



## ST BARNABAS INDEPENDENT SCHOOL 2019 Dress Code

---

### GRADES 8-11

It is compulsory for Grade 8-11 learners to wear St Barnabas shirts to school. The wearing of this shirt also applies to all Physical Education lessons and school excursions.

### GRADE 12

School shirts are compulsory during Physical Education lessons and school excursions. At other times, a shirt of the learner's choice may be worn. Further to this, adherence to the dress code below is non-negotiable.

The **general dress code** is as follows:

- ✓ Girls may wear knee-length Bermuda shorts.
- ✓ Skirts and dresses are to be no shorter than knee-length and may not be form-fitting.
- ✓ Tights, leggings and such like are not allowed.
- ✓ No ripped or torn clothing (jeans, shorts, shirts, ...) is to be worn.
- ✓ Exposed cleavages or mid-riffs are not allowed.
- ✓ No underwear is to be visible and no see-through clothing is allowed.
- ✓ Caps are allowed, but the learner may be required to remove these in class.
- ✓ Earrings and very small nose studs are allowed. No other piercings are permitted.
- ✓ No tattoos are allowed.
- ✓ Sunglasses are not to be worn during classes or in self-studies.

### Physical Education

- ✓ Appropriate shorts / tracksuit pants with school shirt. No tights to be worn.
- ✓ Comfortable closed shoes to be worn.

### Swimming

- ✓ Girls: full black costume COMPULSORY. Swim shorts and rash vests optional.
- ✓ Boys: swim shorts COMPULSORY. Rash vests optional.

Non-adherence to this dress code will result in the consequences as stipulated in the code of conduct.



## ST BARNABAS INDEPENDENT SCHOOL 2019 Subject Changes

---

### **PURPOSE:**

The aim of this document is to ensure subject changes are procedurally correct, as well as to ensure the subject change is in the best interest of the learner.

1. A subject change can be requested by a learner, a parent or suggested by a teacher.
2. The matter should be discussed with the Principal
  - To ensure the learner can be accommodated in the new learning area
  - To consider the possible post-matric implications of changing the subject
  - To ensure the subject change is in accordance with departmental policy.

The following is noted:

- Subject changes for Grades 10 and 11 must be made in the first term. Changes thereafter are only permitted at the discretion of the Principal. Also:
    - 2 subject changes may be made in the Grade 10 year.
    - 2 subject changes may be made in the Grade 11 year.
  - NO SUBJECT CHANGES WILL BE ENTERTAINED IN THE GRADE 12 YEAR.
  - A change from Mathematics to Mathematical Literacy will require a subject change for any learner doing Physical Sciences. DBE policy does not permit learners taking Physical Sciences to take Mathematical Literacy.
3. The attached pro-forma Request for a subject change (Annexure L1) must be completed by learner, parent and receiving teacher. The form must then be signed by the Principal.
  4. The completed form must be given to the school secretary for data capturing purposes. She will then ensure the document is filed in the learner's file.

---

**SIGNATURE: PRINCIPAL**

Date implemented: **January 2014**  
Reviewed: **December 2018**  
Next review date: **November 2019**



**ST BARNABAS INDEPENDENT SCHOOL**  
Annexure L1: Request for a Subject Change  
(To be completed per subject)

Learner Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Subject change from: \_\_\_\_\_ to: \_\_\_\_\_

Reason for change:

---

---

---

---

I/we, parent/guardian of the above-named learner, approve this request for a subject change and hereby acknowledge, that while support is available at St Barnabas School, it may be necessary for additional external tuition in order to ensure my child/ward is able to meet the obligations of the new learning area.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Learner Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, (teacher) of \_\_\_\_\_ (the new subject), am willing to accept the above-named learner into my class, understanding that there may be extra work involved to try to bring the learner up to the required standard.

\_\_\_\_\_  
Signature of Receiving Teacher

\_\_\_\_\_  
Date

Subject Change:    Approved     Denied

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

Captured by school secretary:		Date:	
-------------------------------	--	-------	--



## ST BARNABAS INDEPENDENT SCHOOL 2019 Learner Support

---

### **PURPOSE:**

The purpose of this policy is to ensure all stakeholders are aware of what support options are available, as well as how to access support and manage the support program appropriately.

1. Teachers are allocated support times – usually two afternoons per week, or other alternative times as determined in consultation with the Principal. Support times are scheduled at the start of the year but may be subject to change.
2. A learner or parent may request support, or a teacher may require a learner attend support in order to improve academic performance. Any learner achieving below 40% in most subjects (below 50% in English and below 50% for any Grade 12 subject) is compelled to attend support. The subject teacher will ensure that the learner is added to his/her support roster. **It must be noted that support lessons are not make-up lessons for learners who fail to participate and co-operate in class.**
3. Support may be tailored for a particular concept, a section of the curriculum or it may be more generalised. The subject teacher must identify the level of support required and ensure it occurs.
4. The duration of a support session is determined by the work to be covered, learner ability and other support obligations. It must always be meaningful.
5. Should a support lesson be cancelled then the parent/s should be notified timeously. The only exception to this is in the case of an emergency.
6. The subject teacher must keep a support register which should include learner name and support work covered.

### **7. PROCEDURE**

- 7.1 If a teacher places a learner into support, then he/she must ensure the parents are notified via e-mail or sms.
- 7.2 Support registers must be completed and submitted on a weekly basis (by Friday afternoon before leaving). These should be e-mailed to or printed for the Principal and Deputy Principal by Friday afternoon before leaving school.
- 7.3 Learners may not make use of cell-phones or other devices in the support lesson. A learner who is uncooperative or unwilling to work will be warned once. Thereafter the parent/s should be notified. Should this lack of co-operation continue then the learner will be referred to the SMT, and the learner may be excluded from the support lesson and referred to an outside tuition centre.

- 7.4 Failure to attend a scheduled support lesson may result in a detention. Learners and parents are expected, where necessary, to excuse the learner from scheduled support except, possibly, in the case of an actual emergency. Where a learner fails to attend a scheduled support lesson, the subject teacher must notify the parent/s and indicate such on the support register.
8. Problems, improvements and other matters pertaining to learner support should be briefly reviewed at the weekly staff meeting on a Friday, or directly with the Principal, if required.

---

**SIGNATURE: PRINCIPAL**

Date implemented: **March 2012**  
Reviewed: **December 2018**  
Next review date: **December 2019**



## ST BARNABAS INDEPENDENT SCHOOL 2019 Drug and Alcohol Policy

---

### **PURPOSE:**

The aim of the policy and procedure is to ensure members of staff are aware of how to manage drug and alcohol related matters and to ensure parents and learners are fully aware of how this school deals with these issues.

1. Any learner found in the possession of drugs or alcohol will be expelled. This includes learners who come to school under the influence of narcotics or alcohol. The Principal reserves the right to call in the South African Police Services.
2. Drug screening or breathalyser testing may be done randomly or if the Principal is given cause to suspect that a learner may be under the influence of either narcotics or alcohol. If a learner refuses to take the drug or alcohol test s/he may be permanently excluded from St Barnabas.
3. If a drug screen is to be performed, the following must occur:
  - 3.1 The learner must be taken through to the school laboratory which must be cleared to ensure confidentiality is maintained.
  - 3.2 A urine sample must be collected under the supervision of the designated tester and in the presence of a member of staff of the same gender. This collection is done in accordance with the Law.
  - 3.3 The sample must be tested in the presence of the learner and a witnessing member of staff.
4. If a screening returns a negative result:
  - 4.1 The learner must be informed and sent back to class.
  - 4.2 The learner's parent/guardian must be notified of the screening and the negative result within a reasonable period of time, usually within two school days.
5. If a screening returns a positive result:
  - 5.1 The parent/guardian must be called in immediately, if possible, or within 48 hours.
  - 5.2 A quantitative blood test must be performed, at the parents' cost, within 48 hours of the positive screen, at an accredited laboratory. These results must be returned to the school within a week of the test being done.
  - 5.3 A final warning letter will be issued under the following conditions:
    - The learner must attend regular school-approved counselling for a pre-determined period of time. Written proof of such must be submitted to the Principal on a regular basis.

- Repeat screening will occur and if another positive result occurs then the learner will be excluded from St Barnabas.

6. The attached Annexure must be completed.

---

**SIGNATURE: PRINCIPAL**

Date implemented: **February 2012**  
Reviewed: **December 2018**  
Next review date: **December 2019**

Annexure to Policy and Procedure: Drug and Alcohol Policy

<b>Learner Name:</b>			
	<b>Grade</b>		<b>Date</b>

<b>Background Info (tick ✓)</b>	<b>Random</b>		<b>Required</b>
<b>If Required, provide detail:</b>			
<b>Drug Screen Result (tick ✓)</b>	<b>Positive</b>		<b>Negative</b>

<b>Parent informed</b>	<b>Yes</b>	<b>No</b>	<b>Date informed:</b>
<b>Parent interviewed</b>	<b>Yes</b>	<b>No</b>	<b>Date interviewed:</b>
<b>Final warning letter issued</b>	<b>Yes</b>	<b>No</b>	<b>Date issued:</b>
<b>Counselling attended</b>	<b>Yes</b>	<b>No</b>	
<b>Follow-up comment:</b>			
<b>Sampled Tested by</b>	<b>Name:</b>		
<b>Date</b>		<b>Signature</b>	
<b>Witnessed by</b>	<b>Name:</b>		
<b>Date</b>		<b>Signature</b>	

\_\_\_\_\_  
PRINCIPAL SIGNATURE

\_\_\_\_\_  
DATE



## ST BARNABAS INDEPENDENT SCHOOL 2019 Cell Phone Policy

---

1. Cell phones and electronic devices are to be handed in to the home-room teachers during registration.
2. These devices will be placed in a box for that grade and locked up in the office.
3. Late comers must hand in their devices when they report to the office. The office staff will place the devices in the box for your grade.
4. At the end of the day, the returned to their relevant learners. Any remaining devices will be returned in its box to the office by the teacher and locked up until the owner is able to collect them.
5. While every effort to take care of these devices will be made, the staff or school will not be liable for their damage or loss. It is preferred that electronic devices are not brought to school as learners are welcome to contact their parents through the front office should this be necessary. It is, however, understood that some learners may need their devices after school.
6. No devices may be kept in a learner's possession, whether it be in bags, lockers or on their person, during the course of the school day.
7. Devices used with permission during a lesson, will be collected from the office by the subject teacher who will return the to the office at the end of the lesson.
8. Take note:
  - 8.1 An electronic device found in possession of a learner between 7h40 and the end of the school day will be confiscated and kept in the principal's safe.
  - 8.2 For the 1<sup>st</sup> offence in a year, the device will be confiscated for a week.
  - 8.3 For the 2<sup>nd</sup> offence in a year, the device will be confiscated for a month.
  - 8.4 For the 3<sup>rd</sup> offence in a year, the device will be confiscated for 3 months.
9. Where learners have afternoon lessons, support classes or detention after school, all electronic devices are to be turned off and put away until after the end of this class / detention.
10. Learners may not make use of their cell phones in the afternoon
  - while waiting inside school to be collected
  - while remaining on the property doing homework
  - while waiting for support.

However, if an emergency call needs to be made or a text needs to be sent, the learner must get permission from a teacher to make such a call. Failure to get this permission will result in the steps outlined in 8.2 to 8.4 occurring.

11. Under no circumstance may a learner record, photograph or invade the privacy of any other person on the school property.

---

**SIGNATURE: PRINCIPAL**

Date implemented: **September 2011**  
Reviewed: **November 2018**  
Next review date: **November 2019**

---

**Learner and Parent Signatures:**

I, \_\_\_\_\_ (learner name) have read this policy and understand it and agreed to abide by it.

---

**LEARNER SIGNATURE**

I, \_\_\_\_\_ (parent name) have read this policy and understand it and agreed to abide by it.

---

**PARENT SIGNATURE**



## ST BARNABAS INDEPENDENT SCHOOL 2019 Bullying Policy

---

### **PURPOSE:**

The aim of this document is to ensure the teachers are aware of how to manage incidents of bullying. *Bullying must be seen as intentionally tormenting another individual in a physical, verbal or psychological manner.*

1. Where incidents of bullying or cyberbullying - including physical, verbal, psychological and/or sexual misconduct - are identified the following must occur:
  - The Principal must be informed
  - The victim of the bullying must be interviewed and this interview must be documented to ascertain a full and clear picture with regards to the incident, including time, date and place, where possible.
  - The bully must be interviewed and this interview must be documented.
  - Where there is contradictory information, independent witnesses should be sought wherever possible.
  - Parents of both parties must be informed.
  - The learner and bully may need to be referred for counselling. This must be discussed with the parents.
  - Learners must be reminded of their rights and obligations in terms of the school code of conduct and the South African Constitution.
  - The bully will face consequences for his/her behaviour. These consequences, depending upon the situation will include:
    - Writing a letter of apology AND/OR
    - Demerits and detention AND/OR
    - Community service within the school AND/OR
    - A warning letter or suspension AND/OR
    - Expulsion, should the bullying behaviour continue or be considered severe.
  
2. In order to prevent bullying:
  - where possible, learners should not be left alone and unsupervised
  - bullying and related themes will be incorporated into devotions and Life Orientation lessons. This can be done informally.

---

**SIGNATURE: PRINCIPAL**

Date implemented: **March 2012**  
Reviewed: **November 2018**  
Next review date: **November 2019**



## ST BARNABAS INDEPENDENT SCHOOL 2019 Integrity of Academic Work

---

### **PURPOSE:**

The purpose of this policy is to ensure learners, parents and teachers are fully aware of

- what is expected from learners
- how dishonesty will be dealt with.

The following forms of dishonesty are identified as unacceptable, and the consequences thereof are outlined:

### **1. CHEATING**

Cheating in a formal assessment may include:

- Having books or notes available even if they are not physically used.
- Copying from another learner or assisting another learner.
- Giving or receiving answers/assistance by verbal or non-verbal cues.
- Using or being in possession of a cell phone, tablet or any other electronic media unless permitted by school management.
- Using a programmable calculator, when it is not allowed.
- Talking or attempting to communicate during a test or examination.
- Obtaining a copy or part of a test or examination or the marking memorandum thereof prior to the assessment taking place.
- During the moderation or checking stage, altering or attempting to alter an answer or marks.
- Writing the assessment (project, etc.) for another learner or having someone else write the work in the learner's stead.

#### **Consequences of cheating:**

- The teacher/supervisor concerned will write a brief report indicating the relevant details.
- If a report is given by another learner, then the person receiving the report should note the relevant details.
- This must be discussed with the Principal who will meet with the learner.
- The parent/guardian should then be called in for an interview.
- Occurrences of cheating, not in an examination:
  - The learner may be required to stay after school on a Friday, apart from their detention session, to complete or to re-do the work.
  - For the 1<sup>st</sup> offence, the learner will receive a warning letter and detention.
  - For the 2<sup>nd</sup> offence, the learner will receive a final warning letter and detention.
  - For the 3<sup>rd</sup> offence, the learner will be asked to leave the school.

- Occurrences of cheating in formal assessments not done under test conditions:
  - The assessment will need to be redone at school at academic detention until it is completed to the educator's satisfaction.
  - Continued transgression will result in a warning letter AND/OR suspension AND/OR expulsion from the school.
  
- In the final Grade 12 examinations, the rules of the Department of Education will apply. The matter will be reported to the Department as an irregularity and the learner may be refused access to the National Senior Certificate for a period of up to three years.

## 2. MISREPRESENTATION

This occurs when any academic result is changed e.g. test, assignment, etc. It also includes signing of absentee notes, detention slips or any other correspondence between the school and parent/guardian.

### Consequences of misrepresentation:

- The parent/guardian will be informed.
- Two detentions are to be served.
- A warning letter may be issued for repeat offences.

## 3. PLAGIARISM

This occurs when an entire piece of work, a portion thereof, or ideas, are passed off by a learner as his or her own work or ideas.

### Consequences of plagiarism:

- The parent/guardian may be informed according to the seriousness of the plagiarism.
- Academic detention may be served
  - Marks may be deducted in proportion to the amount of work plagiarised, e.g. 10% of the work plagiarised results in 10% of the mark deducted
  - or learners may be required to re-do the work to the teacher's satisfaction
  - or a mark of zero will be applied.

## LATE SUBMISSION OF WORK

- The work referred to in this policy includes projects, assignments, research, etc. Homework is dealt with, separately, in the code of conduct.
  
- Demerits, for work submitted late, may be issued as follows:
  - If work is not submitted on the due date, two demerits may be issued.
  - If work is not submitted on the next day, four demerits may be issued.

- If work is not submitted on the day after this, then academic detention must be served until the work is complete.

---

**SIGNATURE: PRINCIPAL**

Date implemented: **February 2014**  
Reviewed: **November 2018**  
Next review date: **November 2019**



## ST BARNABAS INDEPENDENT SCHOOL 2019 Management of Learners in Need of Concessions

### PURPOSE:

The purpose of this policy is to inform parents and members of staff regarding the school requirements in respect of learners who may need examination concessions.

1. A concession is a form of assistance to help ensure a learner is not disadvantaged by a learning barrier or other challenge he/she is facing.
2. Based upon our experience, as education professionals, the school may require that the learner apply for a concession as offered by the Department of Education. These concessions may include
  - a. extra time during formal assessments
  - b. a scribe
  - c. the assistance of a reader
  - d. a spelling flags
  - e. a medical flag
3. Applications for concessions must be supported by an educational psychologist's report or a report from a medical practitioner (in the case of medical concessions). The supporting documentation may not be more than two years old.
4. In instances where it is clear that a concession is necessary to ensure a learner's risk of failure is reduced, the school will contact the parent to recommend this. At Grade 12 level, concessions are usually applied for by early February.
5. If a situation arises where
  - a. a parent refuses to, or fails to, obtain the necessary supporting documentation and
  - b. it is clear that the lack of concession may result in a learner failing Grade 12,then the school reserves the right to insist the learner complete the Grade 12 year over two years.
6. In instances where readers or scribes are required, along with individual invigilators, these costs will be for the parents' account. Private individuals will be brought in by the school to assist with the examinations.

\_\_\_\_\_  
**SIGNATURE: PRINCIPAL**



Next review date:

**November 2019** ST BARNABAS INDEPENDENT SCHOOL

2019 Management of Learners in Need of Concessions

Date implemented: **January 2019**

---

**PURPOSE:**

The purpose of this policy is to inform parents and members of staff regarding the school requirements in respect of learners who may need examination concessions.

1. A concession is a form of assistance to help ensure a learner is not disadvantaged by a learning barrier or other challenge he/she is facing.
2. Based upon our experience, as education professionals, the school may require that the learner apply for a concession as offered by the Department of Education. These concessions may include
  - a. extra time during formal assessments
  - b. a scribe
  - c. the assistance of a reader
  - d. a spelling flags
  - e. a medical flag
3. Applications for concessions must be supported by an educational psychologist's report or a report from a medical practitioner (in the case of medical concessions). The supporting documentation may not be more than two years old.
4. In instances where it is clear that a concession is necessary to ensure a learner's risk of failure is reduced, the school will contact the parent to recommend this. At Grade 12 level, concessions are usually applied for by early February.
5. If a situation arises where
  - a. a parent refuses to, or fails to, obtain the necessary supporting documentation and
  - b. it is clear that the lack of concession may result in a learner failing Grade 12,then the school reserves the right to insist the learner complete the Grade 12 year over two years.
6. In instances where readers or scribes are required, along with individual invigilators, these costs will be for the parents' account. Private individuals will be brought in by the school to assist with the examinations.

---

**SIGNATURE: PRINCIPAL**

Date implemented: **January 2019**  
Next review date: **November 2019**