**Policy amendments made 2023**

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| **Policy affected** | **Amendments made (excluding the general editing of grammatical and formatting changes).** |
| Admissions Policy | No noticeable changes |
| After Care Policy and Procedure | Removed set homework class times, as they can shift slightly on the basis of the supervising teacher’s timetable.  The watching of movies is discouraged in After Care. If, however, a movie is shown on a special occasion, the movie rating may only be “All Ages”, or if supervised by the teacher on duty “PG”.  Teacher Lindy has replaced the responsibilities of teacher Anna Marie.  It is the After-Care staff member’s responsibility to request any timetable adjustments or changes with the principal. |
| Assessment Policy | * Mark discrepancies between original mark and post-moderator’s mark, of more than 5%, will result in all tests/ assessments being re-marked. * Mark discrepancies between original mark, and post-moderator’s mark, of less than 5%, will result in the pupil being allocated the highest mark of the two marks. * Wording of seven-point rating scale (all grades) changed to:   Code 7 Outstanding/ Excellent Achievement  Code 6 Good achievement  Code 5 Satisfactory achievement/ Average  Code 4 At risk/ Limited achievement  Code 3 Needs assistance/ Not meeting minimum requirements  Code 2 Struggling/ Not meeting most requirements  Code 1 Not achieving any requirements   * No percentage allocation on foundation phase reports * Post-moderation for exams (June and November) must occur on the day that the exam is written. * Grade averages should ideally be within the ranges of 60% and 70%. If the grade average is above 70%, teachers should reconsider the manner in which their marks are weighted. * For the June exams, marks are submitted only after students have received feedback on their exams. * Exam papers are not sent home after being marked. Parents are welcome to view the exam any time in the term following the report for which the exam was used as a term mark, after which, the exam will be destroyed. * Markbooks are printed out and submitted for moderation the Friday before the week that report cards go out. * LO was added to the subjects that only need 2 marks for reports. * As a private institution, the school follows its own Assessment Policy and does not adhere to the dates, assessment activities or provincial/national examinations provided or suggested by the Department of Education. * The school runs on four terms/ 4 assessment cycles, resulting in report cards given out the Tuesday of the second week after a school holiday (Terms 2, 3 and 4) and the last week of Term 4. * Markbooks may be subject to inspections by the principal at any time but will be formally inspected during the principal’s formal inspections (twice annually) or before the conclusion of each reporting cycle. * Electronic markbooks must be saved on the cloud, in the Solid Foundations Google Drive. * Marks must be submitted to the principal by the first Friday of the 2nd, 3rd and 4th term, and at least 4 days before the report due date of the final 4th term report. |
| Bereavement Policy | In the event of the death of the principal, a transition plan (explaining how a new manager/principal will be appointed and the running of the school in the interim) has been uploaded in the “Policies” folder of the school’s Google Drive. |
| Crisis Management Policy | Teacher names were replaced with new teachers for 2024. |
| Curriculum Design and Development Policy | Lesson plans follow the Year Plan schedule closely. Lesson Plans are professional tools designed by the teacher for the teacher. Although it is expected that teachers use lesson plans to prepare and deliver their lessons, these personalised documents do not need to be submitted for biennial inspections. |
| Data Management Policy | Public Data Subject Access Request (DSAR) can be made at the front office. DSAR is subject to identity verification before requests are approved. (The requesting of forms for DSAR is no longer required). |
| Declaration of Duties for Teaching Staff | Staff agree to clear their calendars for at least four Saturdays a year for specialised school events i.e. Sports Day, Entrepreneurs Day, Staff Team Building Day and Parents Meeting Saturday.  Teachers are required to send pupils’ workbooks home at least once termly and provide a way for parents to give written feedback.  Teachers must participate in pre and post moderation as described in the Assessment Policy.  Teachers must always check through a child’s Learner Profile records before meeting with a parent to discuss the learner. It is imperative that teachers have a full understanding of any previous meetings and recommendations made regarding the child, before addressing parents.  Teachers are expected to call families of pupils in their homeroom classes who are hospitalised, at least once every three days, and visit the hospitalised child if in hospital longer than 5 days. |
| Discipline policy | * Clause was added that a teacher may award a pupil reduced marks or even 0% if found cheating in a test (in addition to a double-demerit issued). * Deleting a browsing history is 2-demerit-worthy offence. * Added “Failure to hand in work” as a 1-demerit-worthy offence. |
| Extramural Policy | No noticeable changes |
| Field trip Policy | No noticeable changes |
| Financial resources policy | * The payment of school fees will be prioritised at Solid Foundations. If the school fees account is not paid up to date, funds will be re-allocated out of the “Outings and Shows” account of the parents and paid towards school fees. Children will therefore not be able to attend any camps, outings or shows until all account balances are paid in full. * The school CFO orders general stock for the school (stationery and books) in the preceding year. Staff are requested to submit written lists of their requirements for the following year by March (for stationery) and August (for textbooks) of the preceding year. * Stalls using water or electricity at market day must pay a flat fee of R100.00 to the school for the use of these amenities. |
| Health and safety policy | * The principal (and not a general staff member) must remain with a child if emergency services are called or if the child is admitted to hospital without the parents being present. * The school does uses municipal water primarily for drinking and hand washing purposes. Borehole water may be used if municipal water is cut off from time to time. Borehole water has been tested for safe consumption. * Teachers leaving their classrooms unattended should lock their classrooms during break times (this clause was removed for various practical and logistical reasons). |
| Honours Evening and Special Assembly Policy | Academic and social awards will be handed out to Grade 1-3 pupils during the course of the school year, and not at a formal assembly at the end of the year. |
| Internal Monitoring of Academic Standard Policy | * Learner workbooks will be checked for correlation of dates between workbook and teacher year plan. * Workbooks of two to three learners per class/subject are submitted for monitoring to the principal during the unannounced biannual inspections. * Markbooks in Foundation Phase should NOT reflect 7-point rubric marks. They should only reflect raw marks or percentages. The final mark is converted into the 7-point rubric format. * Markbooks in InterSen phase may reflect raw marks or percentages. |
| Learner Support Policy | No significant changes |
| Lesson Study Policy and Procedure | No significant changes other than the fact that staff may substitute Lesson Study with alternative “collaborative” PD activities. |
| Policy guiding policies | No significant changes |
| Privacy policy | No significant changes |
| Religious policy | Removed clause regarding pastor counselling services on school premises. Counselling is the responsibility of Mrs Obbes (qualified school counsellor). |
| School readiness policy | No significant changes |
| Security Camera Policy | No significant changes |
| Staff selection and development policy | No significant changes |
| Student Teacher Policy | Student teachers may not be excused to leave the school premises during the course of the school day for any event other than an emergency.  In the event of the student’s institution requiring a week-on-week-off practicum experience, the school will not allow more than 6 “week-on” weeks at the school. |
| Technology Policy | * Pupils may not delete browsing history. * No devices are permitted in After Care, after school hours, or during the school holidays, unless given to the pupils by a supervising teacher. * Under no circumstances may a parent use any device for photographing or videoing of a person other than their own child on the school premises. Parents may also not record entrance examinations and tests. * The school will maintain annual Securely Software licensing to ensure the safety of our pupils while browsing. * Chromebooks are regarded as educational tools and may not be used for any personal purposes other than school-related assignments or tasks. * New teachers must attend a short Chromebook training lesson. Arrangements can be made with the Deputy Head in this regard. * Pupils may request to use Chromebooks and have access to the internet for school projects, before, during or after school (in After Care homework classes), as long as they always do so under the supervision of a teacher and ask Mr Swiegers for access. Non-permanent After Care pupils (Grade 4-7 only) may have access to Chromebooks and the internet, for school work only, during After Care homework classes at no cost. It is compulsory that this is pre-arranged in advance (24 hours) with the school. However, this does not entitle the user to After Care lunch or to free After Care supervision once the homework class is finished. The user will need to be fetched immediately after homework class or he/she will be charged an After-Care fee for the afternoon. * The school will print out projects or pictures for pupils at a cost of R5 per coloured A4 page and R2 per black-and-white page. Printing is done by emailing the work to the school (admin@solidfoundationsprimary.com) or Mr Swiegers (jswiegers@solidfoundationsprimary.com). * Staff may not download copywrite-protected content for school use, unless fully referencing the source. * Staff may not talk on their cell phones or text for casual purposes during teaching hours. * Staff are requested to view the formal group WhatsApp messages at least once daily during school terms. * All classes are all equipped with projectors and whiteboards. Each class also has a set of speakers or a soundbar. Staff must notify the principal immediately if any of these devices are not in full working order. * Teachers using the hall projector are requested to leave the remote control accessible in the hall cupboard. It is each teacher’s responsibility to turn off the projector at the conclusion of a lesson. * Staff may not create WhatsApp groups with their parents. Broadcast groups are, however, permitted. |
| Uniform policy | It is recommended that all loosely worn hair remain shorter than 7cm. Loose hair combed upright (afro-style) between 7 and 10cm may result in the pupil being asked to sit at the back of their class or any assembled group to avoid obscuring visibility for fellow students. In motivated cases, longer afros for girls may be negotiated. Hair combed downwards (bob-style) may not touch the shoulders before being tied up. |