

Carnegie
House
Independent
School
Parent Handbook –
policies and
procedures

Educating Global Citizens



2020

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Section 1 – School Information

Introduction

Dr Maria Montessori said:

“Education is not something that a teacher does, but.... it is a natural process which develops spontaneously in the human being”



Dr Maria Montessori, an Italian physician, born in 1870 is the founder of what we call the Montessori Method. The approach is a philosophy based on the observations of the needs of the child at every stage of their physiological and psychological development. It is the way in which Montessori understood the needs of the individual child as they progress through their development that makes her philosophy today both a current and beneficial education.

Montessori - Fostering a love of learning

Montessori education, as an aid to life, achieves its goal fully when adhering to a variety of clear well-defined principles. Children finding themselves in such surroundings develop as healthy individuals who are capable of living well with others. They become creative, innovative, sociable people who care for the well-being of the planet and celebrate difference and diversity among and between its peoples. Promoting Montessori values of respect, independence and self-motivation is key to the development of a contributing member of the 21st century society.

Montessori is a lifestyle!

Worldwide the Montessori philosophy has proved to be successful with children backgrounds. Montessori is an attitude, an approach, not just a teaching system or technique. It engenders a great understanding and love for each individual child. It is a method that gives guidance and direction to the natural curiosity and energy of the child. Dr. Montessori believed that parents or guardians are guides and that they must recognise the child's desire to be independent. The Montessori approach to learning is child-centred and is based on mutual respect and co-operation. The educator in a Montessori environment respects each child and the innate creativity of the child is realised in all areas of the curriculum.

Montessori education is about learning to balance responsibility with freedom of choice. It is this freedom which will eventually enable children to develop self-awareness, self-discipline, self-respect and respect for others as well as a feeling of belonging.



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Carnegie House School Vision

Carnegie House - Educating Global Citizens

Our Core Values

Everything we do at Carnegie House is evaluated against our core values:

- **We are very serious about education**

We take the holistic education of the individual child very seriously. Every decision we make at Carnegie House - be it decisions about teachers, extra- murals, timetables, materials - will be made in the context of the seriousness of how we view education.

- **We are visionary**

We have a vision for each child and for the future of Carnegie House. We plan ahead with imagination, wisdom and originality.

- **We have inner strength and courage**

We believe in what we do and have the inner strength and courage to explore the purpose of and application of education for each individual child at Carnegie House.

- **We continually strive for improvement**

We will continually aim to improve on what we do and how we do things.

- **We are committed and considerate**

We are committed to education, the children, the families and everyone we work with and interact with. We treat everyone involved in the children's education with care and consideration.

- **We want to leave a legacy**

We want to leave a legacy, not just as a school but within each and every child – a legacy of excellence, encouragement and purpose. A legacy to do right in the world and to become responsible caring citizens.

The School Pledge

At Carnegie House, we pledge, that when you as a family commit to embrace the Carnegie House philosophy, we will realise and encourage your child's full potential through each phase of development.

The 7 Habits of Highly Effective People (Stephen Covey)

The children are taught to use the 7 habits in their approach to everything at school and throughout their lives as they grow and develop into adolescents.

Habit 1	Be proactive: <i>Let's plan ahead and be organised</i>
Habit 2	Begin with the end in mind: <i>Let's set goals and aim to achieve them</i>
Habit 3	Put first things first: <i>Let's do the important things first (Like our work!)</i>
Habit 4	Think win—win: <i>Let's think about the best end-result for everyone</i>
Habit 5	Seek first to understand then be understood: <i>Let's consider other people's feelings and points of view</i>
Habit 6	Synergize: <i>Let's work together as friends, classmates and a school community</i>
Habit 7	Sharpen the saw: <i>Let's rest and have fun!</i>



Confidentiality

All personal information regarding children, their families and school-related matters will be held in the strictest confidence.

Respect for the Child

This includes a positive, optimistic attitude towards the child, a cooperative spirit, a nurturing of independence, recognition of the child's unique individuality, listening to and observing the child in order to understand the child. We avoid pride, anger, speaking ill of a child, sarcasm, teasing, overreaction to bad behaviour and implied punishment or rewards. Respect for the child includes respect for oneself, others and the environment. Role modelling, mediation and consequences are used as forms of discipline to teach the child to have self-discipline and respect. We greet by means of a handshake.

General Class etiquette:

- ✓ The classroom is a working environment. We may choose not to work temporarily but may not disrupt others who are working.
- ✓ We may talk about work but quietly so as not to disturb others.
- ✓ We may walk quietly around the classroom with the purpose of choosing work.
- ✓ We may choose the work we wish to do first, but must attend demonstrations and lessons when called by our teacher.
- ✓ A teacher's demonstration must not be interrupted. If we need to ask a question, we place our hand on her shoulder and wait patiently until she has finished.
- ✓ We inform an adult if we are going to leave the class.
- ✓ At all times we strive to be a community of adults and children who respect each other. We greet one another by hand every morning.
- ✓ It is important to be on time for school.
- ✓ We greet staff and parents and visitors. We are proud of our school.
- ✓ We always pick up litter and actively take care to recycle.
- ✓ We treat all people with respect.
- ✓ We complete our work and homework on time and to the best of our ability.

Code of Conduct – children

The School's Code of Conduct for children, as set out below, is based on the rights and the responsibilities of each student.

It is the child's right to:	It is the child's responsibility to:
Be treated with respect	Treat others with respect and show courtesy at all times
Attend school	Attend school daily and be punctual for all classes
Express opinions verbally and in writing	Express opinions in a civil and non-confrontational manner without the use of rudeness or personal attack.
Expect school to be a safe environment	Conform to all rules and regulations, and inform staff of any infringement of rules which may endanger the safety of others



Expect a reasonable degree of privacy regarding bag storage area, bags and personal belongings	Have no prohibited items on personal or school property
Expect to receive fair and reasonable consequences for violation of school guidelines, regulations and class Codes of Conduct	Be familiar with all guidelines, regulations and Class Codes of Conduct, and accept fair and reasonable consequences when in violation of those guidelines
Lay complaints, either verbally or in writing, about school-related personal loss, injury, misinterpretation or the fair application of a given school policy related to school or children	Attempt to resolve problems in a courteous manner with the party involved, and if not possible, take the complaint further to a staff member, Principal or school management committee.
Participate in approved school activities off- campus	Recognise that all school guidelines and regulations continue to apply to participants in off-campus activities
Use academic facilities and learn	Attend all classes, complete all assignments, participate in all class-related activities, to the best of their ability
Assemble peacefully	Assemble at appropriate times by arrangement with teaching staff or management, and refrain from participation in activities that would interfere with the operation of the classroom or school.
In accordance with Montessori Philosophy, be free of discrimination and racial, ethnic, religious, personal or sexual harassment from children or staff	Be familiar with the guidelines regarding discrimination and harassment. Ask a member of staff, Principal or member of the School Management Committee if in doubt.
A Montessori education	Deliver their best and focus when lessons are presented and always complete their work and homework.

Class Code of Conduct

Each class at Carnegie House has a Code of Conduct which is discussed and agreed with the children at the beginning of each year. It is revisited through the year as required and is an important part of developing a sense of responsibility and community within the classroom. A one week Induction program is followed to improve discipline and best practices in behaviour for all.

To assist with disruption and discipline in the classroom, we use the "glueing"¹ principle or "redirecting" in the preschool. A child who causes disruption is removed from the group and redirected to a different activity or to join the teacher. If required, the child will be separated from the group for a short period of time to reflect on the impact of their behaviour on others.

In the Primary school, we utilise a "robot" system. For further information on how this works please refer to Discipline Procedures.

Junior and Senior Primary children are given a 1 week induction period at the start of each term to familiarize them with the expectations for the term. The Senior Primary children will be

¹ "Glueing" is when the child is asked to remain close by to the teacher.



expected to sign a Code We Go By document at the end of Term 1 whereby they undertake to live by the code at all times.

Parent's Code of Conduct

Our mission at Carnegie House Independent School, is to provide the very best education and care for children, according to the teachings of Dr Maria Montessori. Moreover, we strive to do so in a developmentally specific, effective and sensitive manner and to continuously aid parents in achieving the highest goals for their children. Carnegie House strives to maintain a positive environment for the children, which allows them to learn and grow peacefully and respectfully. Parents are therefore both expected and required to maintain a respectful demeanour as well as a supportive stance, and to participate in the continued education and development of their children.

Parents in the Carnegie House community play an integral part in the education of their children. Carnegie House parents are expected to follow and respect the educational process, and to act in a supportive manner toward staff, children and other parents. Parents are ambassadors for Carnegie House.

General Behaviour

On school grounds parents are expected to treat all children with respect, both verbally and physically.

We expect each parent to treat every staff member with respect. Please make any requests of staff members in a polite manner.

Use a soft voice while inside the classroom. Do not barge into the classroom without an appointment.

Refrain from using inappropriate language. Children constantly listen, observe, evaluate and endeavour to understand events in their immediate surroundings. Please be aware of this when entering into discussions with staff or other parents on school grounds.

Timekeeping and drop-off

Children have boundaries and limits in the classroom. Please refrain from spending an extended amount of time when dropping off or collecting your child. The school grounds are for education and we reserve the school grounds solely for your children's academic and emotional development.

Please show respect for the timetable at school and endeavour at all times to be punctual both in dropping off and collecting your child.

Please help us create a flow of work by dropping and collecting your child by the door and not disturbing children if they are still in class.

Administrative arrangements and parental responsibilities

Communication of changes in contact numbers, medical and personal details are critical to us – allowing us to contact a parent quickly, particularly in an emergency.



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Parents are to inform Carnegie House of changes to the child's enrolment profile (in writing) and including changes to days and times of attendance and to give the appropriate notice (where applicable) of such changes. Only upon such written notification can monthly accounts and attendance registers be amended accordingly.

Parents are to respond to concerns addressed by the teacher and/or Principal with regard to medical, remedial, therapy and/or anti-social behavioural issues that may arise with regard to the child. This should be done within the agreed time period.

Parents are expected and encouraged to attend evening parent information sessions ('night-school') termly and to sign the Parent Partnership Agreement on an annual basis.

Attendance of, and support for, school events

All families are asked to attend all events organised by the school. These events include (but are not limited to) talks of interest, parent meetings, sports events and community events. If you are unable to attend please mail the school to let us know. It is your responsibility to catch up on information related to school meetings.

Parents who persistently choose not to act in accordance with the Core Values and the Parents Code of Conduct will be asked to attend a meeting with the Principal and, if necessary, at least two members of the SMC, who will act as mediators. Should the issue not be resolved in a satisfactory manner, the parent may be asked to leave the Carnegie House school community.

Our Role in the Community

One of the greatest achievements in life is to leave a legacy that makes a lasting impact on others. Maria Montessori accomplished this through her work in education and her quest for peace. Her work is not finished yet as Montessori schools all over the world are her living legacy.

Carnegie House strives to continue the traditions that she set forth many decades ago. Montessori's philosophy of conduct is built into everything we do, from our programme services to our community service.

The Community: we want to ensure that our connection to the community remains strong and underscores our commitment to our belief in community as we encourage the children to understand and celebrate the diversity and cultural beliefs of the families we serve. We want to make children aware of the needs around them (homes for abandoned pets, companionship for the elderly, etc.).

The Environment: looking after our planet and building a sustainable future is one of our main concerns. We want to help each child become aware that our resources are limited and that we need to develop with a conscience. At Carnegie House we actively recycle and have a Recycle Programme going. This involves children bringing plastics and 2lt plastic bottles from home and cleaning and stuffing the bottles to make Eco-bricks. We also have a wash-and-squash approach before disposing of plastics such as yogurt tubs.



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Our Workplace: creating equal opportunities and a safe environment for the people that work at Carnegie House by being aware that all of us are special and unique.

To achieve these goals, we regularly involve the children and parents in projects, charity and outreach programmes outside the school.

School Management Committee (SMC)

At the beginning of the year parents will be invited or may volunteer to join the School Management Committee (SMC). This is a very important body in our school as we believe in working in partnership with our parents for the benefit of the children.

We encourage parents to join as this is the perfect opportunity to be involved with the school's activities as well as voicing any feedback, suggestions, comments or concerns.

The SMC assists and supports in different areas of the school such as marketing and event-co-ordination, as well as representing the parent body. Some policies and other important school documentation are discussed during the SMC meetings once a term.

Special Days and Events

On the Carnegie House calendar, we have created events for the children because they expressed a desire for these. These include:

- Term 1 - a Science Fair - all Junior and Senior primary children participate in this in either groups or individually. It is compulsory and forms part of their assessment tasks. A Market day is held at the end of Term 1 and 3. Term 1 for Junior Primary children and Term 3 for Senior Primary children.
- Term 2 - A Creative Arts week - during this week children voluntarily showcase their creative talents and it includes drama, dance, art etc.
- Term 3 – School Concert. Market day for Senior Primary.
- Term 4 - a Short Film Festival - the Senior Primary children all participate in this and their short films are shared with the rest of the school. This forms part of their assessment tasks. We also host a Spelling Bee.

In the preschool the 3 - 6 year old's have Boot-Camp at the start of each year. On this day the various age groups are shown everything they need to know for their class to function smoothly and effectively. Topics covered include grace and courtesy, various learning areas and handling of materials and general house guidelines. This day is especially created for them and it makes for secure little people once the school year starts in full.

We also participate in the Paarl Valley Eisteddfod (Art, English and Afrikaans), the Conquesta Olympiads Gr. 1 - 7 (these are bench-mark assessment tools for Maths, Languages and General Knowledge) and the Astro quiz (gr. 6 and 7). These take place during the 2nd and 3rd terms.

The grade 7 learners embark on a Leadership Programme annually accumulating in 'The Journey' - a hike organised by the school and teachers.

We have an end of year Assembly where the children all receive certificates and the grade 7 children give their graduation speeches. This is an event not to be missed.



For our parents we host Parent Night School once a term where we discuss matters of interest such as school readiness, anxiety in children, study methods etc.

Each Friday the children have Tuck shop. In primary school the senior class take responsibility for this.

At the start of a year we have a General Parent Meeting for all parents - please see your Term calendar for dates. At the end of the year we have an Orientation meeting for new parents of the following year.

We have a termly newsletter called 'Insight' and the children are encouraged to contribute articles and photos towards this. Parents who would like to advertise in this newspaper are welcome to send their advertisements to the school office. Cost involved is R50 per advert.

The Senior Primary class go on camp each year at the start of a year and the Junior Primary children have a sleep-over at school at the end of the year.

We celebrate certain "special" days during the year and bring the children's attention to these days through specially adapted activities. These include Leap Frog Day, World Wildlife Day, Earth Day, Dr Seuss Day, Mandela Day etc.

Movie nights are held during the course of the year for the whole school, where the teachers take care of the children so the parents can have a night out. This takes place on a Friday at the school from 6 pm - 9pm.

During the year we will be holding events to bring families together. We will be inviting parents to help us with organisation and preparations as well as joining us with friends and families in such special events. This is the perfect opportunity to get to know the children, parents, teachers, staff and other members of our community.

Section 2 – Communication and Administration

Every Thursday we send out a brief newsletter via e-mail called "Classroom Connection" where important information and reminders of calendar items are shared. Please ensure that you read this every week to keep abreast of happenings at school.

Whatsapp broadcast messages are sent out for urgent or very important messages that need to go out to the entire school.

Termly we distribute a newsletter called the Insight newsletter where we share and celebrate the many events and activities that happen in the classrooms, school and wider community.

General Communication

Please make appointments to see staff members at times convenient to the staff. Please understand that all staff members have families and things to do outside their working hours. We would ask that as far as possible, you do not engage in conversations during class hours as they are very disruptive to the children's routine and also not over week-ends. If an appointment cannot be kept, please inform the staff member or office in advance.



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Parents are responsible for reading the emails, newsletters and any form of communication from the school.

Children receive their weekly work/homework on a Monday – please check and sign the book weekly as this is a way of communicating important matters over and above the week's homework.

Class/parent/child communication

All children have a school communication diary/book/folder (class dependant). Preschool parents are asked to check the communication book on a daily basis. The primary children are encouraged to use, read and write in their diaries on Mondays, but also on a daily basis as using a diary promotes the development of planning and organisation skills. Parents are asked to assist their children with the management of their diary by encouraging them to take care of it and check it every day. Important notices are also pasted into the diary.

Parent/Teacher communication

Parents are encouraged to communicate with their class teachers on a regular basis. Verbal communication to pass on information about your child should be done in the morning before 8am. Should you require longer than 5 minutes to talk to the teacher please make an appointment after school. Please e-mail your class teacher if you have any questions or wish to pass on information. Teachers check their mail every day and will respond. Whatsapp messages may be sent to the teachers if the teacher shares her cell phone number. Teachers do not use their cell phones during class time and will not respond until break time or after school.

Scheduled Parent-Teacher meetings take place twice a year (end of 1st and 3rd terms). Parents are encouraged to attend the Parent-Teacher meetings as they provide an opportunity to understand how their child is developing and progressing. They also provide parents with an opportunity to better understand the Montessori classroom. If a teacher specifically requests that a parent attend the parent-teacher meetings, parents are expected to attend as there are important matters to discuss regarding your child's development.

All communication will be recorded on a contact form. The contact form provides a record of the discussion and actions to address any issues. A copy of the contact form is kept in the class file and a copy is placed in the child's file in the office.

Reports – Written

Reports are compiled at the end of the 2nd and 4th terms for all children. Please sign the report and send it back to school. The end-of-year report must be kept by the child.

Our Partnership Agreement

Carnegie House Independent School believes in a partnership approach to the children's education. Parents and the school must work together to encourage each child to reach their own potential. To demonstrate this commitment, we expect parents to enter into an annual partnership agreement with the school.



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Please read, fill out and send the hard copy back to school. This indicates that you have read the pledge and where you have indicated how you will get involved at the school. We need your commitment.

Queries and grievances

Any general or academic queries can be dealt with by the class teacher. Please make an appointment to speak to them. They will be very happy to help you. If your query is not dealt with to your satisfaction please contact the Principal.

Any grievances should be submitted to the school's Principal in writing, who will respond, investigate and give feedback and/or schedule a meeting if necessary.

Meeting with the School Principal

Should a parent or teacher feel that a situation has not been appropriately attended to after meeting with the class teacher, the concerned party should request a meeting with the school's Principal. Such meetings can be scheduled either early morning (before 08h00) or after school. The SMC can potentially be brought in as a neutral body.

Section 3 – Class Information

Equipment, belongings and stationery

If you find school equipment in your child's bag, please see that they return it to the school. Our equipment is very expensive and difficult to replace, and often one tiny missing part destroys the purpose of the material completely.

If you find another child's belongings in your child's bag please return it to the class teacher. Children are encouraged to take care of their belongings. No 'lost property' box is kept.

Children are issued with a list of items needed for the next year at the end of each year. This list is placed in the envelope containing their report. Please ensure your child has sufficient items of stationery during the year and that all reading, literature and other text/books required are available at the beginning of the year.

Civvies Friday and Charity Civvies Friday (Pre-school Gr R & Primary)

Every Friday the Grade R and Primary school children wear civvies and bring R5. On the **first** Friday of every month, we have Charity Civvies day. The R5 that is collected from each child on this day goes directly to the local SPCA.

On the other Fridays in the month, the money that is collected from Civvies Day goes towards equipment or class supplies in the class. Civvies money may be paid up front for the term.

The charities that we support on a termly basis include:

Term 1	Childhood Cancer
Term 2	World Wildlife Fund
Term 3	Endangered Animals
Term 4	A local children's charity – Ubuntu



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Tuck Shop and Market Day

The Tuck shop is open every Friday and is run by parents in the Preschool and in the Primary school it is out-sourced usually to a parent. Children should bring up to R5 in the Preschool and up to R15 in the Primary to spend at the tuck shop.

At the end of the 1st and 3rd terms, the Primary School hosts a Market Day. The children are encouraged to plan and make food goodies, jewellery, sell plants, host games or any other idea that will sell their goods or services. Parents are encouraged to help their children keep a list of their expenses and help them set the prices in order to make a profit. Children are required to pay R10 to the school for "rent".

Co-curricula and Extramural activities

A rich education which includes a range of activities which the children are exposed to is beneficial to all the children. In the preschool, and as part of the school day, the children are exposed to Music, Art, Social Skills and Physical Education. The Grade R children also participate in Mini-Chess. Mini-chess is a unique educational programme focusing on early childhood development linking to mathematics, science and life-skills development. Scientific studies have proven that Mini-chess develops and improves logical thinking, problem-solving, creativity, planning skills, concentration, reading and emotional maturity. Many of these skills are fundamental 21st century skills that children need to develop.

In the Primary school the children are exposed to Music, Art, Physical Education, Social Skills and Mini-chess. In addition, the Senior Primary children are exposed to Coding which develops 21st Century skills with an understanding of how computer technology works. These co-curricula activities are included once a week in the school day for all children from Grade R to Grade 7 as we believe it is a perfect complement to our approach to learning and child development.

Children in the Senior Primary class are also exposed to Enrichment subjects during the school week. Subjects such as Technology, Social Skills, Creativity (sewing, cooking etc) and an additional Foreign Language are presented on a 6 month basis. Children motivate to participate in the different Enrichment subjects and over a period of 2 years, the children will have to participate in all Enrichment subjects offered.

An extended day once a week offers the children time to focus more on a specific learning area of interest and on that day school ends at 3pm.

During the year, we aim to invite experts to give workshops to the children on different topics such as social media, bullying, emotional and self-confidence, leadership skills and other topics that will enhance and develop the children's skills.

Additional afterschool extramural activities are offered in both the Preschool and Primary schools. Contact the office for more information.

Sports Philosophy

At Carnegie House we view physical exercise and development as an essential tool towards the development of the whole child, and an aid to the academic and social growth of the child. As Maria Montessori stated, "Watching a child makes it obvious that the development of his mind comes through his movements."



Our objective is about PARTICIPATION. Not all children like specific sports but what children do like are games. Games encourage implicit learning and skill development without too much coaching. This means that while the children are learning all the different skills required to do the different sports, they are also having a lot of fun playing different games. The children are exposed to five different types of games which develop all the necessary skills for any sport: invasion, contest, net/wall, batting and striking and target games.

Library

Children may have an opportunity to take school or Municipal library books home on a weekly basis. Books must be returned to school every week. All children and parents are responsible for the safe return of library books to the school. If books are torn or damaged please return them to school without fixing them – any costs associated with the fixing or replacing of the books by the school or Municipal library will be for the parents' account.

Birthdays

Birthdays are important milestones in a child's life. Birthdays are celebrated at school with a 'Birthday Ring' in Preschool. To celebrate the special day we do ask parents to provide a birthday cake or small baked treats like popcorn and muffins to share amongst the class. Please do not send party packs. We encourage healthy treats as far as possible.

We ask that parents consider donating a book to the school on your child's birthday. Please write a special message in the book so your child can leave the book as a memory to the new generations of Carnegie House children. The book will be introduced and read on your child's birthday.

The school's birthday is celebrated in October. We also celebrate with a "Birthday Ring" and also exchange Doughnuts for Books.

Visitors to Classes

Parents are asked to please respect both the teachers and children's class time. If parents need to give their child a message or deliver something to them during the school day please drop it at the school office so as not to disturb the classes. Parents who wish to observe or visit classrooms in progress should have the consent of both the child and the teacher. Visitors to the school should report to the office. Visitors wanting to observe a class will need to respect the Observation procedures. Regular observation days may take place from the second term onwards

School calendar

Parents receive a term calendar at the start of a new term and we ask that you place your calendar where it can clearly be accessed. On the annual calendar are events such as a Science Fair, Creative Arts Week, Short Film Festival, Concert, Market Days and Parent-Teacher Meetings. We also offer parents night school sessions in an effort to keep our parents equipped and informed about the education arena. We also run a Leadership programme for grade 7 learners.

Section 4 – Policies and Procedures

Please take time to read through the policies that govern our school. While our teaching philosophy strives to create independence and self-discipline within each child, these policies



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are in place to ensure the smooth running of the school and to create an environment that has boundaries in which the whole school community can feel safe to move in.

Admissions Policy

The provisions of this admission policy are subject to applicants meeting the requirements of the Constitution of the Republic of South Africa and all applicable legislation, including the stipulations of the South African Schools Act 84 of 1996, and the Western Province school education law.

No pupil will be refused admission to this school on the grounds of race or religious belief. Where selection becomes necessary because the number of applicants exceeds the number of available places, selection shall be based on the following criteria:

Preference will be given to siblings and children already enrolled at Carnegie House Pre-School.

Language policy

The Language of Instruction is English.

The first Additional Language is Afrikaans. Other languages taught in the school reflect the learner-communities' home languages, and the policy may be adapted where necessary. The Montessori approach to teaching and learning additional languages is an experiential one, giving the children the knowledge and structures that a mother-tongue speaker would find relevant. Additional languages are introduced in the Preschool through songs and rhyme, conversational and introductory additional language (Xhosa) teaching begins in Year 1 (Grade 1) of the Primary school.

Uniform and Clothing Policy

In Preschool, the Grade R children wear the same uniform as in the Primary school. This makes them feel very special and encourages leadership and a sense of responsibility. All other preschool children must wear comfortable clothes which allow for free movement. No action hero or cartoon character clothing is allowed as this type of clothing goes against the Montessori philosophy in terms of teaching children what is real versus fantasy. Fantasy has no basis in reality and therefore has no place in education as it does not strengthen imagination and creativity. It leaves children confused and lacking a feeling of security much needed for them to venture out into the world where their learning takes place. Most children at this age are unable to differentiate between real and fictitious situations and characters and it disorients young children. Maria Montessori said "*A child develops knowledge based on impressions fixed in his mind by his experiences in reality.*" We can then say that intelligence (knowledge) develops from real experiences rather than experiences associated with fantasy. All children get enough fantasy through television, computer and tablet based use - help us limit this during their school hours.

All toys and valuables must be left at home. We cannot accept responsibility for any of these items.

Primary school children must be dressed in the appropriate summer or winter uniform as detailed below. Uniform is to be neat, properly fitting and in good condition. Please ensure your child is dressed in correct school uniform AT ALL TIMES as they are ambassadors for the school when out in the community.



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Hair must be tied out of children's faces and must be neat and clean. Children may wear black, red or navy hair elastics/clips/alice-bands provided they are not a distraction to either them or their classmates. Hair must be a natural colour.

No nail polish in either the preschool or primary. Please ensure your child has clean short nails. Earrings must be small and no longer than a small round sleeper. No make-up.

Summer Uniform

Carnegie House t-shirt
Carnegie House navy blue short or skorts
White socks and predominantly (80%) black, navy or white takkies
Brown sandals (strops) or bare foot
Navy peak cap or Carnegie House sunhat
Navy/black swimming costume

Winter Uniform

Carnegie House t-shirt
Long sleeve grey t-shirt
Carnegie House tracksuit pants
Carnegie house skort with grey leggings
Navy pullover and/or Carnegie House fleece
Navy windbreaker
Red/navy scarf and beanie
White socks and predominantly (80%) black, navy or white takkies
Senior Primary children may wear the Senior Primary Hoodie

Most uniform items are available at the school office. The school does not carry a lot of stock and orders are placed twice per year. School sandals and strops are available from Wellington Leathers.

Carnegie House school bags are available to order and we encourage all children to have one. No cartoon or fantasy characters on school bags. Please also refrain from buying bags on wheels as they do not fit onto the bag lockers and shelves.

Payment method for uniform

Uniform will only be handed to the children once payment has been received. The school has card facilities, but parents can also pay cash. If you chose to do an eft, the uniform will be given to the child once payment confirmation has been received.

Sun Protection Policy

Sun block is to be applied at home before school during the summer months. All children are required to bring the following to school: a labelled school sun hat, sunscreen and a bottle of water to be used during outside time.

General Neatness, Cleanliness and Hygiene Policy

Carnegie House children are to always strive towards neatness, cleanliness and ensure good personal hygiene whilst at school. Neat and tidy uniform and clothes and shoes as well as neat and clean hair is expected whilst at school. Personal hygiene is of utmost importance for a healthy body and particularly as the children enter puberty.

Healthy Food Policy

Carnegie House School has a healthy food policy through which we encourage children to begin a lifelong habit of making informed choices about the food they eat. We ask that parents support our healthy food initiative by providing their children with only wholesome



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foods in their lunch boxes. Children have time for a snack in the morning and then sit together for lunch. Please ensure you send enough food for your child. Appendix 1 provides some ideas for healthy lunchboxes. In Preschool only water is allowed in bottles. In Primary, water or fruit juice will be allowed, no fizzy drinks.

All sweets and foods high in sugar will be confiscated and returned to the child at the end of the day to take home. Please liaise with your child's teacher regarding birthday and other celebrations. They can advise you regarding appropriate refreshments for such occasions.

Discipline Policy and Procedures

The first step to achieving harmony in the classroom is the modelling of appropriate behaviour by the adult. We will take care to say "Please" and "Thank You" and not to interrupt children's conversations. The liberty of the child should have as its limit, the collective interest. By focusing on the positive, the very best nature of a child is nurtured. Grace and Courtesy lessons allow the children the space to practice positive interaction with the little ones, for example: how to say "excuse me", how to say "no" with grace, and many other helpful life skills. A child who is focused on their work will become absorbed in their activities. Any anti-social behaviour is redirected in a positive direction as far as possible and if needed, a consequence to the anti-social behaviour is given. Parents will be notified of repeated incidents of anti-social behaviour. If necessary, an action plan will be discussed and implemented.

In the preschool, "glueing" to an adult, separation from a peer/ group of peers and separation with a directed task are the main disciplinary actions in the class. Separation for disruption to self or others is usually done by reminding and redirection. Teachers may use a variety of discipline strategies depending on the child and the situation. These strategies include: gaining a child's attention, staying in close proximity to the child, reminding, acknowledging feelings before setting limits, redirecting or diverting, age appropriate choices, and natural consequences.

No tolerance will be given to any form of bullying.

In the Primary school, children must adhere to the General Classroom Code of Conduct. Furthermore, a daily 'robot-system' is followed. When a situation arises where a child does not adhere to the agreed class code of conduct, the teacher will ask the child to move their name from green to orange and if the situation is not resolved and/or another transgression takes place the child is asked to move their name from orange to red. Once a child has moved their name to red twice, a Reflection Form is handed to the child to be filled out with the parent and returned to school the following day. Parents will be informed that the Reflection Form is coming home. The form gives the child the opportunity to state their side of what has happened as well as to reflect on how their behaviour impacts on the class community. Parents will be called in for a meeting once a child has been handed three Reflection Forms. Certain serious transgressions constitute an immediate move from green to red. Examples of this would be hitting, punching, spitting, biting, destruction of property. The "robot" is reset on a daily basis and children always begin the day on green.

Policy on Anti-Bullying

The following terms are defined in each class and are used as a guide to behaviour and to determine whether behaviour is actually bullying?



- When someone does or says something unintentionally hurtful and they say it once that's **RUDE**
- When someone says or does something intentionally hurtful and they do it once, that's **MEAN**
- When someone says or does something intentionally hurtful and they *keep* doing it even when you tell them to stop or show them that you are upset – that's **BULLYING**

Children are made aware of their rights and responsibilities and will be empowered through assertiveness training to expose bullies.

All children have basic rights:

To an education
 To feel safe in the school environment
 To human dignity
 To be respected by other learners and educators
 To be valued as individuals

All learners have basic responsibilities:

To respect the rights of others
 To allow uninterrupted learning to take place

Types of bullying

"Bullying involves an initial desire to hurt and this desire is expressed in action; someone is hurt; the action is directed by a more powerful person or group; it is without justification; it is typically repeated; and it is done with evident enjoyment". – Ken Rigby (1998).

Physical:

Inflicting physical pain of any form. Taking, using or damaging any article belonging to another without permission.

Making/forcing another to do something against his/her will.

Any other physical action which may diminish the dignity of another.

Verbal and written

Diminishing the dignity of another using verbal attacks which include: threats, teasing, mockery, racial slurs and hate-speech, foul language and name-calling.

Writing hurtful, damaging things about another.

Emotional

Intimidation, rumour-mongering, ostracising, manipulation and domination. Any other action which psychologically diminishes the dignity of another.

Cyber bullying:

Cyberbullying may be defined as 'the use of electronic communication, particularly mobile phones and the internet, to bully a person, typically by sending messages of an intimidating or threatening nature. It can take a number of different forms: threats and intimidation, harassment or 'cyber-stalking' (e.g. repeatedly sending unwanted texts or instant messages),



sexting (e.g sending and receiving sexually explicit messages, primarily between mobile phones) vilification/defamation, exclusion/peer rejection, impersonation, unauthorised publication of private information/images and 'trolling' (abusing the internet to provoke or offend others online). It can be an extension of face-to-face bullying, with technology providing the bully with another route to harass their target.

If cyberbullying is reported at school, an investigation will take place and the school will follow the same procedure to protect the children from this kind of bullying.

Procedures on dealing with bullying

Procedures may differ according to ages or phases within the school.

1. Bullying behaviour needs to be identified and addressed pro-actively.
2. If a bullying incident is reported, all parties and witnesses will be interviewed and all incidents or allegations of bullying will be fully investigated and documented.
3. Parents will be contacted if the teacher feels it is necessary.
4. An internal support process for both bullies and victims will be initiated.
5. Observation of bully and victim/s for a period of 2 weeks.
6. If behaviour occurs again, a follow-up report will be issued, a parental interview will be initiated, and behaviour modification will be outlined. Professional counselling, regular report-back and a positive improvement in behaviour will be required if the child is to remain in the school.
7. If the behaviour does not improve, suspension and possible dismissal from the school may occur.

Policy on Cell Phones and other Personal Technology Devices

Carnegie House is not responsible for the safekeeping of children's cell phones or personal technology devices (including laptops, cameras, iPod, tablets and any other personal electronic device).

The Senior Primary children are expected to use the internet often in various subjects. It will be of great advantage to them if they have their own device to use. Ideally a laptop but a tablet or cell phone can also be used. All devices are kept in the children's school bag and only used with teacher's supervision.

Cell phones are allowed to be used during school time for research purposes with the permission of the teacher. Once research is complete the phone is to be returned to the child's bag.

Phone calls to parents must be made through the office.

If laptops or any personal technology device is brought to school to be used by the children for class work, the school does not accept any responsibility for their safekeeping. No games may be played on the laptops or personal technology device and parents are responsible for ensuring the correct safeguards and parental controls are in place.

In Primary, only an iPod or MP3 player may be used for listening to music whilst working and music will be loaded up by the class teacher. Scientific research has shown that certain types of music have a positive effect on the brain whilst other types of music do not. In all cases,



permission must be sought from the teacher to listen to music whilst working. Only appropriate music that does not distract or disturb others may be played. Should the teacher observe that the music is providing a distraction to either the child or others around them in any way, the child will be asked to put the device away. Consequences for not adhering to the Policy will include confiscation of the cell phone or personal technology device and possible banning. Children found to be in possession of a cell phone or personal technology device during tests or exams face disciplinary procedures.

Personal technology devices are not allowed on outings as they distract the children from the content of the outing.

The Internet and Acceptable Use Policy

The Internet and Acceptable Use policy defines the meaning of “acceptable use” of the internet at Carnegie House. In summary, internet access use must support academic and/or work-related purposes, e-mails must be related to curriculum and appropriate language must be used at all times. The policy also states that the Carnegie House network is not a private network and then details what is not acceptable and forbidden. The policy provides guidelines for children which are provided as support and guidance to ensure acceptable use of the internet. The full policy is available on the school's website.

Policy on Absence

In accordance with best teaching and learning practices, if any child is absent for more than 25% of the allotted school days over the year, they may be required to repeat a grade. Regular school attendance is mandatory for effective learning to occur.

Absence from school due to illness

Parents should inform the school by 08h15 in the event that their child will not be at school that day.

Absence from Physical Education or any other class/activity

Children must participate in all physical education and sport activities and other activities that take place during the school day. If a child is not well then a letter from the parents must be brought to school for the child to be excused from physical education and sport activities. Should a parent wish a child not to participate in an activity an appointment with the Principal must be made to discuss the issue.

Absence from tests or exams

Children who miss a test or exam because they are ill are to provide a doctor's note on return to school. They will be expected to make the test/exam that was missed.

Sport Policies

Sport Match policy

If your child is ill or has been absent from school during the week of a sports match another child will be given the opportunity to play in that match. Children must be able to come to school and be healthy in order to participate in sports matches.



Sport heat policy

On days when temperatures exceed 35° sport will be moved to a morning slot on the same day if possible.



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Policy on Equal Opportunities and Inclusive Practice

Carnegie House Independent School:

- Embraces all religions in the school. As far as possible we will try to celebrate all religious festivities around the world with the children from a cultural point of view as part of our Cosmic Education approach.
- Welcomes children and families from all different cultural, socio-economical and racial backgrounds.
- Endeavours to ensure that our resources and practices include non-sexist materials which value the achievements of women as well as men.
- Is committed to providing a curriculum which avoids unnecessary historical gender divisions. All pupils are encouraged to join all school events and extra murals and other activities should they wish to do so.
- Welcomes pupils with special needs providing that we will be able to cater for their needs (please see Equal Opportunities Policy for further details). We undertake to assess and meet the needs of all our pupils as far as we are able.
- We aim to create a happy, safe and exciting environment in which all pupils can prosper and thrive.

The full policy is available on the school's website.

Health Policy

It is important to have sufficient information about the medical condition of any child with long-term medical needs (e.g. asthma, diabetes). Please make sure you complete the Medication Consent and Indemnity form for Chronic Medication and give detailed information on the enrolment form if your child needs any long term medication.

Carnegie House needs to know about any particular needs before a child is admitted, or when a child first develops a medical need. For children who attend hospital appointments on a regular basis, special arrangements may also be necessary. It is often helpful to develop a written health care plan for such children, involving the parents and relevant health professionals. This should be included on the child's chronic illness and medication form. It is the parent's responsibility to update the school with regards to any changes in the child's health.

Only chronic medication may be sent to school to be given to the children. The full policy is available on the school's website.

Immunizations

The school requires a copy of each child's "Road to Health" certificate and needs to be notified of any updates.

HIV/AIDS policy

Carnegie House understands the importance of the HIV/Aids pandemic and the threat it could hold for the learners and adults in the school. We maintain to take measures to ensure the safety of all. We also uphold the fundamental human rights as detailed in the Constitution of the Republic of South Africa, 1996, no pupil with HIV/AIDS may be unfairly discriminated against either directly or indirectly. We do encourage parents to disclose their child's status in order to



best care for the needs of the child in. The school commits to maintain a high level of confidentiality.

Child Protection Policy

Carnegie House has formulated a robust Child Protection Policy with the input of social workers, lawyers and others. The full policy is available on the school's website.

Hygiene and General First Aid policy:

All are made aware that hand washing is the most important way of preventing disease in a school setting. Liquid soap, clean water and a disposable towel is to be used. Alternately hand sanitizer.

The staff administer first aid to children with minor injuries or in the event of serious incidents whilst waiting for medical assistance.

All staff receive a list of children with allergies or children with life threatening conditions such as diabetes. Staff must be trained by the parent of such a child as to exactly how to administer specific emergency medication such as an EpiPen for diabetics or adrenaline for severely allergic children.

The school has a full regularly updated First Aid kit in the office, as well as the preschool.

All physical injuries that require first aid treatment are recorded in the Accident/Incident book/form. If the injury is severe, a copy of the Accident Form will be handed to the parent and a copy placed into the child's file.

All incidents of a physical/aggressive nature between children that may need First Aid treatment will be recorded in the Accident/Incident book and if necessary an Accident/Incident Form will be completed, the parent will be informed and a copy placed in the child's file.

Children are encouraged not to share personal items such as water bottles or hats/uniform as this can lead to the spread of disease and infestations of lice.

Child Release Policy

Unauthorized Pick-Up

Parents must list on the enrolment form the names of all persons who are permitted to pick up their child. We require parents to notify Carnegie House staff in writing or telephonically if someone else will be picking up the child.

All lift club arrangements are to be handed to the class teacher and any changes to the lift club roster communicated timeously to the class teacher or office either in writing or via e-mail.

If a child has permission from a parent to walk home this permission must be provided to the office in writing.



If the person picking up the child is not known to the teacher, information about the person must be provided to the office or class teacher before the child is collected, including the following: name, phone number, and physical description.

If an unauthorised person arrives to pick up a child, the child will remain under the supervision of the class teacher. The teacher will speak to the individual and explain the policy that no child will be released without written or verbal authorisation from the parent or guardian. If difficulties arise, all reasonable efforts will be made by Carnegie House staff to ensure the safety of the child and the other children. If necessary, the police will be called for assistance.

Under no circumstances will a child be released to any parent or carer that seems to be under the influence of alcohol or other substances that reduce their ability to look after the child. This is a matter that will be handled respectfully and with sensitivity.

Apart from regular pick-up arrangements, no child will be allowed off school premises without parental consent.

Custody and Related Court Orders

If a custody or court order exists, a copy of the order must be placed in the child's file at Carnegie House. The guardian is responsible for providing accurate and up-to-date information concerning the legal guardianship of the child. Without a custody or court order on file, the teacher cannot deny access to any parent. It is important that the parents keep the school up to date of any changes so as to avoid any misunderstandings or distress to the child.

Emergency Plans and Evacuation Procedures

Emergency plans will be adhered to in terms of the instructions posted in each classroom. These plans include fire emergency, hostage situations and explosives scares (bomb and gunshot). All staff members are familiar with the school's fire drill procedure. These fire drills are held regularly to ensure that the children have a good understanding of the procedure. Fire extinguishers are located at designated areas in the school.

Field Trips and Transport Policy

Class outings and small group outings are organised in accordance with the children's field of study at any given time. Depending on the nature of the outing, parental involvement is sometimes required. An indemnity signed by a parent or guardian is required for each outing which requires transport – either bus or private. If the signed indemnity is not received on the day of the outing, the child will have to remain behind at school. A general indemnity form which covers day-to-day outings (e.g., library and sports) forms part of the Application for Enrolment form.

Homework Policy

Planning the work that needs to be completed for a week is an important life-skill and we expect the children to take responsibility for writing down their grid-work on a Monday. Parents may be asked to sign the homework diary, acknowledging that the homework/ notice was seen by the parent. Weekly spelling and maths test take place every Friday for all Primary school children. At the teacher's discretion there may be other homework from time to time.



All children in the Senior Primary class (Grade 4 – 7) are required to complete all their work by the end of the week. If the work is not complete or it is not complete to the teacher's satisfaction, the child will be required to stay for Homework Period on an afternoon of the week. The school understands that the child may have extramural activities that they need to attend but the development of self-discipline and time-management skills are all-important and sometimes require sacrifice and consequence to encourage their development. Parents will be informed on the day prior to the Homework Period.

Policy on Assessments and Record Keeping

The children's emotional, physical, social and academic progress is continually assessed through their behaviour, attitude, work progress and social interactions. Pre- and junior primary teachers keep an observation book and individual record-keeping forms where they make notes on all aspects of the children's progress. An individual record-keeping form is kept for each child in senior primary.

Further recommendations may require external specialist intervention or assessments and parents are requested to make all necessary arrangements to ensure this happens. The school does not accept responsibility if a parent does not follow the recommendation for external assessment by the teachers or Principal.

Assessment tools (set by the Department of Education), other Formal Assessment Tasks set by the WCED, past papers from Olympiads and the teachers own researched assessment tools are used by the teachers to:

1. Assess the child's progress on an on-going basis
2. Expose the children to a structured, time-controlled task
3. Better understand gaps in a child's knowledge or understanding
4. Introduce the child to different methods

Cancellation of Holiday Care, Aftercare or Extra-murals

As per the Terms and Conditions of enrolment: if the numbers of children for holiday care, after care, an extra- or co- curricula activity or any other activity offered by the School within or over and above tuition, are too few, the school reserves the right to terminate this service without prior consent from the parent/guardian.

Debtors Policy and Notice of Termination

Before acceptance into Carnegie House School a credit check may be done by means of contacting the previous schools of the Learner (where applicable) as well as the TransUnion Credit Bureau.

All fees including, without limitation, Deposit, Registration Fees and Tuition Fees are due and payable in advance. Fees are due regardless of whether your child is at school due to your own holidays. The methods and dates of payment are:

- Annually by the 31st of January
- Termly by the 5th January, 5th April, 5th July and 5th October.
- Monthly debit order or EFT for 12 months (January to December), by the 5th of every month
- Direct deposits via internet banking into the school account



The school does not accept cash deposits into the school's bank account due to the very high bank charges on cash deposits. Any bank charges associated with cash deposits into the school's bank account will be charged to the child's school account for settlement by the parent.

Invoices and statements will be sent every month. However, in the event that no invoice was processed or received, the Parent is still responsible for payment of the Learner's Tuition Fees for that month.

Any accounts that have not been settled by dates mentioned above will be subject to a R150 penalty fee and must be settled in full within 10 days.

No child will be accepted into the school at the beginning of the year if there is an outstanding amount on the previous year's school account.

Parents in the Preschool are required to provide one month's notice. No notice will be accepted in November for December (for tuition or aftercare). Parents in the Primary school are required to provide **one full terms** notice. A termination fee equivalent to **one full term's** school fees will be charged if less notice is provided.

Acceptance of Policies and Procedures

Please ensure that you have read through, understand and accept the Parents Handbook and Policies and Procedures. Please ensure that you have signed the Commitment and Declaration form as part of the Application for Enrolment Form to demonstrate your understanding and acceptance of the Parents Handbook and Policies and Procedures and Declaration and Commitment. Any changes to this document will be communicated to all parents.

This Parents Handbook and Policies & Procedure Guidelines may be amended and updated as and when required and a copy will be placed on the website for parents on an annual basis to ensure they are kept abreast of policy changes.

The staff of the school has the right to terminate any activity (or game) detrimental to any children/s involved. The staff of the school also have the right to terminate any activity (or game) if children are being excluded from the activity. This will be assessed on a daily basis and will be dealt with in daily circles as a Grace and Courtesy. If the continuation of this activity (or game) develops into a positive outcome it will be allowed to continue. Continuous negative effects of the activity will result in a permanent termination of the game.



Appendix 1: Lunch box recommendations

We have had a number of lunch boxes at school that have had unhealthy or sugary foods in them. As a school, we would like the children to eat food that will benefit their academic growth and concentration, as well as their health and physical development. This table represents foods that we have placed into categories with regards to their beneficial nutritional value and those food items that offer very little nutritional value and will not promote concentration, health or physical development.

These items are suggested	These items are of little nutritional value (please do not pack)
Sandwiches –cheese, ham, savoury spreads, peanut butter, and other savoury fillings	Cakes and sweet pastries
Salads	Commercial sweet biscuits
Home-made burgers	Try to avoid white bread
Left-over cooked meals	Chocolate bars / cereal bars/ energy bars
Home-made savoury pastries and tarts	Fruit in syrup
Popcorn	Chocolate spread
Savoury crackers/pretzels	Sweets
Fresh fruit and vegetables	Desserts
Home-made bran/health muffins	Take-aways
Nuts	Fizzy drinks
Dried fruit – preferably without the sugar coating	Energade and Powerade
Boiled eggs	
Meatballs, mini-kebabs, etc.	
Yoghurt	
Dried fruit sticks	
Pies (occasionally)	
Toasted sandwiches	

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