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Mission Statement

A Quality education is a gift that lasts a lifetime. Steps Academy's ethos of "Master and Move" and 'Every child matters" is key critical in the development and provision of an individualised and unique education system. Our commitment - providing a comprehensive, quality based education that not only promotes academic development but moral and ethical awareness as well and ensuring that discipline is at the very forefront of our campaign, to achieving the school's vision.

Steps Academy is committed to excellence. We pride ourselves in being able to partner with the community and various other institutions to facilitate the growth of our learners intellectually, spiritually, emotionally, socially and physically, and to create respect for our environment and society. We endeavour to employ suitably qualified staff, making use of innovative materials and modern technology, in order to achieve the schools objectives. Steps Academy is an institution that embraces all cultures and is committed to the pursuit of unity.

Our Constitution is the very foundation that solidifies this institution by providing rules and regulations that governs the functioning of our school ensuring a safe, healthy and happy environment for all at Steps Academy.

We strive to:

- Provide high standard of academics.
- Support each child's unique needs in a safe and secure environment.
- Build self-esteem and strength of character.
- Teach and prepare our young learners for adult life.
- Instil the principles of ownership and accountability and values that prepare our learners for the real world.
- Appoint staff of the highest calibre.
- Provide small classes (a guideline of 1:10 staff to student ratio).
- Provide co-curricular and extra-curricular activities

We:

- Follow the Cambridge International syllabus.
- Operate as a wholly independent institution and funding achieved by means of school fees
- Actively participate in community service during the life of the school.

Furthermore, we see ourselves as an extension of the family, and we hope to develop a warm, loving atmosphere within the school.

Pledge of Loyalty

I pledge myself to remember that at all times and in all places I am the School's representative. I will therefore strive to refrain from any word or deed which may bring disrepute upon it.

- I will endeavour to be loyal to the staff and to all my fellow learners.
- I would ever seek to be worthy of the School, to add to its lustre, and to cherish its highest traditions.
- I will play my part in passing it on to others, not worse, but greater and better than it was passed on to me.

School Hours

Foundation Phase (Grades 1-3) 14h00	07h45-
Junior Phase (Grades 4-6) 14h00	07h45-
Senior Phase (Grades 7-9) 15h00	07h45-
FET Phase (Grades 10-12) 15h00	07h45-

- FET teachers may make use of the 45 minute slot after school ends, for extended academics

Students are to be dropped off between 06h45 and 07h30 in the mornings. Please do not drop your child off earlier than this for security reasons. Foundation Phase will be walked to their pick-up zone by their class teachers in the afternoons. Please make arrangements to collect your child **no later** than half an hour after the end of each school day.

Contact Details / School Address

Primary School

133 Randpark Dr,

Randpark Ridge

Randburg

Phone: 011 791 3377

Secondary School

1 Molohe Road

Randpark Ridge

Randburg

Phone: 011 791 9090

StepsAcademy@hotmail.co.za www.StepsAcademy.radvle.co.za

Admission Policy

Admission of the learner is subject to compliance with all admission requirements of the school, and any form of false declaration will render the application for admission void. Application for enrolment does not guarantee entrance into the school.

Steps Academy aims to provide an environment where the race, language, culture and religion of each learner will not act as unreasonable barriers to him/her accessing or progressing in any aspect of school life.

The School is committed to ensuring that no form of unfair discrimination against any applicant is practiced during the School's admission process.

The School mainly accommodates learners with non-visible disabilities. In instances where there are visible disabilities, there will be a discussion with the Parents as to the extent to which the School can reasonably accommodate the learner.

Communication and Correspondence

Effective communication is paramount to the successful partnering of school and home. We encourage all correspondence to be in the form of an email addressed to the Principal. The school will provide quarterly newsletters in order to keep all stakeholders abreast of the latest developments at the school. We encourage all parents/guardians to download and make use of the school's VLE (Virtual Learning Environment) as school newsletters and such will be communicated via this platform. Should the parent/guardian wish to communicate telephonically with staff, it should be done so during the educators' official breaks or after schooling hours preferable on the school telephone line. Impromptu requests for meetings made by parents /guardians will not be allowed as this can be disruptive to the school day; therefore we strongly recommend that appointments be made with the required individuals. Quarterly parent meeting/consultations are held at the school and parents/guardians are encouraged to attend in order to ensure that they are well informed regarding all aspects of their child's education

Change of Personal Information

Kindly inform the school in writing immediately of any change of address, telephone numbers, email addresses or medical aid details. It is imperative that should the need arise for a parent/guardian to be contacted, we are able to do so without hindrance.

Illness

In the event of a learner suffering from a permanent or recurring illness, please inform the school immediately and provide relevant information for record purposes. Please do not send your child to school if he/she is sick. Parents will be phoned from the admin office if a learner becomes ill during school and needs to be fetched before the official school day ends. Please report to the office first so that we can sign your child out

No child may attend school if he/she has:

- Had diarrhoea in the past 24 hours.
- Vomited in the past 24 hours.
- A temperature above 37.8°C.
- A rash.
- A septic focus anywhere on the body.
- Infected eyes.
- An exceptionally heavy cold or cough.
- Lice or nits.

- Any other infectious disease.

We follow the guidelines stipulated in the Health Act of 1977 Act 63 regarding childhood diseases indicating the length of time a child should stay off school.

Medicines may be sent with your child to school. Please leave it in the office in a clearly marked container with written instructions as to the dosage, duration of treatment and storage requirements.

Asthmatic students must have their inhaler on them at all times. Students who suffer from severe allergic reactions (eg to bee stings) must carry their kit with them at all times. If your child has been off sick, it is his/ her responsibility to collect all work which has been missed and to catch up

Attendance

All learners are expected to be punctual. A doctor's note is required for any absence longer than two days, or where the absence occurs on a Friday, or where a learner misses a scheduled test or portfolio task.

If a doctor's note cannot be furnished, scheduled tests will receive 0 (Zero result). Consistent late coming will result in demerits being issued.

Road Access and Drop-Off

Please drive carefully at all times as there are children, other parents and pedestrians around the drop off area. Speeding, dangerous driving and loud music is not permitted and vehicles may be denied entry.

Leaving the School Property during School Hours

It is recommended that all appointments be made after school hours. Where an appointment can only be made during school hours, parents/guardians will be required to notify the school office, in writing, **a day in advance** which requires the approval of the school principal. Valid reasons are to be provided for non-attendance at all times. For security purposes all persons – including parents – who enter the school property during school hours need to report directly to the office.

NO LEARNER MAY LEAVE THE PREMISES DURING SCHOOL HOURS WITHOUT BEING SIGNED OUT BY THE PRINCIPAL AND HER PARENT/GUARDIAN.

A learner will only be released to an authorised person under specific arrangements made between the parent/guardian and the school principal. Please note that an "Early Departure from School Premises" form must be filled in at school prior to the learner's departure.

Late Arrivals

It is imperative that students arrive at school on time, ie no later than 07h45 at the drop-off zone. Learners who arrive late find it difficult to settle and focus on the tasks set for the day. Students who arrive later than the start of assembly (07h45) must report directly to the office. Consistent late coming, will result in demerits being issued.

Grievance Procedure

Should you encounter a problem with your child's teacher, or with the school in general - the standard procedure at Steps Academy is to contact the school management and attempt to resolve the issue, either by letter, telephonically, or in an arranged parent-teacher conference. General school issues/queries are to be discussed directly and immediately with the school Principals. We value open and honest communication between parents, school and learners. Any unsolicited communication outside of these guidelines will be regarded as a breach of contract.

Curriculum

Steps Academy follows the Cambridge International curriculum, which culminates in the award of the A levels.

Steps Academy is a single-medium institution.

The medium of instruction is English from pre-grade R to Year 13.

All teaching and the taking of tests and examinations shall occur in the school's medium/media of instruction

All correspondence will be through the medium of English namely, school brochures, bulletins on bulletin boards, timetables, letters, newspaper articles (except when the other approved languages – French and Afrikaans are being taught).

Homework

Foundation and Intermediate Phases: Homework teaches a child skills such as independent study, self-discipline and time management. It also consolidates work done in class. Reading is considered to be of particular importance and pupils should read daily from set readers and supplementary material. Pupils are required to complete the homework set for the day, and parents are requested to review and sign the homework diary daily. The diary may also be used as a form of communication between parent and teacher.

Senior and FET Phases: It is imperative that all homework set is completed thoroughly in the spirit of consolidation and preparation. New work learnt should be revised and mind-mapped and kept in a separate file for study purposes.

Stationery Requirements

Minimum stationery will be provided by the school. The school will inform you if any further stationery will be required.

Media Centre

We are in an on-going process of stocking our media centre. All students are urged to donate at least 2 books (1 reading, 1 reference) per year preferably in March (school reading month) on the reading level appropriate to his/her age group. An acknowledgement of the donation will be made by the school. Foundation Phase teachers may request educational games in place of books.

Valuables

The school will not be held responsible for any valuables lost, damaged or stolen on school property or during school excursions. All personal belongings (including clothing and stationery) are to be individually and clearly marked.

We have a ZERO TOLERANCE POLICY towards cell phones. Your child may NOT be in possession of a cell phone whilst on school property, whether it is on silent, turned off, or packed in a bag.

Why do we believe that a cell phone is not necessary at school?

1. The school has a main phone in the Administration building, which students may use to contact parents/lift clubs.
2. Educators are unable to monitor and control the usage of downloaded content. This may result in exposure to inappropriate material to learners.
3. Cell phones are high value and high risk items. The responsibility of safekeeping will not reside with the school.
4. Cell phones tend to become a distraction especially during lessons and exams. Students are using it as a means to facilitate dishonesty during tests and exams.

An exception to the above rule will have to be raised formally with the school and the school reserves the right to grant or rescind approval.

Should your child be found having a cell phone in his/her possession at school, it will be confiscated and locked in the school safe. The cell phone will have to be collected by a parent/guardian from the office after 2 full weeks. This transgression will result in demerits. Should there be a second infraction, your child will receive demerits as well as detention. The cell phone will have to be collected by a parent/guardian from the office after 4 full weeks' confiscation period.

Any further infractions will constitute a serious breach of the school's disciplinary code and will result in disciplinary action taken in the form of a hearing. .

Lost Property

Please ensure that ALL articles are clearly marked with your child's name, including his/her shoes. A lost property box is provided in the office and lost items can be claimed from there. Each Friday the box of remaining items is donated to charity.

Visitors

No visitors will be permitted to visit learners under any circumstances during school hours. All visitors are to report directly to the office, and a message will be passed on to the learner if necessary. The right of admission to Steps Academy is strictly reserved.

Physical Education

Physical Education is compulsory for ALL students, unless prevented by a confirmed medical condition. In such cases, confirmation by means of a doctor's certificate is to be provided to the coach, and signed off by the Principal. All children must wear their white PE shirts. Given our resource limitations PE has been outsourced to a private company, and will be managed accordingly.

Tuckshop Facilities

Snacks, Lunch and juices are available at the tuck-shop. The school has outsourced the tuck shop to an Independent third party to manage.

Excursions and Day Trips

Outings are organised on a regular basis throughout the course of the year, both academic and recreational. These outings are not compulsory, although the attendance of learners at such events is highly recommended as it adds to the holistic education of the learner. As far as it is financially possible the cost is included in school fees.

Any planned trips will require parents to sign an indemnity form. Assistance with transport may also be requested. Students undergoing any disciplinary measures at the time of a planned excursion, or have passed the benchmark number of demerits - will not be allowed to participate.

Should parents know of any interesting events, festivals or places which would interest our learners, please inform the office.

Orientation, Parents' Evenings and Reports

An orientation day/evening will be held for all new parents and learners when they join. Parents' consultations will be held in the last week of the first term, in order for first term reports to be handed out, and for parents and teachers to meet each other. Classroom issues, homework routines and any and all other areas of concern and interest can be discussed here. It is vital for parents to attend this meeting. Emailed results will be sent out in the First and Third terms, full reports are issued after the June and Final exams.

Code of Conduct

The Code of Conduct must be subject to the Constitution of the Republic of South Africa, 1996, the South African Schools Act, 1996 and Provincial Legislation.

Steps Academy Code of Conduct is linked to the School's Rules, Regulations and Procedures. All members of the School are presumed to be aware of and are required to adhere to the Code of Conduct and the Rules, Regulations and Procedures. The purpose of the Code of Conduct is to provide a framework for the orderly, safe and beneficial learning environment of all members of the School.

The School's Mission Statement encapsulates the essence of the type of school environment we want for our School. This environment aims at providing students with skills to take a leadership role in civil society as worthy, self-disciplined, morally responsible members.

Areas addressed by the Code of Conduct include:

- Absenteeism
- Cheating
- Discrimination
- Disrespect – for property (theft, vandalism, etc)
- Disrespect – for authority (insolence, defiance, etc)
- General misbehaviour
- Bullying
- Initiation
- Misrepresentation of the facts (lying, forgery, etc)
- Physical / verbal abuse
- Punctuality
- Usage of Cell phone and Electronic devices
- Social Media usage
- Internet usage
- Safety and security
- Drugs and Substance Abuse
- Transgression of School Rules
- Uniform and appearance (hair, jewellery, make-up, nails, etc)

Uniforms

Golf shirts , blue jeans and PE shirts are compulsory part of our uniform. School uniforms must be worn correctly at all times. Every learner is expected to be in school uniform at school functions and extra murals.

Hair must be kept neat and clean. Learners must wear their hair away from the face and tied up neatly. Extreme hair fashions are not to be followed. Long hair ie hair beneath chin, is required to be tied.

Behaviour

- Good behaviour is to be exercised at all times by teachers, parents and learners; e.g. politeness, manners, addressing each other courteously and having respect for all. Standing aside for adults and saying “please” and “thank-you”.
- Learners are to greet all adults, parents and visitors who come to the school.

Discipline

- A positive approach to discipline is promoted. Learners will be encouraged and motivated to develop cheerfulness, tolerance, patience, kindness and self-control .
- A system of merits and demerits is in place.
- Should a learner have 3 infringements, he/she will be issued with a demerit slip that is to be signed by the parent/guardian and returned to the school.
- Corporal punishment will not be administered in any form.
- Disrespect, insolence and deliberate disregard of rules will be dealt with immediately.
- Teachers' aim to identify and remedy the development of negative character traits such as selfishness, greed, impatience, irresponsibility and discourteousness. Respect for all adults, staff and parents are required.
- Learners should be encouraged to obey instructions promptly and to receive correction in the right spirit.
- Learners should not interrupt staff when they are talking to teachers/parents.
- Learners who have transgressed the Code of Conduct or School Rules will be dealt with promptly and objectively. Punishment will fit the offence so as to effect change in attitude or behaviour.
- Parents may be requested to participate in an interview. Where necessary, counselling may be advised.

General Conduct

- Pupils are expected to have respect for others' opinions and property.
- Pupils are expected to dismiss in an orderly fashion at breaks and at the end of the day.
- Pupils are not permitted to buy, sell or distribute anything on the school property. Queries must be addressed to the office.
- Pupils are cautioned not to loiter near the school gates or teachers' cars and are to be "street wise" regarding strangers.
- No physical or verbal bullying will be tolerated.
- Parents are requested to uphold punctuality, because children learn by example.
- Pupils are to take pride in their school and be aware of litter and not to vandalise school property.
- Pupils may not be left to wait on the school property after school, unless they are participating in an extra mural activity.

School Rules

- We wear the correct uniform and look smart.
- We arrive at school on time.
- We never swear, and we show self-control.
- We do not litter. We keep our classrooms and school grounds clean. We take pride in our school.
- We walk in the corridors and do not play in the classrooms.
- We are well mannered and always show respect to each other.
- We wait inside the school grounds.
- Self-discipline is the best form of discipline.

Playground Rules

- We never play any contact sports.
- We only throw soft balls in the playground – never anything else.
- We play in our correct playground.
- We do not climb trees.
- After break we are ready to learn.

As students reach higher grades, more is expected of them in the way of attitude and behaviour.

Standards of Courtesy

Learners are expected to:

- Obey instructions given by members of staff, monitors, leaders and class captains.
- Stand when an adult enters the room.
- Greet the teacher at the beginning of a lesson before sitting down, and wait to be dismissed by the teacher at the end of a lesson.
- Make way for adults on stairs or corridors.
- Greet visitors in the corridors and offer assistance where necessary.
- Greet teachers and matric students in the corridors and on the grounds.

Disciplinary Code

Repeated flouting of rules and disregarding the needs of others may result in the offending party being asked to attend a disciplinary discussion. In the event of the continuation of unacceptable behaviour, the learner may be asked to leave the school. Parents may be asked to fetch students for certain transgressions such as swearing, lewd or violent behaviour. Should there be due cause, parents may be asked to take their child for evaluation, and consequent professional assistance. Should this request fail to be adhered to, the learner will be asked to leave the school.

Appearance

Students are expected to be neat, clean, and be well-groomed. No nail polish, hair colouring or gel may be used. School uniform is to be worn at all times, and must remain clean and neat. Nails are to be kept short. Matric learners may have their nails manicured with a natural French or gel tip. No make-up is permitted. Hair must be neat and clean at all times as per our uniform guideline. Hair may not be permed or coloured, but may be relaxed. Any extensions must be the same colour as the natural hair. A maximum of two ponytails may be worn. As hair fashions change, the principal has the right to ask any girl to change a hairstyle that is not appropriate.

Jewellery

Medic Alert bracelets or pendants may be worn. Learners may wear one pair of stud or small hoop earrings in the middle of each ear lobe as well as watches. All other jewellery will be confiscated and kept in the safe till the end of the school year, at which time it can be collected from the principal. We will not accept loss or damage, as it should not have been worn to school. School uniforms may not be defaced in any way by attaching badges (metal, plastic or paper) which are unrelated to school activities or awards.

School Uniform

Golf shirt + Blue jeans + Sneakers/takkies

Physical Education Kit

All grades:

- Sport shorts
- White golf shirt with school badge
- Tracksuit

ALL items are to be CLEARLY MARKED with learner's name.

We aim to negotiate for the most cost effective factory suppliers, to lighten the financial burden on parents.

Assessment by Professionals

A recommendation will be made as to the type of intervention required. The school is committed to helping the parents find a suitable professional once a problem has been identified. Problems are brought to a parent's attention after careful observation over a reasonable period of time. Parents are expected to respond by taking the recommended action within two weeks. The school is to be kept informed as to what steps are being taken to address the problem ie assessment reports and progress reports. All documentation submitted to the school will be deemed confidential and be kept in the learner's file.

All referrals are done with only the child's best interest in mind. Early intervention and consistent, intensive work on the problem area are the keys to success.

Extra-Mural Activities

The school offers a wide range of extra-mural activities. Learners are expected to take part in at least one activity per term. A learner who has signed up for an activity is obliged to attend the practices as detailed, or to provide the coach/teacher with a valid excuse in good time. Once committed, she is obliged to see the season through. All dates, times and kit details will be advised at the beginning of each term. Each learner is to complete a sign-up form during register class.

All extra-murals depend on the availability of coaches and sufficient interest from the children. Please encourage your child to participate.

Certain activities are offered by external providers, and will carry an extra cost. If this is the case, please make payments directly to the appropriate coach and NOT into the school's account. P.E kit is to be worn to all extra murals, unless a specific kit is required.

Your Financial Commitment

Along with your right to choose how and where your child will be educated, comes your responsibility of honouring the agreement of fees. Our programme can only reach its full potential if we have your agreement and full support. Due to Steps Academy being a fully independent school, we are reliant on the development fund and school fees alone. We would ask that you consider a monthly debit order to cover your child's fees, as this will go a long way in ensuring the effective running of the school.

Your financial commitment to the school is payable in advance over 12 months. Please be advised that fees must reflect in our account by the 3rd of each month. Please remit fees in one of the following ways:

Direct deposit (debit order or electronic funds transfer)

Stop Order (available from your bank)

We do not offer credit card facilities and in the interests of the safety of all concerned, we have a strict **NO CASH ON PREMISES** policy.

Fee Structure will be provided every year.

The accounts department will contact you should your account fall into arrears. If fees are still not paid after 8 days, your child will be suspended from classes.

The school reserves the right to withhold the learners report should school fees be in arrears.

Fees in arrears (Aging 30 days+) will be handed over for collection. .

The school may also terminate the enrolment of learners in the event of continual late payment. Offenders of late payment of school fees will receive a telephonic reminder, as well as written communication. In the event of three written requests for payment, parents will be notified to seek an alternative institution for their child.

Banking Particulars: Please use your child's **NAME & SURNAME** as reference when making payment.

Text Book and Exam Fees

There is an extra cost for text books for all learners from Stage 7 onwards. Please refer to the school fee schedule.

Notice of Departure

At least **ONE TERM'S** written notice must be given before departure; failing which, **ONE TERM'S** fees must be paid in lieu of notice.

If notice is to be given in the last term, it is to be given on or before the 20th of September.

PLEASE NOTE: Steps Academy observes the four term Independent school calendar.

I..... Parent/guardian of
....., have read and accept the terms and conditions laid out
in the Steps Academy School Constitution.

Signed..... Date:

Welcome to Steps Academy School!

Indemnity Form

Please fill in this indemnity form and return it to the School Administrator. No learner will be allowed to participate in any activity unless this form is completed, signed and returned.

Letter of Permission for a Learner to Participate in Sport and Other Extra Murals

1. I,..... (Full name and surname), the parent/guardian of..... (full name and surname of learner) in grade.....hereby give permission for him/her to participate in the sporting and extra-curricular activities of Steps Academy ("the School"), and to go on approved School tours and excursions related to such sporting and extra-curricular activities.

2. I hereby indemnify and hold the School, its agents, representatives and educators harmless against any claim or demand arising from the death of or injury to my child or any loss of or damage to property, of whatsoever nature and howsoever sustained, including consequential loss, arising from or occasioned by my child's participation in any such sporting or extra-curricular activities and/or such tours and excursions.

3. I agree that, if in the opinion of the Principal of the School or her delegated deputy an emergency has arisen and medical treatment be deemed necessary for my child, the Principal of the School or her delegated deputy shall have the authority (which is hereby delegated to the extent such delegation may be required) to consent to such medical treatment, including surgical intervention, on my behalf.

4. I accept that all precautions will be taken to ensure the safety and welfare of my child and that I will be held responsible for the payment of medical and/or hospital accounts where applicable.

5. As far as I am aware, my child is physically capable of participating in the said sporting or extracurricular activities and she is in good health. However, the persons responsible should please note the following: (Please state aspects that the teaching staff should be aware of, e.g. allergies, tendency towards abnormal bleeding, epilepsy, etc.)

.....
.....

6. The following information is essential in case of medical treatment or hospitalisation:

6.1 Name and address of employe

6.2 Name of medical fund

6.3 Name of plan

6.4 Membership number

6.5 Beneficiary number

6.6 Name, address and number of family doctor

Signature of parent/guardian Date ID number