

ACADEMIC POLICY

Current Areas of Concern

- Lack of responsibility of the learner, specifically with reference to **handing in portfolios on time and meeting other deadlines.**
- Learners, who do meet deadlines and hand work in on time, feel disadvantaged and this is not fair towards them.
- We are creating a culture of condoning late work, and learners know that teachers cannot turn late work away. They thus need not make an effort to hand work in on time.
- Teachers are constantly following up on learners' late work and thus, we are wasting precious time AND we are not teaching the learners to take responsibility for their own work.

Proposal and Procedure

- A doctor's note must be submitted in order to be given an 'absent' when an exam is missed, failing which a zero will be awarded for the exam missed.
- Any test which is missed must be written by the learner at the very next contact time and he/she must give the educator some form of doctor's note or letter from parents.
- Learners are given a due date for assignments. This due date is written in a space provided in the homework diary. The parent must also sign the diary.
- On the due date, teachers collect the work and learners sign on a class list that it has been handed in.
- If a learner fails to hand in work, a second opportunity is granted on the occasion of the second contact time / lesson with the learner. However, 10% of the overall total mark is deducted.
- If a learner misses the second opportunity, a third opportunity is granted, and a further 10% is deducted.
- Thereafter, no late work will be accepted: Unless
 1. The learner was absent and has a doctor's note (in which case the learner needs to submit late work, on the day of his / her return to school)
 2. A prior arrangement has been made with the teacher concerned.
- In the case of work not being submitted, the learner will need to fill in a slip, stating that he / she acknowledges that the work was not completed.
- Teachers will need to be strict and apply the policy consistently without exceptions.
- Initially, teachers will need to award a zero mark but learners and parents will have to realize that we will be adhering to the policy without exception.
- Learners not submitting SBA tasks will not be permitted to write the end of year examinations. It will be your child's responsibility to ensure that all work that is required from them is submitted upon their return.

Motivation

- The department does not condone a zero, provided there is sufficient evidence that the learner has been granted sufficient time and opportunity to hand in work.

- It will alleviate a lot of time, administration and stress for teachers.
- Parents can check work due in the homework diary. This is also an indication that assessment is taking place.
- If this policy is applied in every single subject, and in every grade, then learners, parents and teachers will know what is expected. Management of work will also be consistent.
- The policy is printed in the homework diary and signed by the parent and learner at the beginning of the year.
- Empro Academy will not settle for tardiness, instead we should be teaching our learners responsibility.
- If the will raise the standard of education in the eyes of the community.

SPORT

Creating a healthy sporting tradition must be important to all learners. Participation and pride are the cornerstones to achieving this. Participation in sport is compulsory.

- The prescribed sportswear for each respective sport should be respected. Only the official sportswear and accessories may be worn and used.
- True sporting spirit is expected of learners on the sports field by respecting team mates, opponents, umpires and officials. No bad or unsporting conduct will be tolerated.
- Learners must support their sport teams with loyalty, opponents must be respected and no derogatory remarks be made. The following extra murals are offered at school:

APPEARANCE

The foundation of our Code of Conduct is pride which our learners wear their school attire. Uniformity and neatness portray a positive image and cultivate pride in the school.

- It is required that every learner conforms to the prescribed school uniform and appearance rules and no deviation thereof shall be tolerated.
- Hair styles and general appearance portray an image of the school which every learner must respect.
- In the case of formal occasions such as academic prize giving etc. the learner must be dressed according to the compulsory school uniform as given under school uniform.

GENERAL CONDUCT

Learners of Empro Academy must, at all times, conduct themselves in such a manner that they portray the correct image of the school. No learner may be found guilty of any of the following offences:

- Conduct where the good name of the school, its teachers or learners is disgraced.
- Any form of dishonesty during tests or examinations, copying or unauthorised use of other people's schoolwork or homework.

- Use of electronic equipment like cellular phones, I-pods and Mp3's in the class or during school hours without prior permission from the authorised person. Electronic equipment will be confiscated and kept in the safe for the term.
- Any improper or indecent conduct.
- Victimisation or bullying.
- Assault.
- Vandalism.
- Be in possession of and/or use of cigarettes or any other smoking material/vape or herbal cigarettes etc., alcoholic beverages or narcotic substance, prescribed medicine or be involved in the distribution thereof. Although marijuana/dagga is legalized for adult personal use, it is still illegal for school going learners or learners under the age of 18.
- Pornographic or other prohibited material, equipment or apparatus.
- Being in the presence of rules being broken will also be viewed as an offence.
- Activity in Satanism or a cult.
- Foul-mouthed conduct towards adults or in front of other learners
- Any conduct in conflict with the order and discipline of the school and where the learners refuse or neglect to abide by the rules of this Code of Conduct/disciplinary process.
- Criminal offences within or outside the school.

LEARNER CONDUCT

- Learners must always conduct themselves in such a manner that a good learning culture is promoted.
- Have respect for order in school.
- Maintain silence during prayer opening, conclusion and during announcements.
- In the case of a guest speaker performing at the school, respect must be shown to the person (greet, silence before, after and during the performance).
- Learners' conduct, good manners and healthy discipline, within and outside the classroom is of top priority to ensure the good name of the school is upheld.
- Learners must stand for a teacher and/or visitor and greet them cordially.
- The school grounds and buildings must be kept neat at all times. Learners are forbidden to litter, soil classrooms or school buildings or damage school property.
- During an excursion where public transport is used, each learner builds on the school's good name by behaving and acting impeccably.
- Participation or involvement in any mass-action is forbidden.

HUMAN RIGHTS

- While learners are aware that they have certain rights in terms of the Constitution, they acknowledge and respect the rights of others.
- Learners acknowledge the human dignity and equality of all people and undertake to apply their rights in such a manner that other people are not negatively affected by their conduct.

- Learners accept all fellow learners as individuals striving for similar ideals and objectives, but they may have their own ideals. Learners respect other people's dissimilarity and will not act in such a manner that their human dignity is affected.

RESPECT FOR TEACHERS

- Learners are to respect the teachers as their educators and pledge their complete co-operation in all reasonable instructions they may receive from their educators.
- Learners respect the educators as adults and acknowledge that they could benefit from their education and experience, for that reason the learners pledge their co-operation to the educators and will at all times be respectful to them.

RESPECT FOR NON-TEACHING PERSONNEL AND VISITORS

- The contribution to the smooth running of the organization of the school by administrative personal and terrain workers are highly valued. Therefore these personnel will be regarded with respect and politeness at all times.
- Visitors, e.g. Officials, business people and parents contribute to the school's welfare and will be regarded with respect and in a polite manner and will be assisted where possible.
- Learners are to greet all visitors, staff, officials etc. on the school premises at all times.

RESPECT FOR ENVIRONMENT AND SCHOOL FACILITIES

- The natural environment is seen as a gift and learners accept the instruction and co-responsibility for the conservation thereof.
- Learners will value the school buildings, contents of the classes and all other physical facilities available for their use.
- Learners undertake to make use thereof in a responsible manner and insofar as it is in their ability, contribute to the maintenance thereof, including encouraging parents to pay school fees and to promote activities that will extend the facilities.

BIRTHDAYS

- No parties may take place at school. If the learner wishes to celebrate their birthday, parents may send sweets, ice cream, chips and sweetie packs etc. for distribution to the entire class. Something that is easy to hand out keeping the COVID-19 protocols in mind (anything unopened).
- No cakes and cupcakes may be sent to school as it is usually open and needs to be handled by the teacher continuously.
- Gifts are not to be brought to school.
- Invitations to parties may not be distributed at school unless all the children in the class are invited.
- Learners may wear casual clothes on their birthday if they wish to do so; we encourage them to donate an age appropriate book for this privilege. Casual clothes may not be worn on days when there are formal functions.

Grade	Activity	Time	Days
Gr. RR – R	Academic day including all extra murals	07:50 – 13:20	Monday – Thursday
	Academic day	07:50 – 13:00	Friday
Gr. 1 – 3	Academic day	07:50 – 13:20	Monday – Thursday
	Academic day	07:50 – 13:00	Friday
	Extra murals	13:20 – 14:00	Monday – Thursday
Gr. 4 – 9	Academic day	07:50 – 14:00	Monday - Thursday
	Academic day	07:50 – 13:20	Friday
	Extra murals	14:00 – 15:00	Monday - Thursday
<ul style="list-style-type: none"> • Learners not in aftercare or fetched as a result of siblings ending later will remain in a waiting class until 14:00. • Learners not leaving an activity or school 30 minutes after the school day has ended will be sent to aftercare/waiting class and the parents will be billed <i>pro-rata</i>. 			