



IMPORTANT INFORMATION FOR PARENTS AND LEARNERS

A. Procedure with regard to absence from school (for days when learners do not miss a test)

[Fax number for absentee letters and medical certificates: 086 6758875]

[E-mail: absentees@pvallei.co.za]

1. A learner who has been absent must produce an absentee letter or a medical certificate.
2. The form of the absentee letter must please include the following details:

Name: _____	Grade and section: _____	was absent on/from
_____	to _____	Reason: _____
_____	Signature of parent	Date _____

The absentee letter/medical certificate must be placed, **on the first day** of the learner's return to school, in the post box of the relevant grade in front of the LA office by the learner personally before school. **If the letter/ certificate, or a fax is not in before the end of first break, the learner will be in detention the Friday following the learner's return.**

B. Procedure with regard to absence from school when a standardised test is written: (Note – this refers to a test appearing on the test timetable of the school, or one written on an official test day for that learning area. The marks for these tests count towards the year mark of the learner in that subject.)

When a learner has missed a standardised test, he/she must write the test after school on the first Friday after he/she has returned to school. If he/she is still absent on the Friday, he/she will then write the test on the following Monday after school. If the learner is still absent, a mark will be assessed in term 2, 3 and 4. In term 1 the learner will write the test in class on his first day back at school in the relevant subject.

In order to qualify for the above-mentioned, the learner must produce a medical certificate for the day(s) on which the test(s) was missed. This certificate must be placed in the relevant grade postbox by the learner himself/herself **on the day on which the learner returns to school – before school starts. IF THIS MEDICAL CERTIFICATE OR FAX IS NOT RECEIVED BY THE END OF 1ST BREAK, OR THE LEARNER DOES NOT ARRIVE FOR THE RE-TEST, HE/SHE WILL BE AWARDED A 0 FOR THE TEST.**

IT IS THE LEARNER'S OWN RESPONSIBILITY TO ENSURE THAT HE OR SHE MAKES USE OF THE OPPORTUNITY TO WRITE A MISSED TEST.

(LEARNERS WHO HAVE TO TAKE THEIR DRIVER'S LICENCE TESTS/ LEARNER'S TESTS MUST MAKE ARRANGEMENTS AT LEAST 5 SCHOOL DAYS BEFORE THE TIME AT THE LA DESK.)

C. Procedure in the event of lateness (Learners must be on the school premises at 07:40)

1. **At the beginning of the school day.**

- 1.1 A latecomer must report to the LA office where he/she will receive a letter which will allow him/her to attend a class.
- 1.2 The letter must be given to the teacher in the class where the learner should be.
- 1.3 If a learner has been late 3 times, he/she will do detention on the following Friday afternoon.
- 1.4 The total days late will be shown on a learner's report.

2. Between periods.

If a learner is late for a class, he must produce a written and signed explanation from the principal/ deputy-principal or responsible teacher.

3. After breaks

A learner must arrive for his/her next class within five minutes after the bell has rung.

D. Policy regarding rules and regulations for learners leaving school early

NO LEARNER ARE ALLOWED TO CONTACT HIS/HER PARENTS TO GO HOME.

The learner must produce a yellow form issued by the LA Office to be able to leave the school via the security check point.

1. Learners who have proof of an appointment during the school day.

The learner should collect a form from the LA secretary **before 07:40**. The form is stapled to the letter from the parent or doctor and a note is made that the form has been issued. The learner fills in the form and gets the Grade head's signature **during first break**. At a specific time the learner hands in the form to the LA secretary who confirms the appointment with the parent when the learner is collected from the LA office.

2. Learners who are ill and only attend school to write a test:

Learners **must have a letter** from their parent(s). A form is collected from the LA secretary **before 07:40**. The LA secretary staples the letter from the parent to the form and makes a note that the form has been issued. The learner fills in the form and returns it to the Grade head on duty **at 09:00**. The parent will fetch the learner by 09:00.

3 Learners who fall ill during the school day:

Except in the case of an **emergency**, forms are available from the Grade heads on duty and the learner may only ask the permission to go home from the Grade heads on duty during **first** or **second** break. Grade head must make a decision on learner leaving or going back to class. The Grade head will consult a learner's record before signing him/her out. The Learner's parents will be phoned by the Grade head and the learner must be collected during break. If a parent can only collect the learner after break, the Grade head will give the LA secretary all the information and the LA secretary will then confirm with the parent when the learner will be collected. In the case of an **emergency**, the LA secretary will contact the school's medical person (E. Kruger) and a decision will be made by her. LA-secretary contact the parent.

E. Cellphone & Personal Electronic Equipment Policy

The management of the school has recognised the increased interruptions that occur during the school day as a result of the use of cellphones and or personal electronic equipment.

The management team has decided to impose an outright ban on the use and possession of cellphones and any form of personal electronic equipment which can distract a pupil's learning or distract any pupils in their proximity.

The rules which will apply are:

1. Upon entering the school grounds, all such equipment shall be turned off.
2. This equipment may be stored in either the learner's locker or briefcase.
3. From 07:40 until the end of the school day no pupil shall have any form of personal electronic equipment on their person.

Consequences:

1. Should such a device be seen, used or heard during the restricted time, it will be confiscated and retained by the school for a period of 30 calendar days.
2. After the 30 calendar days, the pupil will pay a fine of R100,00 to the school's financial office and upon presentation of this receipt at the front office, shall be entitled to redeem this piece of equipment.
3. The parents of the defaulting pupil will be informed of their transgression and will be asked to assist in changing the behaviour of their child.

Persisting in ignoring this policy will/could lead to a School Governing Body disciplinary hearing.

E. GOUWS
HEADMASTER

2013.02.18

PLEASE COMPLETE THE FOLLOWING REPLY SLIP AND RETURN IT TO YOUR CHILD'S REGISTER TEACHER BY **20 FEBRUARY 2013**.

I hereby declare that I, _____ (Name),
parent/guardian of _____ (name) in grade _____ have received the
letter dated 2013.02.18.
Signed: _____ Date: _____

