

General School Policy

Introduction

“I HAVE COME THAT YOU MAY HAVE LIFE AND HAVE IT TO THE FULL”

Holy Cross Convent Primary School is a Catholic school. The Holy Cross Sisters own the school and together with the principal, educators, administrative staff and School Board they strive to maintain the very special ethos which is associated with Holy Cross schools worldwide. The school has certain standards, both in the field of education and in the Catholic principles of right living, based on Gospel values. Learners, parents and guardians need to be aware of these values and standards because the very act of enrolling a child at the school shows that they approve of and value these standards.

1. Our school concentrates on the development of the whole person, by providing for the religious, moral, social, physical and intellectual growth of our learners.
2. The Religious Education of our learners is of fundamental importance.
3. Our Catholic learners are formed in the principles of the Catholic faith, but we welcome learners of other faith persuasions on the clear understanding that such learners will, at all times, show due respect for the Catholic faith and will at no time undermine it.
4. In all our encounters with the learners, we stress the importance of cultivating the virtues of love, respect, truth, faith, diligence and respect for all religions and co-operation for the good of all, as portrayed by Jesus in the Gospels.

Mission Statement

The Holy Cross Primary School, Brooklyn is missioned by Christ to make a positive difference in the world. We strive in our daily lives and encounters to continue the work of Jesus Christ. In union with the risen Lord we prayerfully endeavour to interpret present realities in our world. This challenges us to develop and deepen our personal and corporate faith and to keep our eyes, hearts and minds open.

“Glory be to Him, whose power working in us, can do infinitely more than we can ever imagine” Eph. 3.20

Vision Statement

The school community is a faith community founded on Gospel values serving humanity:

- ❖ through the continuation of the mission of Jesus Christ within the context of the Catholic Church with a special concern for the poor and underprivileged,
- ❖ through a culture of learning for the upliftment of the whole child,
- ❖ through an education that combines spiritual and moral growth through academic achievement,
- ❖ through the promotion of life in the midst of limits,
- ❖ through building the kingdom of God by the integration of faith with living.

Educational Aims

We endeavour to enable and encourage each child to develop fully in every field and to appreciate and to use, to the maximum, his/her God-given talents. In all curricular and extra-curricular activities, the school strives to provide educational opportunities that will enhance the continued growth and development of its learners.

We are a co-educational school, as we believe that such an environment provides the most natural and family-like setting essential for the harmonious development of every person.

To accomplish these aims, it is essential that there is a close, positive and active partnership between the parents/guardians and the school at all levels. The school, therefore, greatly appreciates the support of enthusiastic parent groups. From his/her parents, the learner imbibes his/her attitude towards school and develops a school spirit, which is the foundation of good responsible citizenship.

School Hours

The school adheres to the four term calendar of the Western Cape Department of Education.

School times:

- Grade Pre-R – 07:40 to 12:30
- Grades R, 1 and 2 – 07:40 to 13:20
- Grade 3 – 07:40 to 13:50
- Grade 4, 5, 6 and 7 – 07:40 to 14:20

All learners must be at school before 07:40

Curriculum

The school follows the national CAPS curriculum (Curriculum and Assessment Policy Statement) from Grade R to Grade 7. The language of instruction is English. Afrikaans is the First Additional Language taught from Grades 1 to Grade 7. Conversational Xhosa is offered from Grade 1 to Grade 7. All learners from Grade 1 to Grade 7 have structured computer lessons.

As we are a Catholic school, Religious Education lessons are a set part of the curriculum. All learners from Grade 1 to Grade 7 have structured computer lessons.

Assemblies and Masses

Attendance at Mass and assembly is compulsory for educators and learners. Assembly takes place every Tuesday, except on Mass days. The focus of these assemblies is determined by the liturgical calendar. Mass is celebrated once a month on a Tuesday and on special feast days.

Outreach

Care for the poor and those less-privileged is at the heart of the school. The learners are, therefore, encouraged to be actively involved in outreach programmes. Money is collected in each class for the following causes:

- Term 1 – Holy Childhood (Children helping children)
- Term 2 – The Street Children
- Term 3 - Catholicare (those in need within the Brooklyn community)
- Term 4 – Senior citizens

We also collect toiletries for the street children and non-perishable food items for the poor in the community. We also support the annual Leave Your Foot Campaign.

Code of Conduct

We emphasise and expect a certain code of conduct from all our learners based on the teachings of Christ – **“Love your God and love your neighbour”**

This includes:

- Respect and honour for all that pertains to God
- Respect for the ethos, name of the school and uniform
- Respect for the poor and needy and to be part of the outreach programmes
- Respect for all parents/guardians and for every learner
- Respect for authority and all members of staff
- Politeness in manners and neatness of school uniform
- Respect for the principles of fair play and dialogue
- Respect for school buildings and all school uniform

Since school is a place of learning, it is expected that all learners afford themselves and all other learners the opportunity to benefit from the full educational programme offered by the school and to make the progress which they are capable of. It is also essential that all learners realise that disruptive behaviour, disrespect and vulgar or abusive language will not be tolerated. The learner and parent must commit to and sign the Code of Conduct in January of each year.

Discipline

The staff at Holy Cross, Brooklyn hold the belief that ultimately, the only discipline code that can serve the needs of our school is one that develops self-discipline. Without the full co-operation with the home, this is not possible. Our main objectives are:

- To provide the opportunity for personal growth and development
- To foster a sense of community
- To develop a positive self-image that will empower each learner
- To develop a sense of personal responsibility and appreciation for the whole of creation
- To cultivate truth and justice, a loving concern for others and a respect for the dignity of the individual
- To assist in the development of skills and attitudes which will enable the learners to continue the learning process throughout life

Fees

The payment of school fees is compulsory for all learners. School fees are determined annually in October/November and presented to the parent body at the Annual General Meeting. Fees are levied monthly and are payable in advance and in full before the last day of the month. Monthly statements are sent to parents via e-mail or pupil post.

Non-payment of school fees and/or failure to make payment arrangements may result in the termination of the contract.

Communication

Parents are kept informed of all school activities and events via newsletters. Should a parent need to discuss a concern about their child, they should make an appointment with the teacher concerned via the school office. If there is need for further intervention an appointment can be made with the principal via the school office.

Extra-mural and Sporting Activities

The aim of these activities is to assist in the holistic education of the learners. Our main objectives are:

- to encourage physical fitness and to foster sportsmanship and a healthy spirit of competition
- to foster the ideals of teamwork and support
- to foster an appreciation of music, drama, dance, poetry, art and an enjoyment of God's creation

The following activities are offered:

- Athletics (track events)
- Mini-soccer for Foundation Phase learners
- Soccer
- Mini-netball for Foundation Phase learners
- Netball
- Mini-cricket for Foundation Phase learners
- Computer Club
- Drama
- Music (piano, violin, recorder, drums)
- Choir
- Arts and Crafts
- Tennisette for Foundation Phase learners
- Ballet
- Portuguese lessons
- Karate

The school puts on a production annually with each learner in the school participating. The choirs also enter numerous festivals and are invited to sing at several prestigious events.

Revised 2019

Signature of Chairperson: _____

Date: _____

Review Date: October 2020