



We Educate For Life !

RIDGEWAY PREPARATORY SCHOOL

STUDENT HANDBOOK

Ridgeway Preparatory School Handbook is a part of the School's guidelines to provide support and direction for all students.

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Mission Statement

Ridgeway Preparatory School is a dynamic, free thinking English Medium school. We celebrate our different cultures and encourage unity through diversity. We provide high quality education in the form of small classes with an imaginative curriculum and continual interaction between dedicated teachers, pupils and parents. Our educational understanding is based on the fact that each child is unique and should be encouraged to realise their own potential in a happy environment.

History of Ridgeway Preparatory School

Ridgeway Preparatory School is set at the foothills of the Soutpansberg Mountains. The school was founded in January 1997, with 8 children and 2 staff members.

1. School Times

- 1.1 School Hours – the school hours are 07h20 to 13h40, Monday to Thursday and 7h20 to 12h30 on Friday.
- 1.2 Break Times – First break is from 09h30 – 09h50 and second break from 11h50 – 12h10.
- 1.3 Staff arrive at school at 07h00 for morning staff briefing.
- 1.4 Drop off and collection of pupils – pupils must be at school by 07h20. Any pupil arriving late will be sent to the office. Pupils must be collected timeously at after school and after their respective afternoon activity. Pupils not picked up on time will be assembled by the office (computer room) for safety and control. Due to the lack of security after 16h00, it will be of benefit to pick up your children on time.

2. Pupil & Parent Policy

2.1 Pupil Code Of Conduct

The core of the Ridgeway Preparatory School, code of conduct for pupils is that we believe in encouraging learners to behave in a way, which does not interfere with the rights of others. These basic rights are those contained in the United Nations Declaration of Children's Rights and other rights generally recognized as being basic human rights :

While at school, learners should

- Behave in a way which brings credit to themselves and their family, the school and the community, by doing things like being kind and helpful, being polite, having good manners, greeting teachers, fellow learners, parents and visitors, being honest, standing up and looking at adults when they address them, stopping and listening when a teacher calls, being neat and looking after their clothes and trying to be a good advertisement for the school at all times.
- Behave in a sensible way, which does not endanger themselves or others.
- Behave in a way, which respects the basic rights of others by doing things such as treating others with respect and respecting the right of others to be different.
- Behave in a way, which is designed to look after the environment, the school and the property and equipment, including their own.
- Behave in a way which ensures the smooth running of the school and which ensures that the learner makes the most of their right to learning. This means that, in general the learner shall behave appropriately.
- Leave all cell phones at home! Any pupil found in possession of a cell phone at school, shall have the phone confiscated until the end of the specific term.
- If you do not comply with the Code of Conduct, disciplinary measures will be taken.

2.2 Parent Code of Conduct

The Ridgeway School community expects parents and guardians:

- To familiarize themselves with the rules, policies and procedures of the school.

- To ensure their children adhere to the dress code.
- To pay school fees by due date.
- To support their children in their academic endeavours by making time for homework and school projects.
- To avoid requests for leave for children during term time, except in the case of an emergency.
- To avoid visiting classrooms during teaching periods as it breaks concentration, disrupts classes, and can cause embarrassment for the child.
- To support their children in their extramural endeavours by supporting them at sporting events, and other activities.
- To encourage their children to get involved in all school activities and supporting them when necessary.
- To treat teachers, staff, children and other parents with the same respect and consideration with which they expect to be treated.
- To follow the correct grievance procedure if they have a complaint of any description, and to make appointments with teachers through the correct channels.
- To be loyal to our school at all times.
- To attend meetings at the school when requested to do so.

Parents who flagrantly disregard this code may be required to stay off school property other than to drop off or collect children. In extreme case such parents may be asked to remove their children from the school.

2.3 Complaints Procedure

In an ideal world a procedure for complaints would not be necessary but Ridgeway Preparatory School (herein after referred to as Ridgeway) recognises that events may occur where parents are faced with concerns they would like to raise. Ridgeway welcomes suggestions and comments from parents and takes seriously complaints and concerns that may arise.

A complaint will be treated as an expression of genuine dissatisfaction which needs a response.

We wish to ensure that :

- Parents wishing to make a complaint know how to do so.
- We respond to complaints within a reasonable time and in a courteous and efficient way.
- Parents realise that we listen and take complaints seriously.
- We take action where appropriate.

"How should I complain about an educational problem ?"

The shortest cut would be to talk directly to the member of staff concerned or to write an email or telephone. They may be able to sort things out quickly, with the minimum of fuss.

If that person is not available then contact the HOD. If the HOD is not available, please contact the Principal. Be clear as possible about what is troubling you.

We cannot entirely rule out the need to make third parties outside the school aware of the complaint and possibly also the identity of those involved. This would only be likely to happen where, for example, a child's safety was at risk or it became necessary to refer matters to the police. You would be fully informed.

Action which needed to be taken under staff disciplinary procedures as a result of complaints would be handled confidentially within the school.

If you are not satisfied, refer the matter to the Principal.

The school recognises and acknowledges your right to complain and we hope to work with you in the best interests of the children and young people in our care.

Please note that it is the sincere intention of the management of the school to take all Grievances seriously, to investigate them fully and to resolve them as quickly as possible in the interests of the

While information relating to specific complaints will be kept confidentially on file, we would point out that anonymous complaints cannot be pursued.

learners and affected, and of the school itself.

2.4 Uniform Policy

	Summer	Winter	Sports
ECD Girls	Khakhi Golf Shirt with Logo Tartan Skort White ankle socks Takkies	Khakhi Golf Shirt with Logo School Tracksuit White Ankle Socks Takkies	Khakhi Golf Shirt with Logo Micro Active shorts White Ankle Socks Takkies Navy school floppy hat
Grade 1-6 Girls	White Shirt with Logo Tartan Skort White ankle socks Black school shoes Navy school jersey with Logo	White Shirt with Logo Tartan Skort Long Navy socks Black school shoes Navy school jersey with Logo School Tracksuit	Navy/White sports shirt Micro active shorts School Tracksuit Long navy socks Takkies Navy school floppy hat
Grade 7-12 Girls	White Shirt with Logo Tartan A-line skirt White ankle socks Black school shoes Navy school jersey with Logo School Tie Navy Blazer with logo	White Shirt with Logo Tartan A-line skirt Black woolen stockings Black school shoes Navy school jersey with Logo School Tie Navy Blazer with logo	Navy/White sports shirt Micro active shorts School Tracksuit Navy/White rugby socks Takkies Navy school basketball cap

	Summer	Winter	Sports
ECD Boys	Khakhi Golf Shirt with Logo Navy school shorts White ankle Socks Takkies	Khakhi Golf Shirt with Logo School Tracksuit White ankle Socks Takkies	Khakhi Golf Shirt with Logo Micro Active shorts White ankle socks Takkies Navy school floppy hat
Grade 1-6 Boys	White Shirt with Logo Navy school shorts Navy Long socks Black school shoes Navy school jersey with Logo	White Shirt with Logo Navy school shorts Khakhi School Longs (Optional) Navy Long socks Black school shoes Navy school jersey with Logo	Navy/White sports shirt Micro Active shorts Long Navy socks Takkies Navy school floppy hat

		School Tracksuit	
Grade 7-12 Boys	White Shirt with Logo Khaki Long school pants Navy ankle or long socks Black school shoes Navy school jersey with Logo School Tie Navy Blazer with logo	White Shirt with Logo Khaki Long school pants Navy long socks Black school shoes Navy school jersey with Logo School Tie Navy Blazer with logo	Navy/White sports shirt Micro Active shorts Navy/white rugby socks Takkies Navy school baseball cap

Please note

- Earrings - Girls may only wear sleeper or stud ear-rings and only one earring in each ear. Boys may not wear earrings.
- Girls' Hair - Hair may not be highlighted or coloured in any way. Girls' hair must be tied back, if touching the collar and worn off the face. Hair accessories must be in school colours (blue, black and white).
- Boy's hair - Hair may not be highlighted or coloured in any way. No "Mohawks" or patterns cut into hair are allowed. Boy's hair must not touch the collar.
- Boys must be clean shaven.
- School Caps - only the official school cap or cricket hat is to be worn.
- *Cultural / Religious Celebrations*

The Mission Statement of the school acknowledges our cultural diversity. In order to celebrate and teach respect for different cultures, pupils will be allowed to wear or display symbols of their specific culture from time to time (as required by the calendar for that religious or cultural celebration for that specific culture). It remains the parents' responsibility (to write an explanation letter/email) to the Principal to get permission for the specific event / celebration and how it fits into their culture.

The school will not allow pupils to wear / display any symbols unless a prior letter regarding the event / celebration is on file.

We expect all cultures to also show respect for the school uniform.

Sports Houses

Students will need a plain coloured t-shirt in the house colours for the inter house sports events.

Fire – Red

Earth –Green

Water – Blue

Uniform for School Functions

Full school uniform to be worn.

School Trips & Visits

Full school uniform to be worn. (Unless otherwise indicated)

School case

Please ensure that your child has a strong school bag with divisions.

Jewellery

No jewellery is allowed at school.

Birthdays

If your child is celebrating their birthday, they should only bring simple cup-cakes or small bars of chocolate to school to share with the class. Please follow this rule.

Lost and Found (clothing etc.)

Please check your child's belongings and uniform daily to ensure that they did not pack someone else's clothes or shoes. Students often take the wrong items home, and we need our parent's cooperation to return those items to the rightful owner. If your child accidentally took someone else's clothes or items, please return it to the school the very next day. If everybody cooperates, we can minimize lost items. Lost property is located at the school and will be open every day from 13h20 to 15h00.

Please ensure all your child's possessions are clearly marked. No name, no claim! Please note that lost property will only be kept for 30 days, thereafter if no claims are made, such property will be donated to charity or home for the under privileged.

Tuck Shop

Although a tuck-shop is available, we want to encourage you to provide your child with a healthy packed lunch. A healthy lunch provides sustenance for a school day. Lunch boxes should include sandwiches, sugar free juice or water and a fruit. We strongly discourage "junk food" (Chips, sweets, chocolates, etc.) being part of the daily lunchbox. No fizzy drinks will be sold at the tuck shop Monday to Thursday.

Students are also encouraged to have a healthy breakfast every morning before coming to school.

2.5 School Attendance Policy

2.5.1 Absenteeism

- It is compulsory for every child of school-going age to attend school regularly.
- A pupil **must** attend school for a minimum of 95% of the school year, or will have to repeat the year despite achieving the correct standard. This includes compulsory school functions.
- A child may **only** be absent from school for health reasons, or with written permission of the Principal.
- A parent **may** apply to take a pupil out of school for an overseas trip, as this is seen in the light of education, as this experience cannot be taught in a classroom situation.

2.5.2 Administration

- Leave under special circumstances needs to be applied for in writing to the Head of Department and/or Principal verifying and explaining the pupil's.
- Any unplanned absence by a pupil must be telephoned to the school by a parent or legal guardian by 07h20 on the morning of the absence.
- On returning to the school from an absence longer than three days, the pupil must produce a letter from a medical practitioner, verifying the absence.
- All leave needs to be arranged through the office and a "signing out" register and form needs to be completed.
- Any pupil who is absent for more than three days will be contacted by the school secretary.

2.5.3 Work Missed

- Not only does the child miss a lot of work when absent, but has to struggle to catch up with this work on his / her return.
- The responsibility for catching up work missed by a pupil due to absence, lies solely with the individual pupil and parents.

- A pupil will get zero for a missed test or exam, unless a medical certificate is submitted.

2.6 Discipline Policy

Foundation Phase Discipline Code

Every learner in our school has the right to:

- feel safe, emotionally and physically
- learn, work and play without fear
- know belonging, acceptance and friendship
- expect respect for individual qualities as well as differences
- ask for help
- learn how to solve problems with others in a way that is helpful.
- be treated politely by others.

Discipline is all about growing and guiding young children towards considerate, compassionate, confident, caring and socially acceptable adult behaviour.

The root word of discipline is 'disciple' – a 'follower'

The Foundation Phase teacher knows that one effective way of stopping or preventing unacceptable behaviour is to provide learners with a great many interesting things to do. In other words to enrich their environment with play materials, reading materials, games and puzzles.

This principle means: if children are involved in something interesting, they are less likely to get up to mischief or pester one another.

The Foundation Phase teacher will therefore endeavour to:

- lead by example and
- develop consistent behavioural guidelines.

Unacceptable behaviour in the classroom is dealt with immediately by the teacher. However should the behaviour be of a more severe nature, the teacher may report the behaviour to the Head of the Foundation Phase. A 'Behaviour Warning' will be issued, in writing, should the behaviour be severe and unacceptable. This warning will be placed on the learner's file. Should there still be no solution to the problem, the Head of the Foundation Phase, together with the respective teacher may report the behaviour to the Principal, at which stage parental involvement may be called upon.

The Foundation Phase teachers will also integrate discussions on different behaviours which are acceptable so that the above goals are achieved.

Senior Primary Discipline Code

Warnings – there will be three types of infringements – Homework, Academic and Behavioural.

- *Homework* – This is where the pupil does not complete tasks given, to be completed at home. Pupils who do not complete homework will be given a homework warning. This warning does not mean the child is absolved of the homework. It **MUST** still be done. The pupil will be given a letter informing the parents of the detention and the reason. This letter must be signed and returned to the school office. If the detention letter is not returned to the office signed, within the specified time, the Register teacher shall phone the parent to enquire about receipt of letter.
- *Academic* – This will be used when a pupil who has always coped academically is not meeting the academic requirements due to lack of effort. This will not be applied to learners with diagnosed difficulties.

➤ *Behavioural* – Misbehaviour is a major offence and the following actions will be instituted against the offender :

- Verbal warning
- Issued with a demerit
- School detention
- Removal of privileges
- Community service at school, e.g. picking up litter, etc
- Suspension from school
- Expulsion

If the behavioural issue is serious enough to warrant immediate suspension, prior disciplinary actions will be bypassed. Any of these warnings, either together or a combination will result in the penalty of detention. If a pupil has a warning and three calendar months pass without a further one, then their record shall be cleared.

Disciplinary Procedure For Pupils – Extra-Curricular Activities (All Grades)

1. A pupil who is insolent, or misbehaves in any way, either on the field or on the sidelines, must be suspended from that practice / game, and the matter reported to the Principal.
2. Pupils must adhere to the times laid down by the teacher in charge of that specific sporting event or forfeit the chance to participate.
3. Pupils without transport will be not be allowed to attend activities.

2.7 Student Leadership Development Programme

Council Member

This position encourages the pupils to reach their full potential and assists each individual to develop in all areas. It encourages them to take part in all school activities and develops an awareness of their responsibilities, fosters leaderships and develops character.

Through the medium of interviews with staff, HOD, Register teacher and the Principal, the programme enables each child to identify their talents and shortcomings. The programme encourages self-growth through constructive criticism and self-examination.

Selection Process

The first week of the fourth term, the staff meets to discuss each pupil's leadership abilities in the Grade 6 class. During the following week, pupils will be allowed to cast their vote on the entire class, by secret ballot. This will guide the staff in the final selection process. The size of the class will determine how many council members will be elected.

Mentorship

The newly elected council will be mentored by the outgoing council, during the last term of school.

Demotion

A council member not fulfilling his / her duties will be asked to relinquish their duties, according to the seriousness of the offence.

2.8 Student Expectations

	Follow instructions	Demonstrate self-control	Exercise your brain and body	Show respect
Expectations in the classroom	<ul style="list-style-type: none"> ✓ Listen to directions. ✓ Complete assignments as asked. 	<ul style="list-style-type: none"> ✓ Listen when others are speaking. ✓ Raise your hand to speak. ✓ Wait your turn. ✓ Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> ✓ Think before you speak. ✓ Think before you act. 	<ul style="list-style-type: none"> ✓ Talk nicely to teachers and classmates. ✓ Be supportive of others. ✓ Be responsible for your belongings and show respect for school and personal property. ✓ Wait patiently while others finish their work.
Expectations in the hallway	<ul style="list-style-type: none"> ✓ Stay in a single file line on the right side. ✓ Walk instead of running. ✓ Use voice level 1. 	<ul style="list-style-type: none"> ✓ Walk in an organized manner. ✓ Keep your hands and feet off the walls and displays as you walk down the hall. 	<ul style="list-style-type: none"> ✓ Keep proper distance between you and others, but stay with your class. ✓ Pay attention to where you are walking. 	<ul style="list-style-type: none"> ✓ Walk quietly, talk softly without disturbing other classes. ✓ Watch where you are walking.
Expectations in the restroom	<ul style="list-style-type: none"> ✓ Flush toilet after use. ✓ Use the restroom quickly and quietly. ✓ Wash your hands before leaving. 	<ul style="list-style-type: none"> ✓ Wait your turn. ✓ Use the facilities correctly. ✓ Do not bring school supplies into the restroom. 	<ul style="list-style-type: none"> ✓ Wash your hands. ✓ Use the supplies correctly. 	<ul style="list-style-type: none"> ✓ Keep the restroom clean. ✓ Respect the privacy of others.
Expectations on the playground	<ul style="list-style-type: none"> ✓ Exit the building and enter the playground safely. ✓ Stay in 	<ul style="list-style-type: none"> ✓ Show good sportsmanship, ✓ Stay where you can be seen by duty supervisor. ✓ Go to the 	<ul style="list-style-type: none"> ✓ Use your mind and not your fist. ✓ Get help when needed. ✓ Use the 	<ul style="list-style-type: none"> ✓ Play gently. ✓ Take turns. ✓ Share equipment.

	designated play area.	classroom when the bell rings	equipment correctly and safely.	
Expectations on the bus	<ul style="list-style-type: none"> ✓ Stay in seats. ✓ Keep aisles clear. 	<ul style="list-style-type: none"> ✓ Keep body parts inside bus. ✓ Be patient when entering and leaving bus. 	<ul style="list-style-type: none"> ✓ Face forward on bus. ✓ Arrive at bus stop on time. ✓ Keep pens and pencils away. 	<ul style="list-style-type: none"> ✓ Use voice level 2 when talking. ✓ Keep bus clean. ✓ Respect drivers/teachers and other students
Expectations for Field Trips and Extra-Curricular Activities	<ul style="list-style-type: none"> ✓ Follow the safety rules of activity. ✓ Stay with teachers and follow their instructions at all times. 	<ul style="list-style-type: none"> ✓ Be good ambassadors for the school. ✓ Complete all required tasks. ✓ Keep the environment clean. 	<ul style="list-style-type: none"> ✓ Keep an open mind and a positive attitude. ✓ Participate in all activities to get experience. 	<ul style="list-style-type: none"> ✓ Show respect, courtesy and manners to community members and respect their property. ✓ Listen attentively to the tour guides.
Expectations for Library	<ul style="list-style-type: none"> ✓ Be responsible and cooperative at all times. ✓ Respect other and property ✓ Follow directions the first time given ✓ Follow library rules 	<ul style="list-style-type: none"> ✓ Treat books kindly ✓ Keep hands and feet to self 	<ul style="list-style-type: none"> ✓ Use technology for academic purposes only ✓ Read lots of books 	<ul style="list-style-type: none"> ✓ No eating or drinking ✓ Leave area clean, neat, and in order ✓ Enter and exit the library quietly (voice level 1-2)

2.9 Merit / Awards System

Foundation Phase

Merit sashes are award every week in assembly on discretion of the teacher for the following criteria.

- Good Reader (1 student per grade)
- Good work/good marks (2 students per grade)
- Helpfulness and manners (2 students per grade)

Senior Phase

There are three houses (Earth, Fire and Water). House points are given or taken away from children at the discretion of the teacher. Merit certificates are given out at assembly every week.

2.10 Anti-Bullying Policy

Ridgeway Preparatory School adopts a zero tolerance approach to bullying and harassment. We aim to establish a learning environment in which everyone feels valued and safe and where individual differences are appreciated, understood and accepted. Each learner has a right to be happy at school.

Definition of Bullying :

Bullying and harassment can take many forms, including –

- Deliberately bumping, flicking, kicking, punching and hitting
- Teasing, taunting, mocking, name calling
- Spreading rumours
- Picking on someone, tormenting
- Repeatedly 'putting down' or humiliating
- Deliberately ignoring, avoiding, excluding and isolating
- Interfering with, taking or damaging another's property
- Using threatening gestures
- Making degrading comments about another's religion, culture, family members, sexual orientation or social background

Goals of the Bullying Procedure :

1. To aid, support and educate all staff, parents and learners in the maintenance of a safe and nurturing environment, which encourages the development of coping skills necessary for successful human interaction.
2. To provide a process for discovery, evaluation, monitoring and remediation of hurtful behaviour.
3. To provide an easily accessible process by which learners can report hurtful behaviour and receive adult support.
4. To provide a process wherein the student being hurtful receives support / education in the learning of alternative behaviours or discipline / consequences should the hurtful behaviour continue.

To the Learners

It is your right and responsibility to report bullying, whether it happens to you or to someone else. To remain silent is to condone (allow and accept) bullying. Speaking out is the greatest weapon we have against bullying.

It is your right to be respected

It is your responsibility to respect others

It is your right to feel valued

It is your responsibility to value others

It is your right to feel happy

It is your responsibility not to destroy the happiness of others

Are you in a conflict situation (fighting) or are you being bullied?

There are three ways for you to check if behaviour is bullying. Ask yourself:

- a) Is the behaviour malicious (mean and unacceptable - see Definition of Bullying)?
- b) Is it deliberate / intentional?
- c) Is it persistent (happening over and over)?

If this is the case, even if only one of these is true, then you can follow the bullying procedure.

If the above is NOT true, but you are fighting, unhappy or struggling to get along with someone, try to remember the following three things :

1. Remember that each person is **unique** (different from you) **special** and **worthwhile**.
2. **Be aware** of yourself and your feelings and your reactions as well as being

aware of the impact of your words and your actions on others.

3. **Show respect** to yourself and others at all times.

Hopefully, if each of you have remembered these three points and are putting them into practice, the conflict will dissolve within a day or two. Remember you need to take responsibility for yourself.

Procedure to follow when you have established that you ARE being bullied

1. Remember it is your right and your responsibility to report bullying.
2. Clarify all the details in your mind e.g. what has been happening, when, how often, etc.
3. Have a look over the Bullying Procedure, so that you are familiar with the process that is going to be followed.
4. Go to your class teacher and ask them to assist you in filling out a Hurtful Behaviour Report.

If you feel you have followed the Bullying Procedure and are not happy with the outcome, please contact your class teacher.

All reported cases of bullying will be taken very seriously.

To the Teachers

1. Take it seriously – remember our approach is one of zero tolerance in regard to bullying.
2. Try to ascertain whether it is actually a case of bullying or more of a friendship issue – i.e. is it about natural changes in friendship groups and/or misunderstandings, **or** is it any of the following
 - Is the behaviour malicious (see Definition of Bullying)
 - Is it deliberate / intentional
 - Is it persistent

Bullying Procedure

1. This procedure is to be followed once it has been established that this is a case of bullying / harassment, (see bullying criteria) or if a learner specifically requests it.

- Offer nurturing care and support to this learner during the process.
- Call in the learner who is behaving hurtfully and, with respect and care, make them aware of the report against them.
- Allow them an opportunity to present ‘their side of the story’, while listening in an unbiased way.
- Offer some assistance in helping the learner find alternate, more socially acceptable behaviours that they can adopt.
- Instruct the learner to write a letter of apology to the learner who has been hurt and ensure that it is given.
- Depending on the severity of the case, the teacher can, at his/her discretion, administer a disciplinary consequence (see below). Do a follow up check after 3 days with each learner concerned to ensure that the behaviour has changed. Continue to monitor the situation for the next two weeks.

NB. If a person reporting bullying behaviour experiences any increase in the bullying and/or any other related harassment as a result of reporting the bullying, this will be investigated immediately by the Principal.

2. If the same learners are involved in a second incident of hurtful behaviour, please report it immediately to the school HOD and/or Principal, who will do the following:

- Offer counselling and assistance to both parties.
- Refer the matter back to the class teacher for a disciplinary consequence.

If the same learner is again reported for a bullying incident, the relevant teacher will repeat the steps explained in **2.** and then refer the matter to the HOD and/or Principal. It will be at the Principal’s discretion as to which of the disciplinary consequences will be administered.

Disciplinary Consequences

Bullying is categorized as a Major Offence and the following action will be instituted against the offender.

- Verbal warning
- Issued with a demerit
- School detention
- Removal of privileges
- Community service at school, e.g. picking up litter, etc
- Suspension from school
- Expulsion

Intervention Plan

The aim of the learning support plan is to identify areas where learners need additional support to allow them inclusive learning.

3. Promotion Requirements

Assessment Subjects

English Home Language
Afrikaans First Additional
Mathematics
Natural Science
Social Science
EMS (Grade 7)
Life Orientation (Grade 7)

Non-Exam Assessment Subjects

Art
Computers

The minimum requirements for a learner to pass:

- Must pass English with at least 50%
- Must pass Afrikaans with at least 40%
- Must pass Mathematics with at least 40%
- And Must achieve at least 40% in any other two of the remaining approved subjects

Assessment Policy

The class teacher observes and recommends to the parent that the child should be assessed. A total educational assessment will be recommended.

1. Any pupil who fails two academic years in succession will be transferred from the school.
2. Remedial Pupils
 - i. The child must be assessed by an Educational Psychologist. It is the parent's responsibility to arrange the assessment and keep the school informed of the outcome.

Recommendations are made as follows :

- Further therapy / assessment in other disciplines eg : occupational / speech therapy.
- Home assistance : ideas are given.
- Class assistance : decisions are made.

In general, the type of education offered by Ridgeway Preparatory School will benefit any child and parents who recognise this, will keep their child in the school. Parental involvement throughout the year is the greatest assurance of the pupil's success. It has been proved that the greater the parental involvement, the greater the achievement of the child.

4. Medication Policy

The Health Board have issued a new ruling that states that schools are no longer allowed to medicate pupils. The issuing of plasters, bandages is to be allowed, but nothing more.

Chronic medication

Will only be issued if parents have given written permission and instructions. Will be administered and distributed through the office.

Treatment Courses

Will only be issued if parents have given written permission and instructions. Will be controlled through the office.

Notifying Parents

When a pupil is ill, the parent will be phoned for collection.

Open Wounds

Any pupil with an open wound will be removed from the classroom or sports field.

Health risk

When a pupil presents a health risk to others, the pupil will be asked to stay at home until medically fit to return to school, by authorisation of a doctor. The pupil must procure a medical certificate from the school doctor.

5. School Administration

5.1 Application, Admission & Withdrawal Policy

- The relevant application form must be completed.
- Application forms are to be submitted, with all documentation, to the school, before or on the due date as no late applications will be considered.
- Applicants for Grade R must be five years old by 30th June in their grade R year.
- Applicants for Grade 1 must be six years old by 30th June in their grade one year.
- A written school report from the previous school of attendance, must accompany all applications.
- Preference will be given to applicants of staff members, Grade R's attending the Ridgeway Preparatory School Pre-Primary and siblings of learners already attending Ridgeway Preparatory School, in that order, providing the child meets the entry requirements.
- Other applicants will then be considered.
- All Grade 1 applicants will undergo a Ridgeway Preparatory School, school readiness test regardless of the list of preferences. Applicants for Grade 2 - 7 will write a Literacy and Numeracy test.
- Testing dates will be made in consultation of the HOD's.
- The HOD's will supervise the tests.
- Testing appointments must be adhered to, should the applicant wish to be considered.
- Once all applicants have been tested, the applicant's name and test result will be listed according to points obtained.
- The Grade R & Grade 1 teacher, together with the Principal will form a committee to finalize Grade 1 results. Other results will be finalized by the relevant class teacher and the Principal, depending on the applicant's grades.
- Successful applicants will be informed timeously, and in writing.
- Unsuccessful applicants will be informed verbally, with a phone call from the HOD, and in writing. Unsuccessful applicants for Grade 1 admission will be given the opportunity to remain in Grade R, if they are the correct age.
- Should an applicant be unsuccessful due to the class being full, his/her name will be placed on a waiting list.
- The order of preference on the waiting list will be based on the results of the entrance tests.

- Once an applicant has been informed of his/her success, the parent is to contact the school to confirm the applicant's success. Failure to do this will result in the applicant forfeiting his/her place.
- All successful applicants are to pay the desk fee by the due date.
- Should the desk fee not be paid by the due date, the applicant will forfeit his/her place in the class.
- Should an applicant fail to report to school on the first day of the new school year, without notifying the school of his/her absence, his/her place will be forfeited and the following applicant on the waiting list will be considered.
- Should an applicant be transferred during the school year, the following applicant on the waiting list will be considered.

5.2 School Fee Policy.

No cash payments are accepted for school fees.

One school term's notice is required if you remove your child(ren) at any time during the school year, or you will be liable for the term's fee.

Kindly note that according to the school fee policy, **"school fees are paid in advance for each month"**.

5.3 School Year & Term Programme

At the beginning of the year, a notice with the school calendar and school times is sent out. The calendar is done by the office and teachers concerned.

5.4 Smoking

Parents are asked not to smoke in the presence of staff or children. Smoking is not permitted anywhere in the school grounds.

5.5 School Trips and Adventure Camps

School trips and adventure camps are organised by the Senior Administrator and each class is encouraged to go on the excursion (Grade 4 to 7). Indemnity forms must be completed and signed by parents/guardians. The Foundation Phase (Grade 1 to 3) go on day trips.

Please complete tear off slip to acknowledge you have received the School Student Handbook and return it to the register teacher



Ridgeway Preparatory School Student Handbook

February 2020

Student Name _____ Grade _____

Received by _____ (parent's name) on _____ (date)

Signed _____ (Parent's signature)

Any alterations or additions to this document will render it invalid.