

AURUM ADVENTIST ACADEMY



LEARNER AND PARENT

HANDBOOK

From the Principal's desk

Dear parent

It is a great honour for me to welcome you to Aurum Adventist Academy – whether you are a new family or a returning family. I trust that your relationship with Aurum will be a long and happy one.

Our heavenly Father made our dream of having a Seventh-day Adventist school in Bloemfontein a reality in 2013 when we first opened our doors to 19 learners. Now, 10 years later we believe that it is God alone who continues to sustain us on a daily basis.

We have a team of dedicated teachers who have the very best interests of each child at heart. Excellence in academic attainment is a goal that we prize highly; however, we regard it as of equal importance that we offer an education that seeks to also develop the physical, emotional, social, and spiritual aspects of each child's life. We consider ourselves a caring, loving community, and because our classes are small, individual attention is given to our learners.

Ultimately, it is our goal to prepare every boy and girl for the soon coming of Jesus by developing good moral characters and deep faith in God. Thank you for entrusting your child into our care we look forward to an effective partnership.

Yours in His service,

Belinda Solomon (Mrs.)

GENERAL INFORMATION

Physical Address

4 Horwitz Street, Universitas, Bloemfontein

E-mail Address

aurum@knfc.adventist.org

Telephone 051 494 5698

Fax2Email 086 552 9534

Banking Details

Bank: Standard Bank

Branch: Brandwag

Code: 05553400

A/c No: 240443349

School Hours

Starting Time:

Every day 07h45

Break Times:

First Break 10:00 - 10:20

Prayer Bell 12:00 – 12:05

Second Break 12: 20– 12:35

Closing Time:

Mondays – Thursdays 14:00 Aftercare/ Extra Curricular Activities until 17:00

Friday 13:00 No Extra Curricular activities / aftercare

OUR MISSION

Educating learners for a life of faith and service to God and humanity in a balanced spiritual, physical and socio-emotional manner that promotes unlocking every child's God-given talent.

OUR VISION

- Nurture today
- Learn for tomorrow
- Character for eternity

OUR MOTTO

Perfection while progressing

OUR PHILOSOPHY

Aurum Adventist Academy offers an educational programme that is based on the Seventh-day Adventist Christian philosophy which recognises God as being the Creator, Sustainer and Saviour of mankind and therefore the source of all that is. This fundamental premise upon which this philosophy is based on is the belief that this reality touches every aspect of life. The educational programme in this school is designed to make the power of the Gospel a reality in the lived experience of our learners.

OUR OBJECTIVES

- Promotion of spiritual excellence for our staff and learners.
- Attain full enrolment establishment of the High School by 2026.
- Provide a rigorous all-rounded education system for all learners that ensures high levels of learner achievement.
- Attract, develop, and retain competent and capable staff for the academy to meet institutional needs.
- Maintain sound, functioning, effective and efficient governance structures.
- Maintain a healthy financial system that will enable the creation of a reserve fund and solid financial buffer.

OUR VALUES

Discipleship

Respect

Excellence

Accountability

Mission

AURUM ADVENTIST ACADEMY STAFF

TEACHER	GRADE / SUBJECT / ROLE
Ms. Shelbe' Botha	Grade R and 1
Ms. Pauline Dhladhla	Grade 2 and 3
Ms. Enid Oguoma	Natural Sciences and Technology (Grades 4 to 9);
Ms. Primrose Mtimkulu	Economic and Management Sciences (Grades 7 to 9); Creative Arts (Grade 7 to 9); Life Orientation (Grade 7 to 9); Life Skills (Grade 4 to 6)
Ms. Samantha van Wyk	Secretary and bookkeeper

PARENT TEACHER'S ASSOCIATION

The PTA's function is to link the parents, teachers and learners through effective communication and liaison. The PTA executive committee is elected at the AGM on, the first Tuesday in February of every year and comprises of a chairman, vice chairman, secretary, treasurer, a parent representative for each grade or class which will form the PTA executive. The principal, treasurer and two teaching staff members are also members of the PTA.

The PTA's main function is to empower parents to become actively involved in addressing the needs of the school for the benefit of their children. It is responsible for fundraising programs and must assist with development projects. In addition, it must see to general upgrading, repairs, development of facilities for learners, catering for functions, etc.

All parents are requested to offer their services in the field(s) of their expertise to the school every year. We need parents for supervision when teachers attend workshops and meetings, for spring cleaning projects, for chapel (assembly), specialized classes like music tuition, art classes, piano lessons, choir training, violin lessons, lessons for instruments like the recorder, flutes, trumpets, guitar, drama, speech training, sports training, gymnastics, hiking, athletics, reading etc.

The PTA must establish a data base of the different skills, interests, expertise and availability of parents, alumni, supporting churches, members and pastors.

THE HISTORY OF AURUM INDEPENDENT COMBINED SCHOOL

Aurum Adventist Academy was established in 2013 as Aurum Independent Combined School. The school is authorised to teach learners from Grade R to Grade 12. Aurum received Government Registration on the 1st of February 2013. In the first year of its existence, the school had 19 learners. The school is run by the Universitas Seventh-day Church and is also affiliated to the Kwazulu-Natal Free State Conference of Seventh-day Adventists. Currently, the school is operating from the Universitas Church Hall and Sabbath School Classes.

Classes offered are as follows:

- Grade R
- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Grade 6
- Grade 7
- Grade 8
- Grade 9

PERSONAL INFORMATION

Change of Address or Telephone

Parents must notify the school of their change of address, place of residence, place of employment and telephone numbers.

Emergencies

Every attempt will be made to contact parents should a child become ill or has an accident at school. It is therefore important that parents provide the school with home, work and mobile telephone numbers.

Health Policy

Children have a right to the best possible health care and parents should see that learners have regular physical and dental examinations. Please take immediate action to get medical treatment, as ill health will affect the learner's performance and progress. We want to remind parents to consider the health of the other learners.

Learners with the following symptoms should not be at school:

- Sore throat and earache
- Open and exposed wounds
- Headaches
- Acute cold
- Skin eruptions / bad rashes
- Fever and high/temperature
- Signs of listlessness, weakness
- Drowsiness
- Swollen glands
- red eyes

Medication

Learners may not carry medication with them during school hours.

Learners must leave medication, with full instructions with the teacher.

Learners must visit the class/first aid teacher for medication.

Allergies

Parents must inform the school in writing if the child takes any chronic medication or if the child suffers from any allergies, reactions, chronic illnesses, chronic diabetes, serious physical problems, epilepsy, communicable diseases, etc. Inform the school in writing.

SAFETY POLICY

Safety And Emergency Drills

Regular safety drills will ensure safe evacuation of learners in case of fire or other emergencies. We will give no warning for drills to either teachers or learners.

Parents and learners must take note of the seriousness of these drills.

Bicycles

No riding of bicycles on the school grounds

Parental Responsibility

PARENT'S MUST TEACH CHILDREN:

- Not to accept lifts gifts, food or snacks from strangers.
- To report all suspicious looking strangers immediately.
- To pay attention to detail when in suspicious situations.
- To contact the nearest teacher or adult in case of help.

ADMISSION POLICY

1. Education and training takes place in a strong Christian environment, but under no circumstances shall we discriminate against any of our learners who have a different religious background. We build on the principles of high Christian moral values and respect for cultural differences.
2. Our school admits learners of any race, gender or religion to all the rights and privileges, programmes and activities of the school. We do not discriminate on the basis of race, gender or religion in the execution of educational policies, scholarship and work programmes, athletic and other administered programmes.
3. The school follows English as the language of instruction. Afrikaans is our First Additional Language.
4. In order to ensure the best Christian environment for our learners, we reserve the right to refuse admission to any learners whose past behaviour has not been acceptable. Acceptance of all learners will be subject to review by the school's administrative committee and the school board. We will not enrol or register learners with a criminal background, a record of substance abuse, a record of behavioural problems and/or incomplete documentation.
5. Any learner transferring from Aurum Independent Combined School must obtain financial clearance from the school before enrolling at another school. Learners with outstanding balances from the previous year will not be enrolled.
6. The age for admission is determined by church policy which is in line with National Policy with reference to progression and grade standards.

Grade R: Learners should be five years old on or before 31 December of the previous year.

Grade 1: Learners should be six years old on or before 31 December of the previous year.

Grade 2 – 8: New learners transferring into our school should present a report card, or any other official record of academic attainment, together with a completed application form for admission.

7. Immunization records must be furnished before a learner will be admitted to the school.

PARENT COMMITMENT

Parents must excuse their children for not being able to attend classes for acceptable reasons like an illness, bereavement or a crisis in the family. Learners who are absent from school must submit a medical certificate or signed letter.

Dress Code

Parents must ensure that their children are correctly dressed according to the school's dress code.

Punctuality

Parents are to ensure that learners are on time for school every day. Parents must also make sure that they or their transport are on time for learners. The school will try to dismiss learners on time every day.

Collection of Learners

Mondays to Thursday

Parents must collect learners by 14:30 or arrange for aftercare.

School ends at 14:00. Extra mural activities are built into the daily programme.

Fridays

All learners must be collected between 13:00 and 13:30 on Fridays.

School Fees

All school fees are payable one month in advance. Our budget and day-to-day operations are dependent on the collection of school fees. We must ensure cash flow for the running expenses of

the school e.g. revenue (employers contribution), purchases, copying, insurance, teacher's salaries, medical aid (employer's contribution) etc.

Regular Attendance

Regular attendance is essential to the child's progress. School attendance is compulsory and all learners must be in school every day, unless sick or suspended by the School Board. Parents must ensure that learners have transport to school up until the last day of the school term. Please note that parents cannot expect educators to help the child catch up on work missed during long periods of absence.

Consultation with teachers

Parents must make appointments to see the school administrators at any time, but teachers after school hours.

Signed notes

Please notify the school in writing for the following reasons:

- If your child needs to be dismissed early (for a doctor's appointment; etc).
The note must be addressed to either the teacher or principal.
- If your child will be absent from school.
- If your child should not be allowed to go outside during breaks for health reasons.
- If your child has a contagious disease and is staying at home (mumps, chicken pox, measles, pink eyes, etc)
- If your child has a chronic or very serious health condition.
- If your child is to leave with someone unknown to the teacher

SPORTING AND CULTURAL EVENTS

Family Fun Day

This event will take place in April.

Concerts

The school plans to host a concert in November. All learners from Grade R to 9 will be involved.

Athletics

We host our colours and Inter House sports in April this year.

Picnic/Hike Spring

Picnic and hiking in September

Swimming

We will have Adventurer and Pathfinder swimming honours in March. Learners will have an opportunity to also play freely after the swimming instruction.

Sabbath School

Sabbath School programmes anytime when invited by churches. All selected learners are expected to be there, and parents are welcome to attend.

DRESS CODE

Hair

- Boys: The hair must be neat and short at all times, not covering the eyebrows, ears or collar. We do not permit “funky” or fashionable hairstyles, colouring of hair or the use of gel. Children are discouraged from wearing funky hairstyles during school holidays.
- Girls: Long hair must be tied back neatly with a yellow ribbon, bobble or “Alice band” only. We do not permit “funky” and fashionable hairstyles, colouring of hair or the use of gel. Hair must not cover the face. Braids, if worn, must be appropriate for school aged children

Casual Day

Tackies, denim jeans, denim skirts (not low cut, jeans or T-shirts) the School’s T-Shirts may be worn. Tracksuit tops on cold days may be worn. Girls are requested to be modest in their dress on Casual Days with no midriffs being exposed.

Nails

Learners must cut and clean their nails regularly. No nail polish allowed (also clear polish)

Jewellery

Learners may wear watches and medic alert bracelets only. We strictly do not allow earrings, necklaces and bracelets. The school reserve the right to confiscate all jewellery, cellular phones and other items. Learners may claim items at the end of the school term.

Uniform

- The winter uniform is worn from May to September and the summer uniform from October to March each year.
- Learners must at all times wear the full official school uniform, to and from school, depending on the season.
- Learners must wear the prescribed uniform during school hours and for any school activity.
- Learners may not wear parts of the uniform or mix them with any other clothes.
- Parents must encourage their children to take pride in their uniform and to keep it clean and tidy.
- All learners must arrive and leave school in their full school uniform.
- On Sport Days learners may leave school either in their formal school uniform or in their sportswear.

School Bags

Black satchel-type bags with sturdy compartments that are suitable for schoolbooks. School bags must be the appropriate size for grades and learners. No graffiti or any other writing other than the learner's name is allowed to be written on the outside of the bag.

Sportswear

- Learners must wear the appropriate clothing for each code or activity.
- Learners must tuck in their shirts at all times.
- Learners must keep their socks neat and pulled up at all times.
- Learners may not wear cycling shorts.
- Educators will not allow children to participate in sporting activities unless they are dressed correctly.
- Learners may only wear Aurum school tracksuits and T-shirts.
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UNIFORM

Please mark all clothing with a permanent fabric pen or iron-on label by writing your child's name and surname clearly.

AURUM SEVENTH-DAY ADVENTIST ACADEMY

SCHOOL UNIFORM PRICES AND ORDER FORM:

To place an order for your child's school uniform, please complete the form here below and WhatsApp to Fantasea Promotions at: **073 152 0032** (no WhatsApp calls or voice notes, please). Please send proof of payment along with the order form.

GRADES R TO 7

GOLF SHIRT: R250

Size
Qty

GIRLS SKORT: R170

Size
Qty

LONG-SLEEVE T-SHIRT: R105

Size
Qty

BEANIE: R90

Size
Qty

PADDED TRACKSUIT JACKET: R350

Size

BOYS SCHOOL SHORTS: R180

Size
Qty

SPORTS SHORTS: R130

Size
Qty

2-PIECE TRACKSUIT: R520

Size
Qty

NAVY JERSEY: R220

Size
Qty

HIGH SCHOOL / ADULT SIZES

GOLF SHIRT: R300

Size
Qty

GIRLS SKORT: R190

Size
Qty

LONG-SLEEVE T-SHIRT: R150

Size
Qty

BEANIE: R90

Size
Qty

PADDED TRACKSUIT JACKET: R400

Size
Qty

BOYS SCHOOL SHORTS: R250

~~Size~~
~~Qty~~

SPORTS SHORTS: R150

~~Size~~
~~Qty~~

2-PIECE TRACKSUIT: R595

~~Size~~
~~Qty~~

NAVY JERSEY: R250

~~Size~~
~~Qty~~

FINACIAL INFORMATION

School Income

The largest part of the school's income comes from school fees. All charges listed are subject to change without notice if found necessary by the School Board.

School Fees

School fees are set yearly by the school board and are payable in advance in 11 equal instalments. The first instalment is paid at registration and the remaining payments of which there are ten are due on the first day of each month beginning on 1 February 2016 and ending on 1 November 2023. A 10% discount is given if TUITION fees are paid yearly in advance. This discount does not apply to other fees charged. Discount is also given to parents when more than one child attends the school.

Application Fee for new learners only

An application fee of R350 must accompany each application form for new learners.

Registration Fee payable by all learners

A compulsory non-refundable Registration fee of R300 is paid by November of the previous year. Learners already attending Aurum will not be allowed to register if the fees of the previous year have not been paid in full. New learners will not be allowed to register if they have outstanding fees at their previous school.

Photocopy Fee

A compulsory photocopy fee of R150.00 is charged for the year. This fee has to be paid on registration day.

Family Discount

Parents with more than one child attending Aurum will receive a discount on tuition fees only.

Monthly Payments

Tuition fees are payable in advance with the first payment on or before arrival at the school. Fees can be paid by debit/stop order, direct bank deposit and electronic transfer. For security reasons we discourage parents from sending cash with learners to pay school fees, especially if public transport is used.

Annual Fee Payments

Annual fee payments must be made by 7 February 2023 to benefit from the 10% discount.

Payments by Trust Accounts

Claims from trust accounts for tuition fees must be accurately calculated and submitted to the trust as soon as the learner is registered. Proof of submission must be presented to the school if payment is not made by the first day of the new school year. Refunds on credit balances will be paid directly to the trust and not to the parent or guardian of the learner or any other party.

Overdue Accounts

- Interest: Interest at the rate of 2% per month will be charged on all accounts that are not settled on time.
- Arrangements: If the school account falls in arrears the person who is responsible for the account should contact the school as soon as possible to make some kind of arrangement. Please do not simply ignore the account. In this way unpleasantness can be prevented. The school runs on a very tight financial budget and any account, which is not paid regularly, and in full has a negative effect on the rest of the school's operation.
- Penalties: If accounts fall in arrears the following action will be taken:
 - Learners may be asked to withdraw from the school, or
 - No school reports or testimonials will be issued unless the account is paid in full.
 - Should the school incur any costs in the collection of fees or related charges due to the school, the parents or guardians responsible for the payment of fees shall pay all costs incurred in the collection of fees and charges including legal costs.

Lunches and snacks

Because a vegetarian meal digests much faster and produces more energy and alertness, learners are discouraged from bringing any meat, fish or cheese products to school in their packed lunches. We encourage brown bread with soya meats, pulses like lentils and beans, peanut butter, marmite, fruit, nuts and vegetables to be the chosen food items and treats. Parents are encouraged to Google or speak to Mrs Solomon for healthy alternatives and suggestions. No snacks like crisps (chips), sweets and chocolates are allowed to be eaten at school or in the bus.

Withdrawals and Suspensions

One calendar month's written notice is required upon withdrawal of a learner. School fees are payable until the end of the month in which the learner withdraws. If for disciplinary reasons a learner is suspended from school the tuition fees charged for that period still have to be paid.

Breakage

A learner is held responsible for the cost of any breakage or damage to school property or another learner's property or a teacher's, whether this is accidentally done or not.

Insurance on Personal Effects

Parents should ensure that learner's personal effects and other expensive items are covered by their insurance. The school accepts no liability for the loss or damage of personal effects due to any cause.

Stationery

It is recommended that parents ensure that each learner arrives at school with his/her stationery, as the school does not stock these items. Learners are expected to keep a set of stationery at home for homework.

CODE OF CONDUCT FOR LEARNERS

PREAMBLE

In accordance with the South African School's Act 1996, the School Board of Aurum Independent Combined School has adopted the Code of Conduct in consultation with learners, parents and educators of the school. The Code of Conduct is aimed at establishing a disciplined and purposeful environment, dedicated to the improvement and maintenance of the quality of the learning process for all learners, and is the responsibility of all stakeholders. It reflects the principles of democracy, human rights and human dignity that underpin the Constitution of the Republic of South Africa, 1996. It upholds the prohibition of corporal punishment and contains provisions for due process safeguarding the interests of the learners and any other party involved in disciplinary procedures. No stakeholder is exempt from the obligation to comply with the Code of Conduct.

1. RIGHTS AND RESPONSIBILITIES OF LEARNERS

- 1.1 Each learner has the right to be educated in an orderly and disciplined environment, and the responsibility to be co-operative, attentive and not infringe upon the rights of others to learn.
- 1.2 Each learner has the right to be treated fairly and with respect, and the responsibility to refrain from aggressive and abusive behaviour, respecting the personal, cultural, social and religious differences of others.
- 1.3 Each learner has the right to work in a healthy, secure and litter-free environment, and the responsibility to ensure that premises are kept clean and hygienic.
- 1.4 Each learner has the right to benefit from the good reputation of the school and the facilities that it offers, and the responsibility to respect and maintain these facilities and uphold the good name of the school.
- 1.5 Each learner has the right to freedom of expression in a polite and respectful manner, and the responsibility to listen to and consider the opinions of others.
- 1.6 Each learner has the right to enjoy the support of the school in his/her participation in cultural, sporting and academic matters, and the responsibility to abide by the norms of good sportsmanship, and to show loyalty and commitment to teams.

2. RESPONSIBILITIES OF EDUCATORS WITH REGARD TO LEARNERS

- 2.1 There is an obligation to be professional at all times: to abide by the rules, regulations and procedures as set out by the School, the Free State Department of

Education and Culture, and the Code of Conduct as set out by the South African Council of Educators (SACE).

- 2.2 The preparation, presentation, follow-up and development of the academic, sporting and cultural programmes which fall under their jurisdiction at Aurum Independent Combined School must be of the highest of standards and be to the best of their ability.
- 2.3 There is an imperative to develop and maintain sound inter-personal relationships with all stakeholders.

3. RESPONSIBILITIES OF PARENTS WITH REGARD TO LEARNERS

- 3.1 Protect and ensure the rights of their child to learn.
- 3.2 Support all the rules and regulations of the school, and ensure their child abides by them.
- 3.3 Provide their child with the resources, basic equipment and learning materials needed to complete school work.
- 3.4 Endeavour to promote positive inter-personal relations between learner, educator, other parents and the wider school community, in the best educational interests of their child.
- 3.5 Ensure they receive all academic reports from the school, regarding their child's progress.
- 3.6 Bring to the attention of the school authorities any personal circumstances or changes which affect the child in the school.
- 3.7 Provide all documentation required or requested by the school.
- 3.8 Pay school fees as determined by the school board.

4. SCHOOL RULES

These rules specify what is expected in terms of behaviour, discipline and appearance from each Aurum Independent Combined learner.

4.1 Respect For Self

- 4.1.1 Personal Integrity: "Be the best that you can be."

No:

- Vulgar language
- Cheating
- Lying
- Dishonesty
- Theft

4.1.2 Manners above Reproach: “Be courteous and dignified.”

Be:

- Respectful
- Punctual
- Polite
- Helpful
- No eating and / or drinking during lessons (water permitted)
- No chewing gum

4.1.3 Appearance: “Be neatly groomed and proud of your uniform.”

Uniform:

- Clean and neat regulation uniform/sports kit
- Keep tracksuit tops zipped up
- No boxer shorts visible

Jewellery:

- Watches and Medic Alert bracelets only
- No body piercing or tattoos
- No earrings, necklaces and bracelets

Hair:

- No outlandish hairstyles
- Hair to be kept clean and neat even during school holidays
- No peroxidizing, tinting, streaking or gel
- Boys – Hair to be kept short and off the collar. (Facial hair to be shaved off)
- Girls – Hair at shoulders length to be tied up. Long fringes must be clipped away from the face. Hair accessories must be yellow.

Other: No make-up, nail varnish

4.2 Respect For Others

4.2.1 Cultural, Religious and Gender Tolerance: “Be tolerant of the differences of others.”

No:

- Prejudice
- Stereotyping
- Bullying
- Verbal, physical, emotional abuse (teasing etc.)

4.2.2 Rights of Others to Work and Learn: “Be considerate in all working areas at all times.”

- No disruptive behaviour in the school environment
- Maintain an organized, structured environment

4.2.3 Respect for the Property of Others: “Treat others’ belongings as you would your own.”

No:

- Borrowing
- Vandalizing

4.2.4 Sportsmanship: “Win and lose graciously.”

No:

- Unsporting behaviour
- Questioning the referee’s decision
- Bad language
- Aggression
- Humiliating comments
- Booing

4.3 Respect For Environment

4.3.1 School Facilities and Equipment: “Treat with care at all times.”

No:

- Report accidental breakages/damages promptly
- Deliberate damages to property/equipment

- Unauthorized use of equipment
- Unsupervised use of facilities

4.3.2 School Campus and Immediate Surrounds: “Be proudly AICS.”

No:

- Trespassing after hours at all times
- Litter
- Vandalism
- Graffiti
- Keep away from out-of bounds areas

4.3.3 Fauna and Flora: “Look after all living things.”

- Nurture nature, do not destroy it
- Keep out of flower beds
- No climbing trees or breaking branches

5. POSITIVE REWARD SYSTEM

5.1 Individual Reward System

Learners who display positive attitudes, a sound work ethic, self-discipline and who contribute to the general ethos of the school are positively rewarded. Recognition includes the following:

- Principal’s stamps and letter of commendation
- Verbal/written praise
- Certificates
- Classroom-based incentives
- Assembly mentions

5.2 Group Reward System

A target point system is used to encourage positive attitudes, a sound work ethic, self-discipline and team work.

Recognition is given to class groups in the form of points for adherence to various nominated behaviours. Learners work towards achieving a target each term for which the class will be rewarded.

Learners who consistently do not co-operate with the team will be excluded from the target system and will not receive the group reward. However, the aim is to get all learners to participate positively so they will be encouraged to work towards individual rewards for the remainder of the term, when they will be able to re-join the group with a clean slate. In the event of this happening parents will be notified at the point of exclusion.

5.3 Foundation Phase Group Reward System

Target Behaviours:

1. The class lines up in an orderly fashion
2. The class walks quietly in line from venue to venue
3. The class leaves the classroom tidy at the end of the day
4. The class is quiet when the Educator is busy with a visitor
5. The whole class is in the classroom by 07:50
6. The class greets adults in the corridor/ on the premises
7. The class sits silently in Chapel
8. The class brings their full, correct P.E. kit on P.E. days
9. The class behaves and co-operates during specialist lessons

Bonus Points – Spot Checks:

1. The whole class is wearing their uniform correctly (labels / hair styles and colour / hair accessories / shoes)
2. The whole class returns reply slips by the due date.
3. The children keep their surrounds and fields free of litter.

Grade Targets

The target amounts for each grade have been carefully calculated, taking into consideration the number of times the children move from one venue to another, meet visitors, hear school siren, etc. These may vary from term to term.

5.4 Senior Primary Group Reward System

Target Behaviours:

1. Punctuality – everyone in the classroom by 08:45
2. Courtesy – respect for adults, peers and juniors
3. Responsibility – handing in books / project deadlines
4. Cleanliness – keeping the classroom tidy / litter free
5. Orderliness – lining up moving to class quietly
6. Litter – school grounds to be litter free
7. Specialist lessons

Points Are Awarded Weekly For:

1. Good behaviour in the chapel
2. Recycling – everyone to be involved

Points Are Awarded Incidentally For:

1. Returning sponsorship forms
2. Appearance – correct uniform / shoes / accessories etc.
3. Returning media books / paying fines by due date

6. DISCIPLINARY PROCEDURES

Learners are accountable for their actions. Breach of the Code of Conduct will lead to consequences. These procedures are designed to educate the learners to make better choices in the future and to give them strategies for self-discipline.

6.1 Fundamental Principles

- 6.1.1. To provide all individuals with the right to due process
- 6.1.2. To apply discipline objectively and consistently
- 6.1.3. To emphasize pro-active and preventative discipline, rather than punitive and reactive discipline

6.1.4 To ensure that learners are aware of clearly defined boundaries with known consequences.

6.2 Categorization And Consequence Guidelines

All punitive measures will focus on teaching more appropriate behaviour. Warnings and categorizations of misdemeanours will be given at the discretion of the Authority Figure, (Educators, Management, and Principal) based on the following:

- Age of the learner
- Severity of the offence
- Number of previous warnings/offences
- Personal circumstances of the learner
- Context of the misdemeanour
- All serious offences must be brought to the attention of the Principal. Repeat offences are likely to lead to a Disciplinary Hearing.
- Punishment options for time-out / detentions include a letter of apology “community” service (e.g. help tidy classroom, picking up of litter) or essay writing on how to improve .
- Informal and formal counselling and guidance by Educators will be a feature of all consequences

6.3 Minor Offences: (Foundation Phase / Senior Primary)

- All minor offences will be reprimanded and appropriate guidance / counselling given at the time of offence
- Learners may be given a break “time-out” session / break detention, where they sit quietly outside if weather permit ; supervised by an Educator, while completing punishment tasks, e.g. write letter of apology / complete written tasks / write out rules.
- A verbal apology may also be requested at the Educator’s discretion
- Children will be permitted to go to the toilet during Break “Time-out” / Detention
- “Aurum berries” will be lost

Examples

Incomplete Homework	Break "time-out" / detention	Complete homework
Incomplete class work	Break "time-out" / detention	Complete class work
Disruptive behaviour	Break "time-out / detention	No playing during break Write out applicable school rules
Talking in chapel	Children made to stand up Break "time-out" / detention	No playing during break Write out chapel rules
Disobedient	Loss of "Aurum Berries"	

6.4 Major Offences: Foundation Phase

BEHAVIOUR	OFFENCE 1	OFFENCE 2	OFFENCE 3
Stealing	<ul style="list-style-type: none"> - Parents advised by official letter, sign copy and return - Signed copy to be placed in child's file - Child to write letter of apology to victim in own time and replace stolen item - Counselling by class Educator 	<ul style="list-style-type: none"> - Meeting with parents - Child to receive formal counselling (internal) 	<ul style="list-style-type: none"> - Formal Disciplinary Hearing (with School Board)
Truancy	<ul style="list-style-type: none"> - Parents advised by official letter, sign copy and return 	<ul style="list-style-type: none"> - Meeting with parents - Child to receive formal counselling (Internal) 	<ul style="list-style-type: none"> - Formal Disciplinary Hearing (with School Board)

	<ul style="list-style-type: none"> - Signed copy to be placed in child's file - Child to be denied appropriate privileges - Counselling by class Educator 		
Physical Bullying	<ul style="list-style-type: none"> - Parents advised by official letter, sign copy and return - Signed copy to be placed in child's file - Child to write letter of apology to victim in own time - Counselling by class Educator 	<ul style="list-style-type: none"> - Meeting with parents - Child to receive 1 day suspension from field / classroom - Child to receive formal Counselling (Internal) 	<ul style="list-style-type: none"> - Principal intervention
Swearing	<ul style="list-style-type: none"> - Parents to be contacted telephonically - Child to tell parent what they said / words used - Child to do break "time-out" and write a letter of apology to Educator dealing with case - Counselling by class Educator 	<ul style="list-style-type: none"> - Meeting with parents - Child to receive formal Counselling (Internal) 	<ul style="list-style-type: none"> - Principal intervention

Consistent, on-going disruptive behaviour	<ul style="list-style-type: none"> - Parents to be notified in writing - Child to be excluded from Target Point System - Child to do break “time-out” and write letter of apology to Educator / class at Educator’s discretion - Counselling by class Educator 	<ul style="list-style-type: none"> - Meeting with parents - Child to receive formal counselling (Internal) 	<ul style="list-style-type: none"> - Principal intervention
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6.5 Major Offences: Senior Primary

	MAJOR	SERIOUS OFFENCES: Consequence:
	MISDEMEANOURS: afternoon detention	INTERNAL / SUSPENSION / DISCIPLINARY HEARING / EXTERNAL SUSPENSION / APPLICATION TO DIRECTOR OD EDUCATION OF CAPE CONFERENCE FOR EXPULSION
EXAMPLES:	<ul style="list-style-type: none"> - Inappropriate use of cell Phones 	<ul style="list-style-type: none"> - Truancy
	<ul style="list-style-type: none"> - Bullying 	<ul style="list-style-type: none"> - Possession / Use of alcohol, drugs, dangerous weapons, pornographic material
	<ul style="list-style-type: none"> - Cheating 	<ul style="list-style-type: none"> - Assault, with intent to do grievous bodily harm
	<ul style="list-style-type: none"> - Flouting basic rules 	<ul style="list-style-type: none"> - Indecent Behaviour
	<ul style="list-style-type: none"> - Dishonesty 	

	<ul style="list-style-type: none"> - Insubordination - Theft - Vulgar Language 	
	<ul style="list-style-type: none"> - Fighting 	
	<ul style="list-style-type: none"> - Vandalism 	
	<ul style="list-style-type: none"> - repeated Major misdemeanours could lead to a disciplinary meeting / hearing 	

6.6 Detention Procedure (Senior Primary)

- 6.6.1 Learners will be given at least 3 school days' notice before attending a detention session.
- 6.6.2 The notice signed by the parent to acknowledge the detention is to be returned to the class educator promptly.
- 6.6.3 The principal must be informed in writing if a learner is unable to attend. Only long-standing appointments / arrangements or exceptional circumstances will be considered for postponement.
- 6.6.4 Failure to attend an afternoon detention without notification will result in two consecutive afternoon detentions.
- 6.6.5 Three afternoon detentions will result in a disciplinary hearing with the Principal and Parents.

7. DUE PROCESS

7.1 Serious disciplinary offences will be referred to the School Board for sanction. At School Board disciplinary enquiries, learners will be granted a fair hearing (tribunal). To help ensure this, the School Board disciplinary committee will usually consist of:

- The Chairperson
- One other nominated parent member of the School Board
- The School Principal
- The investigating officer, if this is not the Principal
- A translator if this is necessary

- 7.2 Any learner alleged to have violated any rule that may require suspension or application to the Director of Education of the Kwa-Zulu Natal Free State Conference for expulsion, must be brought to the Principal.
- 7.3 The Principal shall hear the evidence and then decide on the action to be taken.
- 7.4 Such action must include that the Principal must inform the parents in writing of the proposed action and arrange for a fair hearing by a small disciplinary committee (tribunal) consisting of members designated by the School Board. This tribunal must not be intimidating to the learner.
- 7.5 The parents or guardians should represent the learners.
- 7.6 For the hearing the learner will:
- 7.6.1 Be informed of and understand the charges of which written notice will be given at least five (5) days before the time, also indicating the date, time and place of the hearing.
 - 7.6.2 Receive such particulars on the charges as he/she may be entitled to according to law, if he/she so requests.
 - 7.6.3 Get the opportunity to be heard and tell his/her side of the story and to present the relevant facts
 - 7.6.4 Not be prohibited from being represented by legal counsel, in which case written explanation of the charges will be given.
 - 7.6.5 Be heard by an impartial person (s)
 - 7.6.6 Be treated with dignity during the process
 - 7.6.7 Be informed in writing of the decision of the School Board on whether or not he/she is guilty of serious misconduct and the penalty to be imposed in the case of suspension or application for expulsion from the Director of Education of the Kwa-Zulu Natal Free State Conference.
 - 7.6.8 Have the right to appeal to the Director of Education of the Kwa-Zulu Natal Free State Conference if he/she is aggrieved by the decision of the School Board.

8. JURISDICTION AND SCOPE OF THE CODE OF CONDUCT

The Code of Conduct is in force:

- On school property prior to, during and following regular school hours;
- At all official school events, both within and outside the regular school hours, where such school events are held under the auspices of the school management structures;

- At all official school events which are held off the school property;
- At all times when the learner is dressed in the school uniform and is recognizable as such, both on the school property and in the public view outside the school.

9. PARTNERSHIP:

In a mutually reinforcing system of values and discipline both at school and at home, every child can thrive in their safe, secure and predictable environment. We owe this to them.

We look forward to parental support and reinforcement at home.

HOMEWORK POLICY

PARENTS CAN ASSIST IN THE FOLLOWING WAY:

- By providing a suitable study environment with good lighting. An environment that is free from interferences like the radio and television
- By setting up a routine with easy guidelines and rules
- By showing an interest in the child's academic and extramural progress
- By becoming an active partner of the school through regular communication and involvement in school activities.
- By refraining from saying negative things about educators or the school.
- By supporting your child, the educators and the school.
- By helping the child to access information for research.
- By never doing the child's homework or projects, but instead assist the child by explaining the concepts, but not providing the actual answers.
- Remember that the child must develop and demonstrate to the teacher his or her skills, abilities and knowledge, not the parent's.
- By making sure that, your child has done all the homework.
- By signing the homework diary daily
- By daily checking for correspondence from the school

ROLE OF THE PARENT

ALL AURUM INDEPENDENT COMBINED SCHOOL'S PARENTS ARE EXPECTED:

To discipline and shape the learners' behaviour at home

To teach the child moral values and standards in the home

To instil positive discipline and attitudes

To teach their child(ren) good manners

To teach children respect for other people

To be loyal to the school by supporting all its programs

To respect the values that the school aims to instil

To ensure that their child(ren) adheres to school rules

To accept responsibility for the behaviour of their child(ren)

To take an active interest in their child's academic work as well as other activities

GENERAL GUIDELINES AND RULES

All learners must have a home work checklist or diary
Homework is fundamental to the learner's education
It provides revision and consolidation of work done in class
It should not be new or unfamiliar work

Purpose of Homework

To develop and strengthen the learners skills
To provide opportunity for core practice
To revise and consolidate work done in class
To complete assignments not finished in class
To prepare learners for the next lesson
To develop good study skills and habits
To prepare for tests and examinations
To help manage and budget time effectively
To teach learners to use other resources

Class Work or Homework Not Done

Work must be done at school in addition to the set homework for the day
Incomplete homework must be signed by parents
Homework not done twice in a row is punishable

Learners visiting the toilet must be accompanied by the boy or girl class leader
Learners must under no circumstances go out of the school gate without the Educator or management 's permission.

Learners may not use foul, vulgar or unacceptable language
Learners may not be in possession of pornographic material (cellular phones included) or literature
Learners may not injure, victimize, threaten bully or tease other learners

Learners may not be in possession of weapons, toys, or objects that could cause physical injury

Learners must respect others including adults, and prefects

Learners must stand up very quietly and greet when an adult visitor or staff member enters their classroom

Learners must also stand up when an adult or teacher speaks to them when they are seated, even on the field

Property of others and that of the school may not be damaged, defaced or soiled

Theft and damaging any property at school is a serious and criminal offence

Parents of learners, found guilty of damage to any property and theft of any kind, will be held responsible for the cost

Learners must at all times keep the school buildings and grounds neat and tidy

Learners shall at all times be ambassadors of the school and shall not bring its name into disrepute

Cellular Phones

Cellular phones are strictly not allowed. If a cellphone needs to be permitted at school, this should be done by prior arrangement by a parent. Any cellphones confiscated will be kept for 3 months before being given back to the learner.

SCHOOL ETIQUETTE

Entrance to School

Learners must only use the front entrance to the school

Learners are strictly prohibited (for their own safety) to make use of unofficial entrances to the school grounds

No learner is allowed to leave the premises without permission

APOLOGIES

We expect learners to excuse him or herself from the teacher with a note from one of his/her parents if they are unable to attend a particular activity.