



## **PARENT/LEARNER HANDBOOK 2022**

### **HISTORY & PURPOSE**

In 2017, Mario Georgiou, a business owner in St Lucia, established the founding Board of Directors for Northland School. Northland School is an English-medium, co-educational, Christian, independent school with the purpose of providing a high quality of education.

Northland School is situated in the Monzi Estate opposite the Monzi Golf Club, between St Lucia and Mtubatuba on the Zululand North Coast. Monzi is a farming community with many sugar cane farms and small holdings in the area. It is on the doorstep of iSimangaliso Wetland Park, a World Heritage Park, renowned for its beautiful beaches and game reserves. Nearby town, St. Lucia, is a pristine small town with much to offer in the way of tourism activities and educational opportunities for our learners.

The school grounds and facilities are large and well-designed to provide a beautiful environment for children to be educated. The school facilities include a library, swimming pool, sports field, netball court and mini Astroturf.

Northland School's purpose is to provide excellent, well-rounded education. This school will:

- Based on demand, offer education from Grade RRR to Grade 7 to children in the St. Lucia, Monzi, Mtubatuba, and surrounding areas;
- Be registered as a Not for Profit Company (NPC) and a Non-Profit Organisation (NPO);
- Use the National Curriculum CAPS documents designed and supplied by the Department of Basic Education;
- Be a member school of Association of Christian Schools International (ACSI) and implement a biblically integrated curriculum supporting a biblical worldview;
- From time to time introduce support programmes to enhance learning;
- Serve as a Christian Institution to assist parents to “train up a child in the way he should go”, in obedience to the commandments of God, and the Scriptures in the Word of God, and
- Assist children of the school to define their unique calling by God and equip each child with sound biblically-based educational and life skills, as well as Godly wisdom, insight and character, in order to become mature, stable and productive members of society.

### **GOING FORWARD**

Northland School will continue to strive towards academic excellence and the fulfilment of our Vision, Mission and Values. Our focus for 2022 will be to improve in the area of sport participation and allowing learners the opportunity to excel in this area of development.

## **VISION**

To offer a rich, holistic education that will develop each child in body, mind and spirit, enabling children to optimise their talents and realise their potential using the Bible as their foundation.

## **MISSION**

To enable the realisation of our Vision, the school will aim to:

- Provide Christ-centred education through Biblical integration across all aspects of the curriculum;
- Equip children for life with Godly character, Christian values and Biblical truth;
- Provide excellent education opportunities to allow learners to make a positive contribution to South Africa and the world;
- Provide a diversity of co- and extra-curricular opportunities for learners to extend their interests, enjoy unique opportunities and develop their talents recreationally and competitively;
- Nurture independent thinkers whose horizons are extended beyond the classroom;
- Nurture outwardly focused learners who will be a blessing to others through good manners, kind deeds and community involvement;
- Create a family environment to instil in each child a sense of belonging;
- Employ skilled and caring educators and support staff who identify with the Christian ethos of the school.

## **VALUES**

The school will aim to instil Christian values in children's lives, focusing on Faith, Family, Friendships and the Future:

- *Courage* to aim high and do the right thing
- *Integrity, Honesty* and *Trustworthiness* in word and deed
- *Respect* for others and the environment
- *Accountability* to authority
- *Commitment* to a task, to do it well and finish what was started
- *Generosity* towards others
- *Humility*, by thinking of others first
- *Compassion* for others
- *Kindness* and *Fairness* towards others
- *Self-control*
- *Forgiveness* towards those that have wronged us

## **STATEMENT OF FAITH**

The School subscribes to the basic foundational truths of Evangelical Christianity and is charismatic in regard to the functioning of the gifts of the Holy Spirit in the Church today. These teachings are reflected in our "Statement of Faith", found on our website.

## **CREATIVE CHRISTIAN EDUCATION**

What is education? All cultures and societies have some system of education, whereby the young of the society are brought up in the traditions and norms of that society. Education is the impartation of knowledge and a philosophy of life. One's view of the world will determine an individual's value system, which will influence behaviour. The collective behaviour of all individuals will determine the nature of that society. It is important for us to recognise the important biblical Christian principles that we should

be teaching our children. They are simply that God applies to all of life. There is no area that is not under His control.

Colossians 1:16-17 tells us that Jesus Christ is the centre, the focal point, of all of life. By Him all things were created, in Heaven, on earth, visible, invisible, thrones, powers, rulers, authorities. He is before all things, and in Him all things hold together. Everything we learn about in school is included in the above list. There is no subject of which God in Christ is not the centre, no area in which He has nothing to say. We need to take particular care that we attend to the education of our children, so that a generation will grow up who does know the Lord, and how His truth applies in all practical situations. We need to assume the responsibility to educate our children in these important areas and we firmly believe that the Lord will give us the wisdom and help to do just that.

## **SCHOOL MOTTO**

The school motto is **“More than Conquerors”** based on the Bible verse from Romans 8:35 – 39 New International Version (NIV):

<sup>35</sup>Who shall separate us from the love of Christ? Shall trouble or hardship or persecution or famine or nakedness or danger or sword? <sup>36</sup>As it is written: “For your sake we face death all day long; we are considered as sheep to be slaughtered.” <sup>37</sup>No, in all these things we are more than conquerors through him who loved us. <sup>38</sup>For I am convinced that neither death nor life, neither angels nor demons, neither the present nor the future, nor any powers, <sup>39</sup>neither height nor depth, nor anything else in all creation, will be able to separate us from the love of God that is in Christ Jesus our Lord.

## **SCHOOL BADGE**

### **The Book**

The book is an open invitation that represents the Word of God, the Bible. He invites us to know Him deeper, to learn from Him, to learn who He is and who we are, to learn how to live and how to love; how to honour Him and serve Him with our whole hearts. The open book also represents learning and education as the foundation for gaining knowledge and therefore empowering ourselves to be able to use what we have learnt to advance and achieve our dreams. The third meaning seen in the open book, is an idea of honesty, transparency, accountability, humility and an open mind.

### **The Eagle**

The image of the Eagle comes from the book of Isaiah chapter 40 vs 28-31. “Do you not know? Have you not heard? The Lord is the everlasting God, the Creator of the ends of the earth. He will not grow tired or weary, and His understanding no-one can fathom. He gives strength to the weary and increases the power of the weak. Even youths grow tired and weary, and young men stumble and fall; but those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.” We want to see the children grown in Northland come to know how beautiful and valued they are, we want to see them planted in fertile soil, fed and nourished in security and unconditional love. We want to see them rise up in the strength of the Lord and overcome all things through His enabling. We want to see them become powerful and free. We want to see them fearless and soaring, like eagles, rising up as sons and daughters of the Living God.

### **The Crown**

The crown represents firstly the crown of thorns Jesus was made to wear when he died for our sins and paid the price that brought us life and freedom. Secondly, the crown represents a crown of GLORY. When Jesus was raised from the dead and placed at the right hand of God, He wore a very different crown. This is the crown He bestows on those He calls His own. “For the LORD takes delight in His people; He crowns the humble with VICTORY” (Psalm 149:4). We believe our lives are to bring Him glory – through acknowledging His Lordship, walking humbly before Him, not living for ourselves but living to serve Him and others. In so doing, we find ourselves fulfilled as He gives us the desires of our hearts. We glorify him as we are full of joy and as we reflect Him and display Him to the world for who He truly is. Our hearts’ cry

is to truly know Him and run after Him, the Life-giver, the Joy-giver, the Hope-giver, the Author and Perfector of our faith, the Lover of our souls.

### **The Wreath**

The wreath is a symbol of the victory of the redemption of man. It also represents honour and its circular shape represent Christ's eternal love.

### **SCHOOL AND ADMIN STAFF**

<b>CHAIRPERSON - BOARD OF DIRECTORS</b>	<b>MARIO GEORGIU</b>
<b>PRINCIPAL &amp; GRADE 6-7 NS&amp;T</b>	<b>ANNE-MARY MYHILL</b>
<b>SCHOOL &amp; FINANCE ADMINISTRATOR</b>	<b>PENNY ORBAN</b>
<b>SECRETARY &amp; COMMUNICATIONS CO-ORDINATOR</b>	<b>APRIL FRENZEL</b>
<b>GRADE RRR TEACHER</b>	<b>HENRIETTE PRETORIUS</b>
<b>GRADE RR TEACHER</b>	<b>CLAUDIA FRENZEL</b>
<b>GRADE R TEACHER</b>	<b>JULIA BIRKENSTOCK</b>
<b>GRADE 1 REGISTER TEACHER &amp; HOD OF GRADES RRR-3</b>	<b>KATHRYN SEARLE</b>
<b>GRADE 2 REGISTER TEACHER, GRADE 1-3 COMPUTERS</b>	<b>COURTNEY DE RICQUEBOURG</b>
<b>GRADE 3 REGISTER TEACHER, GRADE 5 MATHEMATICS &amp; HOD OF GRADES 4-7</b>	<b>CAROL HOUGHTING</b>
<b>GRADE 4 REGISTER TEACHER, GRADE 4-5 ENGLISH, GRADE 4 MATHS &amp; PSWB, GRADE 4-5 NS&amp;T</b>	<b>LAUREN MERREDEW</b>
<b>GRADE 5 REGISTER TEACHER, GRADE 6-7 ENGLISH, GRADE 3, 5 &amp; 7 AFRIKAANS, GRADE 7 EMS</b>	<b>RIANA UYS</b>
<b>GRADE 6 REGISTER TEACHER, GRADE 4 &amp; 6 AFRIKAANS, GRADE 7 TECHNOLOGY &amp; SPORTS CO-ORDINATOR</b>	<b>TARAH BOSHOF</b>
<b>GRADE 7 REGISTER TEACHER, GRADE RRR-7 PERFORMING ARTS FACILITATOR, GRADE 7 LO, GRADE 4-7 COMPUTERS &amp; MENTOR FACILITATOR</b>	<b>MIRIAM WILLMOTT</b>
<b>GRADE R-7 ISIZULU TEACHER &amp; AFTERCARE</b>	<b>SBONGILE KHUMALO</b>
<b>GRADE 4-7 SS, GRADE 5-6 PSWB, LIBRARY &amp; AFTERCARE</b>	<b>KENIA CHITOPPO</b>
<b>GRADE 6&amp;7 MATHEMATICS TEACHER</b>	<b>ILZE COETZEE</b>
<b>GRADE 4-7 VISUAL ARTS TEACHER</b>	<b>SHARON VARDY</b>

## NATIONAL CURRICULUM AND ASSESSMENT

As is required by National Policy, we as a school fully adhere to the requirements of the National Curriculum and Policy and will be assessed and moderated by the Independent Examination Board who works in close association with the National Department of Education and UMALUSI.

### SCHOOL SUBJECTS: FOUNDATION AND INTERMEDIATE PHASES

<b>GRADES 1 - 3</b>	<b>GRADES 4 - 7</b>
<ul style="list-style-type: none"><li>• Literacy<ul style="list-style-type: none"><li>– English (Language of learning and teaching)</li><li>– Afrikaans <b>and</b> isiZulu (First Additional Languages) (Choose one from Grade 3)</li></ul></li><li>• Mathematics</li><li>• Life Skills<ul style="list-style-type: none"><li>– Personal and Social Well-Being</li><li>– Beginning Knowledge</li><li>– Creative Arts</li><li>– Physical Education</li><li>– Computers</li></ul></li></ul>	<ul style="list-style-type: none"><li>• English (Language of learning and teaching)</li><li>• Afrikaans <b>or</b> isiZulu (First Additional Language)</li><li>• Mathematics</li><li>• Natural Science and Technology</li><li>• Social Sciences (History and Geography)</li><li>• Life Skills (Personal and Social Well-Being, Creative Arts, Physical Education)</li><li>• Computers</li></ul>

### CONDITIONS FOR ADMISSION OF LEARNERS

Northland School is open to all children and does not discriminate on the basis of race, nationality, gender, age, colour, status, language, religion, culture or disability. The school admits learners of any race, colour, national and ethnic origin to all the rights, privileges, programmes and activities generally accorded to, or made available to, the learners at the school. It does not discriminate on the basis of race, colour, national and ethnic origin in the administration of its educational policies, admissions policies, sports and other school-administered programmes.

Upon application for a place at the school, the language proficiency and academic ability of all new learners will be determined by a Placement Test to ensure correct placing.

The school does not have the facilities or staff to deal with special needs education. If your child needs specialist care, we recommend that you enrol him/her at a suitable facility.

No learner who is two or more years older than the average age of their grade will be admitted into the school.

The admission age of a learner to Grade 1 is not less than age six (6) turning seven (7) by 31 December in the year of admission.

Any learner who is 2 years or older than the average class age will not be accepted for re-admission in the case of failing a year. Behaviour and attitude will be carefully observed.

No admission will be permitted without the learner's previous report card and contact with their previous school by Northland School.

On successful admission, the official Enrolment Agreement and Indemnity Form must be completed and signed by the parent/guardian. Parents must also endorse the Christian ethos of the School and learners will be required to sign a commitment to abide by the school's code of conduct and disciplinary system.

A transfer certificate will be given to a learner who requests transfer to another school. This will only be granted if all dues are fully paid and relevant books and school property is returned. Furthermore, no learner will be enrolled at Northland School if they have outstanding fees at any other educational institute.

Please refer to the school's Admissions Policy for more details regarding Admission requirements.

### **SCHOOL REPORTS AND ASSESSMENTS**

Tests and formal assessments are set throughout the year. The teachers will prepare reports at the end of each term. Formal assessments are conducted throughout the year in the Foundation Phase (Grades R-3). Intermediate Phase learners are tested in a formal Test Week at the end of each term. If a child is absent for a formal assessment, a valid doctor's certificate must be produced in order for the learner to be granted permission to write the assessment/s on their return to school. Reports are issued at the end of each term.

### **LANGUAGES**

Learners at Northland School are taught in English, except for First Additional Language classes (isiZulu and Afrikaans). It is therefore a strong recommendation that learners wishing to enrol at the school are fluent in English.

In order to encourage English proficiency, only English may be spoken in the classroom unless in an additional language lesson or with special permission from staff members.

### **SCHOOL HOURS**

Staff:	07:15 to 15:30
Grade RRR to 3:	07:30 to 13:00 Monday to Friday
Grade 4 to 7:	07:30 to 14:30 Monday and Wednesday 07:30 to 14:45 Tuesday and Thursday 07:30 to 13:00 on Friday

On the last day of term, school closes at 10:00 sharp.

### **BUS SERVICE**

The School runs a bus service to transport learners to and from Mtubatuba/St. Lucia to School and back, Monday to Friday. Please request a Bus Application Form from the office if you would like your child to use this service. For once off bus users, provided there is space on the bus, a charge of R55 per one-way trip will be debited to your school account.

### **AFTERCARE**

An aftercare facility is available at the school from 13:00 to 14:30 - Mondays to Thursdays to assist parents who have children in the Pre-school, Foundation Phase and Intermediate Phase. If you would like to make use of this service, please request an Aftercare Application Form from the reception. No child will be left unattended after school and must either be collected, travel on the bus or go to the aftercare facility. Unattended children will automatically be escorted to the aftercare facility and parents

will be billed R50.00 per day for this service. Should you require this service occasionally, please contact the School office. Payment will be made via your debit order.

**SCHOOL FEES**

School fees are payable in advance on or before 1<sup>st</sup> of each month and can be paid either monthly over 12 months or annually.

A late payment amount of R150 will be charged if school fees are paid after the 1<sup>st</sup> of the month.

**Discounts**

The school allows a 4% discount on school fees if the full annual due amount is paid, on or before the 7<sup>th</sup> of January 2022. Payments from other banks/trusts etc. other than First National Bank (FNB) must be made at least 4 business days prior to the due date, to allow adequate time for your payment to reflect in the school's bank account by the 7<sup>th</sup> of January to qualify for the discount.

A discount of 10% will be given for enrolling a third child from the same immediate family.

**Debit orders**

School fees are payable by Debit Order only. Please request the **Debit Order Form** upon enrolment.

<b>STANDARD FEE STRUCTURE 2022</b>		
<b>GRADE</b>	<b>MONTHLY</b>	<b>ANNUAL</b>
<b>PRE-SCHOOL</b>		
Grade RRR	R1,985.00	R23,820.00
Grade RR	R1,985.00	R23,820.00
Grade R	R2,480.00	R29,760.00
<b>FOUNDATION PHASE</b>		
Grade 1	R3,905.00	R46,860.00
Grade 2	R4,020.00	R48,240.00
Grade 3	R4,305.00	R51,660.00
<b>INTERMEDIATE PHASE</b>		
Grade 4	R4,700.00	R56,400.00
Grade 5	R5,225.00	R62,700.00
Grade 6	R5,490.00	R65,880.00
<b>SENIOR PHASE</b>		
Grade 7	R5,775.00	R69,300.00

Please note that the above fees exclude stationery requirements, workbooks, textbooks, bus fees, uniform, excursions, sports events etc.

<b>OTHER FEES 2022</b>			
<b>GRADE</b>	<b>BOOK &amp; PRINTING LEVY</b>	<b>BUS FEES</b>	<b>AFTERCARE</b>
<b>PRE-SCHOOL</b>			
Grade RRR – RR	R865.00	R1,250.00	R575.00

Grade R	R1,530.00	R1,250.00	R575.00
<b>FOUNDATION PHASE</b>			
Grade 1 – 3	R2,040.00	R1,250.00	R575.00
<b>INTERMEDIATE PHASE</b>			
Grade 4 – 6	R2,550.00	R1,250.00	-
<b>SENIOR PHASE</b>			
Grade 7	R2,550.00	R1,250.00	-

#### **Additional Costs**

Application Fee	R300.00
Enrolment Registration Fee	R1,500.00
Bus Fees	See School Fee Schedule
Book Levy	See School Fee Schedule
Aftercare	R575.00 per month (Mon-Fri)

#### **Penalty Fees**

Late School Fee Payment Penalty fee	R150.00
Letter Administration fee:	R75.00 per letter

#### **ENROLMENT FEE**

An initial once-off, non-refundable enrolment fee per learner is required on acceptance at Northland School.

#### **MONEY**

When money is sent to school for outings or other purposes (not school fees), please ensure that it is placed in a sealed envelope, marked with your child's name and class on the front of the envelope. All money must be given to the class teacher. It is however preferable that all monies be paid via EFT or bank deposit or be debited from your account using the learner's account code as a reference.

#### **SCHOOL LUNCH**

Northland School endorses a healthy eating policy in line with the Department of Basic Education's guidelines. Children are therefore required to bring a lunch box with appropriate food for snack and lunch. Please do not send sugary snacks or chips for your children. Rather send a filling, nutritious snack to sustain their energy to the end of the school day. Please also send a water bottle with your child. Water is the best, most refreshing drink!

#### **RECYCLED MATERIALS**

Many types of used materials can be productively used for projects, collages and other activities. Please encourage your child to bring them to school. Examples of useful items are: cardboard, egg containers, wool, match boxes, cotton reels, margarine and yoghurt containers, ribbons and newspapers. Please liaise with your child's teacher in this regard. We also currently collect cardboard, paper and soda cans for recycling at Mtuba Waste Collectors as part of our School fundraising initiative. Please send your recycling items to School on a Wednesday morning.

## **STATIONERY REQUIREMENTS**

Parents are responsible for purchasing the required stationery for their child each year. A list of required stationery and textbooks will be available on the website at the end of each year.

## **TEXTBOOKS**

Books are to be treated with the utmost care and suitcases/bags need to be protective and strong. Learners who lose or damage textbooks will be responsible for the cost of replacing the textbook/s.

## **HOMEWORK POLICY**

Homework may be set to:

- Consolidate what has been taught during the day
- Provide practice in developing skills, e.g. reading & spelling
- Provide the learner with opportunities to work independently, e.g. on projects
- Enable the learner to prepare for tests

Please see below a rough guideline that teachers use in terms of time allotted for homework. (Please note that this is a rough estimate only, as the amount of homework given may vary as the need arises, e.g. before tests).

### **Homework Guidelines – Time allocation**

<b>Grade R</b>	Gradual introduction, mostly play and practice
<b>Grade 1</b>	10 – 20 minutes
<b>Grade 2</b>	20 – 30 minutes
<b>Grade 3</b>	30 – 40 minutes
<b>Grade 4</b>	40 – 50 minutes
<b>Grade 5</b>	50 – 60 minutes
<b>Grade 6</b>	60 – 70 minutes
<b>Grade 7</b>	60 – 70 minutes

## **COMMUNICATIONS**

Every child is issued with a ‘home-to-school’ communication book at the beginning of the year which is the daily communication channel between parents and class teacher. Home-to-school communication books must be viewed and signed daily and will detail all homework set for that day/week.

In addition to the communication book, the school will also send newsletters to parents containing important information pertaining to school life. Occasionally printed letters will be sent home, when signed acknowledgement is required (these are kept to a minimum in the interests of the environment). Parents are also added to a class WhatsApp group that is run from the School cell phone, for event reminders when necessary.

Our school calendar will be kept up-to-date and communicated regularly.

If the school needs to contact a parent urgently (for example, if a child is sick), telephonic communication will be used. Phone calls may also be made in the instance of poor learner behaviour, or from the finance team regarding account queries.

## **MEDICINES IN SCHOOL**

The administering of medicine to a child is the responsibility of the parent. If the parent is unavailable during the day, then permission for a member of office staff to administer the medicine must be

communicated in writing. All medicines must be sent into the school office in the original container and should not be decanted into another container.

Medicines MUST NOT be kept by the learner. The medicine must clearly state the child's name and the exact dosages and timing required as well as the name of the medicine. Should the dosage of the medicine change, a new permission form will be required. A Medicine Log is kept in the school office and must be signed by the parent at the end of the school day when the medicine is collected.

## **OUTINGS**

Outings are an important part of the School programme. These occur in Terms 1, 2 and 3 for each class from Grades RRR-7. Special additional outings may occur ad hoc. Overnight outings for Grades 1-7 occur in Terms 2 or 3. Learners will need written consent from parents/guardians to go on outings and will not be allowed on outings without such consent. Signed forms should be returned to the school promptly to ensure smooth administration of outings.

No parents may accompany learners on class outings unless requested by the class teacher. Should assistance from parents for such outings be required, this will be communicated ad hoc where necessary.

## **SCHOOL AND CLASS ATTENDANCE & ABSENTEEISM**

Parents/guardians, learners and teachers are jointly responsible for ensuring that all learners attend school. Attendance is compulsory from the first to the last day of any term and truancy from school is prohibited. All learners will attend assembly for the full duration thereof and are expected to behave and participate appropriately. Absence from a class, without the permission of the relevant register or subject teacher, is prohibited. No learner may leave the school during school hours, which includes breaks, without a letter from a parent/guardian requesting the release of their child and the permission of the Principal. If a learner has permission to leave school during school hours, he/she must be collected by the parent from the Reception.

If a learner does not attend school regularly, the relevant register teacher will report the absence of the learner to the office and the Principal in writing. The register teacher will keep an accurate register of the learner attendance and the school secretary will keep copies of all communication to parents when absence from the school classroom is reported.

All learners are to arrive before the official starting time of 7:30 am. Learners who are late for school will be marked absent as registers are completed at the beginning of each day. If learners arrive late for school, they must report to the school secretary. Should they arrive late three or more times they will have to sit in detention.

All appointments with doctors, dentists etc. should be made after school hours so that the learner is not disadvantaged by missing essential class time. Any absence from school must be covered by an absentee note from a parent/guardian. Should a learner be absent from school for a period of 2 days or longer, this leave of absence must be supported by a letter from a medical doctor. Should a learner be absent for more than 10 days in one term without justification, they will not qualify to write their final assessments at the end of the term. A learner who has been absent from school is not excused from doing the work that they have missed over that period. It is the learner's responsibility to find out what work has been done and to meet their obligation. Remember that all work is tested through informal and formal assessments. Any absence from a formal assessment, test or task must be supported by a letter from a medical doctor failing which, the learner will receive 0% for the missed assessment. A learner who is

absent from school on the day they have to sit detention must also produce a doctor's certificate or further disciplinary action may follow.

Northland School offers an educational facility for full time students only and therefore work cannot be done via correspondence or by individuals at home without the interaction of the classroom environment.

### **DROP OFF AND PICK UP**

Parents are to drop off and collect their children from the designated areas.

Learners must wait for their parents at the designated pick up point after school.

Please do not drop off your child before 7:15 in the morning and please do not walk into the school to stand in front of your child's classroom before the final bell goes for home time as this is very disturbing for learners and teachers alike. Please wait at the foyer entrance or Pre-school gate. Pre-school learners will be brought to the main school entrance at 13:00 for pick up time.

COVID-19 adjusted pick-up procedures apply for now. Please check with the office for amended procedures.

### **PRE-SCHOOL (RRR-R)**

All Pre-school learners are to ensure that they have a spare set of clothes in their school bag.

Pre-school learners will not be required to wear a uniform and should wear comfortable and practical civvies to allow easy free play and easy access to the toilet. The School has an optional Pre-school t-shirt.

Please ensure that your child has a hat for outside play as we have a "no hat, no play" policy.

COVID-19 adjusted pick-up procedures apply for now. Please check with the office for amended procedures.

### **SERVICE DELIVERY**

It is the undertaking of the Board of Directors and Principal that Northland School fulfils its mission statement with excellence. As part of maintaining high professional standards, we commit to keeping the following standards in service delivery:

- Treat all school stakeholders and visitors with dignity and respect.
- Telephone calls will be answered promptly and politely. If the person answering is not able to help you directly, they will ensure that the correct person makes contact with you as soon as possible.
- All enquiries to the school will be dealt with by the relevant person and will be attended to as promptly as possible, and within 5 working days (with the exception of December annual leave, when staff may be away for extended periods).

### **Dealing with Complaints**

1. We respect the right of parents and learners to complain if they experience unsatisfactory service from Northland School.
2. In this regard:
  - You may communicate your complaint in writing to the school
  - We undertake to treat any information given seriously, and investigate and respond to your complaint within 5 working days
  - We will endeavour to take corrective measures where the responsibility lies with the school.
3. We expect the complainant to show the same respect that they expect of our staff.

## **PARENTAL INVOLVEMENT & RESPONSIBILITIES**

We would like to remind parents that we are a new school and we ask for patience and understanding as we develop into an excellent educational facility for your children.

It is the responsibility of the parents to form and provide an important part of the training for their children, and we request that parents commit to become actively involved in educating their children.

Maintaining good relationships with the school is the responsibility of the parents. We request parents to commit themselves to pray for the school staff; co-operate with them in discipline; support the spiritual training at the school; follow through with any work assignment or slips to be signed; see that children reach school on time and support the school in any other way they can. We wish to cultivate a supportive relationship between the school and home, and encourage parents to visit the school, communicate with teachers, and chat to the Principal. We encourage parental involvement and participation in school activities and all sports' and other recreational functions. We also appreciate and encourage active participation from parents in school fund-raising events.

Change of any pertinent information such as address, cell phone, home or work telephone numbers, change of doctor, employment, emergency details and all other important information such as allergies and medical conditions should be passed on to the office.

In building a relationship of mutual respect, we ask that parents keep the following in mind:

- All requests or enquiries should be directed to the office in the first instance.
- Informal conversations with the Principal are welcomed; a formal meeting will require an appointment. This can be arranged through the office.
- No parents should enter any class during the course of the day without an invitation from the teacher.
- Please communicate with teachers during school hours.
- Teachers are qualified professionals who have experience handling the curriculum requirements, setting homework and assignments, and teaching children. We ask that you respect their knowledge and position.

It is our belief that children work best when they are supported and encouraged in a structured family environment. We encourage parents to help their children prepare for the routine of homework on a daily basis, by providing an appropriate area at home with which a child can associate quiet, organized work.

We expect and encourage parents to discuss assignments, projects and any forthcoming tests with their children. We anticipate that parents will discuss their children's reports in a supportive manner, always remembering that our purpose is to build up the self-confidence of our children.

We expect that parents take appropriate action to help protect children against the sun, by applying sunscreen before a child leaves home in the morning. (School hats for sun protection are compulsory and are to be kept at school).

The School Office may contact you during the school day if there is a need, for example:

- An incidence of lice is immediate reason for contacting parents to fetch their child.

- An accident or fall at school that may require more than a plaster. The Office will always contact parents if there is reasonable concern.
- A child may fall ill during the day and on the advice of the class teacher the Office may contact a parent to fetch the child from school.

### **MOBILE PHONES & ELECTRONIC DEVICES**

Learners bring mobile phones to school at their own risk, and the school cannot be held responsible for loss or damage to property. Learners' mobile phones must be switched off and placed in their bags during the school day. No learner may keep a cell phone on his/her person. Breach of this rule will result in the learner's phone being confiscated and returned at the end of the school day.

Urgent messages for learners can be left with the school Secretary via the official school telephone number.

No MP3 players or iPods are allowed to be brought to school. If confiscated, it will be kept in the office and returned after school.

### **PERSONAL PROPERTY**

All personal effects and belongings are brought to school at the learners/parents/guardian's own risk. This includes cellular phones, money, clothing, school bags, cameras, spectacles and/or any other item that may be deemed personal and does not form part of school property.

All items of clothing, uniforms, bags, books etc. must be clearly marked with the learner's name. Regular checks will be done. Any items found lying around the school will be placed into LOST PROPERTY in the Reception area. It is the parents and learners' responsibility to check this box if they have mislaid an item.

### **GROOMING**

It is expected that learners of Northland School wear the uniform with pride. The correct school uniform must be worn at all times in and off the school grounds. Our learners set an example and carry the reputation of the school with them even when they leave the school property dressed in their uniform. Learners are expected to look neat and presentable at all times.

1. No additions to the uniform that are not in accordance with the regulations will be allowed (e.g. beanies, scarves, gloves etc.).
2. Washed out, shapeless and worn or damaged items of the school uniform must be replaced.
3. Dresses may not be shorter than 4 fingers above the knee when kneeling.
4. Shoes should be black lace-ups, velcro or single strap school shoes only. No pumps, grandpa sandals, heavy soled shoes or white stitching is allowed.
5. White ankle socks for girls must be thin and folded over neatly. No thick, ankle aerobic / sports socks will be allowed.
6. Underwear should not be visible i.e. hanging out of pants or skirts or showing through shirts.
7. It is recommended that girls wear short black cotton cycle pants (tights) under their dress.
8. No make-up or nail varnish is permitted whilst in school uniform.
9. Fingernails must be kept trimmed short (not longer than 1 mm over the fingertip) and clean at all times.

### **HAIR**

1. Hair is to be brushed in a neat and orderly way.

2. Colouring of hair, afro hairstyles, “dreads”, spiking of hair, undercuts, shaving all hair off and exotic hairstyles are not permitted.
3. Hair products may be used to ensure neat hairstyles, at the discretion of the school.

Girls:

1. Long hair must be tied up neatly.
2. Hair may not hang loosely down the sides of the learner’s face and is not permitted to touch the collar of the uniform or look unkempt.
3. Hair accessories should be navy, black or brown.
4. Head bands on the forehead are not permitted.
5. Neat braiding with black thread is permitted, but must fit under a swimming cap.

Boys:

1. Hair is to be short and neat and must not touch the collar, ears or eyebrows.
2. Heads may not be shaven bald.
3. Boys who are developing a beard and/or moustache must be clean-shaven every day.
4. Side whiskers may not be lower than the middle of the ear and must be kept short.

### **JEWELLERY**

1. No jewellery other than plain gold/silver matching ear studs or sleepers not exceeding 15 mm and worn in the lobes will be permitted for girls. Please note that where there is more than one hole in an earlobe, only one earring is allowed per ear, which is to be worn in the bottom hole.
2. No accessories, coloured contact lenses or tattoos are permitted.
3. Plain, neutral coloured watches of an acceptable size may be worn (Fashion watches are not permitted).
4. Rubber wrist bands/bracelets may not be worn with uniform even if a good cause is being supported.
5. Cultural or religious bands or tokens may not be worn.
6. Body piercing and tattoos are strictly prohibited at Northland School.
7. Tongue piercing is strictly prohibited and no learner will be allowed to wear a retainer.

If incorrect jewellery is worn, it will be confiscated and may be collected from the Office after school the following day.

### **CIVVIES**

On certain days learners will be given permission to wear civvies to school. Specific rules applying to civvies include:

1. A maximum of two sets of earrings may be worn by girls. Earrings right up the ear are not permitted.
2. Boys may not wear earrings to school, even on civvies day.
3. Miniskirts and short shorts higher than 4 fingers above the knee may not be worn.
4. Short tops showing the midriff when arms are raised may not be worn. Thin / spaghetti strapped tops are not allowed and bra straps must not be visible at all.
5. T-Shirts, pull-over tops or any item of clothing displaying offensive or suggestive slogans or graphics may not be worn.
6. Dark nail varnish, heavy eyeliner/make-up or “goth” style is strictly prohibited.
7. No make-up may be worn.

If learners do not adhere to the civvies dress code they may be asked to remove the offending items or change which may involve parents having to bring suitable clothes to school whilst the learner waits in the school office or dressing the learner from the Lost Property Box.

### **CLASS REWARD SYSTEM**

As part of positive reinforcement and to reward good behaviour, exemplary classwork and good Christian character, children may receive merits.

10 merits = civvies day

20 merits = civvies day

30 merits = civvies day and merit badge

40 merits = special outing and recognition at the Annual Prize Giving

### **GENERAL SCHOOL RULES**

The reason for these rules is to ensure order, discipline and correct behaviour, to create a positive work ethic resulting in an ideal Christian lifestyle. In order to achieve this end, rules will be enforced. Please also refer to the School's Code of Conduct for Learners, which you may request from the Office.

1. No learner may enter the school through Reception unless they are late. The Learner's access point into the school will be through the Big Entrance next to the hall. (Learners may be sent through reception on instruction from a teacher with authorisation.)
2. Under normal conditions, no learner is allowed to enter the classroom before school or during break time, unless accompanied or given permission by a staff member.
3. Learners may not leave class without permission from a staff member. Anyone caught walking around without permission will be demerited.
4. Learners are to line up in the designated area when the bell rings and proceed either to their class or the hall for assembly. Late-comers will be demerited.
5. Loitering and/or playing in and around the corridors, toilets and hall is forbidden.
6. Only learners who are on an errand for a teacher or getting medication, may go to the school reception. This area is completely out of bounds to all learners unless you have a legitimate reason to be there.
7. Learners are not permitted to speak to members of the general public at the school boundaries.
8. Learners from other schools or outside friends may not come onto the premises without proper permission.
9. Litter is to be placed in the dustbins provided at strategic points. Items may not be thrown out of classroom windows or on the school premises.
10. The monitors will be elected by the staff. Monitors will assist with order and maintaining the rules. They must be respected and obeyed.
11. Assemblies will be held in the hall. All learners are expected to attend assemblies, no exemptions will be granted.
12. Learners may not use the photocopy machines under any circumstances.
13. Computers and other teaching equipment may not be moved, and no one is allowed to work on these without proper permission and supervision. Damage to any equipment will result in the parents/guardians of the guilty party/parties being charged for the repairs or replacement of the item.
14. Behaviour on buses, at bus stops and in public places must be impeccable at all times.
15. A Christian attitude and spirit of goodwill among the learners is paramount and is to be encouraged throughout the school. Respect is vital in a Christian school and the learner must respect God, himself, his parents, his teachers and his fellow learners and peers.

16. All learners are to be aware that they represent Northland School and therefore are expected to behave in an honourable, decent and respectable manner so that the reputation and image of the school is in no way tarnished.

## **DISCIPLINARY SYSTEM**

1. If there is an infringement of the Code of Conduct then the Northland School Disciplinary System, as described below, will apply.
2. A Peg System is used for Grades 1 – 7 where learners move their peg in their classroom for minor misdemeanours before receiving a demerit. If a Grade 1 – 3 learner moves their peg 5 times within a week they will be issued with a demerit. If a Grade 4 -7 learner moves their peg three times within a week they will receive a demerit. At the end of the week all pegs are moved back to the “safe zone” and learners begin the week anew.
3. Demerits will be issued to learners for various offences and demerit accumulation will result in punitive action in the form of detention as explained below.
4. Detention: if a learner has received three demerits, he/she will be required to sit detention. Grade 1 – 3 learners will sit detention from 13:00 to 13:45 and Grade 4 – 7 learners from 14:15 to 15:00 on the Friday following the issuing of the third demerit. A letter will be sent to parents informing them of the date and time of detention. Parents will be required to organise alternative transport should their child make use of the school bus.
5. In the event of severe offences being committed, the matter may be referred to a Disciplinary Committee for investigation and action. In the event of extenuating circumstances, parents/guardians will have the liberty to appeal to the Board of Directors for their deliberation. This appeal must be in writing and shall be received within seven days of the Disciplinary Committee’s decision.
6. Criminal offences such as theft, drug possession etc. may necessitate involvement of the South African Police.
7. Learners are permitted to appeal decisions made with regard to learner discipline. The appeals procedure allows learners the opportunity to have any decision which they consider to be unfair reviewed.

## **OFFENCES AND SANCTIONS**

### **1. Serious offences that harm the healthy learning environment of Northland School**

i.e. The learner’s behaviour is illegal, criminal, anti-social, dangerous, offensive or lowers the educational tone of the School. E.g.

- dealing in or using alcohol or drugs
- theft
- bullying
- plagiarism
- dishonesty
- cheating
- fighting
- fraudulent actions
- driving without a licence
- possession of and/or distribution of offensive or pornographic material
- use of cell phones or cameras by pupils to take and/or distribute inappropriate photographs of themselves or photographs of other pupils
- possession of or smoking cigarettes or tobacco or being in the company of those infringing this clause

- racism
- rudeness or insolence
- Satanism
- sexism
- sexual impropriety and immoral conduct
- swearing
- tampering with or damaging other people's property
- unseemly or inappropriate physical contact
- vandalism
- verbal or physical threats
- cyber bullying, including inappropriate or unacceptable comments on social network websites and/or cell phones, possession of or distribution of offensive material by any electronic means, including cell phones, inappropriate use of social network sites, via computers or cell phones, including posting comments about anyone associated with Northland School, or the families of Northland School.

Depending on the nature of the incident, a learner may be removed from class. Confidential reports may be obtained from the learner's teachers to view the incident in a broader perspective. An interview with the parents may be arranged to discuss the matter. Depending on the nature of the report, the learner's previous disciplinary record at the school and the seriousness of the offence, the Principal may issue a verbal or written warning to the learner after consultation with the learner's parents. Any incident and/or repeated incidents of this type of misconduct may result in parents being asked to remove their child from Northland School or expulsion.

## **2. Offences that disrupt the organisation of Northland School or damage its image**

- persistent lateness to school
- failing to fulfil co-curricular commitments
- failing to give or return important communications between the school and parents
- being out of bounds
- defacing or damaging school property
- infringing the dress code
- selling items at school without permission
- littering
- any misbehaviour during assemblies
- loitering around the tuck-shop, begging for money or food
- learners in the classrooms during breaks or before or after school without a teacher present.
- running on the corridors and pathways
- graffiti on desks, walls, shoes, books etc.
- hitch-hiking in school uniform

Written impositions and detentions may be given when learners persistently fail to co-operate in these instances and parents may be contacted via the Principal.

## **3. Offences that harm a learner's own educational opportunities**

- i.e. generally failing to co-operate with a teacher in the classroom e.g.
- not doing homework
  - failing to bring work materials to school
  - failing to hand in required work

- not paying sufficient attention to his/her studies
- failing to write cycle tests or examinations without medical certificates indicating doctor consultations on the specific days concerned
- using electronic equipment, i.e. cell phones, iPods, CD players, MP3 players, any electronic games by without the teacher's written permission.

It is the subject or class teacher's responsibility to punish behaviour that adversely affects a learner's own educational opportunities. Appropriate punishments include written impositions, detention classes, extra exercises, mark penalties, rewriting tests, etc. If a learner repeatedly fails to co-operate, parents will be advised, and, if necessary, executive staff will assist with the problem.

It must be noted that although this behaviour may only seem to affect the individual learner, such non-co-operation may also undermine the educational tone of the class, thus harming the opportunities of others.

Written impositions and detentions may be given when learners persistently fail to co-operate in these instances and parents may be contacted via the Principal.

#### **4. Offences that harm the learning opportunities of others**

i.e. through unruly or disruptive behaviour which prevents the teacher from being able to teach the class effectively e.g.

- arriving late without a valid excuse
- chewing gum, eating or drinking during the lesson
- talking or moving around the classroom without permission
- unnecessarily interrupting the lesson

These offences will normally be dealt with by teachers in the first instance but if a learner is seriously or repeatedly disruptive then, with the permission of the Principal, a learner may be removed from class pending an interview with parents.

#### **SPORT AND EXTRA-MURALS**

A variety of co- and extra-curricular activities are available for learners to participate in. All learners from Grade 1 and up will be required to participate in at least one activity per term.

Practices must be attended regularly and only if permission is granted may a learner miss these sessions. The times of the practices and extra murals will be on the timetable. The official school uniform or sport outfits for the occasion must be worn.

Any parents with a particular talent or passion wishing to be involved in sports or other extra-mural coaching or umpiring are to please contact the School Office. Parental involvement and participation is always greatly appreciated.

#### **Sports currently offered at the school include:**

Mini Sports, Soccer, Hockey, Cricket, Netball, Swimming, Cross-country and Athletics. All other sports to be confirmed.

**Cultural and academic activities currently offered at the school include:**

Drama, class music, dancing (Grade RRR to 1) and computers (Grade 1 to 6) are included as extra-curricular activities during the timetabled day. Drama Club and Choir Club are also offered.

**Other activities:**

We offer other extra-mural activities, provided by external service providers at an additional fee. Please enquire at reception should your child be interested in participating in this activity.

- Ballet lessons: Kirsty Dewrance – 082 728 8508
- Singing lessons: Miriam Willmott – 071 410 1731
- Piano lessons: Siobhan van der Merwe – 062 709 5109
- Swimming lessons: Tersia Yeld – 072 129 8840

**SCHOOL UNIFORMS**

School uniforms are available to purchase at St Lucia Surf Club in St Lucia under Braza and at Woolworths.

Please ensure that all clothing is marked with your child's name.

**BOYS & GIRLS (GRADE RRR-RR)****SUMMER & WINTER**

Monday, Wednesday – Friday: Comfortable, sensible civvies.

Tuesday (Assembly) and Outings: Northland Inyoni shirt and comfortable, sensible shorts/long pants/skirts.

- Optional Nyoni cap
- Optional Pre-school bag

**SUMMER & WINTER**

Monday – Friday: Northland Inyoni shirt EVERYDAY with any comfortable, sensible shorts/long pants/skirts.

- Optional Nyoni cap
- Optional Pre-school bag

**BOYS & GIRLS (GRADE R)****GIRLS (GRADE 1 – 7)****SUMMER (Terms 1 & 4)**

- Blue tartan dress with white collar
- Black buckle-up school shoes and white ankle socks
- Or black sandals
- Teal cardigan with embroidered school badge
- School hat/cap with school badge
- Black/Navy short tights (preferably cotton)

**WINTER (Terms 2 & 3)**

- As per summer uniform
- School tracksuit may be worn with the white sports shirt on cold days with sports takkies
- Black buckle-up school shoes and white ankle socks
- Or navy stockings and black buckle-up school shoes

## BOYS (GRADE 1 – 7)

SUMMER (Terms 1 & 4)	WINTER (Terms 2 & 3)
<ul style="list-style-type: none"><li>• Sky blue golf shirt with the school badge embroidered on the pocket</li><li>• Khaki shorts (Woolworths)</li><li>• Long Northland School teal socks with black Velcro or lace-up shoes</li><li>• Or black sandals</li><li>• Teal pullover with white stripes on hem, cuffs and collar with embroidered school badge</li><li>• School hat/cap with school badge</li></ul>	<ul style="list-style-type: none"><li>• As per summer uniform with the addition of the school tracksuit which may be worn with the blue school shirt on cold days.</li><li>• Long Northland School teal socks with black Velcro or lace-up shoes</li></ul>

## SPORTSWEAR AND GENERAL ITEMS

<ul style="list-style-type: none"><li>• School tracksuit</li><li>• Navy sports shorts with the school badge on the left thigh</li><li>• Northland sports shirt</li><li>• Black or white takkies</li><li>• Sport socks (black or white)</li><li>• Northland School costume</li><li>• Northland School swimming cap</li><li>• Northland School bag</li><li>• House cap</li></ul>
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### Other uniform:

Extra items may be required for individual sporting codes such as shin pads, gum guards, hockey stick and ball, spikes etc. The sports coaches will inform parents of the extra kit required for each sport code.

## CONTACT INFORMATION

Physical Address:

pPlot U231 No. 14421

Monzi

3935

Telephone number: 067 165 7878

E-mail: [info@northlandschool.co.za](mailto:info@northlandschool.co.za)

Website: [www.northlandschool.co.za](http://www.northlandschool.co.za)

Postal Address:

P.O. Box 94

St Lucia

3936

Facebook: northlandmonzi

Twitter: northlandmonzi

Instagram: northlandmonzi

## SCHOOL BANKING DETAILS

Northland School

First National Bank, Mtubatuba

Branch code: 220330

Account: 62773474011

Ref: Your child's account number and name

**WE LOOK FORWARD TO A HAPPY AND SUCCESSFUL YEAR!**