



HEATHERBANK PRIMARY SCHOOL – General School Policy

Approved by: SMT

Published date: 30/05/2021

Review: Anually

Reviewed: 01/2025

Next Review date: 01/2026

The General School Policy aims to attend to the general running of the school in order to allow for the effective and efficient working of the school.

The aspects addressed in this policy, include, but are not limited to, among others:

Language of Instruction

The Language of instruction is English. isiXhosa is taught as First Additional Language.

Schedule of Fees

This is detailed in the student /parent contract as follows:

- scheduled fees
- payment plan
- learner / parent – declaration of liability for fees:

Student / Parent Contract (Registration document)

This is detailed in the Student, Parent / Academy contract with the most important facts.

Vision

To provide a holistic environment for both educators and learners to self-actualise and reach their full potential.

- To instill a culture of learning, characterised by integrity, respect, work-ethic and gratitude.
- Ensuring staff are qualified to teach, and are passionate, dedicated and child centred.
- Providing facilities and opportunities that enable educators to reach their personal goals.
- Providing a strong ethos based on equality and inclusivity of gender, race and religion.

Mission

To provide an environment based on trust, respect and a good work ethic, so that each learner has the opportunity to self-actualise and become the best version of themselves, so that they can be an asset to their school, family and community.

Values guiding the principles of the school

- *Respect*, for self, peers, educators and all we come into contact daily.
- *Appreciation* for all opportunities presented-
- A *strong work-ethic*, making the most of every opportunity that is presented.
- *Integrity* to remain honest.

Christian Ethos

Our Ethos is based on Christian principles, which form the foundation for our guidance.

It is part of our policy to conduct Education in an environment that promotes Christian ethics and values;

- a) Regular assemblies are held and the use of external Christian guest speakers is encouraged to further promote Christian ethic and values.
- b) Christian values and ethics are taught by staff members. In the case that a staff member is not of the Christian faith, he/she must respect that the school is a faith based school and any bias beliefs regarding religion, sex, sexual orientation, gender, etc is not to be in conflict with our school values system during interactions with learners. These topics are discussed in a non-bias manner for teaching purposes only.
- c) Individual counselling based on Christian ethics and values is conducted by our Social Worker.
- d) The school is committed to respecting and protecting a culture of tolerance and the right of every learner, parent and educator the freedom of conscience, religion, thought, belief, speech expression and opinion as contained in the Constitution of South Africa.



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Quality Education / Staff Development / Student Support

As it remains the purpose of Heatherbank School to provide quality education to all our students, The Management Team is committed to ensuring the implementation, monitoring and regular review of all its policies.

The Academic Head conducts Skill and Development meetings with the educators concerning their teaching methods, classroom skills, study methods and personal growth.

New workable forms are being created/updated regularly, therefore annual reviewing sessions will be held when a need for a change is identified.

Qualifications offered

Grade R to Grade 7

Curriculum according to Department of Basic Education – CAPS

LEADERSHIP, MANAGEMENT AND COMMUNICATION

LOVEMORE CHARITABLE TRUST

TRUSTEE 1	TRUSTEE 2	TRUSTEE 3
Christopher Lovemore	Nambita Dambuza	Liz Prins

PRINCIPALS

EXECUTIVE HEAD	ACADEMIC HEAD / PRINCIPAL
Ellen Lovemore	Nina Claasen

TEACHERS – FOUNDATION PHASE

GRADE R	GRADE 1	GRADE 2	GRADE 3
Karlize Gericke	Amber Fox	Gabriella Baker	Lauren Gordon

TEACHERS – INTERMEDIATE PHASE

GRADE 4	GRADE 5	GRADE 6	GRADE 7	FAL
Claire van Schoor	Falyn Bentley	Kelsey Hague	Mishale Fatcher	N Njadayi

SUPPORT STAFF

BUS DRIVER	CLEANER	BUS ASSISTANT	SOCIAL WORKER
Thandikaya Magaiyana	Zubenati Magaiyana	Nomzamo Magaiyana	Apiwe Bongo

Transport (refer to Transport Policy)

The bus is a gratuitous service offered to pupils living on the Walmer Township Route, who attend the Heatherbank Pre or Primary School. There are designated stops on the route. The bus will not deviate from these stops/routes without approval from the Executive Head.

Pupils using the school bus are expected to abide by the rules set by the school.