



# **KNYSNA MONTESSORI SCHOOL**

## **General School Policy Brochure**

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## **HISTORY**

Knysna Montessori School was formed in 1997 under the auspices of the BMS Trust when founder, Taddy Beyleveld, extended her Pre-school and introduced Montessori Methodology and Philosophy to a group of 6-9 year students. As the students grew older, parents wanted continued Montessori education. The introduction of debentures in 2001, enabled the BMS Trust (Beyleveld Montessori School's Trust) to purchase the buildings from Taddy, and in so doing, has progressively improved the school to what it is today. The school comprises a fully-fledged Pre-school, Junior and High School and the first group of Montessori Matriculants wrote the IEB examinations at the end of 2008. Over the years the School has pioneered many aspects of education, the biggest achievement thus far being the proud Forerunner of Montessori High School Education in South Africa.

### ***Vision Statement***

Knysna Montessori aims to offer an inclusive and holistic education to all children based on Montessori philosophy and teaching methods in preparation for life.

### ***Mission Statement***

Knysna Montessori develops the whole child so that the child strives to achieve independence, self-discipline, self-confidence, self-knowledge, decision making and problem solving abilities and as a South African and global citizen, learns to respect and tolerate others and their cultures..

### ***Value Statement***

Our commitment as teachers and parents is to endeavour to be life-long learners, consistently challenging ourselves, adapting and changing to fulfil the needs of the child and the school environment.  
Our commitment as teachers and parents is to instil and uphold the values of respect encouraging good manners courtesy and grace.

## **THE SCHOOL SONG**

With Manners, Courtesy and Grace,  
All creeds and colors we embrace.  
With special tools we learn our task,  
Free to answer, free to ask.  
As we prepare for life ahead,  
We learn to lead as we are led,  
To give and take from one another  
Not to judge, but love each other

May we, like the free-flying Loerie  
Spread our wings and spread the story  
A voice for all – our chosen rule  
At Knysna Montessori School

## **THE FOUNDERS SONG**

As we continue on our way  
We honour Taddy this Founder's Day  
She lit the fire and fanned the flame  
And made us proud to bear our name.

From pre-school to young adulthood  
The principles for which she stood  
Inspired by Montessori's way  
Were followed through, each and every day

For where we are, where we belong  
Our hearts are filled with grateful song  
Our thanks for dedicated rule  
At Knysna Montessori School.  
©(Diniel Weston .. 6<sup>th</sup> September 2013)

Founders Day is celebrated each year to honour the Founder of the School Taddy Beyleveld.

## **THE SCHOOL'S GOVERNANCE STRUCTURE**

The Knysna Montessori School is registered as an Independent School with the Western Cape Education Department (W.C.E.D), and Grade 12's are externally assessed by the Independent Examinations Board (IEB). As a leader in the South African Montessori Community, the teachers are encouraged to register with the South African Montessori Association (SAMA). Teachers are required to register with the South African council for Educators (SACE). The School is managed by the BMS Trust\*, and is also registered as a non-profit

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\* BMS Trust No IT5321/97

The Trustees serve on a voluntary basis, and are elected from the Parent and Staff bodies at the Annual General Meeting, or at a special meeting called for such an election. There are always more parents than staff on the Board of Trustees. Trustees are annually elected at the Annual General Meeting.

### ***The Role of the Trustees***

- Fiduciary Duties : Stewardship; holding in trust all the assets
- Strategic Duties : Goal-orientated direction and planning
- Duties of good faith : Performance of duties with integrity, prudence and Loyalty

### ***The Ownership of the School***

Broadly speaking, through the Debenture System, all parents share the ownership of the school. The Debentures form “roll-over” capital which is used to improve and develop school facilities.

### ***The Debenture Plan***

The Trustees originally considered a range of alternatives for the development of the school. A broad spectrum of legal, and financial opinions were consulted in order to ensure that parental interests were protected. After careful assessment, it was decided that future expansion should be derived from debentures which would be issued to parents, a system which is in operation today, as follows:-

School fees are divided into two portions:

- (i) Education (i.e. operational costs)
- (ii) Capital expenditure

The first (operational) portion of the fees is paid monthly, while the second (capital expenditure) is funded either by a Debenture, which may be paid in a lump sum, or as a monthly finance charge which covers the capital expenditure and is not refundable. Parents may choose the most suitable option. Should a parent choose the Debenture option, it is normally payable when a child enters the school, and obviously school fees would not then include the monthly finance charge.

The Debenture (which is in essence an interest free loan for the duration of the child’s schooling at KMS), is returned in full when the student leaves school. However, the Debenture option may be chosen at any time suitable to a parent, although no credit will be passed for previously paid finance fees. The price of the Debenture relates to the year in which a parent buys into the scheme.

Should you be interested in the Debenture Option, kindly enquire at the office for a copy of the Debenture Subscription Agreement which outlines the terms and conditions of the contract.

Fees are reviewed annually, and approved at the Annual General Meeting (which takes place at the end of the 3<sup>rd</sup> Term). Parents are encouraged to attend the meeting.

\* BMS Trust No IT5321/97

\* Non Profit Organization No. NPO005-940

## **STAFFING**

Our teachers (called “Directresses” and “Directors”), are all fully qualified to teach in the environments in which they have been placed and are all registered with SACE (South African Council for Educators). Our staff is aware that learning never ends and are always refreshing and updating their knowledge through on-going courses. In-house Montessori Training does take place, but traditionally qualified teachers are encouraged to complete training and practical experience in Montessori Methodology through accredited training institutions.

## **ACADEMIC STAFF**

Head Directress (Principal) Sonia Heaton: (Pre and Junior School)

Head Director (Principal) Gerhard Claassen: (Middle and High School)

Management Team: Head Directress: Sonia Heaton, Head Director: Gerhard Claassen, Business Manager: Leighann Campbell, Educational Consultant and Founder: Taddy Beyleveld.

Teaching staff, as at January 2020:

### **High School Staff (15-18)**

Mr G Claassen

Mrs D Ross Miles

Mrs N Ballan

Mrs M Nigrini

Mrs Y van Wyk

Ms A Knox

Mr P Vieyra

Physical Science

Life Science, CAT & LO

English HL

Afrikaans FAL & Math Lit

Geography, Accounting & Business Study

Visual Art & Design

Mathematics & CAT

### **Middle School Staff (12-15)**

Mr J Stead	Creative Arts Gr 7 & 8 (Part Time)
Ms A Knox	Creative Arts Gr 9
Mrs D Dearmer	Culture & Occupations
Mrs C McCarthy	English HL, Culture & Occupations
Mrs G Beyleveld	Occupations
Mr H Nigrini	Afrikaans FAL, Culture & Occupations
Mrs C Viljoen	Mathematics & LO
Mr M Campbell	Student teacher Occupations

### **Junior School Staff**

(6-9)

Mrs AJ Lategan  
Ms S Heaton  
Mrs C Heaton  
Ms J Phillips – Assistant  
Ms L Mfanekiso – Assistant  
Mr B Clack – Intern

(9-12)

Mrs B Botha  
Mr L Mhlakaza  
Mr J Stead

### **Subjects:**

Language: English, Afrikaans (FAL), Xhosa (SAL)  
Mathematics  
Life skills  
Culture (Natural Science/Social Science/Technology)  
Music/Art/Drama

### **Pre School Staff**

Head: Mrs J Diedericks  
Ms T Smurfit  
Ms J Keyser  
Ms M Mbonde – Assistant  
Ms H Janjies – Assistant  
Ms M Jantjies – Assistant

### **Sport Staff**

Mrs T Edkins – Co-ordinator  
Mr L Mhlakaza                      Mrs M Watson  
Mrs M Nigrini                      Mr M Campbell  
Mrs AJ Lategan                      Mr G Claassen  
Mr H Nigrini

## **Music**

Ms D Weston

Mrs B de Groot

## **General and supporting staff, as at January 2020:**

### **Turaco Boarding House**

Hostel Parent: Mrs M Watson

Resident staff: Mr B Ingel

Support Staff: Mr M Campbell and Mr Clack

Catering staff: Mrs P Booi, Mrs L Phillips and Mrs M Mqolombeni

### **Office staff:**

Receptionist: Mrs P Qakamfana

Office Administrator: Mrs L Brazier

Finance Administrator: Mrs I Claassen

Business Manager: Mrs L Campbell

Marketing Co-ordinator: Mrs T Edkins

### **Grounds Staff**

Mr R Nyirenda

Mr A Nyirenda

Mr S Baliso

### **Cleaning Staff**

Mrs T Tame

Mrs G Msaseni

Mrs T Teke

### **Aftercare Staff**

Mrs B de Groot

### **Transport Staff:**

Mrs C Viljoen

## MONTESSORI METHODOLOGY AND PHILOSOPHY

The School's environment and teaching methods are based on Montessori philosophy. Dr. Maria Montessori was Italy's first woman medical doctor and a pioneer in education in the early twentieth century. She developed an educational method to implement her philosophy, and was consequently nominated as woman of the century and acclaimed as the greatest educational genius since Froebel. There are thousands of Montessori schools worldwide, and their popularity continues to grow. However, it is worth noting that the name "Montessori" was never patented and is in the public domain. Therefore parents considering Montessori education for their child should visit the school of their choice to determine whether it meets the standards of authentic Montessori education.

Montessori methodology and philosophy obviously require in-depth study, but some of the most important aspects may be very briefly summarized for parents as follows:

- Montessori focuses on **self-discipline and freedom through choice**. Freedom within the environment can only exist where rules are obeyed. The freedom given to the child is to do what is right, not what is wrong. The order of a Montessori classroom is not the structure of a conventional classroom. The child is empowered and free to master skills at his own pace, to move and choose activities, to work alone or with others, to evolve his own patterns and rhythms and to discover what interests and satisfies him. *The child is not, however, free to disturb other children, harm equipment or act against, rather than for, the common good. Good behaviour is shown to be sensible and desirable, and self-discipline the ultimate aim.*

**According to Montessori, "An individual is disciplined when he is the master of himself and when he can, as a consequence, control himself when he must follow a rule of life.**

- Montessori identified **four planes of development** in children. Each plane places the emphasis on the "sensitive periods" of that plane or phase. Particularly within the 0 – 6 year phase, Montessori noted and documented "sensitive periods". For example, the sensitive period for **order** is between 18 months and 3 - 4 years, and during this time, a child will be sensitive to order and willingly picks up his toys. An older child, who has not been taught order previously, will show a reluctance to tidy up. The concept of **order** is the foundation to Mathematics and Reading. Regular education takes little

heed of these planes. In fact, in most cases it ignores the most important years from birth to six, when the child is able to absorb, with little effort, from the environment in which he lives. **Early education is vital.**

- Classes are divided into **three year vertical age groups**. This has many social and mental advantages; older children are able to reinforce their knowledge by helping younger children while the younger child has people close to his own age to emulate, and also the opportunity to learn through observation. Children learn and progress **at their own pace**, so that fast learners are not held back, and slower learners are not frustrated by their inability to keep up.
- Specially designed **Montessori Self-corrective Materials** allow the child to work independently and understand concepts in the concrete, before moving onto the abstract. These materials provide for authentic and continuous assessment and a continuing syllabus for children from the age of three to fifteen. All materials have a control of error. Subjects can be **integrated** without losing integrity, and emphasis is placed on learning through languages. Spelling and language enrichment is related to what is being taught.
- Should it be necessary for a child to leave a Montessori school, Montessori students are well equipped to adjust to other school programmes, thanks to the desire to learn which has been carefully fostered throughout their Montessori training. The Knysna Montessori School curriculum covers all the requirements of the Western Cape Education Department, but also provides much more.

## **POLICY ON ADMISSIONS**

No pupil will be refused admission to this school on the grounds of race or religious belief. Where selection becomes necessary because the number of applicants exceeds the number of available places, selection is based on the following criteria:

- Preference will be given to siblings, except where this is not in the best interests of the child.
- Preference will be given to applicants who have previously attended a Montessori School.
- Preference will be given to children of past pupils of this school.
- Preference will be given to applicants to whom this school is the nearest school, provided that the application is submitted in time.

- The capacity of the school to provide an acceptable quality of education to the applicant: this provision applies particularly to applicants with special needs and barriers to learning. These students will never exceed 10% of any one class/phase.
- Parents are informed that there is a 2 week settling in period, during which time both parties may decide whether the school is suitable. Fees and deposits paid upfront would be proportionately reimbursed. Thereafter a period of one terms notice must be given in writing within 5 days of the school term.

### **ENROLMENT PROCEDURE**

1. When parents first visit the school, a School Brochure and an Application Form are issued.
2. Parents should return the completed Application Form to the School Administration Staff at the office, who will inform them whether the child has been accepted and a deposit is payable, or whether it is necessary for the child to be placed on the waiting list. Parents on the waiting list will be informed when their status changes.
3. On receiving a letter of acceptance, parents must pay their deposit within two weeks of receipt, to ensure that their child's position at the school is secured for the following year. Deposit for enrolments within the current year must be paid on receiving a letter of acceptance.
4. Debentures paid before the 30<sup>th</sup> November in any year will have the value of that year. Later payments will pertain to the Debenture value of the following year.

### **SCHOOL UNIFORM LIST**

Junior & Middle School uniforms are obtainable from the office. Please place your order in the morning and collect in the afternoon.

### **CLOTHING LIST**

Description	Sizes
Short Sleeve Golf Shirt	5-16 years, S - XL
Long Sleeve Golf Shirt	5-16 years, S - XL
Shorts (boys)	5-16 years, S - L
Skorts (girls)	5-16 years, S - XL
Fleece Top	5-16 years, S - XL
Track Bottom	5-16 years, S - XXL

Chino shorts	28-38
High school skirt	30-36
Swimming Cap	All sizes
Boys swimming jammer	24-36
Girls costume	24-40
Sports Shirts	5-16 years, S – XL
Sport Shorts	7-14 yeas, S-XXL
Sport Skorts	9-14 years, XS-XXL
Hockey/soccer socks	12-3, 4-7, 6-9 and 9-12
Peak	One size

## **SCHOOL BAGS**

A branded KMS school backpack is compulsory for the Junior School (6 -9 & 9-12).

A swimming/sports bag is also compulsory for your children’s sports/swimming togs. (All of the above available at the school office in the New Year)

## **OPTIONAL EXTRA (available from school on order)**

- Rain jacket (Whole School)
- Soft shell jacket (Middle & High School)

## **Other items needed, but not obtainable from the school:**

<ul style="list-style-type: none"> <li>• Socks (White or Navy)</li> <li>• Takkies (White/Navy)</li> <li>• High School girls and boys black shoes or white takkies</li> <li>• Gum Boots (middle school)</li> <li>• White sport shorts (6-9 environment)</li> </ul>	<ul style="list-style-type: none"> <li>• Hockey Stick</li> <li>• Hockey/Soccer Togs</li> <li>• Gum guard and shin pads</li> <li>• Blazer High School (De Jagers in George- KMS Badges available in office)</li> </ul>
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## HIGH SCHOOL UNIFORM

Summer:	Winter:
<p>Boys: Stone Coloured Chino (classic style) no ‘skinnies’ or cargo or Chino shorts Short Sleeved White Montessori Golf Shirt White takkies Royal Blue Blazer (De Jagers) KMS badge available from office</p>	<p>Boys: Stone Coloured Chinos (classic style) no “skinnies’ or cargo Long sleeved White Montessori Golf Shirt Navy V-Neck Pullover Black school shoes Royal Blue Blazer (De Jagers) KMS badge available from office</p>
<p>Girls: Stone coloured Skirt Short Sleeved White Montessori Golf Shirt White takkies White socks Royal Blue Blazer (De Jagers) KMS badge available from office</p>	<p>Girls: Stone coloured Skirt Long sleeved White Montessori Golf Shirt Black winter tights Girls Black school shoes Navy V-Neck Pullover Royal Blue Blazer (De Jagers) KMS badge available from office</p>
<p><b><i>15-18 students who opt to wear the Middle School Winter Uniform in cooler weather must conform with uniform regulations.</i></b></p>	

All clothing and footwear must be clearly marked with initial and surname.  
**We are unable to return unmarked items, and after a term in lost property, they will be donated to the uniform storeroom or a charity organization.**

## THE SCHOOL DAY

PRESCHOOL	(2 – 6 years)	08.30 - 14.00
JUNIOR SCHOOL	(6 – 9 years)	07.45 - 14.00
	(9 – 12 years)	07.45 - 14.00
MIDDLE SCHOOL	(12 – 15 years)	07.40 - 14.10
HIGH SCHOOL	(15 – 18 years)	07.40 - 14.10

- *Middle and High School have sport from 14:10-15:10- timetable with details are given to all students*
- *Middle and High School finish at **14.10** on Friday subject to meeting the requirements for subject sign out.*

## STAGES OF DEVELOPMENT

### TODDLERS (2-3yrs)

*The Unconscious Absorbent Mind – the child absorbs but cannot always remember.*

During this period toddlers develop different functions related to movement and intellect, each at first separately and then in combination. This phase is also termed the “unconscious creator”, in which children absorb the environment around them and construct their reality.

### **The Class:**

This introductory class of approximately 16 children is run by a directress and her assistant. In a nurturing, caring environment children are introduced to the rules of the classroom and playground. The development of relationship skills is very important: getting on with self and others, learning to accept boundaries, to respect the rights of others and to stand up for one’s own rights – all these skills form a large part of the programme. Emphasis is also placed on developing language skills and encouraging independence.

### **The Daily Programme:**

The programme includes: morning ring, followed by activities involving colours, shapes, numbers and letters. A forty minute work cycle on life skills includes each child’s choice and use of Montessori sensorial equipment. The

programme continues with games, songs, rhymes and art activities. A period is allocated to free play, story time, lunch and sleep. Toilet training takes place throughout the day.

### **PRE-SCHOOL (3-6yrs)**

*The Absorbent Mind – the child is able to absorb, seemingly without effort, from the environment in which he lives.*

At this age, these youngsters are transforming into the “conscious worker”. Children become absorbed in perfecting activities they only absorbed during the 0–3 year old age group. Eighty percent of the child’s brain is developed within the first six years of life, a time which forms the foundation for later living and learning. The will of the child is developed through encouragement and praise, which in turn develops concentration. Using the sensitive period of repetition the child is encouraged to aim for perfection.

Consequently, independence, self-confidence and concentration are achieved. Early education is vital. The 3-6 year olds need to learn to make a clear distinction between fantasy and reality and teachers and parents alike help them in making this distinction.

#### **The Class:**

The 3-6 class consists of approximately 22 children per age group, two qualified teachers and depending on numbers, an assistant. The children work with specially designed Montessori materials, which provide a concrete base to abstract understanding. Formalized learning of writing, reading and numeracy also begins during this stage.

#### **The Daily Programme:**

Daily activities include: Morning ring, a two hour work cycle, which includes learning life skills, numeracy and literacy, using the Montessori equipment chosen by the child.

This is followed by free-play, lunch and group activities, which include nature walks, art, crafts, baking and music lessons.

The programme is balanced with outings to places of interest. Drama is encouraged and all children take part in the annual play, as well as celebrating festival days. The playground is designed to encourage balance, large muscle co-ordination and ball skills.

**Sport and extra-mural activities:**

Activities available to this group are: Ballet, Playball, Monkeynastics, and Swimming (summer only).

**FOUNDATION PHASE (6-9yrs)**

*The years of moral development.*

During this age, children begin to awaken to other humans and outer aspects of life. The emphasis is on self-discipline and building character, including manners, courtesy and grace. It is also a period learning fairness and it is therefore an excellent time to teach children rules of games. They are typically “black-and-white” thinkers, with little grey area.

There is now a very clear distinction between reality and fantasy. Their intellectual curiosity is limitless. Imagination, exploration and research are very important. This is usually taught through five great stories or timelines which are loosely connected and broadly based, helping children to form a picture of their place in the universe.

**The Class:**

The 6-9 class consists of approximately 16 children per age group within the 6-9 environment; with 1 or 2 assistants, depending on numbers. Each directress is allotted a register group and specializes in one particular area – Math’s, Language or Cultural subjects. In addition there is a dedicated reading teacher for this environment.

**The Daily Programme:**

The programme includes: Morning ring followed by a three hour work cycle, involving Math’s, English, Afrikaans and Cultural subjects (research of all subjects is presented in the timelines). The cycle continues with Music, Art, Life Skills, Xhosa and Sport.

The programme is balanced with outing to places of interest. Drama is encouraged and all children take part in the annual play, as well as celebrating festival days. Children are encouraged to play chess and other board games in the class, when work is complete.

The 6-9 playground is designed to encourage balance, large muscle co-ordination and ball skills.

**Sport and extra-mural activities:**

Great emphasis is placed on ball skills at this age. 6-9 year sports concentrates on acquiring and developing various sporting skills and takes

place during school hours. All children swim in summer in our 25m pool and participate in athletics, and cricket.

In winter they play soccer and hockey. Other sports and extra mural activities available to this age group are: recorder, piano, as well as other musical instruments, ballet, cricket and swimming (Summer only).

Junior Clubs are offered as extra murals and include Mountain Biking , Yoga, and Ballet. The clubs are not compulsory- please contact office for details.

## **INTERMEDIATE PHASE (9-12yrs)**

*The years of critical thinking*

The 9 -12 year age group are discovering their own enormous potential. They are at the critical thinking stage of their lives and as a matter of course they critically examine and focus on all which is presented to them. They are naturally self-involved; intent on finding out about themselves and their own positive abilities, but also learning to overcome the difficulties presented in relating socially to others. The key element at this stage is focusing on the specific. These students are able to grasp more abstract concepts and thus fewer hands-on materials are required. However, geometry concepts and terminology appear to fascinate these critical thinkers and much of the traditional Junior High School syllabus is covered during these years.

They have already learnt how to research and now tend to become more involved with in-depth exploring of topics of interest, covered in the Five Great Stories and other key time- lines. Individual and group projects are discussed, researched completed and then shared with others during presentations. To enhance this sensitive period of critical thinking, these presentations are evaluated by the group. Moral development at this stage continues to be fostered with debates on moral issues. These children often act without thinking. Insisting that they take responsibility for their actions is necessary. Their tendency to be socially critical and verbally aggressive is an integrated part of their growth on their journey towards young adulthood.

### **The Class:**

The Knysna Montessori School caters for approximately 16 students per age group in the 9-12 environment with 2 qualified teachers. Maximum of 50 in the environment. Each directress is allotted a register group and specializes in one particular area – Maths, Language or Cultural subjects.

**The Daily Programme:**

The programme includes: Morning ring, followed by a 3 hour work cycle, comprising of Maths, English and Cultural Subjects. Cultural Subjects encompass all the government learning areas, but they are presented in an integrated and holistic manner. The programme continues with Music, Art, Afrikaans, Life Orientation, Basic Computer Skills, Technology and Sport.

The programme is balanced with outings to places of interest. Drama is encouraged and all children take part in the annual play, as well as celebrating festival days. Children are encouraged to play chess and other board games in the class, when work is complete.

**Sport and extra-mural activities:**

The 9-12 year children do sport daily during school hours. At this age they grow rapidly in height and often become clumsy and un-coordinated. Sport rectifies this. They are encouraged to play team sports and further their ball skills. Summer sports include swimming, cricket, athletics and winter sports are netball, hockey and soccer. Other sports and extra-mural activities which take place from the school include extra swimming, music, and ballet.

Junior Clubs are offered which include Mountain Biking ,Yoga, Ballet. The clubs are not compulsory. Please enquire at the office for details.

**MIDDLE SCHOOL (12-15yrs)**

*The years of establishing values and social development*

There are two vitally important Montessori principles underlying all that early adolescents do, they are:

- Firstly, they learn to recognize and to establish their own values – moral, social, personal and ethical – all the values which will help them take their place as responsible contributing members of society;
- Secondly, they learn social interaction and understanding. During this age they can also become sensitive to music and poetry.

Entrepreneurship skills are encouraged through an extra-curriculum under the mentorship of competent staff. Students write C.V.'s on a termly basis to apply for a particular job within the small businesses that have been created at the school. These include:

The Gardens, The Hub, cooking and preserves, wood-chopping, catering for and hosting functions, banking, craft and woodwork. Besides the hands-on

practical work incorporated in the business, they have to create a business plan, keep books and cheque books, budget, take order, advertise, market their products and sell their produce at the Friday Market. Turaco House allows students to interact daily with their peers, helping them to develop their social skills and establish their values. Mentorship is always on hand.

### **The Class:**

Montessori compares the young adolescent age to the 3-6yr age group, in terms of their need for concrete rather than abstract learning. Through the actual running of micro businesses and projects, integrating different learning areas, and consequently creating the opportunity for “hands-on” experience. The Knysna Montessori School caters for approximately 24 students per age group in the 12-15 environment, with three register teachers and other specialist teachers responsible for different learning areas.

### **The Daily Programme:**

The programme includes: Running of micro businesses at The Hub (A Montessori outdoor classroom, entrepreneur and adventure centre), followed by a three hour working cycle covering the different learning areas. These consist of English, Afrikaans, Mathematics, Life Orientation, Economics and Management Sciences, Arts and Culture, Technology, Natural Sciences and

Human and Social Sciences. The students follow the Montessori Cultural Topics of Earth and Living Things, History of Humanity and Human Progress and the Building up of Civilizations during the three year cycle.

As part of the entrepreneurial programme offered in the Middle School, children are required to bring pocket money at the beginning of each term to pay into their cheque books. The maximum amount is R250 and the minimum is R100. R50 of this is paid directly into their businesses as capital so that the businesses can start operating immediately.

Grade 9 Students write the IBT(International Bench Mark Test) in English and Mathematics.

The programme is balanced with educational outings and tours, relating to their studies. Drama is encouraged and all children take part in the annual play.

12-15 year term sports are from 2.15 – 3.15pm. Every student has to take part in sport at least twice a week.

Summer Sports: Swimming, MARS (Montessori Adventure Racing Sports), Athletics

Winter Sports: Netball, Hockey, Soccer, Adventure Racing,

### **HIGH SCHOOL (15-18yrs)**

*The years of academic independence and focus, increased social stability, awareness and maturity.*

The 15 – 18 year olds are well on their way to adulthood and being prepared to enter society. The older adolescents master articulation and analysis and move towards meta-cognition; the pragmatic solution to problems. They are more emotionally stable, their interpersonal relationships become more consistent and they achieve a moral maturity.

Montessori felt that high schools need to guide young persons to independence and adapt them to social life, in conjunction with developing their intellect.

Parents and teachers assist students to know their strengths and weaknesses to help them to gain self-knowledge and guide them in their career choices. These students also study the Montessori Philosophy and stages of development to advance their self-knowledge and help them interact with younger children.

The Knysna Montessori School Matrics write the final matriculation examination of the Independent Examination Boards (IEB). This is the examination written by most South African Independent Schools. It is accepted by Universities internationally as a Matric qualification. The language of instruction is English.

### **The Class:**

Classes at this level are run more in line with traditional teaching, where a timetable is followed and students change classes according to their subject choices. Students are encouraged to study and think independently and teachers are facilitators of learning.

This environment caters for 20-25 students per grade within the 15-18 environment with specialized subject teachers.

## **HIGH SCHOOL SUBJECTS:**

*The following subject choices are on offer:*

**Compulsory Subjects:**

- \* English (Home Language)
- \* Afrikaans (First Additional language)
- \* Life Orientation
- \* Mathematics or Mathematical Literacy

(Please note that for L.O. Sport is a pre-requisite for all students)

*A choice of three of the following subjects is required:*

### **Grade 10**

- \* Computer Applications Technology (CAT) **or** Art
- \* Physical Science **or** Business Studies
- \* Accounting **or** Geography
- \* Life Science **or** Design
- \* Additional Mathematics (Not part of Curriculum) private lessons with External Teacher.

### **Grade 11**

- \* Computer Applications Technology (CAT) **or** Business Studies
- \* Physical Science **or** Geography
- \* Accounting **or** Art
- \* Life Science
- \*

Please note:

- Information Technology can be offered at an extra cost ( $\pm$ R6800 per annum)
- CAT and IT will require learners to have their own Laptop computers.  
Minimum Hardware Specification: i3 Processor, 4Gb of RAM  
Minimum Software Specification: Microsoft Office 2010 or newer, incl. MS Access.
- Restrictions: IT and CAT may not be taken together

### **The Daily Programme:**

The daily programme is run as per timetable. The programme is balanced with educational outings and tours, relating to their subject choices.

### **Sport and Interact:**

Every student has to take part in sport at least twice a week. Sport is a pre-requisite for Life Orientation and counts towards the students' end of year results.

Summer Sports: Swimming, Cricket, Adventure Racing, Athletics,  
Winter Sports: Netball, Hockey, Soccer, Adventure Racing,

## **SPORT & EXTRA MURAL ACTIVITY**

Our Sport policy is one of inclusivity. We believe it is essential to promote the importance of team spirit, physical fitness and a healthy lifestyle, and consequently we cultivate an enjoyment of sport from an early age. All our children participate in whatever sport or game is being offered at the school. Children are expected to bring a sick note from the parent and a doctor's certificate if necessary if they are unable to participate in the lesson. We have dedicated sport coaches and teachers on staff who coach, guide and encourage the learners during sport sessions. Due to the fact that we are a relatively small school and have small numbers in certain age groups, we often have mixed age groups or in certain sports join forces with other schools. All children participate in Inter-house sport. Our three school sport houses for the Junior School are Ironwood (Green), Yellowwood (Yellow) and Milkwood (White). The two sport houses for the Middle and High School are Beyleveld (Purple) and Gryffenberg (Red).

It is compulsory for ALL students to attend their term sport periods. Should a student wish to attend an extra-mural activity instead, parents are asked to provide a letter at the beginning of each term, to be handed in at the office, stating activity and times involved to be handed to the office. This letter must include a note from the coach, teacher or trainer to confirm supervision and attendance.

***Summer Sports:*** Swimming, Athletics, Cricket, Trail Running, Surfing and MARS (Adventure Racing)

***Winter Sports:*** Hockey, Soccer, MARS and Netball

Other sports and extra mural activities which take place from the school include, Music, Mountain Biking, Ballet, Yoga, & Community Service. This list tends to change as the interests of the children change- updated timetables are available from the office.

For our Pre-School, Play Ball, Monkeynastics, Ballet, Gymnastics and Swimming are on offer. Details of these activities are available from the office.

### ***Clubs & Extra Murals***

In order to add variety and to help develop the whole child, clubs are offered in the Junior School. Some of these clubs are run free of charge by teachers in the school while others are fee-paying and run by private individuals.

### ***Clubs & Extra Murals Middle and High School***

Club Day in Middle School is on Wednesday. The students are able to choose from non-fee paying and some fee-paying clubs.

Any person wishing to conduct an Extra Mural Activity needs to complete the Extra Mural Form available from the office.

## **ANNUAL TRADITIONAL FUNCTIONS**

**New Year Opening Ceremony** and **End of Year Closing Ceremony** take place in the amphitheater in the first and last week of each year.

During the First term, a **Family Social** and **Family Camp** takes place.

At Foundation Phase, (6-9yrs) **Spring Day**, the **Annual School Concert** and the **Father Christmas Celebration** are highlights on the calendar.

At Intermediate Phase, (9-12yrs) the **Annual School Play** is usually based on the cultural time-lines, and parents are encouraged to take part. **Cultural evenings** also take place.

At Middle School and High School Phase, **plays** and **entertainment evenings** are often organized by the students themselves.

The Grade's 7-9's attend a leadership camp early in the First Term.

The Grade 9's traditionally go on a 3-4 day **Educational Tour**, which is partly funded from their businesses & occupations.

The 10 & 11's may have a two week **Overseas Tour** every second year, for which they raise funds to help pay expenses.

MARS Extreme- is a survival MARS Adventure for all Grade 11 students which will take place in the 3<sup>rd</sup> term.

Regular **educational excursions, survivor & team building camps** expose students to a wide range of experiences outside the school. Annually, we either host or visit students from the Plato English School in Taiwan.

A meaningful part of school tradition is the way in which we care for others and our environment, and regular interaction takes place between our students

and charity organisations, as well as work on **community projects** and visiting the aged.

Our Knysna Montessori students are encouraged to make new students and visitors welcome.

## **THE ROLE OF ALL PARENTS**

The Code of Conduct and Discipline has been established in order to maintain peaceful and orderly co-existence among educators, learner and parents, and rules may change over time, as the three elements work together.

**For the benefit of the Learners, it is of vital importance for both Educators and Parents always to be co-operatively involved in the child's education**

With this in mind, parents are asked to assist and cooperate with the following:

### ***Administration:***

- Please inform the school office of any change in personal details so that you may be reached at **ALL** times
- Call the office between 8.00 and 8.30 am if your child is ill. If he/she has a contagious condition, please keep your child at home. A doctor's certificate is required after two days of absence, if a Monday or Friday is missed, or if an important test/exam is missed.
- Medication and any instruction should be given to the office staff and the class teacher needs to be informed.

### ***Communication with educators:***

- If your child regularly claims there is no homework (*Middle and High School*) check with his/her teacher.
- School matters must be handled during school hours; please ring the office and not the teachers' cell phones. Messages will be passed onto the relevant teachers or child.
- Please make an appointment to see staff before or after school, NOT during classes. If you are unable to keep an appointment, please cancel timeously.

### ***Parent/Teacher Discussions and Training:***

#### **Student Reports**

- When school progress reports are sent out, parents are expected to attend parent/teacher discussions pertaining to their child.

- Parent Training Courses/Workshops are held in the first term of each year and periodically through the year. Parents are expected, for the sake
- of their children, to attend those lectures appropriate to their child's age group.

- Participate in Annual Survey

#### ***Arrival & Departure Procedures:***

- For security reasons: All Foundation Phase children (2 – 9 years) must arrive or leave the premises with adult-supervision. The office **MUST** be notified in advance if someone other than a parent collects a child. School commences at 7:45am.
- Children who are not collected by 3.00pm will be sent to Aftercare.
- Children in the Pre-Primary class may be collected from 12.15pm onwards, but this carries no reduction in fees.
- In order to encourage self-confidence, independence and responsibility we respectfully ask you to allow your child (6-18yrs) to enter their environment on their own. The teachers meet and greet your child at the classroom door.

#### ***Classroom Procedure:***

- Please do not allow your child to bring toys to school, apart from the pre-primary "Show and Tell" on Friday mornings.
- If you find toys or equipment in your child's bag, please see that they are returned. Montessori equipment is expensive and difficult to replace, and often one missing part can render the material useless.
- Items of clothing or stationery which do not belong to your child can be returned to the office. The items will be given to the correct person.

#### ***Meals and Friday Tuck-day:***

- Friday is tuck day. Parents are required to provide tuck for the class about twice a year. This tuck is then sold to the children for R5.00 and the money used to buy new reading books for the school. There is a new roster on the notice board each term. Please give your child the correct amount of money and not R50 and R100 notes.
- Tea and sandwiches are provided at no extra cost during the morning. All children have either school lunch (see School Fee Structure, Optional Extras), or a packed lunch box from home containing healthy food – no junk food, cool drinks, chips or sweets are permitted. Should a child forget to bring lunch, a school lunch will be provided, for which you will be billed.
- For birthdays, your child may supply a cake for the class. No 'invitation only' parties may be held at school, but the Friday Market Field is available for birthday parties after school, by arrangement with the office.

### ***General:***

- Please check the website, D6 communicator, notice boards and/or your child's pegboard daily for information and communication.
- Communication to parents comprises of emails, sms and D6 communicator.
- Please send selected photographs and information of your child's extra mural achievements and activities to the office.
- Please never criticise or undermine an educator or the school in front of your child – it can have a very negative effect.
- If at any time you feel that your child has been treated unfairly, or you have an issue to discuss, please first approach the Educator or Coach, and then if necessary, arrange to see the Principal.
- Lice; we check for lice on the first day of every term. Any child with live nits or lice will need to be sent home for treatment until completely clear. A clinic certificate of clearance is required before your child may return to school, and needs to be given to your class teacher.
- Illness: If your child has a fever, contagious illness, diarrhoea, is vomiting or is on antibiotics, please keep them at home until they are well.
- Injury: If your child has an accident at school, the teacher on duty will assess the situation, and notify you so that the child can be observed for any delayed side effects. If necessary you will be notified immediately to collect your child. This is one of the main reasons why it is imperative that we always have your correct contact details.

### **ADVERTISING AND PUBLIC RELATIONS**

Both in-house and external advertising are used to promote the school and its activities. Occasionally newsworthy photographs and coverage of school activities and achievements are submitted to our local media. Should you have any objection your child/children being involved in this, please let the office know. We also have a school Facebook Page and Webpage, [www.knynsamontessori.co.za](http://www.knynsamontessori.co.za) which is overseen and updated regularly by our staff, and all parents are cordially invited to support this.

***As a matter of the utmost importance, we urge all parents to be aware of the social networking sites being used by their children.***

### **PARENT FUNDRAISING AND INVOLVEMENT**

We rely on volunteer parents to provide support for the school by co-ordinating fundraising projects, assisting where possible with general upkeep of the buildings and grounds and input into the co-curriculum programme.

## **THE FRIDAY MARKET**

The Friday Market was established as our main fundraiser and a platform for developing the entrepreneurship skills of our Middle School students. All parents are asked to not only support the market (which has become an enormously popular meeting place for locals and visitors alike), but help out at least once a year with Friday Market duties.

## **IN CONCLUSION ....**

We are above all, a happy school, and we extend a warm welcome to you and your child as new members of our Knysna Montessori School.

*You are most welcome to discuss or query any aspect of the information contained in this Brochure. Should you wish to do so, please do not hesitate to contact the office and make an appointment to see Head Directress: Sonia Heaton( Pre and Junior School) or Head Director: Gerhard Claassen (Middle and High School)*

## **TURACO BOARDING HOUSE REQUIREMENTS AND RULES**

**PLEASE REFER TO TURACO HOUSE POLICY DOCUMENT- Available from the office**

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## **GENERAL SCHOOL POLICIES**

### **QUALITY MANAGEMENT SYSTEM POLICY**

- At the heart of the Quality Management System is the concept of continuous improvement for the child, for the teacher, for management and for our school.
- The school has policies in place to cover all facets of school activities
- Policies related to the Trustee Management, will be approved and reviewed by Trustees
- Policies pertaining to School Management are drawn up by the school Management Team and approved by the Trustees.
- The Management Team consists of the Principal, Business Manager and Educational Consultant(Founder)
- All policies are reviewed by the Trustees in the Third Term and by the Management Team in the First Term of each year and updated where necessary.
- Where the Management Team feels it is necessary a new policy may be created or an old one reviewed and up dated during the year, but appropriate parties must be issued with this policy in writing. The policy must be signed and dated correctly.

### **POLICY FOR MONITORING OF POLICY IMPLEMENTATION**

- Policies are in a file in the staff room and available to all staff when they are appointed.
- It is the responsibility of all staff to become acquainted with these policies.
- Policies are issued to newly elected Trustee members.
- Management and Phase Heads are responsible for making all members of the school staff aware of new or changed policies and to make sure they have a good knowledge of their content.
- The school's management bases their decisions on these policies.
- The school operates according to these policies.
- Every incident of non-compliance with these policies is investigated by management at their weekly meetings and the reason for non-compliance is determined and rectified.

- School policies are reviewed annually by the Policy Team, in the First term, or when applicable during the year, and amended and supplemented where this is necessary.
- All staff are notified, as soon as possible, regarding changes, at their weekly staff meetings with Phase Heads and/or Management.
- The Policy Team sees that the school policies comply with the statutory provisions of National and Provincial legislation and associated policies.

## **RELIGION POLICY**

Knysna Montessori School has chosen to use **scientific time lines** and to research all religions on a broad basis, celebrating various religious holidays to promote cross-cultural tolerance. We believe religious instruction is the responsibility of the parent and begins at home.

## **POLICY ON TOUR EXCURSIONS**

- Excursions and tours, including sports tours, provide rich educational opportunities for students, provided they have clear educational objectives, and are well organised and managed.
- Staff leadership of a tour is of the utmost importance. As a rule 2 staff members should accompany any excursion, tour or sports event.
- Adults in charge of school transport must hold a valid PDP license.
- Parents of tour members are responsible for meeting the costs of their child's tour.
- Staff members supervising the tour are not required to meet any costs. Their expenses must be provided for in the tour budget.
- When proposing a tour or excursion, the Senior Management should be approached directly. There after a detailed proposal must be prepared and presented to the Principal for approval. This should include details of dates, possible itinerary, meals, travel/transport, proposed staff in charge, and motivation for budget. Once approval has been given, no additions or changes can be made without prior permission from Management.
- The staff organizing the tour must compile a letter addressed to parents detailing all relevant information at least a month in advance. This letter must be approved by Principal and Business Manager before it is sent to parents.
- No Cell phones or Technology devices are allowed on school tours. The member of staff on duty will use their discretion if it is deemed necessary

(for safety reasons) for the students to have use of their cell phones. Prior permission must first be sought by Management.

- It may be necessary for staff to hold a meeting with parents prior to a tour.
- A particular tour group may embark on fund-raising projects, subject to the approval of the principal. The following applies:
- All funds collected are to be deposited into a special tour fund account organized by the school.
- Any fund-raising initiative by parents must first be approved by the school.
- Any raffle tickets, posters letters etc. must be edited by the school editor and stamped with the school stamp by front office.
- Care must be taken not to deflect sources of financial support from existing school programmes.
- The Sports Co-ordinator is responsible for organizing sport matches and Sport Tours. Fixture dates are to be set at the breakfast meeting before school term starts. Any other friendly matches are to be arranged in time to give parents at least 2 days notification.

## CODE OF CONDUCT

The School's Code of Conduct for learners, as set out below, is based on the rights and the responsibilities of each student

<i><b>IT IS THE LEARNER'S <u>RIGHT</u> TO :</b></i>	<i><b>IT IS THE LEARNER'S <u>RESPONSIBILITY</u> TO :</b></i>
Be treated with respect	Treat others with respect and show courtesy at all times
Attend school	Attend school daily and be punctual for all classes
Express opinions verbally or in writing	Express opinions in a civil and non-confrontational manner, without the use of obscenity or personal attack.
Expect school to be a safe environment	Conform to all rules and regulations, and inform staff of any infringement of rules which may endanger the safety of others.
Expect a reasonable degree of privacy regarding lockers, bags etc. & protection from inappropriate seizure thereof	To have no prohibited/illegal items on personal or school property. This may result in lawful search and/or seizure thereof.
Expect to receive fair and reasonable consequences of violation of school rules	Be familiar with all rules and regulations, and accept fair and reasonable consequences when in violation of those rules

Lay complaint about school-related personal loss, injury, misinterpretation or inequitable application of an established policy governing learners	Attempt to resolve problems in a courteous manner with party involved, and if not possible, take the complaint further to a staff member or school management.
Participate in approved school activities off campus.	Recognize that all school rules and regulations continue to apply to participants in off-campus school activities
Use Academic facilities and learn	Attend all classes, complete all assignments, participate in all class-related activities, to the best of the learner's ability
Assemble peacefully	Assemble at appropriate time by arrangement with management, and refrain from participation in activities which would interfere with operation of classroom or school.
In accordance with Montessori Philosophy, be free of discrimination and racial, ethnic, religious, personal or sexual harassment from learners or staff	Be familiar with the rules regarding discriminations and harassment. Ask a staff member or management if in doubt.

**If any student is in breach of the code of conduct a thorough investigation will take place. The principal will determine the procedure and consequences according to the discipline policy. In certain circumstances a black mark may be issued by the Principal.**

## **POLICY ON DISCIPLINE**

Hostel, classroom and playground rules are formulated by Staff, with the participation of the children where appropriate. Consequences for the violation of rules are put in place at the same time, so that all are aware of both rules and consequences. This discipline exists for the express benefit and protection of all the students, in order to ensure respect towards others, and safety and security within the school environment.

*Every child attending the school is expected to know and abide by the rules.*

### Disciplinary Procedure

Procedures may differ according to ages or phases within the school:

1. Inappropriate behaviour needs to be identified and addressed pro-actively. A peace table is held to deal with first time offenders and counseling given.

2. If behaviour is repeated, one-to-one counseling with the Principal coupled with a warning of consequences of a repetition of unacceptable behaviour.
3. Continued inappropriate behaviour will be reported to parents and a black mark issued to the student. Counselling would be recommended.
4. If the behaviour is repeated, a second black mark will be issued, a Parental interview will be called and behaviour modification will be outlined. Professional counseling, regular report backs, and a positive improvement in behaviour will be required if the learners to remain in the school.
5. If the behaviour does not improve, three black marks in any one year will result in dismissal from the school.

#### Appeals & Grievances Procedure:

At Knysna Montessori School staff members are expected to set an example by showing respect for the individuality of each and every child. Students should feel that staff are friendly and approachable.

- In the 3-6 year and 6-9 year phases, appeals and grievances of students should be dealt with promptly by the teacher in charge. To facilitate this, a peace table, with the rules of the peace table displayed on it, should be available in each phase area.
- Phase council meetings are held every Friday in the intermediate, junior high and high school phases. Council meetings serve as a forum for students and staff to voice their issues, appeals and grievances. The students have turns to lead council meeting and the format is:
  - Brag session
  - Issues
  - Apologies
  - Thank you's
  - Business of the week

During issues no names are mentioned – only grievances and expressions of feelings aroused by these grievances.

- In the Middle and High School phases an accountability system is in place. This system is not a punitive measure, but importantly teaches the student that every action has a consequence.

***“Young people must have enough freedom to allow them to act on individual initiative. But in order that individual action should be free and useful at the same time it must be restricted within certain limits and rules that give the necessary guidance. These rules and restrictions must be those of the whole institution, not forced on separate individuals as though they had no sense of responsibility and were incapable of conforming of their own free will to necessary regulations. The rules must be just those that are necessary and sufficient to maintain order and ensure progress.” Maria Montessori From Childhood to Adolescence second edition transcribed by Lindsay van den Berg 2006.***

- Should grievances not be heard, the phase teacher or Phase Head should be approached before going directly to the Principal.
- The Principal has, within reason, an open door policy for students, staff and parents. Grievances are dealt with promptly in a kind and friendly manner.

The essential aim of discipline at the Knysna Montessori School is to encourage our children to discipline themselves, and we therefore, endorse and foster Montessori philosophy which states that ***an individual is disciplined when he is the master of himself, and when he can, as a result, control himself when he must follow a rule of life.***

## **POLICY ON BULLYING**

Learners are made aware of their rights and responsibilities and will be empowered through assertiveness training to expose bullies.

All learners have basic rights:

- To an education
- To feel safe in the school environment
- To human dignity
- To be respected by other learners and educators
- To be valued as individuals

All learners have basic responsibilities:

- To respect the rights of others
- To allow uninterrupted learning to take place

Types of bullying:

Physical

- Inflicting physical pain of any form. Taking, using or damaging any article belonging to another without permission.
- Making/forcing another to do something against his/her will.
- Writing hurtful, damaging things about another.
- Any other physical action which may diminish the dignity of another.

#### Verbal

- Diminishing the dignity of another using verbal attacks which include: threats, teasing, mockery, racial slurs and hate-speech, foul language and name calling.

#### Psychological

- Intimidation, rumour-mongering, ostracizing, manipulation and domination.
- Any other action which psychologically diminishes the dignity of another.

#### Cyber Bullying

- This is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.
- Impersonating another or identity theft of any sort.

#### Procedures on dealing with bullying

Procedures may differ according to ages or phases within the school.

Mentoring and discussion about the topic occurs daily in Life Orientation and Life Skills lessons.

- Bullying behaviour needs to be identified and addressed pro-actively.
- A peace table is held for first time offenders, at which counselling is given.
- Senior Students in the Middle and High School use the Council Meeting Forum to express feelings and issues.
- If behaviour is repeated, offenders are given counselling by H.O.D. / Principal coupled with a warning of the consequences of any further bullying behaviour. A full report of the offensive behaviour is given to parents and a black mark issued to the student.
- If behaviour occurs again, a second black mark will be issued, a parental interview will be called and behaviour modification will be outlined. Professional counselling, regular report back and a positive improvement in behaviour will be required if the learner is to remain in the school.
- If the behaviour does not improve, three black marks in any one year will result in dismissal from the school.

*The Principal should have an open door policy, within reason, for students, staff and parents and grievances should be dealt with promptly in a kind and friendly manner.*

## **POLICY ON HIV / AIDS**

- No student/staff member will be refused admission to the school on the basis of their HIV-status, but will be subject to the same selection procedures as non-infected students/staff members.
- Parents of students or staff are not required to declare their HIV-status, but are encouraged to do so, so that support can be given to the student/staff member. This information will be kept confidential by the school.
- HIV-positive students/staff will be afforded the same privileges and be required to adhere to the same rules and regulations as other students/staff.
- With regard to sport, any person with an open wound prior to, or sustained during, a game will be asked to leave the sports field, and will be treated by the first aid team in terms of the school's normal HIV-infection prevention protocol.
- No employee will be dismissed because of his/her HIV-status, but will be subject to the same sick leave benefits and the same policies on prolonged absenteeism or physical incapacity, as any other employee.
- Each environment has a blood box and gloves for emergencies

## **POLICY ON DRUGS**

Knysna Montessori School will not under any circumstances tolerate the use of alcohol or illegal drugs on school premises, or in any dress or circumstances that may identify users as Knysna Montessori School pupils. Possession, distribution and use of illegal substances is outlawed in our country and is a punishable offence under South African Law. On application to Knysna Montessori School (for Middle – High School) you and your child will be asked to sign a drug policy form.

The aim of this policy is to encourage all students to abstain from using any drugs (other than those which are medically prescribed), including alcohol and tobacco. This documents sets out the school's policy on drugs, alcohol and tobacco use. Parents or guardians of students are required to sign it as acknowledgement that they have read and understood it, and that they have agreed to abide by this policy. Middle School and High School students and parents sign this form when enrolling their child or when the child progresses to the Middle School. A drug testing consent form is also issued to parents.

The school does not tolerate:

- The use or possession of any illegal or prohibited substances
- The possession of drug-related equipment such as cigarette papers, pipes, etc.
- The use of anabolic steroids and other performance-enhancing substances
- The inappropriate use of solvents, inhalants and similar agents
- The consumption of alcohol and the smoking of tobacco.

**Procedure:**

Anybody found in possession of, or using, any of these substances either on school property, or when in school uniform, or when under the supervision of the school, or attending school-related functions, including sports outings and social events, will be subject to the following procedure:

- The student will first be interviewed by the school counsellor or senior member of staff to determine the nature and extent of the student's involvement. If necessary a drug or alcohol test will be carried out.
- The student's parents will be informed of the student's involvement and they will be required to attend a meeting at the school to discuss the matter.
- If on the basis of the interview, the school considers it necessary to refer the student to an agency for professional drug counselling or other treatment, the parents will be informed of this. The cost of such treatment shall be paid for by the student's family. In instances where parents are unable to afford treatment, the student will be referred to appropriate state health facilities or agencies.
- Disciplinary action against the student may follow if, in the opinion of the school, this is warranted by the nature of the student's involvement and if the student is found to be dealing in drugs or involving others in their use the student will be expelled from the school.
- The school understands that addiction is a medical problem and the school's staff, as far as possible, will treat this with the utmost confidentiality. Any student who asks a staff member for assistance in coping with drug use, will not be punished, but will be helped to attend appropriate counselling.
- If the need arises, the school will call on local authorities for the necessary support in upholding and maintaining a drug-free environment.

## **POLICY ON CELL PHONES**

While the school acknowledges that cell phones have become an important and useful means of communication, it is also aware of the fact that their use and abuse, particularly by children, pose social, ethical and safety consequences. The school would prefer students not to have cell phones in their possession while they are at school or in school uniform.

- All learners are to hand in and sign in their phones at the start of the day to the front office. Phones will be locked away and must be signed out at the end of the day.
- Termly boarders may use their cell phones at weekends, but they must hand them in to the house parents during the week and follow the hostel cell phone rules.
- Any violation of these rules will mean confiscation of the cell phone for minimum of 4 weeks.
- Staff cell phones must be on silent during class and when on duty with the children. Staff may only take calls during lunch hour or free periods.
- Teachers off school property/outing shall have a cell phone in case of emergency.
- Staff involved with MARS or events/tours/outings which require the children to have theirs phones for safety reasons, may use their discretion about cell phones because of the nature of the event. Permission must first be sought from Management
- Technology devices are not permitted on school tours.
- High School students (Gr 10, 11, 12) hand in phones at register class and receive them at home time 2.10pm

## **POLICY ON WORK MISSED THROUGH ABSENCE OR NEGLIGENCE**

- Students who miss a standardised CLASS test through ill-health or other legitimate reasons will be expected to write the test on the day they return to school. A doctor's letter must be provided. Their mark may be adjusted at the teacher's discretion.
- Students are required to hand in work on the due date to their teacher, in person.
- Penalties will be imposed for work that is handed in after the due date. A penalty of 10% of the final mark will be deducted for each day after the due date that the work is overdue up to a maximum of three days (30%).

- Students who fail to hand in assignments or who miss tasks through absence for reasons that are not legitimate may be kept after school to complete their task.
- A student may be given 0 for a task only in instances of proven dishonesty or plagiarism.

## **POLICY ON ABSENCE FROM SCHOOL**

- In accordance with Government policy, a student who has been absent for more than thirty days (30), during the school year, may not be promoted to the next level.
- Should parents find it necessary for any reason to remove children from school during the term, please ensure that they have the necessary work to do whilst they are away in order to keep up with the syllabus. It is the responsibility of the parent and not the teacher.
- If a child is absent for 2 days or more, a medical certificate is required detailing the reason for absence from school.

### Early holidays:

Parents are requested to submit their requests in writing to the Principal if they wish to take their children out of school earlier than the scheduled term dates.

## **POLICY ON THE USE OF SCHOOL FACILITIES**

Access to the school site during the academic day is restricted to students and staff of the school and to bona fide visitors, who have legitimate business reasons for visiting the school. These visitors must first report at reception, and sign the visitors register.

No person beside academic staff and office staff may enter the school grounds after school hours without permission. Any person found to be present on the school site after school hours will be considered to be trespassing and may be prosecuted.

The Amphitheatre, Friday Market Field, swimming pool and sports field may be hired for use. Specific conditions apply to the hire of these facilities:

- that there is a responsible adult present for the duration
- that the hirer agrees to pay for any damage to the property which may arise as a result of his use of the school's facilities
- that the person hiring the facility undertakes not to hold the school liable for any injury or prejudice that the user incurs as a consequence of using the facilities

#### Extra Mural Use of school facilities

- all extra mural persons approved by the school abide by the extra mural policy which they agree to and sign before commencement of the extra mural activity.

## POLICY ON EXAMINATIONS

Policy on examination in the Middle and High School (Grade 7-11)

Matric (National Senior Certificate) as per IEB regulations

Examination requirements:

**Stationery:** All students are to have the correct stationery for the examinations. Reminders will be given to students when the examination schedule is published. Failure to bring the necessary stationery to the exam room will result in the student having to complete the examination without the item/s. e.g. calculator, Geometry set, coloured pencils, pencil, ruler, eraser, pen etc.

**Absenteeism:** All students with the exception of the Matriculants are required to attend school as usual during the examinations period. The school hours remain the same as normal. Exception – Matric students. If a student is ill, a letter from the parent and a doctor's certificate must be provided and the necessary arrangements can then be made for the student to sit the exam at another time.

**Uniform:** Full School uniform is to be worn (except blazers). No knee blankets, hot water bottles, toys or mascots are permitted.

**Leaving the exam room:** The student is to attract the attention of the invigilator by raising his hand. With the exception of accompanied visits to the toilet (member of staff will wait outside and monitor time), no student will be allowed to leave the examination room until the prescribed time has elapsed.

**Accommodations:** Where students have been assessed by an educational psychologist and the recommendation is for that extra time, scribe or reader, the student will write in a separate venue and the same general rules will apply.

**Disqualification:** Any student who takes into the examination room, (or has in his/her possession whilst in the room), any book, memorandum, notes or any paper whatsoever, except his/her personal copy of the examination paper and examination pad will be disqualified.

Any student, whilst visiting the toilet during an examination and who is found to have on his/her person or in the cloakroom, notes, book or memorandum, will be disqualified.

In the above cases, results for that examination paper will be declared null and void.

The Junior School students write Assessment Tests and not examinations, but the correct protocol is expected. The children are informed about the rules prior to the assessment.

The student portfolio guidelines:

- **Student portfolio:** Matric students and staff members compile portfolios in accordance with IEB regulations and requirements. These portfolios are kept for 5 years after the student has matriculated.
- **Student Reports:** Teachers are responsible for formal report cards that go out to parents in the Second and Fourth terms. In the first and third term a parent evening for each phase will be held, with students work on display and teachers available for discussion. Graphs detailing progress during a work cycle are done in the first and third terms in the Pre School and Junior School. A Progress report is done in the Middle and High School at the end of the first term. Reports are sent out electronically. Graphs are collected at the office.
- Parent meetings are to be held at the end of each formal report term to discuss the student's progress where necessary.

## **Assessment concessions for learners with barriers to learning:**

On the advice of a competent professional such as a doctor or educational psychologist, a learner with temporary or permanent barriers to learning may be granted various concessions. These may include:

- additional time to complete tests and examinations
- spelling dispensations
- hand writing dispensations

Application for an Accommodation needs to be submitted with relevant supporting documentation to the IEB between January of Grade 8 and 31<sup>st</sup> October of the Grade 11 year.

## **POLICY ON UNIFORM**

Pupils must look neat at all times. Please see that your child wears full school uniform and sports kit **ONLY**

Junior & Middle School uniforms (Grade 1 –Grade 9) are obtainable from the office. Please place your order in the morning at the office and collect in the afternoon.

High School Uniform (Grade 10-12) School shirts and girls skirts are available from the office. Other items can be purchased locally. The front office has the details. High School students who opt to wear the Middle School Winter Uniform in cooler weather must conform to the uniform regulations.

Sport Uniform and Kit: It is compulsory for all students to wear the school uniform kit. List and details are available from the office.

Junior School Bags (Grade 1-6): A branded KMS school backpack is compulsory for the Junior School (6-9 years and 9-12 years) A swimming/sport bag is compulsory. Both are available at the school office at the beginning of each year.

- Jewellery: One wristwatch and one set of plain gold or silver studs, one in each earlobe, may be worn. Special written permission must be obtained from the office for the wearing of a discreet religious symbol. No other body piercings or tattoos are permitted.
- Hair/Braids: Must be neat and not hanging in the eyes. Hair/Braids touching or longer than collar is to be tied back with hair accessories in

plain school colours. Extreme haircuts and dyeing or colouring hair is discouraged.

- Hats: Most parents are well aware of the damage over-exposure to the sun can cause. Please see that your child has adequate protection from the sun during break, at sport and in aftercare (if applicable), in the form of a good sun block and a school hat or cap which is brought to school on a daily basis during the summer. School hats and caps are available from the office.
- Footwear: Please see relevant Phase list below.

All clothing and footwear must be clearly marked with initial and surname. We are unable to return unmarked items, and after a term in lost property, they will be donated to the uniform storeroom or a charity organization.

Other Items which are compulsory but not obtainable from the office (unless indicated):

#### Uniform:

##### Junior School & Middle School:

Takkies: White/Navy

Rain Jacket (Royal Blue/Navy)

Socks: White/Navy

Gum Boots (Middle School)

##### High School:

Girls and Boys: Black school shoe - winter

Girls and Boys: White takkies - summer

Girls socks and tights: Summer white socks- Winter black stockings

Boys socks: white socks – summer black socks - winter

Blazer (Royal Blue York High School available at De Jagers in George) KMS

Badge available from office.

#### Sport Kit:

##### Junior Winter:

Standard Sport uniform- available from the office

Hockey Stick

Hockey socks (royal blue and white stripe)- available from the office

Gum guard and shin pads

Soccer Togs

Soccer socks (royal blue and white stripe)- available from the office

Netball- Sport uniform- Girls- available from the office

### Junior Summer:

Athletics- Sport uniform- available from the office

Swimming- School costume and swimming cap in relevant House colour- available from the office

Cricket- Boys White shorts purchased at sport shops- sport uniform top available from office.

### Middle and High School Winter:

Soccer Togs

Soccer socks (royal blue and white stripe)- available from the office

Netball- Sport uniform- Girls- available from the office

Hockey Stick

Hockey socks (royal blue and white stripe)- available from the office

Gum guard and shin pads

MARS- MARS Kit box and sport uniform

### Middle and High School Summer:

Athletics- Sport uniform -available from the office

Swimming- School costume and swimming cap in relevant House colour - available from the office

Extreme Frisbee and Trail Running- sport uniform- available from the office

MARS- MARS Kit box and sport uniform

Life Orientation- Physical Education lessons- sport kit