

FEED MY LAMBS PRIVATE PRIMARY SCHOOL



Parents Can help children Develop Common Courtesy

Being courteous-caring for others feelings, saying “please”, “excuse me”, “thank you” and “you’re welcome” – is the way we show respect to other people every day. Such respect isn’t just something “nice” it is the basis for preserving a society that honours people and protect their rights.

Here are some ways parents can teach courtesy at home:

1. Say “please” and “thank you”
2. Don’t barge in on others in the bathroom, or when the bedroom door closed. Knock first.
3. Don’t snoop into another’s personal belongings.
4. Ask, don’t demand. Say, “Would you...?” “May I..?”
5. Avoid being noisy when someone else is on the phone
6. Be ready and on time for appointments or activities
7. Don’t interrupt, or contradict when others are speaking.
8. Say, “I’m sorry” when you are wrong.
9. Properly introduce friends and adults
10. Say, “please pass.... (Salt/pepper etc.)

Feed My Lambs Private Primary

Our Vision

1. To provide an educational program that exemplifies Christian norms, values and ethnics
2. To evangelise children with the message of Salvation introducing them to Jesus as Friend and Saviour
3. To remove any influence of secular humanism, new age philosophy and materialism.

Our Mission

Whilst acquiring knowledge our children must grow and be of service to everyone.

Feed My Lambs Private Primary School

Reg Nr: 122320

Address: 64 Vincent & Allie Street, Extension 9
Eldorado Park 1812
PO Box 213

Contact Details:

Admin: (011) 342-1121- Mrs. Cammay

Finance: (011) 342- 1121 – Mr. Leslie

Email: feedmylambs@mweb.co.za

Website: www.feedmylambsprimary.co.za

Principal: Mrs. A. Jacobs

Administrator: Mrs. C Cammay

Banking Details:

Bank: Standard Bank

Account Number: 001690280

Account Type: Cheque Account

Branch: Lenasia

Grade RR / R

Bank: Standard Bank

Account Number: 202574571

Account Type: Cheque Account

Branch: Lenasia

Parent/Teacher Association

Every parent automatically becomes a member of the association when enrolling a child. The primary function of the S.G.B is fundraising and all parents are requested to become actively involved in all fundraising schemes for the benefit of the child and the school.

Quarantine Periods

Chicken Pox On producing of medical certificate minimum period of exclusion is 14 days from onset. Conjunctivas acute After complete recovery with eyes no longer red upon discharge Contagious Impetigo Immediately, if under appropriate treatment and affected parts are covered. Diphtheria If no discharge from ears or nose and on producing of medical certificate.

Lice After complete cleansing an freeing of head, body and clothing from lice and nits.

Hepatitis Infection After complete recovery. Minimum period of exclusion is 7 days

Measles 7 days after first appearance of the rash.

German Measles On production of medical certificate

Mumps 7 days after disappearance of swelling

Whooping cough 21 days after commencement of whooping

Meningitis On producing a medical certificate

Scabies of itch After treatment and disappearance of rash, spots and itching

Ringworm If no sore throat, no discharge from ears or nose, no recently enlarged glands or discharge sores and on producing of medical certificate. Minimum period of exclusion is 14 days after commencement of treatment

Communication/Circulars/Newsletters/ Homework book/Diaries

A. Newsletter

1. A newsletter will pass on information which will give news, activities and also forthcoming events. Parents are asked to please READ the newsletters carefully and to make sure that anything of importance is noted.
2. Parents may leave messages with the office for either staff or learners to be returned at earliest conveniences. Class will not be interrupted due to phone calls.

B. Homework Books

1. Homework is a continuation of the educational process and extension of the school.
2. Learners receive very little homework at least $\frac{3}{4}$ times per week.
3. The Diary or homework book is used for any written homework tasks that are given and to carry messages from the teacher to the parent and vice versa. In the Senior Section, a homework diary is essential.
4. As homework is the reinforcing of work done in class and done under supervision of the parents it is important that the parents control this work.

School Entrance Learners

Learners may enter the school premises via:

Gate 1: on the East side of the school

Parents and Visitors

Gate 1: (Near office block) is the only entrance which may be used by parents or visitors before and after school hours. All parents and visitors **MUST** first report for clearance at reception. (Preceding their appointment).

Change of address and telephone numbers

Please notify the school secretary and the class teacher immediately of any change of address and telephone numbers.

Introduction

We wish to welcome you to our school. Our school has a proud tradition which we value highly. It is our aim to instil Christ like virtues as Proverbs 1:7 says: “The fear of the Lord is the beginning of wisdom”. If God is not important in the life of our children then all learning means nothing. Whilst acquiring knowledge our children must grow physically spiritually, emotionally, socially and be of service to the community. We would like our children to lay a vital role in our communities. It is our role to ensure a wide variety of opportunities and experiences scholastic and non-scholastic. We have an open policy and we accept all children at our school whether Christian or Non-Christian. We only require parents and children to abide by the school policy.

Core Values

At Feed My Lambs we are committed to:

1. The Bible, both Old and New Testament as the only rule of faith and practice from which our lives are governed.
2. Seeing every individual, regardless of age come into a personal relationship with God, through our Lord Jesus Christ.
3. Treating every individual as unique, having intrinsic value, and having a specific and divine purpose.
4. Supporting the family unit, consisting of grandparents, fathers, mothers and children.
5. The local church and believe that it is God’s plan that every Christian be actively involved in it.
6. Seeing each individual pursue a well- rounded education, which will enable him or her to fulfil his or her God given potential.
7. Providing a positive Christian witness to our surrounding community.
8. Functioning as a community of like-minded Christian families.

Objectives

At Feed My Lambs we will endeavour to implement our core values by:

1. Integrating the Bible into the classroom THROUGH THE Curriculum, Scripture memorisation and Bible classes.
2. Using the many opportunities presented in extra-curricular activities to illustrate the truth of the Bible.
3. Providing each person with the opportunity for spiritual development
4. Creating an atmosphere in the class where children are valued for their individuality.
5. Assisting each learner to see a purpose in their life that presents a worldview.
6. Teaching the value of family from God's perspective.
7. Encouraging involvement in a local church
8. Modelling the lifelong pursuit of education

Finances

Feed My Lambs is a non-profit organisation which does not receive any funding, subsidies, grants or sponsorship. At Feed My Lambs each teacher is aware that they have to give something back to the community and therefore commits themselves to the service. Parents must be aware that we rely completely on school fees to meet our commitments.

Finance Policy

1. Feed My Lambs operates on an annual budget and is dependent on the tuition fees of the learners for operating expenses and the payment of staff salaries, rent, overheads etc.
2. The Principal and staff are totally divorced from making decisions with regards to fees and the payment or non- payment of fees for their children. - Contact the account department: Lance Leslie
3. The fees apply for each child – Parents who have three or more children in the school will be granted special concession should they request it.
4. There may be variable charges over and above the set out monthly fees such as: outings, excursions and dress up etc.
5. One (1) calendar months' written notice period is required if a child is being withdrawn from the school. If a parent fails to do this, they are still liable to pay the months fees.
6. Our Accounts Department is open from 08h00-14h00 daily.

School fees structure is as follows:

Fees: R1120 per month/ R3360 per term in advance R13 440 p.a once off R12 320 by end February

Registration: R600 for new enrolments and R350 per year their after

Compulsory Contribution: R400 p.a towards teacher's bonuses etc. Only 2 children pay if there are more than 2

Once a term an official fundraiser: Concert, Fun Day, and Civvies Day are held.

General Principles

1. Learner Behaviour

1.1 Learners are expected to be respectful towards all staff members and scholars alike at all times.

1.2 Learners are expected to behave in a courteous and considerate manner towards all fellow learners and adults at all times. All instructions given by staff members of prefects must be carried out promptly

1.3 Learners are expected to set a good example with regard to appearance and behaviour at all times. Care must be taken as regard doing or saying anything, which will discredit the individual, the family or school.

1.4 No learner has the right, at any tie, to behave in a manner which disrupts the learning and progress of another learner.

1.5 No learner may behave in a manner, which will cause any other person physical or emotional harm.

2. Parent Accountability

2.1 Parents have a direct obligation to ensure that their children conduct themselves according to accepted norms of controlled and courteous behaviour in the school situation. This responsibility cannot be placed on the school alone.

2.2 If it becomes necessary to contact the parents with regard to negative behaviour, the school will try to resolve the problem in a spirit of constructive partnership. The parents do, however, remain the party ultimately responsible for ensuring that the disciplinary standards of the school are met.

School

1. School Hours

Grade 1 & 2 Mon & Tues 08:00-13:30 Wed & Thurs 08:00-13:00

Grade 3 Mon & Tues 08:00-14:00 Wed & Thurs 08:00-13:30

Grade 4-7 Mon & Tues 08:00-14:30 Wed & Thurs 08:00-14:00

All grades 1 - 3 dismiss at 12:00 on Fridays / Grade 4-7 at 12:30pm

All grades dismiss at 13:00 during Exams

2. School Uniform

2.1 Boys- White shirt, grey pants (long or short), school tie, and black laced up shoes, school jersey, school pullover and school track suit which may be worn during winter, as well as a golf shirt and pants which is to be worn Thursdays and for P.E.

2.2 Girls- School uniform, grey pants, white and grey socks, black school shoes, school jersey, pullover & tie and golf shirt with pants to be worn Thursdays only.

Prefects and Grade 7s -Black jerseys and ties at all times. Golf shirt and jeans (Fridays) Grade 7 only.

2.3 School Uniforms obtainable from Mrs Jenny Adong at the School.

2.4 Jewellery

May not be worn at school apart from watches, sleepers and allergy chains (doctors letter included).

2.5 No Cell phones allowed (cell phone policy available at school) Cell phones will be taken and kept for the term.

2.6 Tablets are allowed. School is not responsible for loss of tablet – Refer to tablet policy

3. Hairstyles

3.1 Boys- Hair must be short and neat at the sides. The hair should be cut above the ears. At the back the hair should not reach the collar. No ponytails, plaits or styles allowed. No dyed hair!

3.2 Girls- Hair must be kept tidy. Long hair to be tied back. Hair ties should be dark yellow, red or black. The fringe level should be above the eyebrows. **NO ADDITIONAL HAIR PIECES.** Hair must preferably be plaited. No single braids or steps

**Channel of Communication at
Feed My Lambs Primary School
Phone: 011 342-1121**

	First Channel	Second Channel	Third Channel
If you have a problem concerning a particular class	Phone school make an appointment – Date and Time	Speak to class teacher	Grade Head
If you have a problem with particular subject	Phone school make an appointment	Speak to subject teacher	Subject Head
Problems concerning an educator	Phone school make an appointment	Speak to educator personally	Deputy Principal Mr .E. Patience
Problem concerning absenteeism	Phone school make an appointment	Speak to class teacher	Speak to Grade Head
Problem concerning an Extra Mural Activity	Phone school make an appointment	Speak to various people involved Computer, Ballet etc	Deputy Principal Mr. E. Patience
Problem concerning absent from exams	Phone school make an appointment	Speak to class teacher	H.O. D Mr. Magidiwana Mr. Webster
Problem concerning a disciplinary issue	Phone school make an appointment	Speak to class teacher	Mr. Magidiwana Mr. E. Patience Mrs A Jacobs
Problem concerning School Fees	Phone school make an appointment	Mr. L. Leslie	Mrs. A. Jacobs
Queries with regard to Admission / Withdrawal's	Phone school to make an appointment to speak to teacher	Mrs. C. Cammay	Principal Mrs. A. Jacobs
1.Queries with regard to progress of learner 2. Regarding Transport	Phone school to make an appointment to speak to a teacher	Speak to class teacher	Speak to member of the School Assessment Team Mr. Webster

**Communication / Circulars /
Newsletters/ Homework book / Dairies**

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Maintaining Discipline and control level one offences

Example of offence

1. Academic:

- a. Book at home
- b. Homework not done and signed
- c. Assignments not handed in

2. Attendance Second Offence

- a. Absent without a note
- b. Late for class
- c. Irregular class attendance

3. Extra Mural Activity

- a. Missing practice matches (without excuses) regulation

Punishment

First Offence

The teacher mete out suitable Punishment according to own Discretion

Verbal Reprimand

Name in Book

Note to parents

Written Punishment

Confiscation of non-valid

4. **Personal Conduct in class/playground Third Offence**

- | | |
|--|--------------------------|
| a. Cheeky/insolence | Withdrawal of privileges |
| b. Chewing gum | Withdrawal of privileges |
| c. Foul language/name calling/swearing | Cleaning of grounds |
| d. Littering | Detention |
| e. Spitting | Parental Intervention |
| f. Lack of self-respect | |
| g. Unhygienic toile habits | |
| h. Dangerous games | |
| i. Disrespectful towards teachers/being rude | |
| j. Kicking and fighting | |
| k. Throwing stones | |
| l. Cell phone at school | |
| m. Stealing | |
| n. Disrupting class | |

5. **Uniform**

- Non-regulation school dress code
- Non-regulation hair code / hair not cut
- Non-regulation jewellery

Procedures

- The teachers concerned deals with level one offences
- After a third offence, a letter for a detention class is issued and the offender attends the class on Friday afternoon
- Repeat level one offences may be treated as level two offence.

School Rules

4.1 School starts at 07:45 and dismisses at times shown – learners who are late are to report to their class teachers.

4.2 Announcements to be made 5 minutes before break.

4.3 learners must wear their school uniforms while at school

4.4 Learners are expected to be polite at all times.

4.5 No games, jewellery, toys or pets may be brought to school unless specifically requested to do so.

4.6 It is expected that pupils take good care of their books. These should be covered and carried in firmly constructed suitcases.

4.7 Learners are expected not to damage school property and will be held responsible for any breakages, damages etc.

4.8 Learners are not allowed to swing on poles in walkways.

4.9 No pupils are allowed on the playground after school unless under supervision of a teacher or while waiting for transport.

4.10 Learners are expected to stay on allocated playgrounds at breaks and before and after school.

4.11 No children are permitted in the staff room.

4.12 No fighting, swearing, spitting, throwing sticks or stones are permitted.

4.13 No climbing over fences/gates

4.14 No chewing gum in class is allowed.

4.15 Learners not participating in extra mural activities may not linger anywhere on school grounds

4.16 No learners will be called to the phone, or given messages. This will only be done in cases of emergency.

4.17 Children are not allowed to handle keys. Learners are not to be sent to the office unnecessary.

4.18 Learners can only be absent when and if they are sick or when they have a valid reason.

4.19 If a child is not coming to school, parents should preferably inform the school either in writing or telephonically.

4.20 In the case of a learner being absent from school.

4.21 In the case of a learner who has been sick for a long period he/she will be expected to bring a doctors certificate.

4.22 Learners are not allowed to leave the school premises during school hours including intervals.

4.23 If for any reason a learner has to leave the school premises during school hours he/she would obtain a letter from the office.

4.24 All parents/guardians will be informed by the office should a learner become sick or hurt whilst at school.

4.25 During breaks, pupils are not expected to be in the classrooms or on the stoep without any reason.

4.26 Learners are not expected to loiter around the administrative block or parking area during school hours.

4.27 learners should look after school building and property and should show respect for their school.

