



## Grade Seven Information Letter

Dear Parents and Learners,

We, as a staff, are very aware of our responsibility in ensuring that your child is well prepared to face the challenges of Grade 4, and thus we have deemed it necessary to inform you of all our expectations for the year. We decided to put this in writing as well to ensure that you have a copy for easy reference at all times.

**PREVIOUSLY WE HAVE FOUND THAT PARENTS HAVE SIGNED THE TEAR OFF SLIP AT THE END OF THIS INFORMATION BROCHURE WITHOUT HAVING STUDIED ITS CONTENTS CAREFULLY, TO THEIR OWN DETRIMENT. WE STRONGLY URGE YOU TO READ THE CONTENTS IN DETAIL AS IT CONTAINS VITAL INFORMATION.**

### General:

1. You have entrusted your child to our care for approximately six hours a day. It is our duty to assist your child in acquiring the necessary life skills, to instruct and train them to achieve different objectives not only in those that they find enjoyable but also in those activities that they have to do.
2. All the children in our classes have different personalities. It takes a while to begin to understand each child's needs.
3. We ask you to please assist us in not over reacting to everything your child tells you. Listen carefully to what they have to say. If you think that you should react, send a note to the teacher, send a dojo message or phone the office and leave a message. The teacher will contact you either by writing you a note, sending you a dojo message or phoning you.
4. One of our objectives is to develop the learners' self image and confidence by encouraging freedom of speech and motivating them to overcome life's obstacles and challenges yet still realize that there are certain parameters at school and in life.
5. We strive to provide effective education and we kindly request that you act positively within the process. Teach your child how to cope and be self-sufficient.
6. Effective learning is achieved through your child's willingness and readiness, your reinforcement at home and our ability to transfer knowledge and develop skills.
7. Parents/Guardians are requested to bring to the attention of the school any difficulties, problems, situations or crises that exist or begin developing at school or at home, which may affect the learner. Please make use of the channels of communication when bringing such situations to the attention of the educators. It is important for the educators to know what is affecting the learner in order

for his/her behaviour at school to be monitored accordingly. Confidentiality will be maintained at all times.

### School Hours:

Please be advised that the school times are as follows:

**Monday - Friday: Grade 1;2 and LSEN: 07:50 - 13:30**

**Monday - Friday: Grade 3 -7: 07:50 - 14:00**

**School gates are closed at 7:45**

**During assessment weeks - 2<sup>nd</sup> and 4<sup>th</sup> term :**

**Grade 1 - 3: 07:45 - 12:50**

**Grade 4- 5: 07:45 - 13:00**

**Grade 6 - 7: 07:45 - 13:10**

Please ensure that your child is at school **on time** every day. Not only do late-comers disturb the other learners in the class, and miss the first part of the lesson, but they often get into trouble through no fault of their own, as many rely on their parents to get them to school. All late-comers must report to the office for a late note before being accepted into a classroom. Assessment Activities missed out, eg. mental tests will not be repeated. If a pattern of late-coming develops, disciplinary action will be taken.

### Protocol before school and before breaks:

Due to the added responsibility we have to put systems in place to keep tablets safe. The following change in protocol for the children:

- Before school - Grade 4 - 7 pupils are to report directly to the field where there will be a teacher on duty from 07:15 every day. They are to place their bags in the demarcated line for their register class and then immediately exit the area to the open area of the field. In the event of it raining in the morning children are to report to the hall and place their bags there. At 07:45 all Grade 4 - 7 pupils are to walk to the field and line up in their register lines and the register teacher or 1<sup>st</sup> period teacher (depending on the timetable we are running for the day) will collect them from there.
- A 5-minute period has been created on the timetable before both breaks. This time will be utilized for the children to take their bags to the class following break. Bags will then be locked securely in this classroom.
- Lockers will be placed on the grand stands. Children who participate in sport may use these lockers on a first come first serve basis, provided

they have a good quality lock with them to lock the locker securely. No charge will be levied for the use of the lockers after school.

#### Timetable:

A 7-day cycle is followed. The advantage of this is that the periods will be longer so the teachers will be able to cover more work. The calendar indicating which day of the cycle is on a particular day of the week has been uploaded onto Moodle, and can be downloaded onto your child's tablet. A copy of the cycle days is also available on the Communicator and in the weekly newsletter.

#### Home time and afternoon organization:

Learners are separated into three groups at the end of the day; -

- Those who go home on any form of public transport (taxi; aftercare etc.) will be escorted with the relevant teachers to the Jasmine Street main motor gate.
- Those who are transported home in a private car will be escorted with the relevant teachers to the bottom Begonia Street motor gate.
- Those who remain behind for extra murals.

At these two exit points children will exit the school premises in an orderly fashion once their relevant transport comes to fetch them. Those children who walk home must do so directly once the school bell has rung. They will join the group which would take them to the gate closest to their direct route home. If a younger child waits for an older sibling in the senior school, they will do so at the designated gate under the watchful supervision of the teachers on duty. They may not wander off into the senior school building and wait there for their sibling.

In the event of rain at this time of the afternoon those children transported in private vehicles are kept on the corridor of the new classrooms closest to the Begonia Street gate and will be supervised by teachers, while those who wait for public transport are kept, supervised, on the grandstand closest to the Jasmine Street gate. Please note that gates are locked during contact time to ensure the maximum safety of your child at all times.

Half an hour after the senior bell has rung, namely at 14:30, all children who have been left unsupervised and not yet fetched from school will be kept safely on the grand stands. This measure has been put in place to ensure your child's safety, as we have found in the past that children left unattended on the pavement get up to mischief such as running in the street, playing soccer in the street, throwing stones at passing motorists and vandalizing our neighbors' property. We strongly advise that all children are collected timeously after school. Should you be unable to do so kindly make the necessary arrangements to have your child supervised at any one of the fine after care institutions in our area. Children who are left in this waiting area after 14:30 in the afternoon will be given a piece of paper and a pen and will write out their times tables. No children will be allowed to listen to music on their cellphones or play on their tablets while waiting for their parents to fetch them.

Governing Body & Sport Representatives:

While it is important for academic and learner related matters to be discussed with the school staff, school fees, school development etc. can be discussed with a governing body representative, who will take relevant issues to the Governing Body meetings which are held once a month. The parent representatives and their contact numbers are as follows:

NAME	GRADE	CONTACT NO.
N. Majola	1	081 596 2293
L. Ciorovich	2	083 680 1324
J. Arendse	3	072 021 7682
L. Ciorovich	LSEN	083 680 1324
L. Moloji	4	084 861 2004
A. Bailie	5	071 934 1454
B. Ramasike	6	082 644 9738
A. Bailie	7	071 934 1454
Gary Mashigo	Sport	(011) 900-1000

## Further contact information:

Receptionist:	Laura Brown
Admissions Officers:	Leigh Ann Wilson
Principal's P.A.:	Colette Kruger
Accounts & School Fees:	Linda Joubert
Accounts/Eduadmin Data:	Sheena Heide
Receptionist and Admin:	Lorna Venter
Accounts / Debtors:	Honorina de Araujo

Messages for learners:

**Under no circumstances will our secretaries accept and relay messages from parents to learners during the school day. No keys, lunch, books, P.E. kit homework or assessments etc., may be dropped off at the office. Similarly, no parent may approach an educator en route to the classroom and ask the educator to hand such items to their child.** Learners are old enough to take responsibility for items left at home and must learn to accept the consequences if they forget such items at home. If lunch is left at home and the educator is made aware of this, we will ensure that other learners share their lunch. In the case of medication left at home, an exception will be made, and learners will be given their medication. A new trend has started to develop where parents who are turned away at the office then organise with their children via SMS or phone calls to meet them at the

fence at break, and pass items on in this way. Please understand that this is a security risk as we cannot be sure that it is always a parent at the fence, and that they are handing over legitimate items. Thus, we have instructed the educators on playground duty, to be on the look out for such incidents, and not allow the learners to go to the fences. No items to be handed to the security guard for collection by a child.

#### Confiscation of items:

Items which are deemed to be a danger to other learners will be confiscated by the educator and not returned. Items which should not be at school but which are not deemed dangerous, will be recorded on a confiscation register, and only returned to the learner once the confiscation period has lapsed. The learner will be required to sign when the item is taken away from them, as well as when it is returned to them. Refer to the cellphone policy with regards to confiscation of cellphones.

#### Absenteeism:

If your child is ill, or has to be unavoidably kept out of school, it is necessary to write a note in the diary or send a dojo message, on the day of their return to school. If your child is ill for three days or longer a doctor's certificate is required. Should your child be off school for a protracted period of time due to being hospitalized, or the like, we would appreciate a phone call in the interim. We will also be closely monitoring learners who are habitually absent on a Friday and a Monday, and will following up on these cases. Please be aware of the fact that, as a parent, condoning unnecessary absenteeism of your child from school is an offence and we will not hesitate to report such parents to the G.D.E. If we become aware that a learner has stayed off school without a valid reason, even if the parent writes a note, it will be considered truancy, and noted on the discipline system as such. Please do not take your child's word for it if they tell you that they will be doing nothing at school on a particular day, and that the educator has given them permission to stay at home. We do continue with work after the formal assessment period (either cycle tests or exams) each term, right up to the last day of school. If you are ever unsure rather phone the school and speak to the educator concerned. If a learner misses an examination or cycle test, a doctor's certificate is automatically required. If a child is absent for a test or exam they will be expected to write it on their first day back at school. Although we do realise that many specialists only consult during the mornings, and making such appointments is unavoidable, we would appreciate it if all other appointments could be made in the afternoon. Children who report to the office sick during the course of the day must be signed out by the register teacher. Please discourage unnecessary absenteeism. Work which is missed due to a child going on holiday during term time, must be caught up on their return to school, and not before the holiday. Should a child be absent for whatever reason the onus is on the child to ensure that all classwork and homework is caught up on their return to school. In order for a child to be marked present, they need to attend school for a minimum of 3 hours. Work not caught up will result in a learner receiving minus 20 % after one day and zero thereafter for the Assessment Activity. Please note that if a learner is absent for 1 day, they will be given 1

day in which to catch up work missed. 2 days absent - 2 days to catch up work missed and so on. However, having stated these facts please do not send an ill child to school, as they infect many other children in the class, thus disrupting teaching and learning severely.

#### General Newsletters:

Only the first newsletter of the year is printed as a hard copy and distributed to all families. In this newsletter are clear instructions on how to download free software for the School Communicator, if you have access to a smartphone or a computer please download this software. **Hard copy newsletters will only be printed for those children whose parents request this via a letter to the register teacher.** Newsletters are posted onto the website as well as onto the school's Communicator site on a weekly basis, usually on a Monday. Please read these newsletters carefully and diarise all important dates as this will prevent unnecessary calls to the secretaries. If there is a tear-off slip to a newsletter, please sign it and return it immediately.

#### Specific Information Newsletters:

Sometimes it is impossible to put all the required information for parents into a newsletter, especially at the beginning of the year. From time to time a newsletter pertaining to a specific area, such as discipline, will be sent home. Please ensure that these are read and salient points are noted. If there is a tear-off slip your prompt response will be appreciated.

#### Website:

We update our website on a regular basis with all pertinent information. Please visit us on [www.brackenprim.co.za](http://www.brackenprim.co.za)

#### Communication with Educators:

Please date all correspondence as very often a learner may forget to hand a letter to the educator immediately, and it then appears as if the educator has not taken the necessary action requested timeously. If the correspondence is of a confidential nature, please send it in a sealed envelope. Dojo is an acceptable way of communication for this day and age. This is a quicker method of communication rather than letters. The teachers are not required to always respond on Dojo but will do their level best to keep these communication channels open.

Each learner is required to have in their possession a homework diary everyday, which parents are to purchase. Since the homework diaries get checked regularly, if there is something small that you wish to bring to an educator's attention, it is quite acceptable to jot a quick note in the diary. Please refrain from writing notes in the various workbooks. **Remember - no problem is too small to bring to the educator's attention.**

Parent contact details:

We often battle to contact parents, as they have not provided us with new contact details when changing jobs, cell phone numbers, or moving house. This is very frustrating as we only contact parents as a last resort or in cases of emergency. This could lead to valuable time being lost in the case of a medical emergency where the school does not have the authority to remove a child to a hospital or doctor's rooms without parental consent. **PLEASE SEND A WRITTEN COPY OF ANY CHANGES OF TELEPHONE NUMBERS TO THE SECRETARY'S OFFICE**, as and when these occur. Please also write contact details into your child's homework diary for easy reference.

Channels of Communication:

We value your input into your child's education, but we do request that you follow the correct channels. If this does not happen the person you speak to will often not be able to assist you.

Always attempt to sort out a problem with the educator concerned first. If you are dissatisfied with the outcome of such a meeting, you are welcome to discuss your problem with the relevant Grade Controller or Head of Department, the Deputy Principal and finally, the Principal.

Educators have been instructed not to conduct impromptu meetings with parents who arrive at any time, without making a prior appointment. We kindly request that all interviews are by appointment only. Please make an appointment through the secretaries or via a letter to see the relevant person as no educator will be called out of class during teaching time. Parents who arrive at the classroom door at home time without an appointment will also not be seen by the educator, as educators have meetings and extra murals to attend after school hours, and are expected to be punctual for such activities. **We would also like to request that you are punctual for all appointments. Failing to arrive on time for an appointment will result in the appointment being cancelled.**

Dress Code:

We do expect the Grade Four learners to take pride in their uniform, and adhere strictly to the uniform rules to the very last day of the school year. Girls may not wear more than one pair of plain gold or silver stud earrings or plain gold sleeper or stud earrings, no fancy or patterned earrings, and boys may not wear earrings at all. No jewellery may be worn other than religious symbols and these may not be visible. In the case of religious symbols please be so kind as to send a note to the register teacher explaining the symbol as not all of these are clearly religious symbols to the layman. Neither boys nor girls may have their hair dyed or highlighted. Boys may not shave patterns into their hair, if they have a step hair style the top should not be noticeably longer than the sides. No colour/fashion contact

lenses may be worn. We do ask your full cooperation in this regard as it is important to keep our school looking smart at all times. While corn rows, braids and weaves are permitted for ethnic hair, we encourage parents to use their discretion and avoid very extravagant hairstyles, as we have found that often children with such hairstyles get teased. Girls clips should be plain red, black or white, no flowers, beads or other decorations are permitted. All girls' hair which touches the collar of their shirt should be tied up.

Signing of clothing at the end of the year: (only applicable to Grade 7 learners)

We have decided to allow the Grade 7 learners to bring an old uniform to school during the last week of school, and have their friends sign on it. The ruling is that the uniform being signed may not be the uniform which they are wearing on any given day. Furthermore, a learner will be punished if a spot check is done and it is found that foul, suggestive or inappropriate messages have been written on the uniform.

**Multiform:**

**BOYS:**

Summer:

- Long or short grey flannel pants
- Red short sleeved Brackenhurst Primary shirt
- Red school jersey with Brackenhurst badge
- Grey socks with Brackenhurst stripes in the top band
- Black lace-up school shoes
- Red Brackenhurst anorak
- Black blazer (optional)

Winter:

- Long grey flannel pants
- Long sleeved white shirt
- Brackenhurst tie
- Red school jersey with Brackenhurst badge
- Grey socks with Brackenhurst stripes in the top band
- Black lace-up school shoes
- Red Brackenhurst anorak
- Black blazer (optional)

**GIRLS:**

Summer:



- Grey skirt
- Red short sleeved Brackenhurst Primary shirt
- Short white ankle socks
- Red school jersey with Brackenhurst badge
- Red Brackenhurst anorak
- Black blazer (optional)
- Black school shoes (either lace-up or buckle)
- Girls may have short painted French manicure on their nails. No tippex. This must be done neatly and maintained.

#### Winter:

- Long grey flannel pants or grey skirt
- Long sleeved white shirt
- Brackenhurst school tie
- Long grey socks with Brackenhurst colours in top band
- Grey or black tights
- Red school jersey with Brackenhurst badge
- Red Brackenhurst anorak
- Black blazer (optional)
- Black school shoes either lace up or buckle.
  - In very hot weather the learners may wear the Brackenhurst Primary peak cap.
  - In very cold weather the learners may wear beanies, gloves and scarves as long as they are either red, black or grey.
  - No coloured braids or weaves

#### Physical Education Uniform:

Black Brackenhurst Primary shorts and Brackenhurst Primary Golf Shirt. The golf shirt and shorts are available from the sports office, every Wednesday morning before the commencement of the school day from 07:00 - 07:30. Learners may wear this uniform with short white socks and black or white takkies with black or white laces to school on the days on which they have Physical Education. If a child does not have the correct Physical Education uniform it does not mean that he/she will be excluded from Physical Education, it simply means that they will have to change into their casual clothes before the lesson and back into their uniform after the lesson. This is not an ideal situation since this is when many children lose items of clothing. Please note that when it comes to the black shorts we will not accept children wearing any other shorts other than the mandatory Brackenhurst Primary School shorts, as this forms part of a uniform. Children who do not adhere to this ruling will not be allowed to wear their P.E. uniform to school for the day. In winter children may wear the official Brackenhurst Primary School tracksuit, available from our stockist, with the white golf shirt underneath and white socks and black or white

takkies with black or white laces on days when they have Physical Education. No coloured shoes or laces are permitted.

- In very hot weather the learners may wear the Brackenhurst Primary peak cap.
- In very cold weather the learners may wear beanies, gloves and scarves as long as they are either red, black or grey. These must be removed in class.

**Amendment to the School Uniform policy (Items 47 and 48 of the Code of Conduct).**

- With effect from **the 9<sup>th</sup> of January 2018** learners may now elect to wear either the school uniform as outlined in Item 47 of the Code OR they may wear the Physical Education Uniform as outlined in Item 48 of the Code.
- The School reserves the right to direct learners to wear their full school uniform, such as at Merit Assemblies, Honours Evenings and Photo days.
- Parents are requested to ensure that whichever uniform the learner is wearing still conforms to the Code and is neat and presentable.
- The School has introduced a Red and black physical education golf shirt and is no longer selling the White ones. We will be phasing out the white shirts, save for 1<sup>st</sup> team Cricketers who must play in all white.

The School has introduced a black PE skort (a combination of shorts and a skirt) for the girls in addition to the PE shorts. This may be purchased from the sports office at school. The skort is part of the PE uniform for girls. Please note that if your child does not have the official summer or winter sports kit, they may not make use of this privilege. A tight long sleeve black T-shirt may be worn underneath the P.E. uniform on cold days.

**House Shirt Friday:**

During the summer months children will be allowed to wear either jeans or their P.E. shorts to school on a Friday with the regulation house shirt Mars (Red)(child born in the months of January, February, March and April); Jupiter (Yellow)(child born in the months of May, June, July and August) or Venus (Blue)(child born in the months of September, October, November and December). If your child does not already have this T-shirt they can be ordered directly from Mrs. Alice Lombard on (011) 868-5454 or 083 397 5705 at a cost of R75

**Uniform Stockists:**

Bracken City Shoe Centre, Bracken City  
Select Centre, Randhart

Excellent quality school uniform is available at discounted prices at our second hand clothing store (check weekly newsletter for times and days when the store is open)

### Personal hygiene

Please ensure that children bath or shower every day and that their hair is washed approximately twice a week. Teeth must be brushed twice daily and hair combed and neat and tidy before school. Allow children as they get older to use deodorant and even let them bring a small deodorant with them to school. Please note that due to the several asthmatic children we have at school deodorant may not be sprayed in the confines of the classroom or on the corridor, but rather only in the bathrooms. We strongly advise mothers of young girls from Grade 4 upwards to begin preparing their daughters for the beginning of their menstrual cycle, as this can cause girls a great deal of embarrassment and anxiety if they are not well prepared. Let your daughter carry a sanitary towel with her for emergencies at all times, and please explain to her how to change her sanitary towel and how to properly dispose of a used one in the bins provided. Please encourage your child to take pride in themselves and their uniforms at all times, even in the afternoons at shopping centres. It is unacceptable for children to be seen in the community with our school uniform on walking bare foot and with their shirts hanging out. Do not be surprised if they are found walking around in this state and a member of staff stops them and asks them to tidy themselves up.

### Discipline System:

Broadly speaking it is divided into four levels, with level 1 being relatively minor offences and level 4 being the most serious offences. The purpose of any good discipline system is to teach the children in a sheltered environment that there are consequences to one's actions. This discipline system is not intended to be punitive in any way but rather to remediate socially unacceptable or harmful behaviour. It is expected that your child adheres to all the rules of the school. Should your child be given a detention, they will be issued with a letter stating the date/s on which the detention will take place, and given at least 24 hours notice. Should they choose not to show you the parent, the letter, they will still be expected to remain on the given day. Transport problems are never considered an excuse for a learner to miss a detention. Detentions also take priority over sport or any other extra mural activity. It is important for our learners to accept the consequences of mistakes and learn from them. If a pupil has 30 mentions - they will be excluded from attending honours evening/Valediction and excluded from all fun activities including civvies for the remainder of that year. If a pupil at the end of Grade 6 has 30 discipline mentions they are automatically excluded from being allowed to apply to become a Learner Representative in their Grade 7 year.

### **DISCIPLINE SYSTEM 2019**

#### **LEVEL 1:**

**INFRINGEMENT:**

Class disturbance  
 Homework not done/homework not at school  
 Break disturbance  
 Stationery incomplete or left at home  
 Incorrect uniform  
 Minor damage to property (including own property)  
 Incorrect haircut or colour or dreadlocks. Steps and length for boys  
 Late arrival at school  
 Late arrival at class  
 Late arrival at assembly  
 Copying of work  
 Disrespect towards Learner Reps  
 Chewing gum or eating in class  
 Homework diary not at school  
 Tests / diary / books not signed  
 Circular return slips not returned to school  
 Absent without a letter  
 Books not covered or deliberately damaged  
 Books / projects / tablets left at home  
 Tablet not charged without a valid reason  
 No hard fitted tablet cover  
 Playing with or touching someone else's tablet without their permission  
 Leaving class without permission  
 Loitering on corridors or around the school  
 Playing games on tablets in class without permission  
 Transgression of other school rules  
 Playing games on tablets without permission

**DISCIPLINE MEASURE FOR LEVEL 1 OFFENCES:**

1 - 11: Warning by teacher  
 12 - 15: Teacher interviews or phones parents. If phone call is made keep written record of date, time and brief discussion  
 16 - 19: Warning by teacher  
 20: Deputy interviews or phones parents. Receive a yellow slip.  
 21 - 29: Warning by teacher  
 30: Teacher interviews or phones parents. If phone call is made keep written record of date, time and brief discussion.  
 Exclusion from fun activities or outing for the year or any merit/honour's activities.  
 31 - 39: Warning by teacher  
 Suspension from school for 1 day at the discretion of the teacher and the

offences occurred.

- 40: Deputy interviews or phones parents. Suspension from school for 2 x days and extra murals x 10 weeks. Receive an orange slip.

## **LEVEL 2:**

### **INFRINGEMENT:**

Foul language  
 Fighting / aggression  
 Name calling  
 Lying  
 Subject truancy  
 Victimisation including bullying, cyber bullying and teasing  
 Cheeking or back-chatting teacher  
 Leaving school without permission  
 Verbal threats  
 Cell phones  
 Hacking any IT systems  
 Deliberate minor injuries to fellow learners  
 Transgression of other school rules

### **DISCIPLINE MEASURE:**

- 1: Warning by teacher  
 2: Teacher interviews or phones parents. If phone call is made keep written record of date, time and brief discussion  
 3: Deputy interviews or phones parents. Receive a yellow slip.  
 4: Teacher interviews or phones parents. If phone call is made keep written record of date, time and brief discussion. Orange slip. Exclusion from school x 1 day.  
 5: Deputy interviews parents. Receive a red slip - exclusion from Fun activities and outings for the year. Exclusion from school x 2 days.  
 6 - 8: Deputy interviews parents.  
 9: Deputy interviews parents. Exclusion from school x 3 days. Excluded from extra murals for 10 weeks  
 10: SGB Disciplinary hearing.

## **LEVEL 3:**

### **INFRINGEMENT:**

Truancy  
 Vandalism  
 Copying of exams

- Disrespect toward teacher
- Inappropriate sexual remarks
- Playing dangerous games
- Deliberate major injuries to fellow learners
- Bringing dangerous weapons to school
- Hate speech
- Aware of pornography or nude pictures on device and fails to disclose
- Showing, downloading or distributing of nude pictures
- Transgression of other school rules

**DISCIPLINE MEASURE:**

1: Deputy contacts parents. Following occurs:

<b>Vandalism Major injuries</b>	<b>Exams</b>	<b>Devices</b>	<b>Other</b>
Orange slip. Liable for damage or medical bills	Orange slip. Instant rewrite in time available	Orange slip. Formatting of device	Orange slip.

2: Deputy interviews parents. Exclusion from school x 3 days.  
All privileges removed x 10 weeks. Red slip.

3: Refer to SGB and / or GDE. Punishment decided at disciplinary hearing.

**LEVEL 4:**

**INFRINGEMENT:**

- Theft
- Aggression towards teacher
- Inappropriate sexual behavior
- Downloading, distributing or showing any form of pornography
- Liquor on school premises
- Smoking
- Drugs
- Use of dangerous weapons
- Transgression of other school rules

**DISCIPLINE MEASURE:**

- 1: Refer to SGB and /or GDE. Disciplinary hearing with learner and parents present. Punishment decided at disciplinary hearing. Exclusion from all school tours and outings.

**EXCLUSION CLAUSE: BRACKENHURST PRIMARY SCHOOL STAFF CANNOT BE HELD ACCOUNTABLE FOR ANY TRANSGRESSIONS OF THE ABOVE WHICH OCCUR OFF THE SCHOOL PREMISES AND/OR OUTSIDE OF SCHOOL HOURS.**

Roses and Thorns:

Since our school emblem is a Rose we have a system of rewards and punishments in place known as the "Roses and Thorns". The rationale behind this system is to reward our many well-mannered, helpful and generally delightful children. We have a colours system in place to reward excellence in academic, sporting and cultural achievements, so we feel strongly that we should also reward children for general behaviour. Children are generally given "Roses" for example for being responsible, participation, honesty and respectfulness. On the other hand, they are given "Thorns" for a lack of the abovementioned traits. "Thorns" are deducted from "Roses". Children are awarded Rose certificates and a small reward from 50 Roses to 1 000 Roses.

Class DoJo

Please also ensure that you connect to your child's DoJo account to correspond with your teacher and ascertain on a regular basis how well or badly your child is behaving. We will send out a separate letter with your unique parent code on as well as instructions on how to connect. As you know, we have our reward and discipline system in place known as Roses and Thorns. Using the Google App called Class DoJo; we have managed to link the rose awards as well as thorns (discipline measures) with the Class DoJo points. This way you will be able to see your child's rewards and demerits more regularly as well as electronically. We will still however issue your child with the certificate and reward for every 100, 200... roses respectively. Grade 7's receive badges and not certificates for Rose awards. Class DoJo has some wonderful features such as class stories, notifications and messaging. Some teachers may be more comfortable in communicating via homework diaries, others via e-mails and some using Class DoJo messaging. Every teacher is different therefore they will notify you as to how best they will communicate with you. Additionally, it must be stated that any messages regarding your child's DoJo points will not be discussed or responded to. Class DoJo points are awarded at different times, so not all teachers will issue the points the same day. It all depends on the educator's admin periods. If you require any more information or would like to provide us with some great suggestions, please feel free to chat to Mrs. Roets or Mrs. Sing. We look forward to another exciting e-learning year ahead 😊

Stationery:

Learners are required to have all the relevant stationery at school at all times as per the stationery requirements sent out at the end of last year. Since no borrowing is allowed, not having the correct stationery at school will severely hamper your child's daily progress. If your child does not have the necessary stationery he/she will not be able to do the written work that day, and this work will have to be caught up at home. Please ensure where possible that all stationery is clearly marked with your child's name. Please check stationery on a regular basis at home and replenish items such as glue and pens when necessary.

#### Conduct and Department:

Any form of disrespect towards educators or any adults on the premises will not be tolerated and will be dealt with immediately as set out in the discipline system. Please speak to your child about showing respect to all adults and fellow learners at all times. To encourage learners to have a positive attitude and behave well, they are able to earn Roses which in turn will lead to the awarding of various certificates, small rewards and public acknowledgment at school assemblies.

#### Physical Contact :

In the last few years a growing number of Grade Sevens are caught kissing and cuddling in obscure places around the school. We find this behaviour unacceptable and offensive as there are much younger children at the school who should not be exposed to this type of activity. Should they be caught behaving inappropriately the relevant disciplinary action will be taken.

#### Cell Phones:

While we cannot stop learners from bringing cell phones to school we need to point out that we cannot be held responsible should the cell phone go missing. Should your child's cell phone go missing we will not stop teaching and learning to search for it. Cell phones which are brought to school should be switched off during the course of the school day. Any messages may be retrieved after school. Cell phones are not allowed during break times either. Should cell phones ring during the course of a lesson, or should a learner be caught playing with a cell phone, playing music, or taking inappropriate photographs, during contact time and at break, they will be confiscated without a warning. Parents will be contacted and the cell phone can be collected from the office at the parents' convenience. Learners may not use their cell phones to contact their parents to pick them up during the course of the day, if they are not feeling well. In this case they are to report to the office and one of the secretaries will contact you if they deem it necessary. Thus we ask for your co-operation in this regard - please do not come and collect your child from school if they call you from their cell phone.

#### E-learning: -



E-learning is the buzz word and has been for the past five years now. And for good reason. If done right, it can improve the students' performance dramatically. We believe that we have been successful in introducing e-learning. However, it is still imperative that the intermediate/senior phase students are still required to build on the writing skills learnt in the foundation phase so they will continue to work in exercise books for written activities. Nevertheless, worksheets/ study notes as well as the e-textbooks will be downloaded onto the tablets. The policy for e-learning in the Intersen Phase is that of "bring your own device to school", it is thus required that you, as the parent, purchase a tablet for your child. The tablet specifications letter has already been issued to your child with the stationery requirements. However, if you would like a copy of the tablet specifications letter please download it from the communicator.

We are proud to announce that our IT master minds, namely Mark, Gavin and Tim, have developed a personalized Brackenhurst Portal whereby the students will use their user name and password to access all the pertinent subject and grade documents, textbooks and worksheets; educational apps, games, and websites; newsletters, sports letters; announcements; Moodle and any other grade related information as well as explore the resource library (over 100 e-readers).

The tablets are not just used for the downloading of worksheets and e-books but are used to enhance learning. We continue to pursue and implement new educational websites, apps, games, programs, etc...On that note, we have had a very successful year introducing the Matific (Maths App) and Purple Mash (Purple Mash is an award-winning website). We have explored the option of developing our own App to enhance Basic Maths and English Skills. We have thoroughly researched Mathletics and Reading Eggs and these two amazing international programs have been purchased and will be implemented this year as well.

Every term in every subject sections of the formal assessments are completed as a quiz on Moodle, as well as other day to day class assessments. The children thoroughly enjoy this technique of assessment. We are very proud of our educators as they have become more comfortable in developing exceptional assessments on Moodle and are at ease when using the e-beam (interactive whiteboard). In 2015, Brackenhurst Primary School was chosen as one of the Gauteng Minister of Education's pilot schools in e-learning and our staff developed e-lessons for the department of Education through Matthew Goniwe School of Leadership and Learning for MEC Pennyza Lesufi's Schools of the Future. The staff of Brackenhurst Primary School not only developed the e-lessons but implemented these e-lessons into their own classrooms.

The high quality e-learning products, the e-books and staff training on the techniques are extremely costly. Thus, it was agreed at the AGM held on the 31<sup>st</sup> October 2018, that the resolution of an annual e-learning levy of R350 (Grade 4-7) per child be paid. It was discussed that this levy should be paid before the end of January 2019. If you are planning to EFT the money, please ensure that you put your child's full name, surname and E-levy for the reference. Any monies paid without this reference will go to school fees.

Please note that should you not pay the e-levy your child will not be able to make use of their tablets at school and must not bring a device to school.

If your child loses or breaks his/her device, a 3-week grace period is usually given for repairs, whereby they will receive hard copy notes and the text books. Please write a dated letter in your child's diary addressed to your child's class teacher if the tablet is broken. The tablet needs to be fixed or replaced as we pay a license fee every year for e-books and we then cannot afford to buy hard copy books and e-pubs for every child. Where a learner has never had a tablet they will be issued with a hard copy text books and notes. An updated e-learning policy will be available on the communicator in the beginning of each year detailing all of this.

Learners must report to the allocated marking on the field as soon as they arrive at school in the morning to leave their bags (grade 4 to grade 7). Two teachers will be on duty for this purpose every day from 07:15 to 07:45; the bags are locked in the classrooms at break. Children are forbidden to take tablets out onto the field during break.

Extra lockers have been placed on the grand stands for a child to place their tablet into for safe keeping for afterschool purposes. If a learner wishes to use these after school, they must bring a lock to school for this purpose. No fee will be charged for after school usage of the extra lockers on the stands. Furthermore, Mr. Mashigo insists that all bags must be locked into the enclosed area behind the multipurpose room in the afternoon during sport practices and matches.

In 2017 we implemented a tablet license course in the first cycle of the computer periods and we will do so again this year. This will be for all students irrespective of having a device or not. The course content will include, how to use tablets, how to make folders, connect to the student Wi-Fi, etc... Please note that even though we are using tablets in our lessons, we have not done away with the senior computer lab. We understand that students at this level need to also master the skills of working with a mouse, on a keyboard, etc...

#### Study Area:

Please ensure that your child has a suitable area in which to study as well as to do daily homework.

#### Homework:

Homework is given virtually on a daily basis. If your child wishes to maintain a good quality education, all homework should be done diligently and independently according to deadlines.

Homework can be divided into two areas: -

- That which is given on a daily basis e.g. spelling, Mathematics, Afrikaans and reading is designed to consolidate skills taught in class.
- Please encourage and help your child to learn their multiplication and division tables and number bonds every day.
- Homework sheets or activities for English, Afrikaans and Maths are handed out regularly and are to be completed as per the teacher's instructions. While parents are encouraged to guide and assist learners with homework, completing homework tasks for the learner is detrimental as the relevant skills are not mastered.
- That which is application based (i.e. projects and assignments) and for which a longer time frame is allowed for completion (from two days to three weeks).
- **Parents are to check and sign for correctness of homework.** Educators will only control homework as acknowledgement of homework done.
- If your child does not understand the homework given, they should feel free to ask their subject teacher for more assistance, which will be gladly given. If they do not ask, it will be assumed that they understand what to do.

**The homework diary is compulsory** this must be a dated diary with space to write homework for each day of the week. This should be checked and signed by parents on a daily basis. Learners must have their diaries at school everyday. Please encourage your child to write all homework down on a daily basis to get into the habit of using a diary as a reminder. It is suggested that you contact the register educator if your child has nothing written down for an entire week and claims to be getting no homework, as this is highly unlikely to be the case. **The onus is on the child to ensure that the homework which is given is copied into the homework diary and completed. This is not the responsibility of the educator.**

#### High School :

We are going to invite all interested high schools to an open day at Brackenhurst Primary School on **Wednesday 6 March 2019. Further information to follow.** These schools will have the opportunity to display what they have to offer as well as offering a Power Point presentation through the course of the day. If possible please make yourself available to attend this function as it promises to be most valuable in assisting you when it comes to selecting the correct high school for your child. Details to follow shortly. We will also furnish you with all information from local high schools and the GDE as it is made available to us. **Please note that all applications and follow-up is solely the parent's responsibility,** and should not be left to the last minute. We also encourage you to involve your children in the process and inform them of the decisions and actions you are taking as they are often required to supply information to the educators when statistics need to be submitted for Grade 8 enrolments.

#### Testimonials:

While we are more than willing to complete testimonials for the high school/s of your choice we request that you send them in for completion at least **TWO WEEKS** before they are due at the high school. Please note that most testimonials from high schools are confidential documents and as such the high school requests that they are faxed to them, and not given to the parents to hand in at the school. Should you require us to give it to you via your child, please do so in writing otherwise we will automatically fax it to the high school and retain the original document in your child's profile which follows him/her to high school. We will follow up with a sms to the parents notifying you that the testimonial has been faxed. We are also able to do a general character reference from our side, should you require this. Once again please allow a two week lead time in order for us to complete this document. This is usually given to the child to take home, as it can be used at various schools.

### **SPECIFIC LEARNING AREAS :**

#### Names of Learning Areas:

- ❖ English
- ❖ Afrikaans
- ❖ Mathematics
- ❖ History            }
- ❖ Geography        } Social Sciences
- ❖ Science            }
- ❖ Biology            } Natural Sciences
- ❖ Life Orientation
- ❖ Economic and Management Sciences
- ❖ Technology
- ❖ Arts and Culture

#### English :

- Reading must be done on a daily basis.
- Reading is actively promoted in class.
- It is compulsory that your child downloads a dictionary on his/her tablet.
- Extra lessons will be given on a weekly basis and the onus is on your child to attend these should the educator suggest that they could be beneficial.
- Assessment is divided into seven components :
  - ♦ Listening
  - ♦ Speaking
  - ♦ Reading and viewing
  - ♦ Writing (creative and functional)
  - ♦ Thinking and reasoning
  - ♦ Language structure and usage
  - ♦ Spelling and Dictation

A thorough record of work infringements will be kept and furnished to the Department towards the end of the year (450 forms).

### Mathematics:

- Learners must have all relevant equipment at all times, e.g. a non-programmable calculator and a Geometry set, as well as all stationery.
- Learners must know their basic number bonds, as well as their multiplication and division tables. This must be revised on a daily basis.
- Homework activities will be given on a daily basis (Monday - Thursday) to revise necessary skills.
- Extra lessons will be given on a weekly basis and the onus is on your child to attend these should the educator suggest that they could be beneficial.
- Very often incomplete classwork will be given as homework.
- Formal and informal assessment takes the following forms:
  - ♦ Classwork and homework
  - ♦ Tests and exams
    - Assignments
    - Projects (usually of a practical nature)
  - ♦ Investigations
  - ♦ Mental tests

### Afrikaans :

- At times learners will be required to complete activities at home that could not be completed in class.
- Spelling tests are given on a weekly basis.
- English / Afrikaans dictionaries must be available at all times to be used in class and at home. Each learner must be in possession of their own dictionary, and preferably an Afrikaans reader or story book as well.
- Speeches and prepared reading assessments are done on a regular basis. Learners must ensure that they are well prepared for these at all times.
- Written activities are assessed and used for assessment purposes.
- Independent reading is an excellent way to improve vocabulary and sentence construction skills.
- Afrikaans will affect the average of a learner so it is in the learner's best interest to give of their best at all times. Spelling tests are given once every second week.
- Extra Afrikaans classes are given once a week after school on a designated day.

### History and Geography - Social Sciences; Natural Sciences and Economic and Management Sciences.

- Learners will be expected to do a great deal of independent research for various activities. Please do not do your child's research, as we are teaching them a skill which is vitally important in high school.
- Studying for exams and tests is vitally important, it is imperative that children prepare for tests and exams in advance, as the workload is far too vast to try to cram study the day before a test or exam.
- Work must be submitted on time according to the deadlines given. If a learner experiences a problem with a given deadline, they must discuss it with their teacher timeously. (Not the day before unless there was a critical unforeseen emergency)
- All assignments and activities need to be rewritten/summarized in learner's own words - notes simply printed off the internet and pasted in will not be accepted, as this constitutes plagiarism, an offence for which they can be banned from studying at a tertiary institution for 10 years later on in life.

#### Arts and Culture and Technology

- Learners are expected to participate in more creative and practical tasks.
- Art stock supplied by the school, must be cleaned, and packed away and respect stock on loan to them during art period. Not adhering to the art class rules, the learner will forfeit all privileges.
- Should a learner fail to bring his/her art material to school a level 1 demerit will be issued.

#### Life Orientation:

- This learning area focuses on equipping the learners with the life skills they will need as they stand on the brink of their teenage years. There is a lot of discussion involved, where situations which they may find themselves in are analysed in order for them to role play various scenarios.
- Please note that this has become a compulsory subject for matric.

#### Promotion requirements:

The Promotion Requirements as laid down by the Gauteng Education Department. These requirements are **NOT NEGOTIABLE** and learners will be retained in a Grade even if they are 1% below the requirement.

In order for your child to be promoted at the end of the year, they will need to meet the following **MINIMUM PROMOTION REQUIREMENTS:**

❖ GRADE	❖ SUBJECT	❖ PROMOTION MARK
❖ 1-3	❖ English	❖ 50% (4)

	❖ Afrikaans	❖ 40% (3)
	❖ Mathematics	❖ 40% (3)
❖ 4 - 6	❖ English	❖ 50%(4)
	❖ Afrikaans	❖ 40%(3)
	❖ Mathematics	❖ 40%(3)
	❖ Two other promotion subjects:	❖ 40% (3)
❖ 7	❖ English	❖ 50%(4)
	❖ Afrikaans	❖ 40%(3)
	❖ Mathematics	❖ 40%(3)
	❖ Three other promotion subjects	❖ 40%(3)
	❖ Two of the remaining promotion subjects	❖ 30%(2)

#### Academic Reward System:

- Learners are always encouraged to give of their best at all times, in all Learning Areas. Learners are rewarded with good work stamps when they have achieved work of a pleasing standard. A system is in place whereby children who have done excellent work may visit members of the school management team for a further acknowledgment and reward. We request that as parents you also motivate your children and give them positive reinforcement and your support.
- Children who achieve an 80 % average (Term 1 - 3) in Grade 4 -6 and a 75% average (Term 1 - 3) in Grade 7 will be eligible to receive an academic merit award, and ultimately various forms of academic colours.

Diligence and Progress awards are also given at the end of each academic year

#### Assessment:

In accordance with the CAPS document cycle tests will be written in the first and third terms of the year, and an assessment week for examination purposes will run in the second and fourth terms of the year. Study requirements as well as the dates for either the cycle tests (Term 1 and 3) or the assessment week (Term 2 and 4) will be sent out timeously in order that the children can prepare themselves thoroughly. For the purpose of academic colours as well as honours evenings a full set of marks will be issued on a standard report at the end of Term 1, 2 and 3. At the end of Term 4 a report will also be issued, but while these marks are vital to the child's promotion criteria they will not be considered for an academic merit. Continuous assessment is done throughout all four terms. No terms report mark comprises of just an exam or formal assessment mark. Please note that if a piece of work, which counts as an assessment, is given for homework and it is not handed in on the stipulated date, 20 % will be deducted from the mark. If the child does not bring the work

in on the following day they will be given zero for that assessment. However, the child still has to complete the task as it is also used to prepare them for the cycle tests and exams.

Completion of assessment tasks:

Educators will pick a day, suitable to them, to allow weaker learners to complete any incomplete assessment tasks. No assessment tasks will ever be sent home for completion. This will be included as support.

Handing in of books for marking:

If books are not handed in as requested for marking after an assessment task has been completed, marks will be deducted for the first day after the task was not handed in, any subsequent days thereafter a zero will be awarded.

Deductions while marking:

Marks will be deducted for any concept words, grammar or sight words which are incorrectly spelt in an assessment task. Incorrect punctuation will also be penalized.

Promotion Requirements:

The Promotion Requirements as laid down by the Gauteng Education Department. These requirements are **NOT NEGOTIABLE** and learners will be retained in a Grade even if they are 1% below the requirement.

In order for your child to be promoted at the end of the year, they will need to meet the following **MINIMUM PROMOTION REQUIREMENTS:**

GRADE	SUBJECT	PROMOTION MARK
1-3	English	50% (4)
	Afrikaans	40% (3)
	Mathematics	40% (3)
4 - 6	English	50%(4)
	Afrikaans	40%(3)
	Mathematics	40%(3)
	Two other promotion subjects:	40% (3)
7	English	50%(4)
	Afrikaans	40%(3)
	Mathematics	40%(3)
	Three other promotion subjects	40%(3)



	Two of the remaining promotion subjects	30%(2)
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### Reports:

A report is handed out at the end of each term. Your child's general progress can be discussed at one of our Parents evenings, which are usually held on the last Thursday of term 1 from 16:00 - 19:00 and term 2 from 17:00 - 19:00. Please note that five minutes will be scheduled per consultation, if you require a longer appointment please schedule a follow up meeting with the teacher concerned. The exact date of the Parents Evening is always confirmed in a newsletter. Reports are to be signed by parents and returned to the class educator.

Please keep your child's reports in a safe place, as a copy of these reports needs to accompany their high school application form.

### Outings:

In order to make the learning process more enjoyable and extend the learner's knowledge and interest, we will organize outings relevant to certain topics covered in class this year. Alternatively we invite relevant organizations to visit us at school, this not only cuts down on transport costs but also minimizes teaching time being wasted.

- ◆ November/December- We always end the year on a high note once the exams are behind us, by taking the Grade Seven learners who have been well behaved during the course of the year on an outing to a suitable venue.

Should a learner lose his/her privileges due to discipline problems, he/she will not be allowed to go on the Grade Seven outing.

Learners will receive all relevant details concerning the outings timeously. Please ensure that return slips and fees are handed in as soon as possible. . Kindly note that no child will be allowed to leave the school premises on any outing without the relevant indemnity form being completed and handed to the educator before the outing commences.

Please note that should a child receive 30 demerits on our discipline system they will not be allowed to go on a tour or an outing. Please bear in mind that these demerits are weighted according to the offence, thus a Level 3 offence counts for 3 demerits. A single level 4 offence automatically disqualifies a child from attending an outing.

## **GRADE 4, 5, 6 AND 7 EDUCATOR LIST FOR 2019:**

### **Grade 4:**

Ms. A. Dare	Grade 4A	
Mrs. B. Barkhuizen	Grade 4B	
Mrs. M. Jawahar	Grade 4J	
Mrs. P. Mugadza	Grade 4M	
Ms. T. Palm	Grade 4P	
Mrs. I. Simeonides	Grade 4S	(Grade Controller)

**Grade 5:**

Mrs. M. Botha	Grade 5B	
Mrs. D. Buitendag	Grade 5D	
Ms. K. Budde	Grade 5K	
Mrs. N. Du Plessis	Grade 5N	
Mrs. R. du Preez	Grade 5R	
Mrs. S. Botes	Grade 5S	
Mrs. L. Sharp	(Grade Controller)	

**Grade 6:**

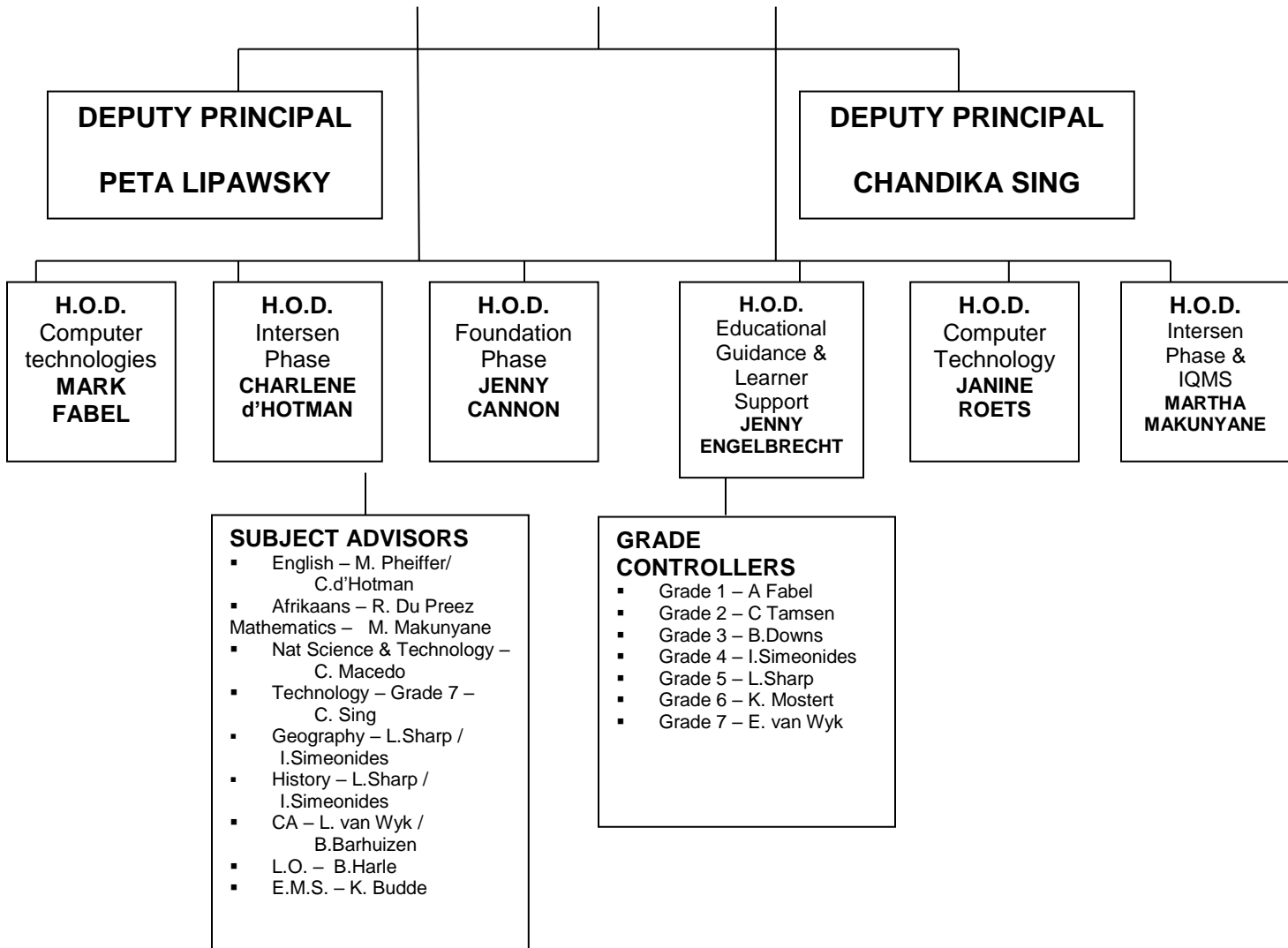
Mrs. D. Premdutt	Grade 6D	
Mr. T. Grobler	Grade 6G	
Mr. K. Mostert	Grade 6M	(Grade Controller)
Ms. M. Pfeiffer	Grade 6P	
Mrs. M. Steggink	Grade 6S	
Mrs. L. van Wyk	Grade 6V	

**Grade 7:**

Ms. S. Bester	Grade 7B	
Mrs. J. McKechnie	Grade 7J	
Mrs. C. Macedo	Grade 7M	
Mrs. M. Robilliard	Grade 7R	
Ms. S. Sing	Grade 7S	
Ms. E van Wyk	Grade 7V	(Grade Controller)

**ORGANOGRAM OF SCHOOL AND ACADEMIC MANAGEMENT STRUCTURE.**

<b>PRINCIPAL</b>
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General:

We trust that the information provided in this brochure has answered many of the questions which you may have had. However, should you need further clarity on any of the above issues, or feel that an issue pertaining to Grade 4 has not been addressed, please feel free to contact your child's register educator.

Yours sincerely,  
Grade Seven Educators