the afternoon while waiting at school.
- Failure to hand in cell phones will result in the consequences as stipulated in the Cell Phone / Smart Watches Policy.
- It is recommended that smart watches are not brought to school.

26. MP3 PLAYERS

Only Mp3 players without internet / video / camera facilities may be used.

- There is NO exception to this rule.
- Mp3 players may be used at breaks and during self-studies as long as they do not cause a disturbance.
- They may be in class ONLY with the permission of the subject teacher and at his/her discretion.
- Sharing of Mp3 players and/or head phones is not permitted.
- Refer to the Code of Conduct for further information.

27. MANNERS

- Learners should stand at the start of the lesson and wait to be greeted by the teacher, unless otherwise indicated.
- If the principal or visitors enter the classroom, learners are expected to stand and to wait to be greeted unless they are busy with an assessment.
- Learners are to ensure that they always treat each other respectfully.
- Learners should show manners to staff, older learners and visitors by allowing them through the door first.
- They should also greet staff and visitors to the school.

28. DETENTION

- 10 demerits will earn a detention
- Learners who serve 2 or more detentions or red cards in any one term will receive a warning letter
- An interview with the parents will be arranged.

29. BREAK PASS PRIVILEGE

29.1 GRADE 11

Learners may have a break pass on a Friday if they have earned a merit card for the term.

- Should they have a detention pending, they will forfeit the break pass privilege for that week.
- Two or more detentions in a term will result in the loss of a break pass privilege for the term.

29.2 GRADE 12

Learners may go out on a Wednesday and a Friday if they have earned a merit card for the term.

- Should they have a detention pending, they will forfeit the break pass privilege for that week.
- Two or more detentions in a term will result in the loss of a break pass privilege for the term.

NOTE:

- A merit card may be carried over to the next term if issued in the last 2 weeks of term.
- Any contravention of the code of conduct while on a break pass may result in the break privilege being cancelled for that particular learner.

30. GENERAL BEHAVIOUR

Learners are expected to behave in a courteous manner both at school and outside the school, especially when representing the school. Any learner found smoking, swearing or behaving in any other inappropriate manner in public, will

- lose their break privileges for the year
- receive a warning letter.