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| Policy version | 2 of 2019 | Author/s | Ms Nziramasanga | | |
| Last Revision | 30April 2019 | Department | Accounting | Approval | |



IN CRUCE SALUS

HOLY CROSS HIGH SCHOOL

SUBJECT POLICY: ACCOUNTING

This policy is informed by:

- NATIONAL POLICY PERTAINING TO THE PROGRAMME AND PROMOTION REQUIREMENTS OF THE NATIONAL CURRICULUM STATEMENT GRADES R – 12 (NPPPPR)
- CURRICULUM AND ASSESSMENT POLICY (CAPS)
- PREVIOUS SUBJECT POLICIES
- LOCAL ADAPTATIONS OF CURRICULUM BY THE WCED AS IMPARTED AT MEETINGS

Policy Content:

1. *The aim of the subject*
 2. *Qualifying for the subject*
 3. *Requirements for the subject*
 4. *Curriculum & programme of study*
 5. *Formal assessment*
 - 5.1 *Submission of formal assessment tasks*
 - 5.2 *Procedure for no submission of tasks*
 - 5.3 *Marking deadlines*
 - 5.4 *Assessment feedback to learners & parents*
 6. *Intervention strategies*
 6. *Moderation*
 7. *Book and progress control*
- Addendum*
- A1: Teachers for current year*

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VISION (is the goals the department wants to achieve)

Our vision is that all the learners per subject must pass with an average code 4.

MISSION (is how the department is going to achieve the vision)

We will achieve that by implementing additional CASS activities with the purpose of consolidation and in this way forward the learners the opportunity to be successful. Intervention will be done on a continuous basis and where learners are still unsuccessful, they will be referred for special attention.

VALUES

- I will teach by example.
- I will be present every day.
- I will arrive early at my class.
- I will be thoroughly prepared for my lessons.
- I will carry all my stationery with me.
- I will adhere to the content of the subject/learning area policy.
- I will be dressed professionally.
- I will be respectful towards everyone.
- I will not entertain any gossip stories.
- I will not discuss colleagues.

3. Requirements for the subject.

There must be a minimum of four one-hour Accounting periods per week.

Notebook/textbook: The learner is expected to have a notebook as well as a prescribed textbook that they bring to school for each lesson. Learners are expected to keep up with their notes and homework as instructed by the teacher.

Learner Portfolio: The teacher will maintain a portfolio of the learners' assessments. The learners are not allowed to take any of these assessments home under any circumstances once they have been marked.

4. Curriculum & programme of study

Consult the CURRICULUM AND ASSESSMENT POLICY STATEMENT (CAPS) for Senior Phase Accounting 10-12

5. Formal assessment

5.1 Submission of formal assessment tasks

The assessments for the year are in line with the number and quality prescribed by the WCED and the CURRICULUM AND ASSESSMENT POLICY STATEMENT (CAPS) for Senior Phase Accounting 10-12

(see CAPS document)

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5.2 Procedure for no submission of tasks

If an assessment is not handed in on the due date, then the learner will be given several exam pad pages and will have the remainder of that period to write up their assessment and hand it in at the end of the period.

If a learner is absent on a due date, then as soon as the learner comes to school the following day [or on the day that the learner returns to school] the learner must find the teacher and place the assessment in the teacher's hand. If the learner waits a day or more before coming to see the teacher and give the teacher the assessment, then the learner will be treated as if the learner has not handed in the assessment on the due day.

5.3 Marking deadlines

Learner scripts and projects need to be marked as soon as possible to allow feedback to be meaningful in terms of recent work. A task should not be kept longer than 1 week by an educator. Generally formal tests and exams have a three-day turnaround from time of writing. This however is to facilitate the formal reporting process.

5.4 Assessment feedback to learners & parents

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6. Communication with parents

6.1. A Parent – Teacher meeting is held early in each term to discuss either the progress of the learners or in the case of the grade 12 learners at the start of term 1 to highlight expectations. Meetings in term 4 will focus on meeting with parents who have learners in danger of failing.

6.2. Where learners are in danger of failing a written return slip must be issued with the report to parents.

6.3. At meetings of the SAT learners with serious difficulties are to be identified and parents are to be phoned or see the educator involved. Records need to be kept of this in the teachers assessment portfolio.

6.4. Reports are issued at the end of each term

Learners who fail and their parents are called in the day before the end of the year. The learner's files/portfolios are available for scrutiny and the subject teachers of subjects the learner has failed are also available to provide any information required. If, after these meetings, the learner/parent is still not satisfied, they may appeal in writing within 24 hours to the principal for the result to be reviewed.

5. Intervention strategies

Intervention strategies can be discussed with relevant learners on an individual basis. The onus to identify learners in need rests on the educator. However, the onus to attend and approach the educator for assistance is on the learner and her parent.

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6. Moderation

Moderation is to be dealt with as laid out in the School Assessment policy under point 4.

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4. Moderation procedures and requirements
 - 4.1. All formal tasks for assessment (particularly tests and exams) must be both pre- moderated and post moderated. The standardised forms are to be an addendum to the assessment policy of the school. [See addendum 1 AND 3]
 - 4.2. All formal assessments are moderated by the faculty head and/or peer educator.
 - 4.3. Grade 9 and 12 subjects are moderated at cluster level.

When schedules are finalised at the end of the year, the files/portfolios of all learners who fail are moderated by the faculty heads and adjustments made, if necessary.

7. Book and progress control

Book and progress control are to be done according to the relevant standardised requirements of the appraisal system. Standardised forms exist for this purpose

Addendum

A1: Teachers for current year

A1: Teachers for current year

| Educator | Subject | Grade | Periods |
|-----------------|------------|-------|------------|
| Ms Nziramasanga | Accounting | 10-12 | 4 per week |
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