

Title: General Policies and Practices		Version/Revision	2 of 2018
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	3/3/2018
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IN CRUCE SALUS

HOLY CROSS HIGH SCHOOL

General Policy and Practice

This policy is underpinned by:

- The constitution of the Republic of South Africa contained in Act 108 of 1996 (hereafter “the Constitution”)
- Article 15 of the South African Schools Act No. 84 of 1996 (hereafter the Schools’ Act)
- The Communications Protocol agreement signed between the Department of Basic Education (DBE) and the National Alliance of Independent School Associations (NAISA) in 2008.
- The Religious and Educational Philosophy and Constitution of the Board of Governors of the Holy Cross Sisters Schools 1995. Revised in 2012.
- The Child Safeguarding Policy
- South African Schools’ Act
- The Code of Conduct for Learners (of Holy Cross High)

VISION

We are an independent Christian school with a distinctly Catholic ethos, seeking to provide meaningful education in the African context by facilitating a holistic yet spiritual thrust in teaching and learning towards achieving a disciplined and nurturing environment for young ladies, notwithstanding the prevailing challenges of contemporary society.

MISSION

As adherents to the preservation of life we promote Christian values in order to develop a balanced work ethic while encouraging independent, innovative and critical thinking in learners. In providing a safe and nurturing learning environment for holistic education, we support the appointment of staff who embrace the professional standards of commitment and accountability not only to sustain lifelong learning, but to achieve optimal stability and self-reliance.

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LEARNERS

Expectations for learners

The school has pastoral care for its learners in the form of guidance and counselling. Misbehaviour, anti-social or illegal behaviour are dealt with judiciously.

Pastoral

Learners are expected to

- Maintain a high standard of behaviour and courtesy both at and outside of school.
- Be loyal to the school and enhance its reputation for the benefit of all.
- Display integrity and honesty in their actions and attitudes.
- Christian values are encouraged

Academic

Learners are expected to:

- Respect educator and their professional duties.
- Try their best to fulfil their academic potential.
- Be accountable and recognise that each member of the school has the right to unhindered teaching and learning in a safe and secure environment.
- Respect the rights of each individual to receive a full education.

Extra-mural

Learners are expected to

- Be involved in a cultural and/or a physical activity
- Respect their own and other persons' cultural heritage
- Displays sportsmanship on and off the field
- Support cultural events and sporting matches

Learners' rights

Learners are entitled to

- Educational facilities and resources necessary for effective learning
- Be taught in a clean, safe and orderly environment
- Be taught each lesson in an atmosphere conducive to learning and free from interruptions by other learners
- Be treated as an individual, enjoying the respect of others and treated in a fair and dignified manner
- Be able to express themselves, to ask questions , and be heard
- Be taught in a disciplined environment
- Be recognized for their achievements
- The democratic right of having their views heard in a non-confrontational manner.

Learners who are unwell

We require parents to keep their children at home if they are not feeling well in the

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morning. This includes a temperature, vomiting, a runny or painful stomach, pink eye or the like. Please contact Reception so that a note can be placed on the child's digital Journal.

This will prevent teachers and other children from being affected and causing more absenteeism.

EDUCATORS

Educators' rights

- Present themselves in a neat and professional manner.
- Be able to teach in a safe, orderly, clean and quiet environment in which the necessary material and equipment are provided and maintained.
- Expect learners to be prepared for lessons, having completed all homework assignments
- Expect learners to be punctual, courteous and respectful
- Be treated fairly and be respected as professional persons
- Be supported by parents and colleagues and receive the support of those in authority.
- Be able to teach without interruption
- The dignity of educators to be protected within the school context.
- Enjoy privacy in their private lives, with the assurance that their personal property at school will be respected.
- Guide learners, help them identify problems that they have, and help them to resolve such problems.
- Communicate with parents and keep them informed of the progress of learners

Educators' obligations

- Be professional in appearance and approach, and provide an environment which is conducive to effective learning
- Be well prepared for each lesson, teach each lesson effectively and effectively evaluate work done
- Maintain a clean, disciplined and safe environment in the classroom
- Be punctual, consistent and fair, and sensitive to the needs of the learners
- Treat learners as individuals, respecting their rights, and encourage them
- Keep up to date with the developments in education, in the subjects taught , and in teaching of the subjects
- Set the correct example as a professional person
- Keep up to date with all administrative duties and attend all official functions

PARENTS

Parents' rights

Parents expect from the school

- Educators who are well qualified and competent to teach subjects of instruction
- A school that respects cultural diversities and which is non-discriminatory

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- Educators who are professional in their approach to their work and who set and maintain correct standards
- The promotion of high moral standards and good ethics, with learners being taught in a disciplined environment that is conducive to learning.
- That they will be treated fairly and as individuals according to their situation.
- Support from approachable educators who communicate with parents on work and behaviour problems.

PARENTS

Parents' obligations

Parents should

- Support and encourage their children in their involvement in all spheres of school life
- Ensure that learners attend school regularly, that they are correctly dressed.
- Ensure that they are properly equipped and are punctual.
- Purchase all textbooks and stationery each year.
- Support the school, staff, the code of conduct and school rules, and ensure that their children do likewise
- Inform the school of any problem areas and communicate with individual educators where this is necessary or desirable
- Pay school fees on time
- Fetch their children on time after school, school functions, and attend official intervention opportunities such as Parent Teacher meetings.

Classroom Code of Practice

The People who use this classroom:

- Respect one another and each person's property
- Help and care for one another
- Listen actively to all
- Are courteous and polite

The classroom atmosphere which we all work hard to develop, is:

- Open and tolerant
- Friendly and kind
- Relaxed and controlled
- Positive and challenging
- Honest and sincere

We come to class:

- Well prepared for our lessons
- With all relevant books and equipment
- Ready to work immediately
- Punctually

In our class we will:

- Not discriminate

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- Not raise our voices unnecessarily
- Not pressure any person unfairly
- Speak English when it is the medium of instruction
- Ensure that we are not blamed for the poor behaviour of individuals.

We all:

- Look after our school facilities and equipment
- Enjoy a variety of teaching methods and approaches
- Tolerate and affirm individual differences of opinions
- Accept that people have different values, needs and abilities
- Respect each other's RIGHT TO LEARN!

Interacting with Community & stakeholders

1. **Telephone:** Our Front of House staff are fully briefed on all functions. Our incoming 021 511 9365 has five lines. If in doubt, give our ladies a call. We will assist you in English. Always correspond with a Staff member via Reception.
2. **SMS:** We make use of a bulk SMS service to share key information with you.
3. **School Diary:** Every student has a School issued Diary. This is a useful tool to maintain communication with our parents.
4. **Notices:** Parents are informed about Excursions, Behaviour interventions, Education support, Sport matches, etc. by letter. These will always be on an official letterhead.
5. **Newsletters:** Newsletters are also sent out with general information and upcoming events and important dates.
6. **School Website:** On the Website you can link to our blog or Facebook page. All three online portals offer means of sending messages to the school
7. **Appointments:** Staff can only be visited by appointment or through arranged meetings. Any parent or stakeholder who would wish to communicate with staff must please enquire at administration.
8. **E-mail:** Address all email correspondence to all have a school e-mail account and this is the preferred channel of communication **admin@holycrosshigh.co.za** All email communication is tracked by our Reception staff. Staff are not encouraged to use their personal emails as this is often abused by parents.

School times

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not allow the image of the whole to be negatively affected by a few.

- The appearance of learners in uniform must promote the good image of the school.
- Uniform must be washed regularly (especially blazers) and socks.
- Clean shirt and socks must be worn daily
- All items of clothing and bags must be clearly marked. No names or graffiti on the outside of bags.

Uniform Supplier

De Jager School Shop, Cnr. Bill Bezuidenhout & Spartaka Road, Tygervalley

Tel: 021 914 7816.

Summer:

Open-neck short sleeve white blouse, school dress, jersey and blazer. Black lace-up or “Baby-doll” shoes with short white school socks.

Winter:

Closed- neck long sleeved white shirt, tie, school dress or long pants, jersey and blazer. Black stockings and shoes. Navy blue school rain jacket or raincoat and school scarf (available from office).

Sport and Life Orientation:

The Sports kit is available from the office

Swimming:

Black full length Speedo bathing costume, Black swimming cap. Learners may not travel to or from school in their sports clothing. They must change into their uniform they are being fetched from school to return home.

DRESS CODE

Hair:

- No coloured bands, slides, clips, bows, etc. other than black.
- No bows or fancy hair ornaments allowed.
- Braiding must be in natural hair colour, thin neat braids that provide a well-groomed appearance.
- Braids must be able to fit into a normal swimming cap and therefore may not be too long.
- Fashion styles and shaving are not allowed.
- Hair/ Braids must be tied up if below the collar.
- Fringes below the eyebrows must be clipped back.
- Gel to control unruly hair may be used sparingly.
- Hair/Braids may not be tinted, washed with a colour rinse, dyed or highlighted. Any girl who violates this rule will be required to restore her hair to its original colour.
- No shaved heads.

Dresses:

- Dresses must not be shorter than 5cm above the knee when kneeling.
- Belts must be worn at all times.

Shoes:

- Black lace-up or “Baby-doll” school shoes must be worn.
- All shoes must be polished regularly.

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Blazers:

- Blazers must have all the buttons.
- Blazers must be worn to and from school at all times.
- Only recognised badges may be worn on blazers, no little ornaments.
- Learners may not walk or stand with hands in their pockets.

Raincoats:

- Only navy blue raincoats or rain jackets are allowed.
- Rain jackets may not be worn under the blazer.
- School beanies are worn to and from school only.

Jerseys:

- School jersey with both summer and winter uniform, as weather permits.
- Jerseys may not be excessively long.
- Jerseys may not be tied around the waist.
- Jerseys may not be worn outside the school grounds without a blazer.

Stockings/Socks:

- Only school regulation black stockings must be worn in the winter months. No socks to be worn under stockings.
- No patterned stockings allowed.
- Stockings may not be worn in summer- white ankle socks may not be rolled down or pulled up.

Scarves and beanies:

Only the school scarf and beanie (available from the office) may be worn outside the school grounds.

Jewellery:

- Only watches and Medic-Alert bracelets may be worn.
- Earrings –small, plain gold / silver studs or thin sleepers up to 10c size. Only one earring per ear and if more than holes in ear, the earring must be worn in the bottom hole. Neck chains-crucifix or a saint's medal may be worn under clothing.

Make-up:

- No make-up is allowed with school uniform.
- Nail polish –only clear, natural, colourless nail polish is allowed.
- Lip ice-only clear, natural, colourless lip ice is allowed. No lip gloss.
- Nails to be kept at a reasonable length -1mm over the tips of fingers.

School bags:

- Navy Blue.
- Bags may not have graffiti or Tippex on the outside.
- Sport bags must also be navy blue.

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Policy Generation

(The following appears in the Policy on policies0

In order to uphold good governance practices, it is critical that Holy Cross High School maintains a policy framework which is current, effective and efficient and relates to the management of internal processes, financial matters as well as employees and conditions of service.

Purpose

The purpose of this policy is to clearly state the criteria related to the development of new Holy Cross High School policies and procedures and the review of existing policies and procedures.

Ownership

The Board of Governors is the final custodian of the Holy Cross High School Policies. An falls under the authority of the owners of the School: *The Holy Cross Sisters of Southern Africa*

Criteria

The development of a new policy and its related procedure or the review of an existing policy and its related procedure may be initiated in one of the following ways:

1. At the request of the Board of Governors, its Committees or the owners of the school
2. At request of a recognized stakeholder (parent learner, education department);
3. By a decision of the School Management Committee;
4. At the request of a Holy Cross High School employee; and
5. By the custodian at least once in every three years.

The review of an existing policy and its related procedure must commence three months before the review date of the policy. A policy may be reviewed prior to the review date if deemed necessary by the custodian, the School Management Committee, the Owner, or if it becomes warranted due to a change or legislation.

If a policy and its related procedure are not reviewed prior to the review date, it retains its approved status and is still applicable.

Simultaneously with the development or review of a policy, the related procedures must be drawn up or reviewed in accordance with the provisions of the policy, and submitted for approval with the policy.

The School Board of Governors may delegate the principal a subcommittee to approve policies and their related procedures which are of an operational nature. However, such policies and their related procedures must initially be tabled before the School Board of Governors in order for the delegation to be approved.

All new policies and their related procedures or amendments to existing policies and their related procedures must be approved by the School Board of Governors, or in the case of operational policies, the principal or subcommittee, where delegation has been approved by the School Board of Governors.

As of 2018 all reviewed and new policies must have the following displayed in the header of the

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Status of Holy Cross High School Policies

- Draft: applicable to newly drafted policies or procedures;
- Final Draft: applicable to a policy or procedure that is ready to be presented by the principal to the School Board of Governors for recommendation to the School Board of Governors
- Approved: applicable to a policy or procedure that has been approved by the School Board of Governors, or the case of operational policies the principal or a subcommittee and implemented at