



Parent Handbook

2020

Revised January 2019

**This form must be read thoroughly by parents and kept for future reference.
Only the appendixes must be completed and returned to the school with supporting
documents.**

Plot A99 Barnardsvlei Road, Mooiooi, 0325 * P.O. Box 2167, Mooiooi, 0325

silvercreekschool@yahoo.com_* 082 466 0280

INDEX

1	Introduction.....	pg 3
2	Mission and Objectives.....	pg 3
3	Vision	pg 3
4	Controlling Legislation	pg 3
5	Admissions Policy.....	pg 3
6	Curriculum	pg 6
7	Education.....	pg 6
8	Code of Ethics	pg 6
9	Code of Conduct	pg 7
10	Disciplinary Procedures	pg 15
11	Communication and Grievance Procedures	pg 16
12	Religion	pg 17
13	Arrival and Departure	pg 18
14	After care	pg 18
15	Dress Code	pg 19
16	Field trips	pg 19
17	Health & Medical Safety	pg 20
18	Safety & Security.....	pg 20
19	Tuck shop.....	pg 21
20	Donations.....	pg 21
21	Record keeping & Assessments.....	pg 21
22	School hours	pg 22
23	School fees.....	pg 22
24	Banking	pg 23
25	Contact Details.....	pg 23
26	Application Forms.....	pg 25

1. INTRODUCTION

Silver Creek School is an English Home Language school with Christian values and dedicated educators. We currently present Grade RRR-7 and teach the latest CAPS curriculum.

While our educators are committed to providing a high quality education to our learners in the class room, they also create opportunities for them to learn outside of the classroom by taking them on excursions, nature walks, etc.

The beautiful scenery around the school has a calming effect on learners and helps us to nurture a deep respect and appreciation for nature and the environment.

2. MISSION AND OBJECTIVES

Silver Creek School's mission is to provide a dynamic and progressive education for all pupils. We respect individual needs, embrace diversity and change in pursuit of academic and cultural excellence, while also providing social and leadership skills and nurturing spiritual growth.

Silver Creek School is an independent school of excellence. The school provides qualified, educated, experienced and dedicated educators with passion and enthusiasm to fulfil the needs of each learner in a sensitive and caring manner.

Silver Creek School strives to live our lives according to Christian values of integrity, humility, compassion and courage in service to our community and country.

3. VISION

Silver Creek School is an independent school of excellence with a dynamic happy learning environment; which enable our learners to achieve their full potential academically, physically, socially and spiritually.

4. CONTROLLING LEGISLATIONS

Silver Creek School is a fully registered as an independent school with the Department of Education.

Silver Creek Primary - EMIS: 600105317

The school is governed by the policies and procedures of ACSI (Association of Christian Schools International). Through ACSI we are registered with NAISA and monitored by Umalusi.

The legislation framework which controls Silver Creek School will be the South African Schools Act 86 of 1996 (SASA) and all amendments to the Act thereof, National Education Policy North West Provincial Regulations relating to the registration and withdrawal of registration and subsidies to independent schools. No. 6517 dated 30 July 2008 and all amendments thereof and the Constitution of South Africa.

5. ADMISSIONS POLICY

5.1 Introduction

Silver Creek School will seek to admit students where, in the opinion of the school, it can firstly reasonably be expected of the school to fulfil the educational needs of the student and secondly to concomitantly partner with parents to move students forwards in the acquisition and development of Christian values (spiritual formation) and the depth of their faith (equal and essential conditions).

The purpose of the Silver Creek School Admissions Policy is to provide clear guidelines regarding the application procedure for admission and the selection of successful candidates for enrolment. The policy is designed to ensure that the interests and obligations of the school and its students as well as the interests and obligations of the applicants are fairly evaluated and appreciated. It is vitally important that students who are enrolled at the school are adequately equipped to cope with our academic programme and a careful screening process is applied to establish proficiency of applicants.

5.2 Primary Criteria

The following are the foundational criteria of the admissions policy:

- Silver Creek School will not discriminate on the basis of gender, race or ethnic origin.
- At least one parent must be of Christian faith and actively involved in the Christian community.

5.3 Secondary Criteria

The following criteria must be met to ensure qualification for placement:

- Placement will be limited because of the availability of space. As per policy class numbers are to remain at a maximum of 15 learners, where possible. This may vary in particular instances where a full complement is promoted, but some students from the receiving grade are retained.
- Parents must provide official documents containing results from the learner's previous school, e.g. last three report cards, transfer letter containing past year's marks, etc.
- A confidential report may be requested from previous school. Silver Creek School will take reasonable and lawful action to maintain the confidentiality of these reports.
- A financial status report will be requested from the previous school where outstanding fees must be fully paid up before any application will be considered.
- An assessment by an educational psychologist may be required.
- Parents must furnish/disclose all relevant information and/or reports that have a bearing on the learner's education. Applications may be declined in cases where parents have failed to disclose pertinent information which might have bearing on the success of admission.
- The learner must be within 2 years of the average age for the grade he/she is wishing to enter.
- An academic readiness assessment (entry exam) will be required to ascertain whether the applicant would be able to cope with the academic requirements of the school. This test would be administered by the school, at a time specified by the school's administration department.
- Parents must sign Parents' Commitment Declaration, Student Contract, Application, General Indemnity and Medication Consent form and be willing to comply with the conditions stated therein.

5.4 Applications Procedure

1. Parents contact the school and show interest.
 2. Interview scheduled with principal or H.O.D.
 3. During interview parents will be issued with the Parents' Handbook which contains all the important information parents may require.
 4. Parents must read the Parents' Handbook thoroughly and sign the Student Contract.
 5. Parents must complete the Application form, General Indemnity and Medication Consent form.
 6. Parents must return the completed forms of Step 4 and 5, along with the following documents to the school:
 - Child's last three report cards at previous school
 - Transfer card or letter from previous school
 - Road to Health card (immunization record)
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- Copy of medical aid card
 - Copy of child's birth certificate
 - Copy of both parents' ID documents
 - Reports from educational therapists, occupational therapists, remedial specialists, etc. if the child has any learning disabilities like dyslexia, ADD, ADHD, etc.
7. An interview and entrance exam will be arranged for the learner which consists of an English test and Maths test. The tests' marks are confidential and will not be made available.
 8. The learner's previous school will be contacted regarding the learner's profile and the parents' school fee account. This information will be treated with strict confidentiality.
 9. The enrolment committee will meet and collectively make a decision based on all the above as well as availability of space.
 10. A second interview may be requested.
 11. Parents will be informed of the decision (accepted, declined or pending available space or conclusion of selection interviews.
Silver Creek School reserves the right to refuse admittance to the school.
 12. Placement confirmed on payment of registration fee. This registration fee of R500 will be charged only once per child and is non-refundable and non-deductible. Thereafter, the re-registration fee of R250 will be charged once per annum for the duration of the learner's attendance at the school. This amount will change annually as decided on by The Board of Directors.

5.5 The Interview

The interview will be conducted by the Principal or one of his/her delegated authorities.

The Parents/guardian and the child will be required to attend the interview.

5.6 Academic Readiness Assessment

The purpose of the Academic Readiness test will be to test basic levels of competence on an age-normative scale, for the grade for which the learner is entering.

An Assessment by an Educational Psychologist can be requested in the following situations:

- For any learner entering the School where their results indicate poor academic ability.
- For any learner, whose previous school used an educational programme unfamiliar to the Principal.
- For any learner who has not met the promotion requirements at their previous school or who has received a condoned pass from their previous school.
- For any learner where the Principal wishes to confirm their academic ability.
- For any learner where the results of age-normative testing and previous school report results do not reflect a reasonable correlation.

5.7 Selection Decision

After completion of the interview and readiness assessment; and after collection of all relevant data from previous school; the principal, HOD, financial manager and remedial head will meet to discuss the learner's possible admission.

In all situations the Principal makes the final selection decision, within the framework of the Vision and Mission Statement and with the primary consideration of what the Principal deems to be in the best interests of the student. The school reserves the right to decline any application without leave to appeal.

5.8 Special Circumstances

Siblings

The school will endeavour to place siblings, but is not obliged to do so. If siblings are accepted, a discount of R250 per additional child per month will be given on the child's school fees.

Selection of applicants for limited places

Where the school receives more qualifying applicants than available places, the Principal makes the final selection decision. He/she may base that decision on the following criteria:

- Commitment of parents to the Christian faith
- Commitment of parents to Christian education
- Academic results of student
- Cultural ability of student
- Community service record of student

Where candidates are unsuccessful in their application, due to limited places, they can request to be placed on the waiting list.

When spaces become available, applicants are interviewed from the waiting list in an order determined by the school and the school reserves the right to award places to applicants at their sole discretion. Interviews are not scheduled on a 'first-come-first-served' basis.

6. CURRICULUM

Silver Creek School follows the latest National Curriculum Statement as determined by the Department of Education, but implements the Montessori philosophy, ethics and teaching methods to educate our learners.

7. EDUCATION

At Silver Creek School one of our fundamental principles is that we acknowledge each child as a unique individual and adapt our teaching methods to their individual needs in order for them to develop to their fullest potential.

Children are taught in various environments to meet all their developmental needs, and offer the most in terms of physical, emotional, social, intellectual and spiritual opportunities. These environments contain specialised materials, which have been designed to attract the children to work with them.

We pride ourselves on our 'small class, better education' philosophy. It is our belief that smaller classes improve a child's ability to understand, concentrate and interact in class. It also allows our educators to provide individual attention to learners. This produces a comfortable learning environment for our learners and enhances their self-confidence.

8. CODE OF ETHICS

Confidentiality

All personal information regarding children, their families and school related matters are held in the strictest confidence.

Respect for the child

This includes a positive, optimistic attitude towards the child, a cooperative spirit, a nurturing of independence, recognition of the child's unique individuality, trust in the child's great work to create himself/herself, providing the right activity, listening to and observing the child in order to ascertain their needs. We avoid pride, anger, touching a child unless invited, speaking ill of a child, sarcasm, teasing, over-reaction to bad behaviour and implied punishment or rewards.

8.1 General Educational Objectives

- To provide, promote and encourage the maintenance of teaching and providing educational services to boys and girls from Grade RRR to 7;
- To ensure a high level of excellence in teaching and learning with English as medium of instruction;
- To maintain such numbers of pupils per class as will optimize teaching effectiveness, taking into account teaching methods that are adopted, and needs and competencies of the pupils concerned;
- To provide education to any fee-paying pupil in a Christian ethos where religious studies, spiritual worship and prayer form a part of lessons and assemblies;
- To provide a secure, disciplined learning environment in which the imagination can be kindled, intellectual curiosity aroused, industry rewarded and academic potential fulfilled.

8.2 The Learner

To develop each individual to his or her full potential spiritually, intellectually, physically, culturally and socially;

To focus on cognitive development by challenging each pupil to think, to reason, to debate and to form personal opinions based on available information;

To empower pupils to access and manage information by providing them with the necessary skills and exposing them with up to date information technology;

To encourage in pupils a sense of community arising from service as a means of personal growth and civic responsibility;

To provide facilities for sport, cultural and adventure activities to maximize the natural environment provided at Silver Creek School and its surrounding areas;

To develop in pupils a sense of personal style and self-worth by providing a strong ethos, a strong value system and a sense of history and tradition;

To provide every child with life skills to enable him or her to focus on clear attainable personal goals.

9. CODE OF CONDUCT

9.1 Introduction

The discipline policy seeks to apply Biblical principles to the correction of children, in order to develop Christ-like character with an eternal perspective. We believe that the root word for discipline is disciple and that our discipline should always carry a central emphasis on mentoring young children to develop strong character that assists in right decision-making.

"Train up your child in the way he should go, and when he is old, he will not depart from it." (Proverbs 22:6)

PREAMBLE:

- The Code of Conduct of the school acknowledges the Holy Scriptures as paramount in the training and educating of our children.
- The Code of Conduct of the school acknowledges the Constitution of the Republic of South Africa (Act No 108 of 1996), the National Education Policy Act, 1996 (Act No 27 of 1996), the South African Schools Act, 1996 (Act No 84 of 1996), as well as Silver Creek School's Vision and Mission Statement.
- The Code of Conduct of the school informs learners of the way in which they should conduct themselves at school in preparation for their conduct and safety in civil society.
- In order to achieve this objective we acknowledge that the following is important:
 - self-discipline and obedience
 - responsible behaviour
 - mutual respect and self-respect
 - basic rights of educators to teach
 - basic rights of learners to learn

9.2 Learner's commitment

We expect each learner to commit to the following:

As a learner of Silver Creek School I believe in God Almighty our creator, Jesus Christ as the Son of God and the Holy Spirit as our salvation...

...Therefore I shall live to glorify the Holy Trinity in everything I do in and out of school.

I acknowledge the Holy Scriptures as the Word of God...

...Therefore I will seek a Godly living and a lifestyle that exhibits the fruits of the spirit and to strive to become more like Jesus. (Gal.5:16-26)

I accept that in all aspects of life these eternal truths must hold value...

...Therefore, in gratitude, I will always be of service to my community and focus more on the needs of others than myself. (Eph. 5:21 & Matt 6:19-22)

I understand that rules and discipline exist to maintain order and create structure...

...Therefore I will think wisely (wisdom) before I act and use self-discipline to control my thoughts and actions. I shall not abuse, misbehave, disrespect or commit any form of misconduct. (Prov. 16:32 and Prov. 1:7)

I acknowledge that the Christian facilitators of Silver Creek School are properly placed in authority and that they, in partnership with my parents, have my best interests in mind...

**...Therefore I will treat each teacher with respect and be obedient and I will not wilfully disobey their instructions or defy their right to correct me where necessary.
(Romans 13:1-7)**

I acknowledge that my body is the Temple of God and that we are all created in the image of God...

...Therefore I will maintain a healthy lifestyle that is above reproach (integrity) and I will treat each person with dignity and respect. (Proverbs 11:3/20:11)

I acknowledge that God has a plan for each learner at Silver Creek Primary School and that each learner has a right to gain the knowledge and skill they would need to reach their full potential in Christ...

**...Therefore I will behave in a disciplined and responsible manner and always try to be dependable in every given task. I shall not steal or vandalise any property that does not belong to me.
(Gal. 6:1-5)**

I understand and accept that nothing will exempt me from complying with this Code of Conduct and that disciplinary action will be taken against me if I contravene the Code of Conduct...

...Therefore I will strive for excellence and do everything as if I am doing it for God.

9.3 School Rules

The following basic school rules can be used as a guideline for what is expected and what will not be tolerated. Disciplinary measures depend on the severity of a transgression.

9.3.1 Appearance

Learners must at all times take pride in their appearance. Neatness and cleanliness instills a sense of self-respect and pride in learners. We expect parents to support us in this matter.

- Uniforms must always be neat and clean. No torn clothes allowed.
 - Girls' skirts may not be higher than four finger width above the knee and no lower than the knee.
 - Hair : No fancy hairstyles allowed, e.g. Mohawks, mullet, etc.)
Boys' hair must not touch the collar of the school shirt at the back.
Ears must be open and hair must not hang over the top of the ear.
Hair must not be longer than 2.5 cm at the top.
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Girls' hair must be tied up neatly as soon as it reaches the bottom of the school shirt's collar.

Only hairbands, elastics and clips in navy, light blue, white and/or black may be worn. No colourful bows, glitter, flowers or any other trimmings are allowed.

If a girl has a fringe, it must be no lower than the eyebrow. No bangs or loose bits are allowed in the face. All loose hairs must be pinned away from the face.

Hair must always be clean and neat.

No highlights, dyed hair, extensions or peroxide allowed. No extreme hairstyles.

- **Nails:** No nail polish may be worn to school.
The length of the nails must not pass the fingertips.
- **Make-up:** No eyeliner, lip gloss, or any make-up of any sort is allowed.
- **Hygiene:** Children must be clean when coming to school, wash their hands regularly and make sure they wipe their mouths after lunch.
Children who sweat a lot must please wear efficient deodorant. It is advisable that Gr. 4-7 learners bring deodorant with them to school to use after breaks, P.E., etc.
Foot powder must be put in school shoes regularly to prevent smelly feet.
- **Chewing Gum:** No chewing of bubblegum is allowed on the school premises. No gumballs, candy balls and sherbet as it stain their mouths, lips and clothes.
- **Jewelry:** No jewelry (including bracelets, ankle bracelets, rings, necklaces, toe rings, etc.) is allowed. Only one small round stud in the bottom lobe of each ear is allowed. No earrings on boys are allowed.

Learners may wear a watch to school.

9.3.2 Assistance

As Christians, it is expected of us to be humble and helpful to our fellow man. Therefore we expect our learners to display kindness and a willingness to assist their peers and teachers.

- Learners must attend all school functions and events where their attendance is required.
- Learners are expected to extend a hand of kindness both on the playground and in class when they observe someone in need of help. This does not include doing someone's homework. It refers more to random acts of kindness, e.g. carrying an elderly teacher's bag or helping up someone who stumbled.
- School fundraisers are for held for the betterment of the school and all learners are expected to participate.
- Learners are expected to motivate and encourage each other in a positive way.

9.3.3 Attendance

The school does not and will never condone parents to keep learners away from school for insignificant reasons. Missing class results in a learner falling behind in class work. Teachers cannot hold the rest of the class back to represent a class to a learner who had been absent. Naturally leniency is given due to illness, death in the family, etc.

- Learners are not allowed to stay away from school unless it is for a serious reason. In such case a parent must contact the office with due notice and valid reasons for the child's absence.
- Learners who had been absent are themselves responsible for catching up missed work and for getting the necessary homework given in his/her absence.
- If a student is going to be absent during a test or exam a sick note is required from a qualified doctor. Once the note is presented, an absent mark will be given, which means the child's absence will not affect his/her overall mark. However, if the note is not presented, the child will receive 0% for said test/exam as per regulations.
- Learners may not skip classes or wander around the school premises aimlessly between classes.
- Bathroom breaks are restricted and unless it is due to medical conditions, learners will not be allowed to leave the classroom at irregular intervals.
- Learners may not leave the school premises unless a parent or guardian had signed him/her out by the office. Such collections will only be permitted if valid reasons are given by the parent/guardian.
- Learners must be at school on time. Learners who arrive late must report at the office and state valid reasons.
- Learners are expected to make haste when moving from one class to the next. Tardiness will not be tolerated as it results in lost class time.
- No learners are allowed to leave class without consent.
- Parents must inform the school if a child may not participate in a physical and/or class activity and give good, valid reasons.
- Attending field trips is compulsory as it bears significance to particular subjects. Learners who cannot attend must give valid reason in writing from parents.
- During field trips and other excursions, learners are not allowed to wander off on their own.
- Assembly must be attended by all learners.

9.3.4 Bus Commuters

The bus service that Lonmin provides for us is a luxury which we are very grateful for. Learners are dependent on this service to get to school daily.

- No bad behaviour, mischief or rowdiness will be tolerated on the bus. Learners who do not comply will be refused access to the bus.
- Learners are expected to uphold the reputation of the school by displaying good manners and decent behaviour on the bus.
- No littering is allowed on the bus.
- No walking around or hanging out of the windows is allowed.
- Bus prefects are put in a position of authority and trust. They are expected to maintain order and report any misconduct observed on the bus.
- Learners may not request the bus driver to make unauthorised stops.
- Learners who repeatedly misbehave on the bus, may be suspended or banned from using the bus.
- TAKE NOTE: It is entirely the parents' decision whether they allow their child to use the bus. Silver Creek School takes no responsibility for any loss, injury or damage that occur on the bus.

9.3.5 Honesty, Integrity and Behaviour

As children of Christ we have a duty to be honest, truthful and respectable.

- Learners are expected to admit to mistakes or transgressions committed.
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- When a learner observes an offence taking place, he/she is expected to report it to a teacher or principal. Hiding another's offence only makes the situation worse as the transgressor will continue his/her bad behaviour which may lead to more serious consequences.
- Stealing is considered a very serious offence. It is wrong for a learner to take someone else's property without consent.
- Cheating with homework, tests, exams and assessments is an act of dishonesty and will not be tolerated.
- Learners are expected to behave during classes and at all times show respect to their peers and educators.
- Learners must follow all instructions given to them by teachers.
- No tantrums, retaliations or other disrespectful behaviour will be tolerated.
- When encountering any teacher, staff member, parent or visitor to the school, learners must greet them in a good manner and show respect at all times.
- Learners must greet teachers when entering or exiting a class room.
- Learners must stand up when another teacher visits their classroom, except during assessments.
- Learners are expected to raise their hands during class when presenting a question or statement.
- Learners are expected to remain silent, listen to the presentation and only speak once a teacher asks questions or open the floor for discussions. Calling out during a lesson is disruptive and bad manners.
- Profanity, blasphemy, crude language, rude hand gestures, indecent jokes or discussions, explicit paraphernalia and all other non-Christian like behaviour will not be tolerated.

9.3.6 Loyalty

To be part of Silver Creek School is a privilege. Learners are expected to display Christ-like behaviour in public, especially when in uniform. Fighting, offensive language and rudeness are unacceptable.

- Learners are expected to attend all extra-curricular activities presented by the school.
- When learners attend or participate in events where other schools are present, it is expected that Silver Creek School learners will display exemplary well-mannered behaviour and represent Silver Creek School loyally.
- Learners are expected to always uphold the reputation of Silver Creek School and never speak badly of the school, its teachers or learners to others.
- Learners are expected to act as ambassadors for the school and promote it in a positive way.

9.3.7 Responsibility

Silver Creek School treats all learners as equals, but may appoint learners who display exceptional leadership skills in positions of authority. This gives such learners the opportunity to develop these leadership skills in a positive and progressive way.

- Learners placed in positions of authority, e.g. bus prefect, LRC, class captain, group leader, tutor, etc. may never abuse their position to justify discriminatory, oppressive or prejudiced behaviour.
- Learners must respect the authority such learner may have and cooperate with them in order to create a positive, harmonious learning environment.
- Learners in positions of authority may never take matters into their own hands. When faced with disruptive learners, mischief or bad behaviour; such learners must report these matters to their H.O.D. who will deal with it.

9.3.8 Neatness and Tidiness

Cleanliness and tidiness creates harmony and forms an organised learning environment. It also reflects a learner's self-image and self-worth.

- Learners are expected to work neatly and present neat work to their teachers.
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- Learners are expected to clean up after themselves.
- Littering harms the environment. Learners are expected to use the available recycling and regular trash cans available for litter.

9.3.9 Electronic devices

Bringing unnecessary devices to school creates a lot of disruption and conflict at the school. Children often misplace these items which leads to time wasted by staff who are then expected to search for it. It is for that reason that the school policy regarding electronic devices are as follows:

- Due to the constant distraction it presents to learners, it is preferred that learners do not bring cell phones to school.

However, if parents deem it necessary for their children to have a cell phone at school, all children are required to book in their cell phones at their registration teacher in the morning. Cell phones may then be collected at the end of the day. Although every precaution will be taken, Silver Creek School assumes no liability whatsoever for the safekeeping of cell phones belonging to students.

Learners who keep cell phones in their book cases must put it on silent and not remove it from the book case during classes. In case a learner violates this rule, his/her cell phone will be confiscated until the end of the day and disciplinary action may be taken.

- PSP's, tablets, laptops, portable music or video players should **not** be brought to school. Silver Creek School will not accept any responsibility in the event of damage, loss or destruction of such devices, nor will the school get involved in criminal/civil cases that may derive from such loss. Although the staff are helpful individuals who will gladly assist in searching for such items (within reason), parents have no right to demand it from them. They have no responsibility towards items which should not have been brought to school in the first place.

9.3.10 Personal Property

Silver Creek School will not take responsibility for any personal property that learners may lose on the school premises. Parents are expected to instill a sense of responsibility in their children by teaching them to take care of their property. Lending and borrowing of personal items are not condoned nor instructed by the school.

- All personal property must be clearly and adequately marked. This includes the uniform, socks, shoes, stationery, books, school bags/backpacks, lunch boxes, etc.
- When a learner loses or misplaces an item, he/she alone is responsible for the retrieval of said item. The teachers and other staff do not have time to search for lost items.
- When losing something, a learner should report it at the office in case it was handed in by someone who may have found it.
- Learners are expected to be honest. When finding someone else's property, learners must hand it in by the school office from where it will be given to its owner. However, this can only be done if the item was clearly marked. If not, the item will be kept in the lost and found section for no longer than 7 days; after which it will be discarded.

9.3.11 Crime, Violence & Bullying

- Criminal activities and violence of any sort will not be tolerated, this includes substance abuse, drugs, weapons, violent threats, theft, arson, vandalism, assault, riots, etc. In case a crime had been committed, authorities will be notified and parents will be held culpable.
 - Silver Creek School has a zero tolerance policy regarding bullying and abuse. This includes verbal bullying, emotional bullying, physical bullying, and cyber bullying and social bullying. Bullying also includes swearing,
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teasing, taunting, insulting, making fun of someone, spreading false rumours, spitting, beating, slapping, etc. Harming another in any way is considered abuse, e.g. hitting, pinching, spitting on, pulling hair, insulting, etc. Our aim is to provide a safe, comfortable environment for our learners to enjoy their education. Bullying will be dealt with severely and may lead to expulsion.

9.3.12 Discrimination

Learners of Silver Creek School may never display any form of discriminatory actions or verbal statements. We are all creations of God and must respect the uniqueness and individuality of one another. We must humble ourselves before the Lord and never deem ourselves more important than another.

- No hate speech, prejudiced remarks or statements or any form of discrimination will be tolerated.
- Learners are expected to accept, tolerate and respect the various differences of others.
- Teasing and taunting is not allowed.
- Learners must strive to give uplifting comments towards others rather than make harsh and critical comments.

9.3.13 Weapons and substance abuse

Silver Creek School puts the safety of our learners first. Transgressions that threaten the safety and general well-being of our learners will be dealt with sternly.

- No weapons are allowed at school. This includes guns, pocket knives, BB guns, slingshots and all other objects that may willfully be used to harm another. Learners who do not comply may face expulsion.
- No alcohol, drugs, tobacco or unauthorized medication is allowed.
- If reasonable suspicion arises, learners may be searched for weapons, drugs or anything that could pose a potential risk to the learner himself/herself, his/her peers and school staff.
- It is also within the school's right; according the Department of Education's Guide to Drug Testing in South African Schools 2013; to administer drug tests when reasonable suspicion arises.
- A more detailed description of when and how such searches and testing will be administered can be found in the school's Drug and Substance abuse policy.

9.3.14 Vandalism and arson

Learners are expected to respect the property of the school, teachers, parents and peers.

- No vandalism is allowed. This includes graffiti, willful destruction of property and negligent use of school equipment. This applies to the school premises and equipment, aftercare facilities (when aftercare is available), vehicles belonging to teachers, parents or visitors, the school bus and any venue learners may visit during excursions.
- Borrowing and lending of personal property is not allowed.
- Learners may not use school equipment in a careless manner. Damages incurred due to deliberate or careless actions, will be repaired or replaced at the parent's expense.
- Learners may not take lighters, matchsticks, flint rocks or magnifying glasses to school. Arson will be dealt with harshly.
- No fireworks are allowed at school. Fireworks contain explosives which threatens the safety of everyone at school.

9.3.15 Homework

Learners are expected to write down their own homework in every class. In the Foundation Phase teachers will ensure that learners have any homework given, written in their homework books.

Intermediate learners must take responsibility for writing down their homework. Teachers will not take responsibility for learners who neglect to do so.

Homework is given to learners to practice skills and test understanding. It is imperative that learners complete all homework and assignments as it also counts for marks that contribute to the end-of-term reports. Parents must please follow up on learners to ensure that these get done.

9.4 Biblical Principles

Students of Silver Creek School will aim to live according to Biblical principles. Students at Silver Creek School will seek to live a godly life in and out of school in order that Jesus Christ will be glorified in everything they do. Students will aim to live a life of:

- **Integrity**
Maintaining a lifestyle that is above reproach (Titus 1:8, Job 27:5, Proverbs 11:3, 20:11, 1 Kings 9:4)
- **Respect**
An attitude that highly esteems those in properly placed authority (*Romans 13:1-7, Heb. 13:7*)
- **Obedience**
Maintain an attitude of respect and obedience (*John 14:21, Eph. 6:1-4, Rom 13:1-7*)
- **Self-Discipline**
The ability to control one's thoughts and actions (*Gal 5:22-26, Job 5:17, Proverbs 16:32*)
- **Godly Living**
A lifestyle that exhibits the fruit of the Spirit and flees from the acts of our sinful nature (*Gal 5:16-26, Tim 2:22, 1 Peter 1:13-16*)
- **Wisdom**
Understanding what is true from God's perspective and doing what is right (*Proverbs 1:7, 2-33*)
- **Responsibility**
Being dependable and accountable in all relationships and tasks (*1 Cor. 13, Matt 18:15-17, Gal 6:1-5*)
- **Thankfulness**
Developing an attitude of gratefulness (*Phil 4:6-7, Thess. 5:18, Col 2:7, Eph. 5:20*)
- **Service**
A spirit of humility in focussing on the needs of others (*Eph. 5:21, Phil 2:3-11*)
- **Eternal values**
A godly focus (*James 4:14, Matt 6:22, Matt 6:19-21*)

10. Disciplinary Procedures

10.1 Merit System

The school makes use of a merit system where learners can earn merits for good behaviour and academic improvements or lose merits for failure to adhere to the school code of conduct. When learners lose a certain amount of merits they may be given detention and parents will be called in for a meeting.

The behaviour and performance of learners cannot solely depend on the school and teachers. Parents carry a large amount of that responsibility as well. Therefore it is important the school, learners and parents work closely together to get the best out of a child.

To keep them informed, parents will be notified daily regarding:

- Late for school or class
- Disruptive behaviour
- Homework not done or books not at school
- Not adhering to dress code

10.2 Verbal and Written Warnings

The learner's parents will be notified verbally or in writing, of any offence and may be invited to meet with the relevant teacher/HOD or Principal.

10.3 Detention

Learners may be detained during break or after school. If a learner is given after-school detention, parents will receive 24 hours' notice in writing and via sms.

10.4 Disciplinary hearing

- When serious offences are committed and verbal and/or written warnings are inadequate, the disciplinary committee (comprises principal and H.O.D.'s) will hold a disciplinary hearing before a decision is taken on what sanction should be imposed.
- The hearing will be conducted in a fair way, according to the Scriptures. The aim of the school will always be to assist the learner and guide him/her towards reaching his/her potential in Christ.
- During the hearing all parties will have the opportunity to be heard.
- The disciplinary committee will make a final decision.

10.5 Suspension

After a fair hearing the Principal may suspend learners from the school, as a correctional measure, for a period not longer than one week. The School reserves the right, but is under no obligation, to suspend a learner for a serious offence without following other actions, including disciplinary hearing. Serious offence in this context would be interpreted to include, but is not limited to:

- Blasphemy, profanity.
- Conduct that mimics occultist practices.
- Physical or verbal attack on a fellow learner or staff member.
- Verbal threats or verbal attack on a learner or staff member (that has the potential to disturb the good order).
- Gross insubordination towards teachers or the administration.
- Possession of dangerous objects.
- Possession of dangerous/illegal substances, specifically including alcohol and tobacco.
- Possession of explicit or pornographic media or material, including electronic media.
- Damage to or theft of property.
- Continuous harassment of peers after being reprimanded.

Learners may only be suspended, in terms of this clause, by the principal or the person in his/her place in the event of his/her absence.

10.6 Expulsion

Expulsion may occur in the case of serious offences or a series of repeated offences.

11. COMMUNICATION AND GRIEVANCE PROCEDURES

For the purposes of encouraging communication and interaction at all levels among participants and members of the school community, and in order to constantly improve standards aspired to and/or methodologies adopted by the school, the following communication and grievance procedures have been put into place in relation to specific issues, namely:

11.1 General Matters

Matters of school policy, ethos and general school affairs should be referred to either the office or the principal.

11.2 Class Teaching Issues and Matters relating to Pupils

Class teaching issues or matters relating directly to pupils should be referred firstly to the class teacher. If further discussion is needed, and the matter cannot be satisfactorily addressed at teacher level, then the matter should be referred to the Head of Department.

11.3 Subjects

Subject teaching issues should be referred first to the Head of Department.

11.4 Extracurricular

Issues regarding extracurricular activities presented by Silver Creek School should preferably first be discussed with the relevant coach/teacher/facilitator. If the matter is not capable of satisfactory resolution at this level, then the matter may be referred to the school council.

However, when an extracurricular activity is presented by an outside service provider (i.e. a third party not related to the school), all correspondence and payments must take place between the service provider's staff and their clients. Silver Creek School will not accept any liability for any losses or damages whatsoever arising regarding from the attendance to extra-curricular activities presented by an outside source. Parents making use of these services, do so solely at their own risk.

11.5 After care

Aftercare is not a permanent guaranteed service provided by Silver Creek School. From time to time we will have it available, but only if we have an outside source willing and able to present it. The need for this service varies from year to year and transportation or lack thereof are usually the main factor. Please enquire at office about the availability of this service if interested.

11.6 Serious Matters

All matters of serious concern should be put in writing and addressed to the school council. In this way the essence of the matter can be investigated, discussed and agreed upon and the school's response effectively recorded and communicated to interested or affected persons.

IMPORTANT: Parents are expected to contact the relevant head of department, office or principal when they feel unhappy about something. Postponing matters usually make it worse and school personnel cannot assist you if they are not aware of the problem. However, it is never acceptable to verbally or physically attack the school personnel.

12. Religion

12.1 Christianity

Silver Creek School is based and run on Christian principles, morals and values. Every child's uniqueness is a blessing from God and no success is possible without guidance from our Lord Jesus Christ.

Teachers will present subjects with Christian values in mind. Prayer and scripture will take place on a daily basis and no blasphemy will be tolerated.

12.2 Statement of Faith

We at Silver Creek School believe in the Bible as the Word of God.

We believe God Almighty, the Creator of Heaven and Earth.

We believe in Jesus Christ our Lord who was born of the virgin, Mary. Who lived a sinless life and performed miracles. Who was delivered, tortured and ultimately crucified as atonement for our sins. We believe in His resurrection and His ascension to the right hand of God.

We believe in the necessity of regeneration by the Holy Spirit for guidance and salvation.

Only by God's grace and through faith alone are we saved from eternal damnation.

We believe in the forgiveness of sins, the resurrection of the dead and eternal life.

In Lord Jesus Christ we believers live in spiritual unity.

Through God's ministry through the Holy Spirit we are able to live a godly life.

Everything through God, for God.

13. Arrivals and Departures

- Children should be at school in time to be in their class by the time the bell rings. Children not attending aftercare (if there is aftercare available) must be collected within 15 minutes after the last bell rang.

Children, who are still at school later than 15 minutes after the last bell, will automatically be booked into aftercare (if there is aftercare available) at the parents' expense. If not aftercare is available, parents will be charged penalties of up to R200 per hour until arrival.

- If a parent needs to collect a child during school hours, valid reason must be given. Children can only be signed out at the office after which the secretary will contact the teacher with whom the child may be at that time and summon them to the office for collection.
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- When sending a friend or other relative to collect your child, you must send written consent with the person. For their own safety, learners will not be released to strangers.
- Parents are expected to take care when driving on the estate. Speeding won't be tolerated as it threatens the safety of the learners as well as that of the wildlife. Non-compliance may lead to denied access.
- No smoking WHATSOEVER is allowed on the school premises by order of the Health Department. This includes teachers, visitors and parents.
- Due to the natural surroundings, cigarette butts can cause veld fires which put the lives of our learners, staff and the wildlife at risk. **Therefore, no smoking while driving through the estate to the school is allowed either.** Visitors and parents who do not comply may be prosecuted, refused further access to the estate and learners may be expelled.
- Parents and visitors may not visit the school while under the influence of alcohol, narcotics or drugs. Non-compliance may lead to prosecution.

14. Dress Code

14.1 Summer wear

Grade 1-3 girls:	Navy skort/skirt, light blue open-neck school shirt with emblem (If wearing a skirt, girls must wear short navy ski-pants underneath. Black school shoes with navy socks or barefoot
Grade 1-3 boys:	Grey short, light blue open-neck school shirt with emblem Black school shoes with grey socks or barefoot
Grade 4-7 girls:	Navy skirt, light blue open-neck school shirt with emblem, Black school shoes with navy socks
Grade 4-7 boys:	Grey short, light blue open-neck school shirt with emblem, Black school shoes with grey socks

14.2 Winter wear

Grade 1-7 girls:	Grey trousers OR navy school skirt with navy tights, light blue open-neck school shirt with emblem, navy jersey /navy fleece top with emblem, navy school Drimac with emblem Black school shoes and navy socks
Grade 1-7 boys:	Grey trousers, light blue open-neck school shirt with emblem, navy jersey /navy fleece top with emblem, navy school Drimac with emblem Black school shoes and grey socks

PE Outfits:	Summer: Navy short and navy golf shirt with school logo Winter: School tracksuit
	**On Tuesdays and Thursdays learners may wear their PE outfits to school

TAKE NOTE: Most of the school clothes are available from Woolworths, PEP, Ackermans and Jet. Consult the office to find out where you can have the school logo added. PE clothes are subject to availability. Enquire at school office.

15. Field trips

Outings will be held from time to time in accordance with the children's field of study. Depending on the nature of the outing, parental involvement may occasionally be required. Parents are urged to allow learners to go such outings as it forms an inevitable and very valuable part of their education.

No children will be allowed on outings without written parental consent and a signed indemnity form which will be sent out prior to outing.

During excursions and outings, the school's Code of Conduct still applies and learners are expected to behave in a manner that will reflect the school's Christian values and ethos. At all times learners are to uphold the school's good image and reputation. Misconduct and bad behaviour will result in disciplinary action.

16. Health & Medical Safety

In case of an injury, a learner will be escorted to the sick bay where we keep a fully equipped First Aid Kit. First Aid may only be administered if the parent signed the attached Medication Consent Form.

Please note that the staff member, who will assist, can only administer basic first aid procedures to minor injuries as we are not equipped to handle severe injuries.

In case of more severe injuries, the learner will be taken to the nearest medical doctor or medical facility for treatment and parents will be notified immediately.

By order of the Department of Health, the school may not administer ANY form of medication, not even a Panado to treat a headache unless a parent specifically requested it on the Medication Consent form.

If a learner is sick, uses chronic medication or simply wants headache tablets or medicine for nausea to be administered if necessary, it is the parents' responsibility to pack a container with the child's medicine inside and complete a Medication Consent form to that effect. All medicine must be labeled by a pharmacist.

The label must contain:

- the child's name,
- the issue date,
- dosage,
- when it must be administered and
- also the pharmacist's information

This container will be stored in the sickbay for the particular child's sole use.

No learner is allowed to have any medication on his/her person.

Parents must ensure that they update the school regularly regarding a child's conditions and allergies. If a person neglects to notify the school of any allergies or chronic conditions, Silver Creek School will not take any responsibility in case of a reaction or episode.

Weekly hair inspections will be done in attempt to prevent head lice infestations. Learners with head lice and/or nits detected on their heads will be sent home immediately. A letter will also be sent out to all parents to notify

them that head lice had been detected at school and to advise them to check their children at home and to provide treatment. By order of the Department of Health, learners with head lice and/or nits are not allowed to return to school unless their heads are completely clear of both head lice and nits.

17. Safety and Security

The safety and security of your children is of major concern to us. Staff will be on duty to receive your children in the mornings and registers will be taken in each class. All children who are not collected within 15 minutes after the last bell rang in the afternoons will be booked into aftercare (if there is aftercare available). No child is allowed to leave the school premises without being signed out at the office by his/her parent or guardian. If someone other than the child's parent or guardian is going to fetch the child, written consent must be given by the parent.

If a child is going to be absent, we ask that you notify the school immediately. We would appreciate your support in this matter as these procedures were put in place to ensure your child's safety and well-being.

Due to the location of our school, the presence of wildlife (such as zebra, antelope, wildebeest) and snakes is common. Children are educated at the school on how to behave when encountering such animals. Wild animals keep their distance from buildings and humans and seldom stray onto the school premises.

Parents and learners must never attempt to interact with any wildlife they may encounter on their way to school or on school premises. Although the estate does not house any predators, all wild animals should be treated as potentially dangerous. Although some may appear tame, wild animals are unpredictable and may get startled if approached and inadvertently injure someone. If a wild animal is spotted on the school grounds, report it to the office immediately. All learners will be taken inside the classrooms or hall until the animal had been moved and the area is safe again.

18. Tuck shop

The tuck shop is an independently owned business. All arrangements must be made directly with the owner.

Lunches are only available for specific learners when ordered one day in advance.

The tuck shop is prohibited from giving accounts to learners and staff members with no exception.

The tuck shop has an advance payment system where learners put down money upfront from which future purchases are deducted. These fees may not be paid into the school's bank account. Tuck shop fees paid into the school account will be regarded as school fees and no refunds will be given.

The owner has the right to limit quantities sold to learners. Excessive sugar intake may lead to hyperactive behaviour and lack of concentration.

19. Donations

The school is always in need of and very appreciative of donations. We ask that all donations be booked in at the office so that it can be placed on the school inventory. It will then be issued to the classroom it is intended for.

20. Record keeping and assessments

Records of the learners' reports will be kept up to date as required by the Department of Education.

Assessments are done at regular intervals during each term. We also make use of self-evaluation and peer assessment as per CAPS Curriculum.

During terms 1 and 3 formal cycle tests will take place during which learners will write tests in each subject throughout the term or during a test week period. At the end of terms 2 and 4 formal examinations will take place. The result of these tests and exams combined with other informal assessments done during each term will be issued on a report and sent to parents for review.

The results will be discussed, if necessary, with parents during parent consultations after reports had been issued.

21. School Hours & Terms

21.1 Terms - 2020

The school follows the four term schedule as per ISASA.

Term 1	Open: 15 Jan 2020	Close: 20 Mar 2020
Term 2	Open: 14 Apr 2020	Close: 12 Jun 2020
Term 3	Open: 7 Jul 2020	Close: 18 Sep 2020
Term 4	Open: 6 Oct 2020	Close: 2 Dec 2020

21.2 School Hours

Mon to Fri	Grade RRR to Grade R	7:15 – 13:00
	Grade 1 – 7	7:15 – 13:30

22. School Fees

22.1 Registration fee (once-off with enrolment):

First Enrolment R1000 per learner, R750 for each additional sibling
 Take note: Enrolment fees are non-refundable as it reserves your child's spot in the school.

22.2 School fees

Grade RRR to Grade R	R1300 per learner per month (payable one month in advance)
Grade 1 – 3	R1800 per learner per month (payable one month in advance)
Grade 4 – 7	R2000 per learner per month (payable one month in advance)

TAKE NOTE: Advance payments work as follows. On the 1st of January, the fees for January are due; on the 1st of February the fees for February are due, and so on.

22.3 Additional fees

Grade RRR	R 850 annual Resource fee
Grade R	R1400 annual Resource fee
Grade 1	R2450 annual Resource fee
Grade 2	R2200 annual Resource fee
Grade 3	R2300 annual Resource fee

Grade 4-7 Parents are responsible for buying textbooks and stationery from stores themselves

The textbook and stationery fees must be paid by 15 December 2019. Parents are welcome to pay a little extra each month until 15 December 2019 to avoid having to pay a large amount all at once.

22.4 Discounts

- If you enroll more than one child per family, you get R250 pm off for 2nd child onwards.
- If you pay school fees one year in advance, you only pay for 11 months.

22.5 Interest and penalties

If payments are overdue, 3 % interest will be added to your account.

It is the parents' responsibility to notify the financial manager if they can't make a payment so that an alternative agreement can be made. If parents fail to do so and fail to make payments without communicating with the financial manager, she reserves the right to charge such parents an administration fee of R150 for each month that she is forced to make phone calls, send e-mails or letters.

If commitments and/or arrangements are not honoured, as an independent school, Silver Creek School reserves the right to suspend/expel your child as per the Chief Directorate of the NW Educational Department.

TAKE NOTE: Absolutely no cash deposits please. A levy of R40 will be charged for every **cash deposit** done when paying school fees. EFTs, bank transfers and cash payments are welcome. Regrettably we do not have card facilities.

23. Banking Details

For safety reasons, the school prefers that all school fees are paid via debit order or EFT. The school's banking details are as follows:

Bank:	First National Bank
Branch:	Hartbeespoort 250 044
Account No:	6216 8164 425
Reference:	Your child's name and surname

Take Note: Only school fees, book fees, enrolment fees and art fees (pre-school) may be paid into the school account. All other outsourced extra-curricular fees and tuckshop monies must be paid to the relevant facilitators.

24. Contact Details

School Office & Administration

Principal: Mrs. N Jansen van Vuuren 082 466 0280

Financial Manager: Miss J. Jordaan 083 611 0354 jordincj@gmail.com

Administrative Assistant: silvercreekschool@yahoo.co.za
