

MISSION

LAERSKOOL J J VAN DER MERWE

- * *We create with our intellect*
 - * *We serve with our hearts*
 - * *We perform with enthusiasm*
- Alleen die Beste!***

VISION

Laerskool J J van der Merwe is an educational facility where:

- God, and the Holy Trinity, is acknowledged and served.
- the child comes first.
- children are guided, in a relaxed and secure atmosphere, to develop their potential on an academic, cultural and sporting level.
- responsibility and self-discipline is the cornerstone of education.
- respect is taught as a life skill,
- pupils are encouraged to look forward to their High School career and future, with hope and expectation.
- the facilitators, in a positive and secure environment, function enthusiastically to help manage the demands of the future successfully.
- the buildings and grounds are kept neat and beautiful with pride.
- the facilitators, parents and the community work together as a unit to achieve the goals of the school successfully and with enthusiasm.

LOOKING BACK AT OUR SCHOOL

The school was founded on **10 February 1903**, on the farm Uitkomst, in the Ermelo district. The aim of this school was to provide education to children who received no instruction during the years of war.

The school was opened with 25 learners, by senator **W H Buhrmann**, with Miss Adriani as the principal.

The school was moved to town on **21 May 1904** and became known as the Uitkomst School. The new school opened on **2 August 1904** with 25 pupils.

In 1907 the Uitkomst School became a Government School.

Mr JJ van der Merwe became principal of the Government School of Ermelo in **January 1909**.

The hostel which accommodated the pupils from the school was given the proud, historical name of **Uitkomst**.

The classes ranged from Grade 1 to Matric.

In April 1911 the old school building which was situated in Smuts Street came into use. This was built for 400 children.

In 1914 another milestone was reached when the High School was separated from the Primary School.

The Junior School was founded in **August 1921**. In **1946**, on its 25th anniversary, the school was named Kleinspanskool.

Mr. JJ van der Merwe passed away in **January 1935**. In 1935 the school was renamed Van der Merwe, in his honour.

Mr. P G Roos (1935 -1946) succeeded him as principal.

Mr. C J James (1947 -1953) became the inspector.

Mr. B S Roberts was principal of the school from 1953 -1965.

Mr. R Maré, deputy principal, became the acting principal in 1966. He passed away on **23 October 1966**.

Mr. P F Lötter became principal in the beginning of **1967** until **June 1984**

Mr. L G Nel was acting principal from **August 1984** to **1985**.

Mr. J L Esterhuysen was principal from **July 1984** to **December 2007**.

Mr I J P Malan was acting principal from **January 2008** to **September 2008**. He filled the principal position from **October 2008** to **October 2015**.

Mr M C Nel is appointed as principal on **1 November 2015**

The English and Afrikaans sections of the school separated in March 1973. The Afrikaans speaking pupils moved to the present school grounds in De Bruin Park.

The new school was officially started on Friday, 23 November 1973.

Dr A L Kotze, director of Education at that time, attended the opening. It was on this day that the name of the school was changed to **Laerskool J J van der Merwe**.

The present school uniform was adopted in 1968. The coat-of-arms was designed by the "Bureau of Heraldry" in Pretoria. The coat-of-arms was based on the original Van der Merwe coat-of-arms.

In 2002 the school became a double medium school with the implementation of the English classes.

COAT-OF-ARMS:

The 15 golden pennies that were in the middle of the shield of the Van der Merwe coat-of-arms were moved to the border of the shield.

The book was taken from the old coat-of-arms and symbolizes "**Knowledge**".

The three quills have been taken out of the helmet that was on the Van der Merwe coat-of-arms. They were taken out of the helmet and transformed to the shield and symbolize the **gaining and transferring of knowledge**.

The helmet and griffin are also derived from the Van der Merwe coat-of-arms. The griffin serves as the bearer of the shield and symbolizes nobleness of **character, courage and perseverance**.

Almost all the Middle Age coat-of-arms had a helmet on them which **symbolizes chivalry**.

The motto, **Alleen die Beste**, was taken from the old coat-of-arms and kept.

School colours are **bottle green, gold and white**.

SCHOOL SONG

The words and music of the school song were written by Mrs Ella de Bruin, wife of Dr. Jan de Bruin, after whom De Bruin Park was named.

GENERAL:

SCHOOL HOURS:

Grade 1 & 2 07:25 – 12:45 Monday to Friday.

Grade 3 07:25 – 13:15 Monday to Friday.

Grade 4-7 07:25 – 13:30 Monday to Friday.

SCHOOL FEES:

The Governing Body determines the school fees yearly. The first installment is payable on the first school day and payable in eleven instalments. If the full amount is paid by 15 February a discount of R500 per learner is given. Applications for school fee exemption close on 28 February.

ACADEMIC:

Tests are written according to the Year Program. All tests, according to the timetable, count towards final promotion marks. Parents are requested to sign tests and return them to the school. Continuous assessment is done throughout the year.

SPORT:

First Term: Athletics, rugby, netball, tennis, chess.

Second Term: Rugby, netball, hockey, cross country, tennis, chess.

Third Term: Cricket, mini cricket, tennis, cross country, hockey, mini hockey and chess.

Fourth Term: According to school program.

OTHER ACTIVITIES:

- School concerts and revues – according to Year Program.
- Parent evening – according to the Year Program.
- Watching video's – according to opportunities.
- Educational excursions.
- Choir – on Wednesdays at school, or as arranged.
- Entrepreneurs.
- Extra classes (RO) after school hours as arranged.
- Public speaking.
- World knowledge Olympiad.
- H₂O
- Op-i-planke Acting Group.
- JJ-Rakkers (Grade 1-3)

CODE OF CONDUCT AND GENERAL RULES

1. INTRODUCTION

This document contains the Code of Conduct for Laerskool JJ van der Merwe, as approved by the Governing Body. The Governing Body consulted with the parents, learners and educators of the school regarding. The Code of Conduct. The Code of Conduct is in accordance with the specifications as set out by the Constitution of the Republic of South Africa, Law 84 of 1996 (“the School Law”); the law regarding National Education Policy. Law 27 of 1996; Guidelines for the Code of Conduct for learners (General Notice 776 in the Government Gazette 189900 of 15 May 1998) and other relevant regulations and legislation.

The Government is bound by law to make education available and accessible and it must be supplemented with the dedication of responsible role players, namely educators, learners and parents. This Code of Conduct is for the main purpose of promoting and providing this dedication and commitment.

The purpose of this Code of Conduct is to establish a disciplined and effective school environment which is committed to promoting and maintaining the quality of the learning process.

2. GENERAL

- 2.1. In this school community, a Code of Conduct is essential, in order to achieve the educational aims of the school.
- 2.2. Order, discipline and respect of every individual create a strong foundation for a successful and happy community.
- 2.3. Christian principals form a basis for the Code of Conduct.
- 2.4. This Code of Conduct acknowledges the following: The Education Policy, the Law of Basic Human Rights and the Code of Conduct for staff.

3. AIMS

- 3.1. To give pupils the opportunity to realize their abilities and talents on all Christian educational levels.
- 3.2. To give each pupil the opportunity to thoroughly prepare themselves for adult life and play a useful role in society.
- 3.3. To offer each pupil the feeling of security in the school community as a unique individual with his/her own special qualities and needs.
- 3.4. To teach the pupils the principles of: empathy, compassion, respect, cooperation and support.

- 3.5. To offer every pupil a safe environment where physical injuries are limited as far as humanly possible.
- 3.6. To offer the best to the child by means of effective communication between the school and the parents.

4. GUIDANCE SYSTEM - DECENTRALIZED

A decentralized guardian system is used in order to achieve the previously above-mentioned aims. It consists of the following facets:

- Register classes
- Grade leaders
- Management team (Principal, Vice-principal, Heads of Departments)
- Extramural activities – coaches
- Teachers and parents

5. WHERE DOES THE WARNING STOP?

- 5.1. Every learner must have a homework book with a form of infringements and their codes.
- 5.2. In every homework book there will also be a form to indicate the learner's infringements.
- 5.3. The teacher will make an entry of Infringements in the learner's homework book.
- 5.4. After five (5) infringements the parent will again be notified in writing of the learner's detention.
- 5.5. After five (5) more infringements the parent will again be notified in writing of the learner's second detention. There will also be an interview with the parent.
- 5.6. After five (5) further infringements the learner will have to sit a third detention and will also have to attend a disciplinary hearing. The parent/guardian will be notified in writing.
- 5.7. Parents will be contacted directly after serious infringements and the learner will also have to sit detention and may even have to attend a disciplinary hearing.
- 5.8. Serious infringements may include: Vandalism, theft, smoking, possession and/or use of drugs, assault, racism, pornography, or any other serious infringements.

- 5.9. If a learner's homework book is not available, the learner immediately qualifies for detention. After a number of detentions or certain offences a learner can also forfeit certain privileges at school e.g. attending "sokkies", going on the Gr 7 Farewell, taking part in fun days, etc.
- 5.10. The learner starts a new term with a clean page and previous entries fall away.
- 5.11. Reward for no infringements: Learners who have no infringements for a specific term will receive a scroll/button/badge that he/she may wear on his/her school uniform for the next term.

6. SCHOOL AND DISCIPLINARY RULES

Every child will adhere to the following rules and regulations of our school.

6.1. ACADEMIC:

- Dedicated school work and loyal school attendance.
- Balanced participation in school activities (during and after school).
- When a pupil is late for school without an acceptable excuse he/she will receive an inscription.

6.2. SCHOOL RULES-EXPECTED CONDUCT:

6.2.1. Before School

- When pupils enter the school property before school hours, they are to place their cases in the appropriate places in the quadrangle according to the class which they will be attending during the first period. (Gr. 4 – Gr. 7).
- The pupil will then go to play on the playground.
- No pupil is allowed in the classroom before school starts, unless he/she has received permission from the relevant teacher.
- No pupils are allowed in the quadrangle.
- No pupils are allowed between or around the cars of the staff. Teacher on duty sees to it.

6.2.2. During periods and changing classes

- The pupils are received by the teacher at the class and they are to leave the class in an orderly manner.
- The female class leader walks at the front of the row and the male leader at the back of the row.

- Once the bell rings, the pupils must wait for the instruction from the teacher to leave the classroom.
- Pupils must walk promptly to the next class.
- Pupils walk out of the class row by row.
- Suitcases must be put under the chairs.
- All rubbish and paper clippings must be picked up and thrown away before leaving the class.
- Tables and chairs must be left in neat rows or groups.
- Pupils may not draw, write or scratch on the furniture.
- No pupil is allowed out of the class during periods unless permitted to do so by the teacher.
- There may be no eating or talking during lessons.
- Visits to the cloakroom must be kept to a minimum during the lessons.
- Class leaders must set a good example for the other pupils while moving from one classroom to another.
- All pupils in leadership positions must help with general order and discipline when changing classes.
- The chewing of bubble gum is not allowed on the premises.

6.2.3. During break time

- **All** classes must be locked by the teachers during break.
- Suitcases must be put neatly in rows in the quadrangle. No playing is allowed in the quadrangle.
- Go straight to allocated playground.
- All pupils must play in the allocated playgrounds during break.

PLAYGROUND RULES		
Before school and breaktime		
GRADE	BOYS/GIRLS	PLACE
Grade 1 Grade 2	Girls	In front of and next to the Grade complex
Grade 1,2 & 3	Boys	On the A field, the southern half
Grade 4 – 7	Boys	B Rugby Field
Grade 3 – 7	Girls	Next to the aftercare center and marble pit & northern half of A rugby field

- No pupil is allowed to climb over the fences lining the rugby field.
- No pupil may leave the school grounds during break unless permission has been obtained from the principal.
- Dangerous games are not allowed.
- Any situation that cannot be solved by the pupils must be reported to the teacher on duty.
- Pupils must visit the cloakrooms and library during breaks.
- Selling of goods (with the exception of entrepreneurs) is not allowed.
- If toys are lost or broken, it is the responsibility of the pupil.
- No electronic games are allowed in the classroom.
- Cell phones may not be used during school time and must be switched off and kept in suitcases.
- The cellphone will be taken until the school day ends if a pupil breaks this rule. It will be put in a white envelope and need to be collected from the principal at the end of the day.
- Cellphones brought to school are the pupils' own responsibility.
- No boom boxes/speakers or similar devices are allowed on the school grounds.

6.2.4. Dangerous objects

- No dangerous objects may be brought to school e.g. knives, toy guns, toy revolvers, cattles, B-B guns.

6.2.5. Assembling in the Quadrangle

- At the beginning of the school day and at the end of break the bell will ring.
- Pupils are not allowed to talk once they have crossed over the red painted lines into the marked area.
- When the bell rings the pupils must walk quickly to their places in the quadrangle/classes.
- Leaders must encourage pupils to assemble quickly.
- Pupils assemble from the shortest to the tallest. The class leaders at the front of the row and at the back of the row.
- After the notices the pupils must walk in an orderly fashion to their respective classes, accompanied by their respective teachers.
- All pupils are requested to behave in an orderly, disciplined manner.
- Pupils are not allowed to play on another grade's playground.

6.2.6. Assembly in the Hall

- All pupils must walk in an orderly manner, without talking, into the hall.
- Pupils may not talk in the hall.
- All pupils must take part heartily in the events which take place in the hall.
- When proceedings in the hall have been completed, all pupils must leave the hall in an orderly manner, without speaking, and must line up in the quadrangle.
- No eating or drinking is allowed in the hall.
- It is compulsory to attend assembly except in cases where the principal has given permission for a pupil to miss assembly.
- Pupils must be in time for assembly on Monday mornings.

6.3. HYGIENE AND PERSONAL APPEARANCE

6.3.1. Cloakrooms

- The cloakrooms must be kept neat at all times. There are dirt bins in all change rooms.
- Water and toilet paper must be used sparingly.
- Toilet paper must **not be wasted**.

- Taps must be closed properly.
- Clothes may not be left in the change rooms.
- Games may not be played in the change rooms.
- No food allowed in the cloakrooms.
- Pupils are not allowed to write on doors and walls.

6.3.2. Hair, nails and jewellery

6.3.2.1. BOYS

- Regulations regarding the length and hairstyles of boys are determined by the principal.
- Hair may not hang in their eyes, over ears or on their collars.
- Hair must be cut short and neatly.
- No “step” or any other weird styles are allowed in their hair.
- Nails must be short and clean.
- No jewellery, except watches, may be worn.
- Earrings are not allowed including tongue rings etc.
- No permanent or temporary tattoos are allowed.
- Cultural/religious bracelets (bangles) may only be worn if permission has been granted.
- “Medic Alert” bracelets or necklaces may be worn.
- Only official school badges may be worn.

6.3.2.2. GIRLS

- Hair must be neat. No hair to hang over the eyes.
- Girls are not allowed to colour or bleach their hair.
- Long hair must be tied back neatly.
 - Elastic/ribbon: School colours
 - Hair bands: Dark green or checked fabric and buffs.
 - Scrunchies: Dark green or checked fabric.
 - Pompoms: School colours separately or mixed.
 Hair accessories are available at the JJ Clothing Shop.
- Nails must be clean and neat.
- Long nails are not allowed.

- No false nails are allowed.
- Nail polish is not allowed.
- Only silver/gold stud earrings and silver/gold small loop earrings may be worn.
- No necklaces.
- “Medic-Alert” bracelets and necklaces may be worn.
- No make up to be worn.
- No permanent or temporary tattoos are allowed.
- Cultural/religious bracelets (bangles) may only be worn if permission has been granted.
- Only official school badges may be worn.

6.4. CLOTHING

6.4.1. School Clothing

- Learners must be neatly dressed at all times.
- Full school uniform must be worn on a Monday for assembly, including shoes.
- For school uniform the JJ sport shirt or the JJ sport shirt with a JJ warm-up top, may only be worn underneath a full tracksuit.
- Pupils who have obtained Provincial Colours in sport may wear their tracksuits with sneakers on the last Friday of the month.
- No Provincial colours shorts or shirts are allowed.
- The school blazer is only compulsory for the Leaders of the school.
- The track suit top may be worn apart from the track suit pants, but the pants may never be worn alone.
- No casual jackets or jerseys may be worn.
- No black second skin-shirt may be visible.
- New pupils may wear clothes from a previous school until a new uniform has been purchased.
- No wind breakers or ear warmers may be worn.
- Only green balaclavas are to be worn before school and during breaks.
- Only school scarves supplied at the JJ Clothing shop may be worn.

- Pupils who attend school activities must be dressed in full school uniform.

6.4.1.1. WINTER UNIFORM (1 May to 31 August)

Girls (Grade 1 to 7)

- **School dress** with black stockings and school shoes are worn with: blazer/jersey/pullover/tracksuit top
- **Green long pants** with black school shoes and green school socks are worn with:
 - a) white shirt with blazer/jersey/pullover/ tracksuit top
 - b) JJ sport shirt / JJ sport shirt underneath a JJ warm up top may only be worn as School clothes underneath a tracksuit top.
- Full **Tracksuit** with black school shoes/sneakers and green school socks may be worn with: white shirt/JJ sport shirt/JJ sport shirt underneath a JJ warm up top/pullover/jersey

The tracksuit pants may never be worn without the top.

Boys (Grade 1 to 7)

- **Grey short pants or long pants** grey socks and school shoes may be worn with:
 - a) grey shirt and blazer/jersey/pullover/tracksuit top
 - b) JJ sport shirt/JJ sport shirt and JJ warm up top which may only be worn underneath a tracksuit top.
- **Full tracksuit** with black school shoes/sneakers and long grey socks may be worn with: grey shirt/pullover/jersey/JJ sport shirt/JJ sport shirt underneath a JJ warm-up shirt.

The tracksuit pants may never be worn without the top.

6.4.1.2. SUMMER UNIFORM (In cold weather the winter uniform may be worn.)

Girls (Grade 1-7)

- **School dress**, black school shoes and green school socks may be worn with: blazer/track suit top/jersey/pullover. Barefoot is optional.

Boys (Grade 1-7)

- **Grey short pants or long pants**, grey shirt with black school shoes and long grey socks may be worn with: blazer/jersey/pullover/tracksuit top. Barefoot is optional.
- **Gr 1 – 3** may wear their JJ sport shirts, except on Mondays.

6.4.2. Sportswear

- All pupils must be neatly dressed on the sport field.
- The current school tracksuit with sneakers will be used as sportswear by the learners for Gr. 1 – 7.
- JJ sport shirts, JJ warm up tops, black and white shorts and sport bags can be bought at the JJ Clothing shop.
- When a pupil represents the school in sport, the prescribed clothing for that sport must be worn.
- When a pupil does not have the necessary sport uniform, the coach must be informed so that the problem can be solved.
- Black second skin shirts may be worn.
- Sportswear may be worn during school hours if there are away as well as home games. School tracksuit and sneakers are allowed. Socks colours must be in school colours: white, black, darkgreen or grey.

6.4.3. Outdoor play/PT clothes

- JJ Sport shirt with white or black shorts must be worn. Sneakers optional.
- The JJ warm up top may only be worn underneath a tracksuit top.
- Skipants may only be worn with short pants.
- A school tracksuit with sneakers may be worn (both boys and girls) in cold weather. Socks in school colours (white, dark green, black or grey)
- Pupils who don't have the prescribed PT clothes, must change back into school uniform after PT-class.
- Children may come to school with their PT clothes on the days that they have PT.

6.4.4. Supporters' clothes

- A supporter's shirt and cap for parents, which is similar to the shirt worn by the pupils can be ordered/bought from the JJ Clothing shop.

6.4.5. Clothes shop

Business hours: Mondays – Thursdays: 12:00 – 15:00
Fridays 11:00 – 14:00

Place: First building next to the aftercare classes, on the right side of the main gate.

6.4.6. Informal Clothes

General school rules apply for hair, nails, jewellery (p 12 & 13).

Must be properly dressed.

6.5. ABSENTEES

- Pupils may only be absent from school due to illness or other serious reasons.
- **Pupils must be at school for at least two and a half hours to be marked present.**
- When a child returns to school, he/she must bring a letter from the parent stating the reason for being absent or the parent must inform the school office telephonically. The letter must be given to the respective teacher at the beginning of the day and if the pupil is absent for more than 2 days, a medical certificate may be needed.
- A pupil may be excused from school by the principal in the case of serious illness, accidents, funerals, visits to specialists, etc.
- A parent must fetch the pupil from school personally and sign the pupil out. (No pupil is allowed to phone his/her parent or anyone else to fetch during school hours).
- No pupil is allowed to wait for their parents at the school entrance or outside the school yard.
- Tests and formal assessments are compulsory.
- A pupil who is absent during a test must hand in a medical certificate or he/she will receive nil for the test.
- Pupils who do not attend school regularly end up being lazy, unenthusiastic and academic work deteriorates. All pupils are to attend

school regularly. Irregular school attendance must be reported to the department.

- The onus rests on the pupils who have been absent to arrange with their teachers to catch up the work which they have missed.

6.5.1 Leaving school premises during school hours

- No pupil may leave the grounds during school hours, breaks included.
- A letter of permission must be signed by the principal or vice-principal.

6.5.2. Injuries and illness during school hours

- If a child is injured or falls during school hours, it must be reported to the office immediately.
- The pupil may only be fetched by someone besides the parents, if permission has been granted by the parents.
- No pupil is allowed to phone home himself and say that he/she is ill or injured. Only the class teacher is allowed to give permission.
- Only staff will inform the parents about illness or injury.

6.6. BEHAVIOUR OF PUPILS TOWARDS:

6.6.1. Teachers:

- Teachers must be seen as advice givers and facilitators, people who are always prepared to provide guidance.
- A teacher observes the progress of each pupil in each area of the school life.
- Pupils are expected to greet the teachers politely and behave in a courteous and friendly manner towards the teachers.
- Pupils are to be loyal towards our school at all times. Pupils may not speak with disrespect about our school, teachers and co-pupils.
- Pupils are expected to complete homework daily, to the best of their abilities.

6.6.2. Other pupils:

- All pupils must treat each other with respect.
- The seniors must set an example of good order, spirit and keep up the good traditions of our school.
- All pupils must support and encourage each other in the various aspects of school life.

- Pupils must be friendly and polite towards each other.
- Pupils must not fight with each other, but be tolerant towards each other.
- No racist remarks may be made.

6.6.3. Behaviour on the school grounds

- Pupils must greet teachers.
- Bad language and bad behavior is not allowed.
- Pupils must not slouch against walls or pillars or stand around with their hands in their pockets.
- Be proud of yourself and your school.

6.6.4. Behaviour in public

- Behaviour in public must be immaculate.
- The school name must be carried with pride and everyone in uniform is an advertisement for our school.
- Pupils must be polite and friendly.
- Bad language is not allowed.
- New pupils must be received in a friendly fashion and made to feel at ease.

6.7. SPORT FIELDS

The sport fields and sports facilities should be maximally utilized by learners, but not abused. It is off limits during school holidays.

6.7.1. Cricket pitch

- Only for use during cricket matches or practices as arranged by the school.
- No pupils are allowed on the pitch or in the net after school without permission.
- No pupils are allowed to play on the pitch or in the net during holidays.

6.7.2. Tennis court

- Only tennis shoes or sport shoes may be worn on the courts.
- Tennis nets must not be damaged.

6.7.3. Netball courts

- Shoes that make marks may not be worn on the courts.

- No skateboards or roller skates are allowed on the courts.
- No cricket bats or hockey sticks allowed without permission.

6.7.4. Rugby fields

- Golf may not be played on the field.

6.7.5. Athletics field

- Pupils may not run over the field during the athletic season when the field is marked.

6.7.6. Extramural activities

- When a pupil participates in a sport, he/she must be committed and attend regularly.
- Do not arrive late for practices.
- If a pupil is unable to attend a practice or match, he/she must inform the coach well in advance.

6.8 PARENT EVENINGS AND CULTURE EVENINGS

- All pupils must behave respectably and with discipline during any function which takes place in the hall.
- Unnecessary walking around must be avoided.
- Pupils must wait quietly until they need to appear on the stage.
- Pupils must wear school uniform when attending functions at school during the evening.

6.8. ELECTRICAL INSTALLATIONS

- Pupils may not tamper with any electrical installations.
- Pupils may not tamper with light switches.
- No pupil is allowed to plug in an electrical cord with a plug attached to it and switch it on.

6.9. BREAKAGES AND DAMAGES

- Damage of school property will not be tolerated.
- Any incidents must immediately be reported to the responsible staff member.
- Repairs to damages will be paid for by the perpetrators.
- Damaged or lost textbooks/readers must be paid for by the parents.

6.10. INITIATION

- No initiation is allowed on the school grounds. No pupil may be humiliated on the school grounds.

6.11. BICYCLE, BICYCLE SHED AND SKATEBOARDS

- All bicycles must be stored neatly in the bicycle shed. All bicycles must be locked in the shed at all times.
- No pupil is allowed in the bicycle shed during school hours unless permission is granted by the principle.
- Leaders to report any incidents or problems at the bicycle shed to a staff member.
- All bicycles left in the bicycle shed after school must be locked.
- No pupil is allowed to ride a bicycle on the school grounds.
- No skate boards or roller skates are allowed on the school grounds.

6.12. APPARATUS ON THE PLAYGROUND

Only pupils in the foundation phase (Gr. 1, 2, 3) are allowed to play on the jungle gyms.

6.13. TELEPHONE

- Telephone calls may only be made during break times from the office, after permission was obtained from the class teacher.
- Pupils are requested not to make unnecessary phone calls.
- Emergency calls will be made by office staff.
- Cell phones must be switched off during school hours and breaks – cell phones may be confiscated for the day.
- No pupil is allowed to phone home himself. Only staff are allowed to call the parents.
- No pupil is allowed to phone any fast food shop to order a take away for delivery at the school.

6.14. LEAVING THE SCHOOL

- A transfer certificate must be requested by the pupil a week before he/she is due to leave the school.
- The text books and media list must be taken to all subject teachers to be signed indicating that all books have been returned.

6.15. GENERAL

- We are proud of and loyal to our school.
- By abiding to the school rules we are improving the quality of education and commitment and dedication towards the school.

Responsibilities of the parents:

- Parents must make sure that pupils do their homework. Do not just sign homework book, check every book.
- In the event that a learner cannot do his/her homework, then a letter of apology must be sent to the facilitator concerned.
- Parents must see to it that homework which is given today for tomorrow, is done. Certain sections of work must be consolidated before going on, e.g. Mathematics, Spelling, Reading.
- Help your child to become a responsible, honest person, by not making unnecessary excuses.
- Assist your child in gaining the necessary information and requirements for a project, without doing the project for him/her.
- Ask your child why work has not been completed.
- Sign tests which are in the learner's portfolios during the test series.
- Proper suitcases should be used.
- Parents must ensure that learners do not stray out of school and they must not be taken out of school unnecessarily.
- Dentist and doctors' appointments must be made outside school hours.
- When a learner is absent from school, please ensure that work which is missed is done.
- No learner may be taken from a classroom without permission.
- Send a letter to school explaining why a learner has been absent.
- Learners must be signed out at the office by the parents when taken during school hours.
- Mark all clothes and shoes.
- Check in the suitcases for the Newsletters every Thursday.
- Visitors must report at the office first before going to any classroom.

Responsibilities of the learners:

- Your homework must be in your suitcase/class every day.

- Homework must be written down correctly from the blackboard.
- Do your homework every day.
- If you don't do your homework, you won't have the work needed to learn from for the tests.
- Do your work in the class, it lessens your homework.
- Be honest when you didn't do your homework, don't lie.
- Remember that you are in school to learn and to do your homework is part of the learning and growing up process.
- Never wait until the last minute to do your homework.
- Complete every day's class work at home.
- Homework which is also consolidation of class work must be done every day.
- Pack your suitcase according to your timetable for the next day.
- Don't look for reasons to go home during school hours, your work will fall behind. You will be responsible for catching up the work not done.
- If you are really feeling sick, your class facilitator has to give you a written letter of permission before you may go home.
- When you were absent it is your responsibility to find out which work you missed and do it immediately/as soon as possible.
- Make sure to understand the work and assignments given to you.
- Do proper corrections.
- All tests must be given to parents to sign. You must see to it that your signed test is put back into your portfolio.
- Be on time for every class after the bell has rung.
- Enter every classroom quietly.
- Put up your hand if you wish to ask/know something. Don't shout at your facilitator.
- Every classroom must be left neat and clean when you leave it.
- No pupil is allowed to ride a bicycle in the school grounds.
- No children are allowed on the passages or in the classrooms during breaks.
- No pupil may leave the school grounds during school hours or breaks.

Responsibilities of teachers:

- Write homework down on board.
- Let all learners take out homework books and give enough time for them to write it down.

- Check homework and act accordingly – be consistent.
- Keep homework within limits.
- If a learner is absent for a long time and a doctor's letter is provided, the teacher will make photocopies of the work.
- Listen to reason and excuses of learner.
- No homework on weekends.
- Allow enough time to gather proper information for assignments and give it in time.
- No homework during exams.
- Assessment tasks to be done before exam starts.
- Check that learners do corrections.
- Teacher meets class in front of his/her class.

Homework – “JUST DO IT!!”

Possible Infringements:

- Textbook/exercise book not at school.
- Homework incomplete or not done.
- Eating or drinking in the class.
- Late for school.
- Work/assignments not done.
- Talking instead of working.
- Littering on the playground or in the classroom.
- Walking around the classroom.
- Rocking on the chair.
- Playing on the passages or in the classroom.
- Chewing gum.
- Disrupting the class.
- Swearing/using crude language.
- Problems regarding code of dress.
- Problems regarding hair.
- Damaging school property.
- Disrespectful towards teachers.
- Shooting or throwing objects around.
- Writing on walls or school furniture.
- Interfering with the belongings of others.
- P.T. clothes not in order or not at school.

- Not learning for tests.
- Unprepared for oral presentation.
- Tear-off slip not handed in/signed.
- Untidy work.
- Test/book not signed.
- Worksheet not pasted in.
- Toys at school/in class.
- Not sitting on the correct place.
- Failure to attend sports/cultural activity.
- Undisciplined in class.
- Riding on bicycles on school premises.
- Fighting.
- Use of cell phone during school hours.
- Dishonest behavior during tests and assessment tasks.

Class rules:

- A facilitator talks alone.
- Silence when the teacher leaves the classroom.
- Don't shout out.
- Work in silence.
- Suitcases behind/underneath your chair.
- Pick up all the papers in the class.
- Do not borrow from anyone.
- Neatness of your work and class.
- Raise your hand to ask a question.
- Do not eat or drink in the class.
- Enter and leave the class in an orderly fashion.
- Always be obedient!!!

7. ACHIEVEMENT AWARDS

Learners receive acknowledgement for the following achievement.

7.1. SCHOOL RELATED SPORT

Athletics, Rugby, Netball, Cricket, Hockey, Tennis, Chess, Golf, Cross-country and Boys Hockey.

The following sports will be awarded as long as participation is in the name of JJ van der Merwe. These three sports will NOT be taken into consideration for the Sports boy- and girl award.

- * SANESA horse riding.
- * Riverbank Angling.
- * Cycling.

- Trophies can be shared by teams/learners as per the decision of the School Management Team. Only best achievement in different sporting codes will be acknowledged on trophies (not each age group).
- Medals will be awarded to learners who represented their Province at the SA-championships. Learners must have participated in the championships.
- Woven badges will be awarded to learners. Learners who are awarded with a woven badge can buy the woven badge for the current price each at the clothing shop. The learner will receive a card which needs to be handed in at the clothing shop as proof during purchase. The woven badge may only be worn with a green school blazer.
- Certificates will be awarded to learners who received medals, woven badges and trophies according to the learner's highest achievement.

7.1.1. RUGBY

Certificate:

- Team: Mpumalanga Runner - up.
- Individual player: Must be selected for the Gert Sibande Team and must participate.

Woven Badges

- Team: Super 12-winner
- Team: Mpumalanga-winner
- Individual player: Must be selected for the Mpumalanga Team.

Medals:

- Must represent the province at the National Tournament (Craven week).
-

Trophies:

Hendrik Mentz-trophy:	Team with the best achievement during the season.
F en K Snyderstrophy:	Player of the year u/9A
JJ Trophy:	Player of the year u/9B
Mari-Louise Henning trophy:	Player of the year u/10A
Mari-Louise Henning trophy:	Player of the year u/10B
Goedehoop Boerdery trophy:	Player of the year u/11A
Riaan Beukes trophy:	Player of the year u/11B
JJ Trophy:	Player of the year Third team
Riaan Beukes trophy:	Player of the year Second team
Riaan Beukes trophy:	Player of the year First team
André Prinsloo- trophy:	Player with best achievement during season
<u>Sevens Rugby</u>	Will be handled as per the above regulations

7.1.2. CRICKET

Certificate:

- Team: Gert Sibande winner
- Individual player: Gert Sibande Team

Woven Badge:

- Team: Mpumalanga winners
- Individual player: Must be selected for the Mpumalanga Team and must participate.

Medals:

- Must represent the province at the national tournament.

Trophies:

Rothman Motors-trophy:	Team with the best achievement during the season.
JJ Trophy:	Player of the year u/9
Beukes-trophy:	Player of the year u/10
H & T Drukkers-trophy:	Player of the year u/11
JJ Trophy:	Player of the year (Second Team)
Daan Bakker-trophy:	Player of the year First Team
JJ Trophy:	Player with the best achievement during the season.

7.1.3. NETBALL:

Certificate:

- Team: Gert Sibande Winners
- Individual player: Must be selected for the Gert Sibande Team

Woven Badge

- Team: Mpumalanga winners
- Team: Super 12 winners
- Individual player: Must be selected for the Mpumalanga team and must participate.

Medals:

- Must have represented the province at the National Tournament.
- Must have participated in the Top Schools – tournament.

Trophies:

Ermelo Watch & Gift trophy:

A-Team with the best achievement during the season.

JJ Trophy:

B-Team with the best achievement during the season.

PWG Prokureurs Trophy:

Player of the year u/10 A

Computer Connections Trophy:

Player of the year u/10 B

Highveld Office Supplies Trophy:

Player of the year u/11 A

Computer Connections Trophy:

Player of the year u/11 B

Elize van den Heever Trophy:

Player of the year u/12 A

All-in-1 Trophy:

Player of the year u/12 B

Marnel van Niekerk Trophy:

Player of the year u/13 A

All-in-1 Trophy:

Player of the year u/13 B

Alice Putter Trophy:

Player with the best achievement during the season.

7.1.4. HOCKEY:

7.1.4.1. Girls:

Certificate:

- Team: Gert Sibande winner
- Individual player: Gert-Sibande-team (Reserve players must have played during games to receive an award).

Woven Badge:

- Team: Mpumalanga winner
- Team: Super 12-winner
- Individual player: Must be selected for Mpumalanga team and must participate. (Reserve players must have received game time to be considered).

Medals:

- Must have represented province at National Tournament.

Trophies:

JJ Trophy:

Team with the best achievement during the season.

Nashua Highveld Trophy:

Player of the year u/11

Mari – Louise Henning Trophy:

Player of the year u/12

Mari – Louise Henning Trophy:

Player of the year Second Team.

Ermelo Gift & Watch Trophy:

Player of the year u/13

Morgenster-trophy:

Player with the best achievement during the season.

7.1.4.2. Boys:

Certificate:

- Team: Gert Sibande winner.
- Individual player: Gert Sibande-team (Reserves must have played during the games to receive an award).

Woven Badge:

- Team: Mpumalanga winner.
- Team: Super 12 winner.
- Individual player: Must be selected for Mpumalanga team and must participate. (Reserves must have received game time to be considered).

Medals:

- Must have represented the province at the National Tournament.

Trophies:

JJ Trophy:

Team with the best achievement during the season.

Mari – Louise Henning Trophy:

Player of the year u/11

Mari – Louise Henning Trophy:

Player of the year u/12

ACSU:

Player of the year u/13

JJ Trophy:

Player with the best achievement during the season.

7.1.5. CROSS COUNTRY

Certificate: (Individual athlete)

- Must be selected for the Gert Sibande team.

Woven Badge:

- Team: Super 12 winner.
- Individual athlete: Super 12 winner.
- Individual athlete: Must be selected for the Mpumalanga team and must participate.

Medals:

- Must have represented the province at the National Tournament.

Trophies:

JJ Trophy:	Athlete of the year u/7
Visagie Trophy:	Athlete of the year u/9
Oosthuizen Trophy:	Athlete of the year u/10
Burger Trophy:	Athlete of the year u/11
Saaiman Trophy:	Athlete of the year u/12
Kloppers Trophy:	Athlete of the year u/13
Jacobs Trophy:	Athlete with the best achievement during the season.

7.1.6. TENNIS:

Certificate

- Team: Gert Sibande Winners
- Individual player u/10: Must play in the Highveld Inter District tournament.
- Individual player u/11-u/13: Must be part of the school's tennis team
Must play at the inter district tournament

Woven Badge:

- Team: Super 12 winner
- Team: Mpumalanga winner
- Individual player: Must play for the Mpumalanga team.
Must be part of the school's Tennis team.

Medals:

- Must have represented the province at the National Tournament.

Trophies:

JJ Trophy:	Player of the year – Boy
JJ Trophy:	Player of the year - Girl

Ermelo Gift & Watch Trophy: Player with the best achievement during the season.

7.1.7. ATHLETICS:

Certificate: (Individual athlete)

- Must be selected for the Gert Sibande team.

Woven Badge: (Individual athlete)

- Must be selected for the Mpumalanga team and must participate.

Medals:

- Must have represented the province at the National Tournament. Athletes will receive medals for every event in which they participate at the S.A.'s.

Trophies:

Mari – Louise Henning Trophy:	Best achievement	Middle Distances
Hoëveld Bomas Trophy:	Best achievement	High jump
Goedehoop Boerdery Trophy:	Best achievement	Long jump
Goedehoop Boerdery Trophy:	Best Achievement	Hurdles
Ermelo Abbattoir Trophy:	Best Achievement	Shot put
Mari – Louise Henning Trophy:	Best Achievement	Senior sprinter
Mari – Louise Henning Trophy:	Best Achievement	Junior sprinter
JJ Trophy:	Best Achievement	Javelin
JJ Trophy:	Best Achievement	Discus

7.1.8. GOLF:

Certificate:

- Must be selected for the Highveld Team.

Woven Badge:

- Team: Super 12 winners
- Team: Mpumalanga winners
- Individual player: Must be selected for the Mpumalanga Team and must participate.

Medal:

- Must have represented the province at the National Tournament.

Golf trophy: Player with the best achievement during the season.

7.1.9. CHESS:

Certificate:

- Team: Gert Sibande Winner

Woven Badge:

- Team: Super 12 winner
- Team: Mpumalanga winner
- Individual player: Must be selected for the Provincial Team and must participate.

Medal:

- Must have represented the province at the National Tournament

Trophies:

Kids Academy Trophy:	Team with the best achievement during the season
Beauty on Kano Trophy:	Player of the year u/9
Ermelo Knights Chess Club Trophy:	Player of the year u/11
JJ Trophy:	Player of the year u/13
JJ Trophy:	Player of the year – Girls team
JJ Trophy:	Player of the year – B team
Barnard-trophy:	Player with the best achievement during the season

7.2. CULTURE AND ACADEMIC

7.2.1. Culture within school:

7.2.1.1. Orators: (Public speaking)

- ATKV-Regionals: Culture certificate
- Provincial participation and Super 12 winner: Woven badge & certificate
- National participation: Medal
- Radical Orators: Same as Regional Participation.
 - National participation: - Certificate
 - National winner: - Woven badge & certificate
- Trophy: (Floating trophy)
 - Senior orator (**Cater-trophy**) Grade 4-7
 - Junior orator (**Ermelo Uitrusters trophy**) Grade 1-3
 - Outstanding achievement (**Hennie Matthee trophy**):
Continuous participation or outstanding achievement in the culture environment.

7.2.1.2 School choir:

- Participation (throughout the year) - Culture certificate
- 3 year participation - Woven badge & certificate
- 4 year participation - Woven badge & certificate
- Highveld youth choir participation - Woven badge (continuous participation in school choir).

7.2.1.3 World Knowledge Olympiad/General Knowledge:

- Provincial winners in top 3 - Certificate + woven badge
- Super 12 winner - Certificate + woven badge
- National winner - Certificate + woven badge

7.2.1.4 Orator, read and story telling competition:

- Provincial winners - Certificate

- National winner - Medal

7.2.1.5 Entrepreneurs

Trophy

- **Simba trophy** - One man business
- **Businessman trophy** - Two men business

7.2.1.6 JJ Rakkers

- Participation throughout the year - Culture certificate
- 3 year participation - Woven badge + certificate

7.2.1.7 Drama Group: Op-i-planke

New members will be elected annually by auditions, according to the play rolls of the chosen drama piece.

Grade 4-7

- Participation (whole year) - Culture certificate
- 3 year participation - Certificate and woven badge
- 4 year participation - Certificate and trophy
- Op-i-planke trophy - Best actor of the year

7.2.1.8 Eisteddfod: Grade 4-7

Eisteddfod is the podium for a variety of art forms

The following will be acknowledged as long as participation is in the name of JJ van der Merwe and not as an individual.

- Any learner or group who participates in the Eisteddfod and receives a gold (A), diamond (A+) or a platinum (A++) certificate will be acknowledged during assembly and will be awarded with a culture certificate during prize giving.
- Any learner or group who participates in the Eisteddfod and receives a bronze (C) or higher (B) certificate will only be acknowledged during assembly and not at the prize giving.
- Monologue – 3 year participation – woven badge

7.2.1.9 Help leaders (H2O, Tuck shop, Cleanliness)

- Supervise during sales times at the tuck shop
- Help carry stock
- Help with sales when necessary – Certificate will be awarded

7.2.1.10 School Attendance:

7 years continuous school attendance – Certificate and medal

7.2.2 **ACADEMIC:**

7.2.2.1 **GSF (Grade 1-3)**

Certificates will be awarded in the following instances:

- Outstanding academic achievement: Average year mark of 86% or higher in Afrikaans/English Home Language and Mathematics.
- Academic achievement: Average year mark of 80%-85% in Afrikaans/English Home language and Mathematics.
- Good progress in school work: Awarded on recommendation of class teacher where there was a vast progress in school work during the year.

7.2.2.2 **Grade 4-7**

- Achievement certificate; Must attain 80% or higher in any subject (year mark) in the following subjects, Afr, Eng, Math, EMS, NS, SS and Tech.
- Academic certificate and woven badge: Average year mark 80% and higher. Learners who are awarded with a woven badge can buy the woven badge at the current price each at the clothing shop. The learner will receive a card which needs to be handed in at the clothing shop as proof during purchase.

7.2.2.3 **Grade 4-6**

- Floating trophy: Best achiever in grade 5+6.
- Award will be allocated on grounds of highest average academic percentage rounded off to the second decimal.
- **Erhard and Christelle Prinsloo-floating trophy**; Best progress in grade 5+6 (According to percentage of term 1 to 3).
- **JJ Minnaar floating trophy**: Best progress in grade 4.
- **Brenley Rekenmeesters-floating trophy**: Best achiever in grade 4.

7.2.2.4 **Grade 4-6 (Cash)**

- Best average in class: NS
- Best average in class: Mathematics

7.2.2.5 **Grade 7**

Trophy: Highest mark attained in grade per subject

Acknowledgement will only be awarded on grounds of J J van der Merwe term 1-3 achievements.

- Afrikaans Home Language (Mother tongue) Afrikaans Huistaal
- English 1st Additional language – **Pateman trophy**
- Afrikaans 1st Additional language – **Amajuba Electrical trophy**
- English Home language – **Amajuba Electrical trophy**
- English (FAL): Best progress – **Rena Whittal Fourie trophy**
- Mathematics; **Ermelo Brake & Clutch**
- Arts and Culture – **Arts and Culture trophy**
- EMS - **Loureth Barnard Trophy**
- SS - **H&Z du Preez Trophy**

- NS - **Dawie du Preez Trophy**
- Technology: **Ligbron Academy for Technology trophy.**
- Life Skills – **News Everyday**
- Afrikaans and English combined (Afrikaans pupils) – **Burger trophy**
- English and Afrikaans combined (English pupils) Eng/Afr trophy
- Best overall progress – **Erhard and Christelle Prinsloo floating trophy**

7.3. ACADEMIC AWARDS DURING THE YEAR

- **Term 1 – 3** **From 85% and higher**
The ACADEMIC learners will be awarded after each test cycle. The awards will be given as soon as possible at the beginning of the next term following the test cycle.
The final assessment mark of the term as indicated on the report card will be used for both awards.
- **At the beginning of the year** **From 85% and higher**
This award will be given at the beginning of every year according to the academic achievement of the learner at the end of the previous year. The promotion mark as indicated on the report card will determine the awards. (As of 2022).

7.4 ACKNOWLEDGEMENT TO NEW LEARNERS: GRADE 4 - 7

Acknowledgement regarding Academic woven badges to new learners will be awarded on grounds of their achievements in the previous school.

- Proof of academic achievements must be provided.
- ACADEMIC badges will only be awarded on grounds of J.J. van der Merwe achievement (After the first test cycle at the school).

7.5 SPORT AND CULTURE OUTSIDE OF SCHOOL

Will be acknowledged during assembly. No prizes will be given at prize giving.

7.6 OTHER TROPHIES

7.6.1 ACADEMIC TROPHY

- Academic: Boy **Dougie's Pets & Nursery trophy**
- Academic: Girl **Claytons trophy**

Award will be allocated on grounds of highest average academic percentage rounded off to the second decimal.

7.6.2. CRITERIA FOR SELECTION OF SPORTS BOY AND SPORTS GIRL

- Sport Trophy boy – **Janric Boute en Moere trophy**
- Sport Trophy girl – **Beukes trophy**

To be considered for this award, the learner must have participated in at least three school sports and received Provincial colours in at least one

sport (school sport). Marks are allocated according to certain achievements. Should learners attain the same amount of marks in Grade 7, the award will be shared. Scoring will only be allocated once-off at every level.

	Rugby	Netball	Hockey	Cricket	Athletics	Cross - country	Tennis	Chess	Golf	7's Rugby
1 st Team/ A-Team/ School team	2	2	2	2	2	2	2	2	2	
2 nd Team/ B-team	1	1	1	1	1	1	1	1	1	
Gert Sibande/ Regional team/ Highveld team	3	3	3	3	3	3	3	3	3	
Provincial: Mpumalanga A	5	5	5	5	5	5	5	5	5	5
Mpumalanga B/C	4	4	4	4	4	4	4	4	4	
SA Colours (National participation)	6	6	6	6	6	6	6	6	6	6
Total:										
Signature: Coach										

VERSATILE TROPHY

NAME: _____

Complete in pen. Continued participation is compulsory.

Herewith, I parent/guardian declare that all information provided is correct:

Signature parent

GR 7	SPORT		Signature Teacher
	Rugby	1	
	Cricket	1	
	Tennis	1	
	Cross-country	1	
	Athletics	1	
	Golf	1	
	Chess	1	
	Netball	1	
	Hockey	1	
	7's Rugby	1	

GR 7	LEADERS		Signature Teacher
	Leader	2	
	Help leader		
	H2O	1	
	Tuck Shop		
	Cleanliness		
	Class leader		

Signature teacher

GR 7	ACADEMICS		SIGNATURE TEACHER
	70%	1	<i>Do not complete Year mark is used</i>
	80%	2	
	90%	3	

GR7	TO SERVE		Signature teacher
	Offer Help	1	

GR 7	CULTURE		Signature Teacher
	Public speaking	1	
	Read Festival	1	
	General Knowledge Olympiad 2 nd Round	1	
	Choir	1	
	Entrepreneurs	1	
	Drama	1	

TOTAAL	22
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Sport and Academic trophies

- Sport and Academic trophy boy – **Roux trophy**
- Sport and Academic trophy girl – **Beukes trophy**

The participation in possible school sports available for boys/girls will be converted to a percentage rounded off to the second decimal. The highest average percentage of both academic and sport determine that award. In the event of a tie, the award will be shared. To be considered for this award, the learner must have participated in at least three school sports and obtained an average academic year mark of at least 70%.

8. LEADER COUNCIL

8.1 Election process

The election policy, together with an application form is sent home to the parents. The application form is completed by the learner, where he/she declares that he/she accepts the policy and apply to participate in the election if he/she is selected for the shortlist.

Step 1: Camp Group (60 learners: 30 boys & 30 girls)

- Voting will be conducted to choose the learners to go on the leaders-camp.
- All the names of the learners who indicated that they are electable in their application forms, will appear on the ballot paper in alphabetical order. One list for boys and one list for girls.
- All the grade 6 learners as well as the staff who are teaching them take part in the voting to compile the Camp Group.
- Weighting of votes: Staff – 60%, Learners – 40%
- There will be a minimum of 25 votes for both boys and girls and a maximum of 30 votes for both boys and girls.
- In the event of an even result, both learners will be included into the group.
- All ballot papers must be completed in **pen**.

Step 2: Selection of leaders (17 Boys and 17 Girls)

- The grade 6 staff complete an evaluation form for each learner who are part of the camp group regarding leadership skills, participation at school, academic progression, etc. Gr. 6 teachers take decisions together. The results are presented to the leader council heads for processing.
- The Gr 6 teachers who took part in the first voting process, cast their votes again individually, for 17 boys and 17 girls.
- The tour group learners, leader council heads and facilitators also cast their votes for 17 boys and 17 girls at the end of the camp.

- The learners all vote at the same time to limit discussions between learners.
- The votes of the Grade 6 staff, camp group, leader council heads, facilitators as well as the evaluation forms are then edited together for the final result.

Weighting of voting process Step 2

Evaluation forms:	20%
Gr 6 Tour group:	50%
Gr 6 Personnel:	10%
Leader council heads & Tour personnel:	<u>20%</u>
TOTAL:	100%

- After all data has been processed, the names of the leaders will be submitted to the school management team.
- The leaders will be announced on the school's website, Facebook and the different grade- and parents' groups
- The group as a whole will be introduced to the teachers one morning during the teachers' meeting before school.
- There will also be a Formal Ceremony when the new leaders will sign the Code of Honour and receive their Leader Scrolls.

NB. In the event of even results, both learners will be selected for the leader council.

EVALUATION AREAS FOR THE ELECTION OF THE LEADERS

Academic achievement

Learners receive a maximum mark of 5, depending on the individual performance on the average of terms 1, 2 & 3.

90 – 100 %	= 5
80 – 89 %	= 4
70 – 79 %	= 3
60 – 69 %	= 2
50 – 59 %	= 1
Less than 50%	= 0

General

Learners receive a maximum mark of 15. Forms for the learners going on the camp are completed. Unless otherwise stipulated, only grade 6 school activities and marks are taken into account.

Personal Hygiene and uniform according to school rules.	-	2
General behaviour towards personnel and learners / peers	-	3
Diligence in school	-	3

Independent, self-reliant	-	3
Group initiative	-	3
Proper language used.	-	1
TOTAL:	-	15

STEP 3:

Head leaders

- From the group of 34 leaders, 4 head leaders will be announced. Head boy/girl. Deputy Head boy/girl.
- The newly elected leaders vote immediately after their introduction to the teachers, for the new head leaders.
- The Gr. 6 staff, leader guardians and two staff members that went on tour will take part in the voting.

Weighting of voting process STEP 3

Newly elected leaders:	60%
Gr 6 personnel:	15 %
Camp/Tour personnel (Leaders guardians):	<u>25%</u>
TOTAL:	100%

- In the event of even results, the final vote will be casted by the school management team.

GENERAL INFORMATION ON LEADER ELECTION

1. The Leader Council Election Policy was ratified by the Governing Body.
2. It is annually communicated to the parents through a letter to Grade 6 parents.
3. Leaders who are elected will be announced on the various media platforms available.
4. Only once-off voting opportunity per event. (One person cannot vote as leader guardian and Gr 6 teacher)
5. No staff member / personnel, who's child is participating in the election, may be part of the election process. The member is welcome to vote, within the perimeters set in the election policy.
6. If a learner from another school enrol at JJ and has been elected as a leader of his/her previous school, through an acceptable system similar to that of JJ, he/she will become part of the leaders at JJ. A head leader from another school will only be a leader at JJ.
7. If the policy does not provide for a problem that may arise, the leader heads and school management team will be called on to make a decision. The committee will address the issue and an amendment will be made to the policy.