

CODE OF CONDUCT

HPP School, October 2016

Hangberg Pre-Primary School (HPP School) is incorporated as a Non Profit Company NPC Registration 2015 / 391883 / 08. The **board of directors** comprises of three directors Mark Allen, Amanda Engelbrecht and Gerda van der Westhuizen who are supported by the Company Secretary Marquerithe Schreuder. The board meets at least once per term.

HPP School is in the process of being registered with Department of Social Development (DSD) and Western Cape Education Department (WCED).

Oversight

The Interim Principal (currently Karen Temlett) is responsible for the daily running of the school. Any material business decisions such as appointments, contracting, budget requirements and policies are overseen and approved by the board of directors of HPP School.

Learner's code of conduct

Learners are encouraged by parents and teachers to:

- listen to the teacher the first time she speaks,
- refrain from interfering with other children while they are working or playing,
- be encouraged to speak in the language of instruction of the school (English and Afrikaans),
- be polite, considerate and respectful to adults and peers at all times,
- develop self-discipline, consideration, patience and tolerance of others,
- ensure appropriate use of and respect for all school apparatus,
- refrain from taking home any school property without the prior consent of the teacher.

Discipline (Also see: Discipline Policy)

- Positive incentive systems are in place to encourage children to function at their expected level of performance with the **DO NO HARM POLICY**.
- Parents and teachers will work together towards behavior management and modification as and where necessary.
- Parents and teachers will aspire to set a positive example to the young children in respect of developing attitudes and values towards self-management and conflict resolution appropriate to children of this young age.
- Firm boundaries of discipline and expectation will be in place in a manner appropriate to children of a young age.

Injury, Illness and Medication

Injury

- The school staff will, to the best of their ability, ensure the safety and well-being of all children in their care at all times.
- The necessary first aid will be administered to a child in the event of minor injuries (every day scrapes and scratches).
- Parents will be informed immediately of any injury of a more serious nature (broken bones, stitches etc) by the Principal, Administrator or teacher.

Illness and Medication

- A child who is ill must be kept at home.
- If a child becomes unwell at school during the day, the parents will be contacted in order for the child to be collected and treated accordingly. This is the parents' responsibility.
- NO medication will be administered to children at school unless the child has a life threatening condition.
- NO MEDICATION IS TO BE PLACED IN THE CHILD'S BAG FOR SELF MEDICATION.

DAILY OPERATION OF THE CENTRE

The business hours are Western Cape school days, Mondays to Fridays from 7.30am to 2pm.

The fee structure for 2017 is R300pm plus a R150 registration fee (also see the 2017 application form)

The daily routine is as follows:

07:30	Arrival time
07:30 - 08:00	Learners arrive-free play
08:00 - 08.20	Morning Ring with Maths
08:20 - 09:00	Toilet/Breakfast
09:00 - 09:30	Mathematics and Visual Arts
09:30 - 10:00	Indoor Play
10:00 - 10:20	Fruit/Snack Time
10:20 - 10:30	Clean up/pack away time
10:30 - 10:45	½ class Life skills & phonics
10:30 - 10:45	½ class gross motor skills
10:45 - 11:00	Swop
11:00- 11:20	Language, discussion, theme, sounds
11:20 - 11:40	Toilet/Lunch time
11:40 – 12:00	Language activity/Visual arts
12:00 – 12:10	Clean up/pack away time
12:10 - 12:30	Outdoor free play time
12:30 – 13:00	Story time and home time

ANNEXURE: TEACHING STAFF

As pride in education is of the utmost importance for the Centre, the qualifications and willingness to improve and develop professionally of the educators is of major importance.

In this light HPP School aims to appoint educators with a NQF level 5 and studying towards a NQF level 7 (as defined by SAQA) as a minimum.

Mrs June Arn: Grade R educator

Mrs Arn is a highly experienced educator with nearly 40 years’ teaching experience. She is registered with South African Council of Educators and obtained her Junior Primary Teacher Certificate in 1982. She was contracted as Hangberg Pre-Primary School’s first teacher in July 2014.

Mrs Yusrah Petersen: Grade R educator

Mrs Petersen obtained her National Qualifications Framework (NQF) level 5 in November 2015 and is currently studying towards her NQF level 6 and teacher’s certificate. She has been taking care of a Grade R class after providing class support to Mrs Arn in 2014.

Mrs Marieta Erasmus: Grade 0 educator

Mrs Erasmus is an energetic, recently retired, qualified teacher. She kindly agreed to join the team in October 2016 on a short-term basis to oversee the new Grade 0 intakes.

Teacher assistants

The appointment of teacher assistants provides an opportunity to develop passionate youth in the community whilst also alleviating pressures on the teachers for short periods of time.

Siddika Adams: In January 2016 Ms Adams joined Hangberg Pre-Primary School as a teacher’s assistant. Her highest qualification is Grade 11 and she is currently studying for her matric.

Lanthea Pokpas: Ms Pokpas joined Hangberg Pre-Primary School as a teacher’s assistant in October 2016.