

MIDSTREAM RIDGE PRIMARY SCHOOL



PROSPECTUS

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1. ACADEMIC STRUCTURE

CURRICULUM – FOUNDATION PHASE

Languages

Afrikaans and English are the two official languages of education and learning of the School. They are taught in accordance with the latest approaches. English Phase learners will, from Grade 1, be exposed to *Afrikaans as an elementary and communicative language*. Afrikaans Phase learners, in turn, will be introduced to *English as first language*. The communication skills of the learners will be developed as follows:

- Listening and talking
- Reading and writing
- Phonetical and sound awareness
- Word recognition and high frequency words
- Pronunciation of words through themes, songs, rhymes and stories
- Comprehension
- Language structures and use

Mathematics

This subject is presented using the latest apparatus and methods. Emphasis is placed on practical and first hand experiences. Learners are encouraged to research and experiment under the relevant supervision. Design and technology also receive attention in the school's daily routine. Teaching and learning takes place from a problem solving point of view to develop new Mathematical abilities and insight:

- Mastering the correct Mathematical terminology
- The development of numeracy and calculations
- The ability to think and reason logically
- To research, analyse and present information
- To be proficient in problem solving

Life skills

The subject Life Skills is the central point for the holistic development of learners. It develops learners' social, personal, intellectual, emotional and physical growth.

The subject Life Skills involves the following:

- Initial Knowledge**
 - ❖ History and Geography
 - ❖ Science
 - ❖ Technology and Computer skills
 - ❖ Chess skills
- Personal and Social Welfare**
 - ❖ Social and Emotional Welfare
 - ❖ Relationships with people and the environment
 - ❖ Religious Education

- ❑ ***Creative Arts***
 - ❖ Dance
 - ❖ Drama
 - ❖ Music
 - ❖ Visual Art

- ❑ ***Physical Education***
 - ❖ Fine and Gross motor skills

CURRICULUM: INTERSEN PHASE

Afrikaans and English

Afrikaans and English are the two official languages of the school. Continuous research and the attendance of language seminars ensure that our educators keep up with the latest developments in languages. Although there is continual development in these subject areas, the basic foundation blocks remain the focus of education. The educator support programme offers learners the opportunity to attend additional classes during the afternoons where reinforcement of reading and language skills take place. During these sessions relevant computer programmes are also made use of. A love of language is fostered by introducing learners to all facets of the written and spoken languages during language lessons.

Computer centre

Computer literacy at Primary School level is in preparation for the effective use of computers as a life skill for the rest of their lives. By introducing interesting projects, we attempt to stimulate an interest in this area for the future. This centre also serves as an extension of the academic programme. Learners are introduced to educational programmes, the functions of **Microsoft Office** and the safe use of the internet. Learners attend computer classes from Grade 1, where the use of perceptual and mathematical programmes are used to introduce the learners to computers.

Media centre

Our media centre is the reading and research hub of the school. Magazines and newspapers (in a number of languages) are delivered to the Media Centre on a daily and weekly basis. The Media Centre houses networked computer workstations with access to the internet, **World Book Online**, **Mieliestronk** and the **Mathletics Programmes**. After school, research and project work can be completed in the Media Centre.

Religious Education

Midstream Ridge Primary School is Christian based, and the purpose of this part of the curriculum is to convey a Christian message to learners by starting and closing every day with a Christian based message and prayer. Assemblies are compulsory for all learners. The Christian message will be conveyed to our learners during general teaching practices and we aim to instil and/or develop a social conscience in all our learners.

Mathematics

Mathematics is presented uniquely at *Midstream Ridge Primary School*. Learners are divided into homogeneous classes (same ability and work ethic) in the Intersen Phase. Learners are grouped according to their work tempo and general mathematical ability, and not necessarily according to their achievements.

Foundation blocks in basic mathematics skills are emphasised, however, learners are also required to develop the ability to solve general mathematical problems.

The Mathematics Programme, *A+ Students*, forms part of our Foundation Phase Curriculum.

This subject is also presented making use of the latest technology, which includes the *Mathletics Programme* where learners are encouraged to experiment at home, and under supervision at school to extend their mathematical skills to the best of their ability.

Additional help in Mathematics is offered by our Maths teachers during the afternoons. During these sessions, the *Mathletics Programme* is used very successfully. Design and technology is also incorporated into this learning area.

Science & Technology

These subjects are taught independently as two separate subjects and are taught using up to date equipment and methods. Emphasis is placed on practical work and first-hand experience. The subjects lend themselves to self-discovery and learners are encouraged to experiment under supervision. Design and Technology form an integral part of these subjects.

History

During History lessons learners are given a broad historical framework where the present and the past are presented in such a way as to encourage meaningful understanding. Various teaching methods are used in order to provide learners with the opportunity to apply different historical skills.

Critical thinking is encouraged so that learners learn to formulate their own opinions and are able to evaluate history empathically. Although South African history is the main focus, certain aspects of world history are investigated in the different grades.

Geography

This subject aims to encompass the consideration and conservation of the local environment through excursions, from mountain to coast; the theory of the classroom is linked to the world out there.

Practical excursions are integrated with classroom theory to bring life to the subject. This will provide our learners with a first-hand learning experience, encouraging an understanding of our country's intricate composition and diverse cultures. This is intended to develop the understanding and empathy required to build our South African society.

Music

Music is not only taught during formal classes from Grade 1 to Grade 6, but learners are also given the opportunity to attend individual music lessons for various instruments during non-academic periods. Music theory classes are also available in small group sessions. All of these lessons are presented by specialists in their field, and as such, these lessons are provided at a predetermined cost for thirty lessons per year.

During weekly music lessons, attention is paid to composers, musical instruments and music genres. Chorus singing and the promotion of *pure singing*, also form an important and enjoyable part of each period.

Creativity and Creative Thinking

Learners are encouraged to express their experiences and feelings through creativity in every area of the curriculum. Creativity comes alive through expressive art, the encouragement of creative writing, music and design and technology, which all form an integral part in nurturing creativity.

Northern Sotho

Northern Sotho will be presented twice a week, mainly as spoken language. The aim is to develop learners' skills in a third language, by means of practical exercise.

SUBJECTS OFFERED

At *Midstream Ridge Primary School* the emphasis is placed on the integrating of subjects across the curriculum. Emphasis is placed on educating learners on how to problem-solve, as opposed to mere gathering of information.

Learning gains a new meaning by integrating work across the curriculum and emphasising the role of language development. In every aspect of the curriculum learners are encouraged to master these skills:

- Problem solving
- Exercising choice
- Making decisions by taking other options into account
- Expressing learners' own point of view and opinion
- Learning through discovery
- Asking relevant questions

A concerted effort is thus made to prepare learners for a rapidly changing world.

1.1 FOUNDATION PHASE GRADE 1 TO 3

Learning Areas offered

SUBJECT	Percentage time allocation
MATHEMATICS	35
LANGUAGES	40
COMPUTERS	
LIFE SKILLS	25
<input type="checkbox"/> ART	
<input type="checkbox"/> MUSIC	
TOTAL	100

1.2 INTERSEN PHASE GRADE 4 TO GRADE 6

Subjects offered:

SUBJECT	NUMBER OF PERIODS
MATHEMATICS	09
AFRIKAANS	09
ENGLISH	09
COMPUTERS	02
GEOGRAPHY	03
HISTORY	02
SCIENCE	04
TECHNOLOGY	02
PHYSICAL EDUCATION	02
MUSIC	01
ART	02
NORTHERN SOTHO	01
TEST	02
ASSEMBLY	02
LIFE SKILLS	REGISTER PERIOD
TOTAL	50

INTERSEN PHASE GRADE 7

Subjects offered:

SUBJECT	NUMBER OF PERIODS
MATHEMATICS	09
AFRIKAANS	09
ENGLISH	09
COMPUTERS	02
GEOGRAPHY	03
HISTORY	03
SCIENCE	05
TECHNOLOGY	02
MUSIC	0
ART	01
NORTHERN SOTHO	01
TEST	02
ASSEMBLY	02
LIFE SKILLS	REGISTER PERIOD
PHYSICAL EDUCATION	02
TOTAL	50

CRITERIA FOR PRIZE GIVING – FOUNDATION PHASE

Midstream Ridge Primary School strives towards giving the necessary recognition to each Foundation Phase learner in areas where they excelled or showed significant progress, by handing out a certificate to the relevant learner.

Learners will receive recognition for:

- Hundred per cent school attendance
- Hundred per cent on all *I can Spell* evaluations
- Learners participating or excelling in sport or cultural activities

During the fourth term each learner will receive at least one certificate during an Award ceremony where friends and parents will be present.

PROMOTION CRITERIA

FOUNDATION PHASE:

GRADE 1 TO GRADE 3

Criteria is based on a seven point scale:

- First Language Minimum 4
- Mathematics Minimum 4
- Second Language Minimum 3

If a learner fails to meet the minimum requirements in *Mathematics* and his/her *First Language*, it will be recommended that the learner repeat the Grade.

INTERSEN PHASE:

GRADE 4 TO GRADE 7

The following subjects are compulsory for all our learners:

- | | |
|--|---|
| <input type="checkbox"/> First Language | <input type="checkbox"/> Computers |
| <input type="checkbox"/> First Additional Language | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Music |
| <input type="checkbox"/> Science | <input type="checkbox"/> Physical Education |
| <input type="checkbox"/> History | <input type="checkbox"/> Art |
| <input type="checkbox"/> Geography | <input type="checkbox"/> Northern Sotho |

Learners are not evaluated in *Music, Physical Education, Northern Sotho* or *Art*.

SUBJECT WEIGHTINGS PER TERM TO DETERMINE THE AVERAGE

- | | | |
|--|-------------------------------------|-----|
| <input type="checkbox"/> First Language | <input type="checkbox"/> History | 10% |
| <input type="checkbox"/> First Additional Language | <input type="checkbox"/> Geography | 10% |
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Computers | 05% |
| <input type="checkbox"/> Science | <input type="checkbox"/> Technology | 05% |

PASS REQUIREMENTS FOR THE DIFFERENT SUBJECTS

- | | | | |
|--------------------------|----------------|---------|-----|
| <input type="checkbox"/> | First Language | Minimum | 50% |
| <input type="checkbox"/> | Mathematics | Minimum | 40% |
| <input type="checkbox"/> | Other Subjects | Minimum | 40% |

A learner will have to repeat a year if the learner does not:

- meet the minimum requirement for **First Language**;
- meet the minimum requirement for **Mathematics**;
- meet the minimum requirement for **two other subjects**.

GRADE 4 TO GRADE 7 LEARNERS

LAUREATUS (ACADEMIC PRIZE GIVING)

- Merit Certificate for an average between 79.5% and 84.4%
- Academic Badge: 85%
- Grade 7 Top Achiever per subject will receive a trophy

EXCELLENTIA PRIZE GIVING

- Best Achievement in General Knowledge
- Certificate for an average between 74.5% and 79.4%

2. SCHOOL ROUTINE

2.1 SCHOOL DAY

GRADE	SCHOOL HOURS – MONDAYS TO FRIDAYS	
	MIDSTREAM COLLEGE	MIDSTREAM RIDGE
1 – 2	07:45 – 13:15	07:30 – 13:00
3	07:45 – 13:45	07:30 – 13:30
4 – 7	07:45 – 13:45	07:30 – 13:30

2.2 PERIODS

PERIODS	MIDSTREAM RIDGE	TIMETABLE ON FRIDAYS
REGISTER PERIOD	07:30 – 07:45	07:45 – 08:15
1	07:45 – 08:15	08:15 – 08:45
2	08:15 – 08:45	08:45 – 09:10
3	08:45 – 09:15	09:10 – 09:35
4	09:15 – 09:45	09:35 – 10:00
BREAK	09:45 – 10:00	10:00 – 10:15
5	10:00 – 10:30	10:15 – 10:40
6	10:30 – 11:00	10:40 – 11:05
7	11:00 – 11:30	11:05 – 11:30
8	11:30 – 12:00	11:30 – 11:55
BREAK	12:00 – 12:30	11:55 – 12:20
9	12:30 – 13:00	BREAK: 12:20 – 12:40
10	13:00 – 13:30	ACADEMIC ENRICHMENT: 12:40 – 13:30

2.3 SPORT

All learners are expected to participate in at least one sport per term. Learners can choose between a number of sporting activities taking place from Monday to Friday. Parents should consider that some sporting activities will take place on Saturdays, i.e. cricket and golf, etc. The sports offered are as follows:

TERM 1	TERM 2	TERM 3	TERM 4
Archery*	Archery*	Archery*	Archery*
Athletics*	Bulletjie Rugby	BevCric*	Athletics*
Bulletjie Rugby	Chess*	Chess*	BevCric*
Chess*	Golf*	Cricket*	Chess*
Golf*	Mini Netball	Cross Country*	Cricket*
Mini Netball	Mountain Biking*	Golf*	Golf*
Mountain Biking*	Netball	Hockey*	Mountain Biking*
Rugby/Netball	Rugby	Mini Hockey*	Squash*
Squash*	Squash*	Mountain Biking*	Swimming*
Swimming*	Tennis*	Squash*	Tennis*
Tennis*		Tennis*	

* Includes: Boys and girls

2.3.1 Age Groups

The age groups that are involved in most of the sporting activities, depending on the number of participants, are:

U/7 & U/ 8 Athletics, Archery, Bev Cricket, Bulletjie Rugby, Chess (Class Chess), Cross-Country, Golf, Judo, Karate, Mini Hockey, Mini Netball, Mountain Biking, Tennis, Squash, Swimming, and.

Other age groups: u/9, u/10, u/11, u/12 and Open learners

Numbers and interest by learners will determine if a particular sport or age group can be fielded.

Chess is applicable to:

Boys	Under 09/Under 11/Under 13
Girls	Under 09 – Under 13 Combined Team

2.3.2 Practice Days and Times

The *Sport and Cultural Timetable* is available on the school's website. For direct access to the *Sport and Cultural Timetable*, you can also use the link added to our newsletter. School's website: www.midstreamridgeprimary.co.za
(Match days might differ from programme to programme according to league fixtures.)

Meetings/matches: Dates for meetings/matches will be available in the *Sport and Cultural Timetable*.

2.4 CLUBS (Private management)

- | | |
|--|--|
| <input type="checkbox"/> Ballet | <input type="checkbox"/> Modern Dancing |
| <input type="checkbox"/> Cricket Academy | <input type="checkbox"/> Mountain Biking |
| <input type="checkbox"/> Judo | <input type="checkbox"/> Squash |
| <input type="checkbox"/> Karate | <input type="checkbox"/> Swimming |

2.5 CULTURAL

The following cultural activities are available for learner participation:

- | | |
|--|---------------------|
| <input type="checkbox"/> Junior Revue (Dance & Singing Groups) | Grade 2 to Grade 4 |
| <input type="checkbox"/> Senior Revue (LaVida) | Grade 5 to Grade 7 |
| <input type="checkbox"/> Junior Choir (Mini Monics) | Grade 1 to Grade 3 |
| <input type="checkbox"/> Senior Choir (Harmonics) | Grade 4 to Grade 7 |
| <input type="checkbox"/> Jubilaté (Gospel Dance Group) | Grade 3 to Grade 7 |
| <input type="checkbox"/> Orators/ <i>Pretpraat</i> | Juniors and Seniors |
| <input type="checkbox"/> Ridge Ensemble | |
| <input type="checkbox"/> Orators | Grade 1 to Grade 3 |
| <input type="checkbox"/> Cultivaria (Cultural Festival) | Grade 1 to Grade 7 |
| <input type="checkbox"/> Speak Easy | Grade 7 only |
| <input type="checkbox"/> TRUTH (<i>Teens Rise Up To Him</i>) | |

MUSIC CENTRE

Learners have the opportunity to enrol for private classes in a variety of musical instruments.

CULTURAL YEAR PROGRAMME

TERM	ACTIVITY
Term 1 and 2	Speak Easy
Term 1 to 3	Senior Choir
Term 1 to 3	Junior Revue
Term 1 to 3	Senior Revue
Term 1 to 3	Jubilaté
Term 1 to 4	Ridge Ensemble
Term 1 to 3	Orators
Term 3	Cultivaria (Cultural Festival)
Term 1 to 4	TRUTH

2.6 ADDITIONAL EXTRA CURRICULAR ACTIVITIES

- Kumon (Mathematics and Languages)
- Young Engineers
- Experi Buddies
- Act Drama Studio

3. SCHOOL RULES

3.1 PREAMBLE

The behaviour and conduct of a *Midstream Ridge Primary School* learner should exemplify the following principles:

- Courtesy, founded on a respect for all people, regardless of their age or status.
- Pride in himself/herself, his/her appearance and his/her contribution to and membership of *Midstream Ridge Primary School*.
- Awareness of their role in the school and society and their responsibilities to these.

3.2 GENERAL PROCEDURE

Learners are expected to show respect to all staff, fellow learners and visitors at all times. This is summarised in the following points:

- Treat every staff member with respect and dignity,
- are proud of their personal appearance and comply with the prescribed school uniform and hairstyles,
- are worthy of the trust placed in them,
- greet fellow learners, staff and visitors in a friendly and respectful manner,
- will always stand when greeting visitors and members of staff,
- treat members of the opposite sex with respect and dignity,
- will not use crude or foul language.
- Senior learners will treat younger learners with respect and set the correct example. Younger learners will, in turn, display the necessary respect for senior learners.

3.3 BEHAVIOUR

- 3.3.1 We encourage whole-hearted and enthusiastic participation at all times.
- 3.3.2 Chewing gum and the use of Tippex are forbidden at school.
- 3.3.3 Instructions from staff members should always be obeyed immediately and with good grace.
- 3.3.4 Learners should always act responsibly and take other learners' feelings into consideration. Treat everybody with respect.

3.4 RULES AND PROCEDURES THAT GOVERN A NORMAL SCHOOL DAY

- 3.4.1 School starts promptly at **07:30**. Be at school on time.
- 3.4.2 No child may be in a classroom, without a staff member present, before, during or after school.
- 3.4.3 Leave your book bag at your first period class, except on Fridays – leave your book-bag at your third period class.

- 3.4.4 Class changes will take place with the following being applicable:
- will take place in an orderly manner, single file and quietly,
 - learners must wait in single file outside the next staff member's classroom and may not enter without the permission of said staff member,
 - girls are to lead in first, supervised by the staff member, and learners are greeted once they have all entered the classroom.
 - learners are expected to take out their work and get ready for their lesson.
 - the staff member will, at the end of the lesson, dismiss the class and send them off to the next class in an orderly fashion – girls first, no talking,
 - the day ends with prayer, either by a learner or staff member.

3.5 BREAK

- 3.5.1 Learners play in certain designated areas.
- 3.5.2 Learners may not be in a class during breaks without supervision.
- 3.5.3 Clocks are synchronised via the computer-setup and learners are sent out to break at the correct times. Learners will have enough time to move to their next class.
- 3.5.4 No physical contact will be allowed during breaks.

3.6 TUCK SHOP

The tuck shop is situated next to the entrance to the school hall and offer students healthy options. No sweets will be sold on a normal schooldays. Friday is *Bakers Day*. To avoid the use of cash purchases at the tuck shop, learners use a tuck shop card for purchases. The system is linked to the website where parents register their children and load money on their accounts. Parents also have the option to order lunch/snacks in advance, that will then be delivered to the learner at his/her classroom. This will alleviate queuing at the tuckshop.

3.7 SCHOOL UNIFORM AND APPEARANCE

Our uniform is the trademark by which we are recognised. Personal appearance of learners reflects a pride in themselves and the school and they should, by means of their dress, appearance and deportment, be a credit to themselves, to their families and to *Midstream Ridge Primary School*.

3.7.1 Girls

3.7.1.1 School Uniform

Summer:

- Teal coloured check pinafore with school badge
- White shirt, short sleeves
- Burgundy striped V-neck pullover or jersey
- Burgundy blazer must be worn on formal occasions, e.g. Assembly Days

- White short socks (folded – not rolled down). **No secret socks** will be allowed.
- Girls should wear the prescribed teal school pants under their dresses.
- Black shoes.

Winter:

- Teal coloured check pinafore with school badge.
- White shirt, long sleeved with school cravat.
- Burgundy striped, V-neck pullover or jersey.
- Burgundy school blazer is part of the winter school uniform and must also be worn during formal occasions, for example at Assembly, with the school cravat.
- Burgundy Dri-Mac, only when it is raining.
- Midstream Ridge Primary** has its own teal winter scarf.
- Grey pantyhose (Gr 1–6: wool ribbed type / Gr 7: pantyhose or wool ribbed type).
- Black shoes.

3.7.1.2 Sports Wear

- Athletics:** Teal athletics gear **for Cluster Meetings ONLY.**
For Friendly Meetings: Burgundy Golf Shirt with white inserts.
- Chess:** Full School uniform (as per season) with school blazer.
- Cross Country:** As for athletics. (Burgundy Golf Shirt with white inserts.)
- Golf:** Burgundy Golf Shirt with white inserts and three-quarter trousers and short white socks with golf shoes. Players wear their school blazers to venues.
- Hockey:** Burgundy Golf Shirt with white inserts and teal skirt. White knee-high socks with teal stripe & hockey shoes.
- Netball:** Burgundy Golf Shirt with white inserts and teal **skort** (skirt/short), white socks and trainers.
- PE:** As for **Netball:** Burgundy Golf Shirt with white inserts and teal **skort** (skirt/short).
- Squash:** As for tennis.
- Swimming:** **Midstream Ridge Primary** swimming costume. **Midstream Ridge Swimming** cap is compulsory.
- Tennis:** Burgundy golf shirt with white inserts and teal **skort**, (skirt/short), short white socks and trainers.
- Cultural:**
 - ❖ **Choir:** Full school uniform with school blazer
 - ❖ **Revue:** As determined (learner's property)
 - ❖ **Jubilaté:** As determined (learner's property)
 - ❖ **Orators:** Full school uniform (as per season) with school blazer

3.7.1.3 Hair

- If hair is worn short, it must be neat and may not hang over the lowest fold of the collar.
- Longer hair must be tied back. The fringe may not impair vision.
- Should girls wear an **“under-cut”**, the rest of the hair should cover the **“under-cut”** in such a way that is it not visible at all.

- Braided hair or extensions must be tied back.
- All school rules apply whilst the learner is in uniform.
- Only burgundy, white, teal or brown ribbons, clips and alic bands allowed.
- Avoid very decorative hair accessories, such large flowers and bows.
- No gel or mousse will be allowed.

3.7.1.4 Fingernails

- Nails should not extend beyond the fingertips when the fingers are held up.
- No colour nail polish allowed.

3.7.1.4 Make-up

- No make-up allowed.
- No coloured lip-ice or lip-balm will be allowed.

3.7.1.6 Jewellery

- Wrist watches and “medic alert” bracelets are allowed.
- No chains or rings (including signet rings) are allowed.
- Only one pair of small studs or sleepers allowed. (Gold or silver – no diamanté or gem-stones).

3.7.2 Boys

3.7.2.1 School Uniform

Summer:

- Teal shorts and short sleeve white shirt
- Burgundy striped V-necked pullover or jersey
- Burgundy blazer must be worn on formal occasions, e.g. Assembly Days
- Official long, grey school socks
- Black lace-up shoes

Winter:

- Teal longs and white long sleeve shirt with tie
- Burgundy striped v-necked pullover or jersey
- Our burgundy blazer is part of the winter school uniform and must be worn daily during winter with the school tie.
- Midstream Ridge Primary has its own teal winter scarf.
- Grey socks with black lace-up shoes
- Optional extra: Bomber-jacket (burgundy) – only when it is extremely cold.
- Black lace-up shoes

3.7.2.2 Sports Wear

- Athletics:** Teal athletics gear **for Cluster Meetings ONLY.**
For Friendly Meetings: Burgundy Golf Shirt with white inserts.
- BevCric:** Burgundy golf shirt with white inserts, burgundy short and long white socks with teal stripe.
- Bulletjies:** Teal rugby jersey with white shorts.
- Chess:** Full school uniform (as per season) with school blazer.
- Cricket:** White *Admiral* cricket gear. Players wear their school blazers to venues.
- Cross Country:** As for athletics. (Burgundy golf shirt with white inserts.)
- Golf:** Burgundy golf shirt with white inserts, three-quarter trousers, short white socks and golf shoes. Players wear school blazers to venues.
- Hockey:** Burgundy golf shirt with white inserts and burgundy shorts, white knee-high socks with burgundy stripe & hockey shoes.
- PE:** As for **BevCric:** Burgundy golf shirt with burgundy short.
- Rugby:** White shorts and teal, burgundy and white striped rugby jersey.
- Squash:** As for **Tennis** (Burgundy golf shirt with white inserts.)
- Swimming:** **Midstream Ridge Primary** swimming costume. **Midstream Ridge Swimming** cap is compulsory.
- Tennis:** Burgundy golf shirt with white inserts, white shorts, short white socks and trainers.
- Cultural:**
 - ❖ **Choir:** Full school uniform
 - ❖ **Revue:** As determined (learner's property)
 - ❖ **Jubilaté:** As determined (learner's property)
 - ❖ **Orators:** Full school uniform (as per season) with school blazer

3.7.2.3 Hair

The purpose of these listed regulations is to ensure that boys are at ALL times neat and tidy. Their hairstyles may not discredit the school.

- Hair must be tidy (combed) at all times.
- Hair must not have discernible steps.
- It must be reasonably short on top, short at the sides (above the ears) and tapered down the back of the head to the neck, and clear of the collar.
- No fringes below the eyebrow, when combed forward allowed.
- No gel or mousse may be used to disguise unacceptable fringes, etc.
- No dying, highlighting or bleaching of hair allowed.
- The above regulations will be used as a guideline and the final decision, as to the acceptability of any particular boy's hairstyle, will rest with the school's management. Please contact the office should you feel unsure about rules regarding hair.

3.7.2.4 Jewellery

- Except for watches and medic-alert bracelets, boys may not wear jewellery or other

personal adornments.

3.7.3 Additional Rules

- School shoes are to be worn when arriving at school and going home. Only Foundation Phase learners will be allowed to remove their shoes during the day, but shoes need to be worn when going home.
- The rest of the learners (Grade 4 to Grade 7) are to wear shoes at all times.
- The *Burgundy* Dri-Mac will only be allowed on **RAINY DAYS**. The Dri-Mac is not applicable for Grade 7 learners and may not be worn with the sport uniform.
- Bomber jackets only during winter.
- Grade 7 learners are to wear their school blazer at all times.
- Only the official *teal*-coloured scarf will be allowed.

3.7.4 School Bags

- School bags with divisions are preferable.
- Neon and brightly coloured bags are not permitted.
- Parents please take note that the *Midstream* school bag is compulsory for the High School.

3.7.5 Lost And Found

Ms Chantal Hathrill is running our Lost and Found Store on the following days:

- | | | | |
|--------------------------|------------|-------------------------|--------------|
| <input type="checkbox"/> | Mornings | Monday/Wednesday/Friday | 07:00–08 :00 |
| <input type="checkbox"/> | Afternoons | Tuesday and Thursday | 12:00–14:00 |

Ms Hathrill's Contact Number: **073 266 6246**

Please ensure that **ALL** clothing and other items are clearly and visibly marked.

3.8 LEARNER ABSENTEEISM

Parents are requested to inform the school of any absentees. Learners may only be absent due to sickness or other extenuating circumstances, with permission from the Headmaster. A learner who has been absent, must provide a sick note from his/ her parent/s stating the reason for being absent. Should a learner be absent for more than three days due to sickness, a doctor's letter is required.

Should a learner be absent during an official **term test**, the learners must hand in a **doctor's letter** in order to write the test at a later stage. When a learner participates in an activity on provincial or international level and the Headmaster has signed a confirmation letter, the learner is to be marked **PRESENT**.

FETCHING OF LEARNERS DURING THE SCHOOL DAY

Appointments with doctors and dentists must preferably be made after school hours. Should a learner be absent from school due to illness, parents must please inform the register teacher.

Learners leaving the school during school hours, must be fetched from the Administration office by their parents who will have to sign a register for this purpose. Parents will have to indicate if

the learners will be returning to school during the day. An exit slip will be given to the parents, which will allow them to remove the child from the school premises.

The school cannot give parents' permission to take children out of school for vacation purposes. The Principal does not have the authority to give permission. The School does not condone the missing of school for vacation.

4. ACCOUNTABILITY SYSTEM

The Detention System is an accountability system.

4.1 RULES TO EXCELLENTIA

4.1.1	It's a good feature – Greet your teacher.	<i>Be Courteous</i>
4.1.2	Rough isn't our style – be a friend all the while.	<i>Don't Bully</i>
4.1.3	Graffiti is for the fool – take pride in your school.	<i>No Graffiti</i>
4.1.4	Represent your school – that's really cool.	<i>Take Part</i>
4.1.5	It's great to support – have a generous thought.	<i>Be Helpful</i>
4.1.6	Forget being cheeky – because that's real sneaky.	<i>Show Respect</i>
4.1.7	Friends don't wait – don't be late.	<i>Be Punctual</i>
4.1.8	If you're part of the beat – keep your uniform neat.	<i>Dress Correctly</i>
4.1.9	Take care of what you own – leave other's things alone.	<i>Hands Off</i>
4.1.10	Help keep litter at bay – in the dustbin is the way.	<i>Littering is Out</i>
4.1.11	Always do what is right, keep your duty in sight.	<i>Be accountable</i>

Midstream Ridge Primary School's accountability system forms an integral part of its Code of Conduct. The system can only be effective and result in positive growth if all the affected parties (parents, teachers and pupils) co-operate to make it work. We expect the parents to be actively involved with their children's schooling, in order to ensure that the child's progress on all levels is monitored. Learners must learn to take responsibility for their actions at an early age.

Midstream Ridge Primary School strives to provide a safe and sheltered environment where individuals can perform to the best of their ability without interference. To realise this goal, the school will not hesitate to take the necessary steps when conflict arises. Uncontrolled conflict has a negative effect on all parties.

4.2 ADMINISTRATION

4.2.1 Academic Accountability

Staff members are required to deal with academic transgressions within the classroom context i.e. homework not done or books not at school. Staff members are required to keep record of academic transgressions as repeated transgressions must be communicated to parents and all relevant staff concerned. A record of transgressions will be kept in the learners' diaries on an

Academic Accountability Form. Learners, who have detention for academic transgressions, will receive this detention from the specific subject educator, who will monitor and supervise this detention session.

It remains the responsibility of all subject educators to keep parents informed of all transgressions and concerns relating to any children that they teach. Any learner who is guilty of repeated transgressions must be communicated to the Head of the Grade. The Head of Department or Head of the Grade will set up a parent interview involving both parents and staff in order to address and solve the concerns.

4.2.2 Behavioural Accountability

Should a learner be guilty of poor behaviour in or outside a classroom according to the school rules, he/she will be required to attend a detention session as stipulated in the accountability system.

- 4.2.2.1 All behavioural transgressions will be noted on the *Ed.Admin system* by the specific educator. The learner's name, the type of transgression as well as the detention date(s), where applicable, will be indicated on this form.
- 4.2.2.2 Serious behavioural transgressions that occur during breaks will be addressed by the Head of Learner Support, and detention will be arranged.
- 4.2.2.3 The nature of the transgression will determine the severity of the punishment.
- 4.2.2.4 Staff members will co-ordinate detention classes according to a predetermined timetable.
- 4.2.2.5 Names of detention learners will be forwarded to the Head of Grade, register teacher as well as the detention teacher.
- 4.2.2.6 Detention will take place, as required, during second break in a classroom.
- 4.2.2.7 Learners will be given five minutes at the beginning of break to eat their lunch before the detention session starts.
- 4.2.2.8 Every learner attending a detention class will be required to complete an accountability form. This form will also be completed by the specific educator and recorded in the detention file.
- 4.2.2.9 Register will be taken and will be kept in the detention file. This will be sent to the Head of Discipline at the end of every week.
- 4.2.2.10 Parents of learners' who have repeated transgressions, will be invited to a teacher/parent interview. During this meeting measures will be discussed to assist the child to be able to adhere to the school's code of conduct.
- 4.2.2.11 Should repeated unacceptable behaviour continue, a final written warning and/or a disciplinary hearing with a week suspension, accompanied by proof of counselling, or permanent expulsion from the school will be the next step.

4.3 THE AIM OF THE ACCOUNTABILITY SYSTEM

The primary aim of this system is not to punish, but to reinforce school rules. Acceptable behaviour remains the responsibility of the learner. This system is aimed at:

- 4.3.1 encouraging fairness and harmony in the school environment.

- 4.3.2 supporting and applying the code of conduct.
- 4.3.3 instilling a belief in the school.
- 4.3.4 communicating to parents that negative behaviour is not acceptable at *Midstream Ridge Primary School*.
- 4.3.5 fostering healthy relations between parents and educators.

Corporal Punishment is unlawful and will not be tolerated under any circumstances at *Midstream Ridge Primary School*. It is therefore appropriate to incorporate an accountability system. The school will endeavour to always mete out appropriate punishments.

4.4 BASIC PRINCIPLES OF THE ACCOUNTABILITY SYSTEM

Midstream Ridge Primary School strives towards very high disciplinary standards. We encourage all learners to take pride in their dress, manners and behaviour. Exemplary behaviour is expected from all learners at all times.

Learners must regard it an honour and a privilege to be part of *Midstream Ridge Primary School*. They must realise the necessity for good order to allow every individual the freedom to develop in all possible fields. Overall, the spirit of loyalty to everything and everyone who is part of *Midstream Ridge Primary School* will be fostered in keeping with the motto: EXCELLENTIA.

Based on the moral code instilled in every learner at home, church and by society, it is expected of every learner to come forward if they have transgressed. If the behavioural code was transgressed, the learner must complete the relevant punishment, as stipulated in the behavioural code, as soon as possible.

The prime purpose of the code of conduct, is to preserve a happy and healthy environment in which all learners may benefit from the education offered at *Midstream Ridge Primary School*.

We undertake:

- 4.4.1 to ensure each learner knows the reason for a rule and the consequence of breaking it,
- 4.4.2 that corrective measures must be taken to change any undesirable behaviour to ensure that other learners are not negatively affected by the behaviour of the transgressor,
- 4.4.3 to ensure that *Midstream Ridge Primary School* learners are given the opportunity to be happy and motivated within the school environment,
- 4.4.4 that all learners be subjected to the rules of the School. The Principal shall have the power to expel any learner for serious offences or continuous non-compliance with the code of conduct.

The following information is intended to be a firm guideline, but there must be flexibility in that the Principal retains the right to treat every case on its merits. Once a Disciplinary Hearing has been finalised, the case will be handled on its merits by the Principal, as the matter must be adjudicated by an independent party.

4.5 MAJOR OFFENCES

All major offences will be dealt with by the disciplinary committee. The committee will keep the parents informed of decisions which have bearing on a learner's behaviour.

The Disciplinary Committee comprises:

- Principal
- Deputy Principal
- Head of Learner Support
- Grade Head or Head of Department

In cases where a disciplinary hearing is needed, the following persons will be required:

- Chairman (an independent party)
- Learner Representative
- School Representative

The learner has the right to representation from a selected staff member chosen by themselves or the parents. They also have the right to waiver school representation and may elect to be represented by a parent. All matters will be treated fairly.

Parents are requested to attend a disciplinary hearing involving their own child.

Five working days will be provided for the learner to prepare his/her case. The learner has leave to appeal against the outcome of the enquiry. The written appeal must be handed to the Principal within two working days after completion of the disciplinary hearing.

- Reasons for appeal:**
- Procedural problems
 - Insufficient evidence

4.5.1 Arson

The setting of fires within the school grounds will not be tolerated. Arson is a criminal offence and against the law.

Any learner who is involved in setting fires, or found in the possession of matches, etc., will be found guilty of the intent to commit arson. Punishment will be decided according to the gravity of the offence. The following will be used as a guideline:

Penalties for Arson

(Circumstances will be considered)

- First offence:** Final warning and suspension for one week. Proof of counselling is necessary.
- Second offence:** Dismissal

4.5.2 Drugs

The use and possession of drugs is against the law and will be dealt with appropriately. Drugs are physically, mentally and emotionally harmful to learners. The school, furthermore, undertakes to educate the learners on substance abuse. The school and the parents are equal partners in the learner's upbringing and must work together to eliminate substance abuse. Both parties should be alert and be aware of suspicious behaviour related to drug use.

The use or possession of drugs, harmful substances, or drug paraphernalia is a major offence and can lead to immediate dismissal, taking all circumstances into account.

Penalties for Drugs

First offence: Final warning and suspension for one week. Proof of counselling is necessary.

Second offence: Dismissal.

4.5.3 Sexual Harassment

Sexual harassment will not be tolerated and there is no place for it at *Midstream Ridge Primary School*. Any learner involved in sexual abuse or harassment is guilty of a major offence and this behaviour can lead to a dismissal.

Penalties for Sexual Harassment

First offence: Final warning and suspension for one week. Proof of counselling is necessary.

Second offence: Dismissal.

4.5.4 Drinking / Alcohol Abuse

The use of alcohol by minors is against the law. Furthermore, alcohol is physically, mentally and emotionally harmful to learners. It is vital that both staff members and parents co-operate in educating the learners about the harmful side effects of alcohol abuse.

Parents are respectfully reminded not to offer minors alcohol and to ensure that young learners do not attend parties where there is no supervision, where alcohol is readily available.

Midstream Ridge Primary School furthermore undertakes to educate learners on alcohol abuse. The possession, use or sale of alcohol on the school grounds or whilst under the supervision of the school, is a major offence.

Learners wearing school uniform may, under no circumstances, be under the influence or be seen with alcohol. This will bring the school's name into disrepute and can lead to expulsion.

Penalties for Alcohol Abuse

First offence Final warning and suspension for one week. Proof of counselling is necessary.

Second offence Dismissal.

4.5.5 Smoking

The school regards smoking in a serious light and will therefore not tolerate it. It is physically harmful and can lead to various cancers. Smoking is a major offence and learners may not smoke at school or while wearing school uniform away from school. Learners smoking on school property, can lead to their expulsion. Learners must consider that smoking is also harmful to those in the vicinity.

Learners found in possession of cigarettes, matches, etc., will be considered to have smoked and will be punished accordingly.

Penalties for Smoking

First offence: Break detention. (Parents informed). Writing an essay on *“Smoking is a health hazard”* (Parents informed in writing)

Second offence: Final warning and suspension for one week. Proof of counselling is necessary.

Third offence: Dismissal.

4.5.6 Theft

The deliberate act of taking something that does not belong to you or outright stealing, is a major offence. We endeavour to create an environment where one can feel confident that you can leave your possessions safely in or outside the classroom.

To eliminate theft we encourage the following:

- Ensure that your property is clearly marked.
- Do not bring valuables to school.
- Do not “borrow” without permission.
- Report theft to a staff member.
- Cell phones must be locked away each morning when you arrive at school, (from 07:30 to 13:30). **The school doesn’t take responsibility for stolen mobile phones.**
- Large amounts of money or other valuables can lead to theft.

Penalties For Theft **(Circumstances will be considered)**

First offence: Break detention. Writing an essay on *“Why I should not steal”* (Parents informed in writing).

Second offence: Final warning and suspension for one week. Proof of counselling is necessary.

Third offence: Dismissal.

4.5.7 Bullying

Every learner at *Midstream Ridge Primary School* has the right to enjoy his/ her learning experience. Our school will under no circumstances tolerate unkind actions or remarks, even when they are not intended to offend. Essentially, bullying involves either verbal or physical harassment:

- ❑ **Verbal bullying:** Shall be defined as threats, gestures or verbal attacks or any form of teasing on a continual basis. The use of blasphemous and foul language is also unacceptable.
- ❑ **Physical harassment:** Shall be defined as any conduct which threatens or harms a person physically. Example – caning or beating.
- ❑ **Emotional bullying**
- ❑ **Cyber space bullying (SMS, chatrooms, e-mails, etc.)**

Penalties for Bullying (Circumstances will be considered)

First offence: Break detention. (Parents informed)

Second offence: Break detention. (Parents informed)

Third offence: Break detention. Parents are called to the school to discuss the seriousness of the matter.

Repeated transgressions will be dealt with by the disciplinary committee. The committee will keep the parents informed of decisions which have bearing on a learner's behaviour. A final warning and suspension for one week with proof of counselling or dismissal, can be a decision that the disciplinary committee makes.

Please refer to the Policy on Bullying for further information.

4.5.8 Phones and Electronic Devices

Cell phones and electronic devices are not allowed to be used during school hours (07:30 – 13:30). Such devices are to be handed in at Reception (Vera Nel) for safe-keeping until the end of the school day. Cell phones and electronic devices are not allowed on tours and other excursions, whatsoever, and will be confiscated for safe-keeping until learners return to school after their tours/outings.

First offence: Teacher will take the device and lock it in the strong room for a week.

Second offence: Teacher will take the device and lock it in the strong room for a month.

Third offence: Teacher will take the device and lock it in the strong room for a term. Parents will be contacted to discuss the problem, and to inform them of the seriousness of the matter.

Other Major Offences Requiring No Further Explanation:

- 4.5.9 Bunking school
- 4.5.10 **Vandalism**
- 4.5.11 Dishonesty
- 4.5.12 Cheating
- 4.5.13 Pornography
- 4.5.14 Foul language

- 4.5.15 Disregard of Dress Code
- 4.5.16 In possession of a camera or video camera without permission
- 4.5.17 Transgressions that can harm the safety of a learner or harm the image of the school.

Penalties with regards to the above (Circumstances will be considered)

- First offence:** Break detention.
- Second offence:** Break detention and writing an essay. (Parents informed in writing.)
- Third offence:** Break detention. Parents invited to school to discuss the problem and the seriousness of the offence.

Repeated transgressions will be dealt with by the disciplinary committee. The committee will keep the parents informed of decisions which have bearing on a learner's behaviour. A final warning and suspension for one week with proof of counselling or dismissal can be a decision that the disciplinary committee takes.

4.6 TIDINESS AND LITTERING

Midstream Ridge Primary is our home away from home. It must be free of litter and always orderly and neat. Personnel and monitors play a very important role here. It is impossible to monitor every situation, but essentially the following rules apply:

BASIC RULES:

- Leave a room, vehicle or area in the condition you found it.
- One should not litter under any circumstances.
- If a venue is found to be in a mess, it should be reported to a Staff member as soon as possible, and the venue should be cleaned.
- Take responsibility, own up and clean up after oneself.
- Learners in each class are responsible for the neatness of their classroom.
- All learners are responsible for keeping the school environment clean and neat.

THE FOLLOWING PENALTIES WILL BE IMPOSED:

- Litter on the school grounds:** Paper or Tuck Shop related items found littered on school grounds, will be banned from sale for one week.
- School bus:** The transgressors, once found, will be required to clean the bus.