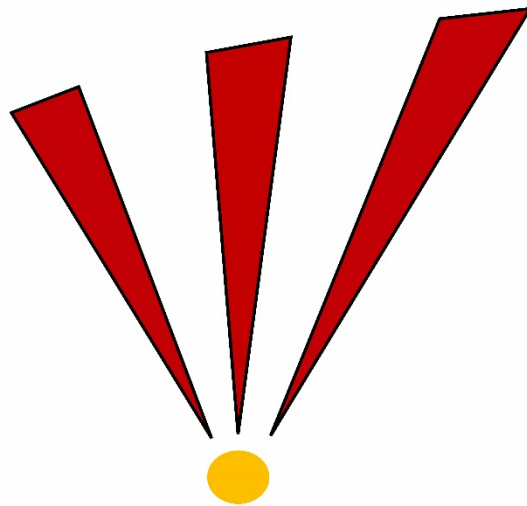


GLOBAL ACADEMY OF EDUCATION



Growth - Development - Maturity

GENERAL POLICIES AND PRACTICES

Communication with Parents

1. **Facebook:** Please like our Facebook page. This page is updated regularly with photos and upcoming news regarding events at school.
2. **SMS:** We make use of a bulk SMS service to share key information with parents.
3. **School Diary:** From Grade 1 every learner has a school issued Diary. This is a useful tool to maintain communication with our parents. Polite notes receive a positive response. Aggressive notes are referred to the Head of Department or Principal for intervention.
4. **Letters:** Parents are informed about excursions, behaviour interventions, educational support, extra-curricular activities, etc. by letter. These are always put into the school diary or the letter envelope that must be signed by the parents / guardians.
5. **School Meetings:** All parents evenings are COMPULSORY for ALL PARENTS to attend. These can be in the form of a general meeting or individual meetings with specific educators.
6. **Telephone:** The receptionist at the front office will be able to assist you regarding queries about school functions, extra-curricular, etc. It is against school policy for the receptionist to give parents teachers personal cell phone numbers. Always correspond with staff members via reception.
7. **Email:** Refer all general email correspondence to office@globaled.co.za. Finance related emails must be sent to finance@globaled.co.za.

Appointment with Class Teachers

1. Appointments must be made via a note in the school diary or telephonically via the office reception.
2. All appointments must be made for after school hours (after 2pm) if and when the teacher is available and not busy with extra-curricular activities.
3. Interruptions of class time are not permitted.

Cell Phone Policy for Learners

1. All learners are entitled to bring a cell phone to school for use in case of emergencies.
2. All cell phones must be handed in at the office or to the grade 7 monitor on duty for safekeeping as soon as learners enter the school grounds. All Cell phones must be handed in by the beginning of the school day which starts at 7:30am. Learners must take responsibility themselves to make sure that they hand in their cell phones before school starts.
3. The cell phones will be stored in the office for safe keeping till the end of the day when it can be collected by the learners.
4. No cell phone may be taken out on the school grounds before or during school time.
5. Learners who do not adhere to this policy will have their phone confiscated for seven school days.
6. If learners are caught watching any inappropriate videos or pictures (pornographic, excessively violent) on their phones at any time on the school grounds, their phones will be confiscated for 3 months.
7. Repeated transgressors or irresponsible users will have their cell phones confiscated and placed in the school safe until the end of the year.

Late Arrivals

1. All children should arrive at school by 7.25am in order to put their cases down and prepare themselves for the day. The gates are locked by 7.30am. Learners who are late should then report to the office. Frequent late arrivals, in a term, result in a parent-teacher meeting and learners receiving demerits.
2. Punctuality is a skill that must be mastered at school in order to equip learners to be successful in the workplace.
3. Learners and parents must be held accountable for timeous arrival at school.
4. We only have 1000 hours a year to educate the child. Every minute must be used effectively.

School times

School Times Mondays - Thursdays	
Grade RR & R	8:00 - 12:30 (Drop off from 7:30)
Grade 1 & 2	7:30 - 13:00
Grade 3	7:30 - 14:00 (Friday close at 13:30)
Grade 4 - 7	7:30 - 14:00 (Friday close at 13:30)
School Closes Fridays	
Closes the same time for Grades RR – Grade 2	
Closes at 13:30 for Grades 3 - 7	
Exam Weeks (2 nd & 4 th Term)	
Monday – Friday	7:30 – 13:00
First Week of Year	
Monday – Friday	7:30 – 13:00

Absenteeism

1. A letter with a medical certificate must be sent to the school if a learner is absent for more than 3 days consecutively.
2. No learners are allowed to be absent during assessment / exam weeks without medical certificates.
3. No learners are allowed to be absent in the last week of each term.
4. **Children Who are Unwell**

We require parents to keep their children at home if they are not feeling well in the morning. This includes a temperature, vomiting, a runny or painful stomach, pink eye or the like. Please contact the office so that the teacher can be informed. This will prevent teachers and other children from

being affected thus causing more absenteeism.

If children are feeling ill at school, their parents will be contacted to collect them from the office.

Parents are reminded to sign the Sign Out Book at the office before collecting their children.

NO medicine will be administered to any child. Should it be necessary for a child to take medicine during the course of the school day, the parent must inform the teacher **in writing** in the child's school diary and provide the necessary medication with instructions of correct dosage of such medicine. Teachers cannot be held responsible for administering medicine to children during school time.

Lost and Found Clothing

Lost and Found Clothing is handed in at the Office / Reception. Items with the learners name clearly marked inside are sent to class the following school day. Unmarked items are washed, and sold at our second-hand clothing store.

Combating Theft

Please take the following into account in order to minimise the possibility of theft:

1. Keep valuables at home, especially toys.
2. If you must bring valuables to school, hand them in to your teacher for safekeeping.
Safety of items can-not be guaranteed at school.
3. Hand any money to your teacher as soon as you get to class in the morning.
The teacher cannot be held accountable for money that goes missing.
4. Don't leave valuables in your bag before and after school if your bag is left unattended.
5. Mark all your belongings clearly (don't just use initials).
6. Mark your school clothing in detail, including your footwear.
7. Remember to only use and take what is yours and respect the property of others.

Jewellery Policy

1. **Boys:** No earrings, body studs, bangles, bracelets, neck chains, tattoos and related adornment or the likes.
2. **Girls:** Single stud or sleeper, without diamantes, in each ear in silver or gold. No dangling earrings, body studs, bangles, bracelets, neck chains, ankle chains, tattoos and related adornments or the likes.
3. No make-up or nail polish may be worn.
4. Learners wearing religious bracelets and necklaces must get special written permission from the principal.

Hair Policy

1. Hair must be washed regularly, free of nits and lice, and must be neatly styled. If nits or lice are found, children will be sent home. Check your child's hair regularly.
2. Colouring and shaving of hair is prohibited, this includes highlighting of hair and Mohawks.
3. **Boys:** Hair should not touch the collar, fall over ears or hang on eyebrows. If hair is shaved /cut short no visible lines or steps may be seen. No lines may be shaved into the hair. No German or

undercut haircuts are allowed.

4. **Girls:** Hair touching collar must be tied up with white or red accessories. No hair in eyes.

Braids must be neat and tied back when long. No loose braids are allowed.

GAE School Uniform

Summer uniform is worn in Term 1 and 4 and Winter uniform in Term 2 and 3

Boys: Summer Uniform	Girls: Summer Uniform
Grey shorts White golf shirt with school logo Grey jersey with school logo Grey socks Black school shoes Track suit jacket may be worn on cold days with school uniform	Grey skirt White golf shirt with school logo Grey jersey with school logo Short white socks Black school shoes Track suit jacket may be worn on cold days with school uniform

Boys: Winter Uniform	Girls: Winter Uniform
Grey long pants White golf shirt with school logo Grey jersey with school logo Grey long socks Black school shoes Track suit jacket may be worn on cold days with school uniform	Grey skirt or grey long pants White golf shirt with school logo Grey jersey with school logo Grey long socks Black school shoes Track suit jacket may be worn on cold days with school uniform
Sports Uniform	Sports Uniform
GAE track suit Red golf shirt with school logo Black shorts Grey socks Black or white takkies (no school shoes to be worn with track suits) GAE tracksuit with red golf shirt may be worn to school on the days that learners have PE or afternoon sport. (Gr 4 – 7: learners may not come to school in shorts)	GAE track suit Red golf shirt with school logo Black shorts Grey socks Black or white takkies (no school shoes to be worn with track suits) GAE tracksuit with red golf shirt may be worn to school on the days that learners have PE or afternoon sport. (Gr 4 – 7: learners may not come to school in shorts)

Adherence to the school uniform is most important. Uniform inspection is done on a weekly basis. Learners who are unable to wear the prescribed uniform for any reason (medical or other) must get written permission from the principal to wear any alternative uniform/dress.

We are currently (2019) in the process of reviewing the GAE uniform. If changes are made to the uniform, it will be phased in over a 2 year period.

Pre-Primary children (Grade RR & R) do not wear school uniform. Parents are to make sure that children are dressed in clothes that are appropriate for school and outside play.

GAE General Rules

1. **Passage:** Walk quietly, on the left-hand side. No learners aloud in the passages and classrooms during break ,before or after school.
2. **Foyer and office:** The foyer is for guests only. Only walk through the foyer with staff. When coming to the office learners must have an office pass with them.
3. **Toilets:** Leave the toilets clean. Pick up extra toilet paper and don't throw wet paper around. Flush after use of the toilet and wash your hands. No eating in toilets, and boys.... aim straight.
4. **Playground:** Only soft ball games maybe played(unsupervised)on the field, away from windows. Never play games which hurt feelings or flesh. Leave the grounds within 15minutes after school or wait in pick-up area for transport.
5. **Staff Car Park:** No playing or running in the car park. No parents are allowed to park in the Staff car park. Only staff cars have access to the Staff car park.
6. **Pupil Leaders:** Grade7's are leaders in training, teacher-helpers, but not policemen. Listen to, respect and obey their requests.
7. **GAE Uniform:** Uniform must be neat and clean. Keep your white shoes clean, especially in winter when the field is muddy.
8. **Punctuality:** Be on time. If you are late, for whatever reason, it will be noted in your School Diary.

Be Promises

1. **Be friendly:** Welcome new children, greet visitors, parents and teachers. Give visitors clear directions to reception.
2. **Be polite:** Avoid using bad language, respect the feelings of friends and teachers.
3. **Be self-controlled:** Control your tongue and temper. Walk quietly in the corridors, in single file, on the left hand side.
4. **Be conscientious:** Write down your homework. Have your homework diary signed regularly. Complete all tasks set and give your best at all times. Be punctual.
5. **Be wise:** Leave sticks, knives, firecrackers and dangerous objects at home. Hand in valuables to your teacher. Mark every item of your clothing. Leave your toys at home.
6. **Be an advert for your school:** Uphold the Be Promises. Set a good example for others to follow. Save your chewing gum for home.
7. **Be peace loving:** Avoid violence and violent people. Rather talk about your difficulties because speaking about your feelings is the beginning of healing. Work at solving problems without force.
8. **Be proud:** Be proud of yourself, your clothes and your hair. Keep it clean and tidy. Be proud of your uniform and your school. Behave well while travelling to and from school.

Our Values

1. **OBEDIENCE:** To obey God and those who have authority over us.
2. **RESPECT:** Treat every person with love and kindness no matter their colour, language, status and creed.
3. **RESPONSIBILITY:** Being answerable and accountable for our every word and action.
4. **INTEGRITY:** Walking in truth, honesty & transparent before God and man.

5. **COMMITMENT:** Doing everything to the best of our abilities.
6. **PERSEVERANCE:** Never give up no matter how difficult the circumstances.
7. **TRUSTWORTHINESS:** Being dependable for all occasions.
8. **CO-OPERATION:** Dedicated teamwork – “A problem shared is a problem solved”.

Traffic Policy

Morning Drop Off Points

Learners may be dropped off at the following two gates:

1. The gate at the bottom of the field. This gate will be opened at 6:30 in the morning and locked at 7:30am.
2. The gate at the side of the school by the front office. This gate will be opened at 6:30 in the morning and locked at 8:00am. The Pre-Primary learners must use this gate when dropped off after 7:30 in the morning.
3. Learners who are late (after 7:30, except pre-primary) must report to the office before going to their classrooms.

End of Day Collection Point

1. All learners must be collected from the gate at the bottom of the field.
2. Learners waiting for transport must wait in the pick-up area for their transport and not run around the school grounds.
3. The gate will be locked at 15:30 pm in the afternoon and all children not attending aftercare must wait on the steps in front of the school office area for their transport.

Sports Policy

1. Learners must do one extra-curricular activity per term.
2. **Practices:** Attend all practices for the full duration of the term that you have signed up for. Leaving a practice early is forbidden.
3. Line up from 2:10 pm and wait for your coach at the designated area.
4. Dress in the appropriate sports clothes for practice.
5. Excuse yourself personally from your coach if there is a problem.
6. Display a positive attitude and be committed as you are part of a team.
7. **Language:** Any swearing / insults will result in a disciplinary inquiry and possible suspension from further sport activities.