

**Solid Foundations**  
**Policy amendments made in 2024**

<b><u>Policy affected</u></b>	<b><u>Amendments made (excluding the general editing of grammatical and formatting changes).</u></b>
Accommodations Policy	Teachers (not parents) fill in the form for the individual learner’s intervention plan (ILP form).
Admissions Policy	<p>Solid Foundations does not support the “early” Grade 1 admission age of 5 turning 6. Giftedness will have to be proven before a child be permitted to start Grade 1 at the age of 5, and even then, the emotional, physical and social well-being of the child is often compromised. Admission age for Grade 1 remains 6 turning 7.</p> <p>Solid Foundations will not admit learners to leave our Grade RR to start in another school’s Grade 1 (effectively skipping Grade R), who then attempt to return to our school in following grades.</p> <p>Entrance test pass marks are 60% (for Grade R and 1) and 50% (for Grade 2-7) respectively.</p> <p>Families who write admissions tests/ go through interviews and pass are not guaranteed a place until their paperwork is returned. Late returning of paperwork will compromise a child’s space.</p> <p>Applications for a year ahead start in July.</p>
After Care Policy and Procedure	<p>Holiday After Care hours are from 7h30 until 17h30 (instead of previous hours of 6h30 until 17h30).</p> <p>If a child is ill in After Care staff, members on duty must put on the After Care staff WhatsApp group where the sick child is being accommodated.</p>
Assessment Policy	<p>For Grade 4-7, post moderation of assessment activities will work as follows:</p> <ul style="list-style-type: none"> <li>● 2 samples of the assessment are selected at random.</li> <li>● The person who set the assessments marks one.</li> <li>● The moderator marks the other one.</li> </ul>

- The assessor and moderator exchange their marked assessments and re-mark in a different colour pen to see whether their marking concurs.

Report cards for Grades 1-3 will, from 2025, reflect actual percentages to reflect academic attainment, along with the CAPS stipulated codes (1-7).

The retention of learners in the Foundation Phase was fully described. Learners receive a report with a percentage mark of what they have achieved at the end of every term. For all subjects other than Mathematics, a final year mark is calculated by using the average of Terms 3 and 4. The final Mathematics year mark is calculated using the average of all 4 terms.

A Foundation Phase child will be repeated if their year mark is below 50% for any of the core subjects (Reading, Writing, Comprehension and Maths). A child will not be repeated if they fail any non-core subjects. In the event that a learner has failed a core subject, but there are extenuating and extreme circumstances, the teacher may use discretion in determining if a child should repeat a grade. The principal has veto power in this regard.

Exam timetables for senior primary (and exam cover pages) must stipulate whether a student may use calculators, dictionaries, or other aids. Where the timetable and exam do not mention this explicitly, it will be assumed that aids are not allowed.

Exams can be drafted to fill the full two-hour standard time limit (the 90-minute recommended cap was removed).

Stipulations were added regarding what a child is allowed to bring into the exam venue, namely:

Pupils' personal items and pockets may be subject to a search before or during the exam session by the exam invigilator. No notes of any kind (for any subject) may be allowed in the examination

	<p>room after the exam has commenced. Pupils may bring a book (novel) to read, after the exam has been written and taken in by the invigilator. The book must remain on the floor until the exam paper has been collected and must be flipped through by the invigilator.</p>
Crisis Management Policy	<p>Senior primary classes must have ALL senior primary class lists and not just homeroom class lists present at the assembly point in a crisis. Alternatively, teachers may have Google Drive access on their phones and be able to access a most recent class list off the drive on their phones.</p> <p>Evacuation procedures for the new school annex were included.</p> <p>Teachers who changed classes were allocated new responsibilities e.g. checking bathrooms and taking first aid boxes to assembly points</p>
Field trip Policy	<p>The school secretary is no longer available for going on school trips.</p> <p>School buses must have a complete maintenance service every year even if they have not driven 15000km, or every 15000km if clocked before a year service.</p>
Financial resources policy	<p>In the event of the parent failing to pay the monthly school fee instalment on the due date thereof, the parent will be asked to keep their child at home.</p> <p>If parents have a justifiable and provable reason for their inability to pay school fees, they can appeal for assistance from the Emmy Foundation (<a href="http://www.emmyfoundation.org">www.emmyfoundation.org</a>).</p>
Health and safety policy	<p>Borehole water is used at the school, but is tested monthly by a reputable laboratory to ensure safe consumption.</p> <p>First aid kit locations have been changed for easier access (office, hall, Mrs Mac, Ms Masemola and Teacher Kathy's class)</p> <p>Parents are encouraged to use lunch cooler bags to keep lunches safe from spoiling.</p>

Honours Evening and Special Assembly Policy	Grade RRR-3 pupils are awarded with weekly crowns/ certificates and not in an annual awards ceremony.
Internal Monitoring of Academic Standard Policy	<p>For biannual inspections, teachers must have print outs of their previous term’s mark book (from Term 2 onwards) for inspection purposes.</p> <p>The 7-point rubric system will be calculated by a computer programme for reporting in Grade 1-3, and not by the teacher.</p>
Learner Support Policy	If an educational psychologist agrees that a child needs accommodations, the school will provide the child with accommodations during examinations in accordance with the school policy (see Accommodations Policy).
Lesson Study Policy and Procedure	<p>In the case of a collaboration (not Lesson Study), the facilitating teacher decides on a topic to investigate and explore with a team or decides to teach a team of teachers regarding a specific topic. The following criteria must be met for the collaboration to be considered a professional development cycle for a teacher at Solid Foundations (bearing in mind that teachers are expected to participate in two such cycles annually):</p> <ul style="list-style-type: none"> <li>• The content is explored in a pragmatic and “hands on” way. Teachers don’t “sit for a lecture”, but participate through homework, research or physically “doing” something.</li> <li>• The collaboration takes longer than 2 hours and should span more than a single meeting.</li> <li>• The collaboration results in a tangible project or idea that the teachers must produce or must demonstrate in their teaching (preferably for each other).</li> <li>• The collaboration results in a feedback session (compulsory) during a Thursday staff meeting in which participants give feedback about their learning experience during and after the collaboration.</li> <li>• Record of new learning content adopted through collaboration is kept in the Lesson Study folder on the Google Drive.</li> </ul>
Policy guiding policies	Teachers have access to all policies on the Google Drive (they will no longer be emailed privately every year). They are requested to review the policies annually and give their own feedback via email. Comments are taken into consideration and fed into the policy amendment cycle.

School readiness policy	<p>The school does not support an entrance age into Grade 1 of 5 turning 6 (see Admissions policy).</p> <p>The school administers school-readiness tests to Grade RR and Grade R pupils in July of each school year. The pass mark for this test is 60% (although the school has always adhered to this pass mark, it is now formally stipulated in the policy).</p>
Uniform policy	<p>Extensions and braids may only be exactly the same colour as the child's hair or, in the case of dark hair, dye colour black 1,2 or 4.</p>