**School rules and general information**

**1. Religious Policy**

Siembamba is a Christian school that pursues Christian values ​​and principles. We respect other religions.

**2. Language Policy**

Our language of instruction is Afrikaans, but we accommodate English children. Children are addressed in their mother language.

**3. Discipline**

**Education starts at home, it is not the school's responsibility.** Children must learn to listen. After second warning, "time out" is given, where the learner is removed from group for a few minutes (according to age eg 5 minutes for 5 year olds). Learner is still in class and does not lose any learning time.

**4. School Hours**

• Monday - Friday: 6: 30-17: 30.

A penalty of R50 per 15 minutes will be charged after 17:30.

• School will be closed on public holidays and school holidays, designated by the Department of Education.

• School will also be closed in December for three weeks.

• Parents are requested to be on time in the morning, no child should be at school later than 8:10.

**5. Safety**

• Code at gate is provided to parents.

• Children should not be sent to the gate only. Hand your child to a staff member on duty.

• Make sure that the gate is closed when entering or leaving the school grounds.

• No person other than indicated on the child's enrollment form may collect a child without the prior written consent of the parent. Person must submit copy of ID document and sign in the register, available in the office.

• Please do not teach gate code to children.

• The school grounds and classes are equipped with CCTV cameras. These cameras are installed for safety, protection and security of the school, children and staff. No access will be granted to parents / and / or third persons to the video material without the authority of a court order.

• The school reserves the right to ask the parent to report the nature of such injuries if a child with any injuries or marks arrives at the school. Should parent refuse, school will be obliged to report it to the SAP or Department of Health and Welfare.

**6. Meals and refreshments**

• Breakfast (porridge) is served from 7:30 to 8:00. No breakfast will be served later, as we start with the program.

• Children receive healthy, balanced meals daily.

• Enough clean fresh drinking water is available.

• Inform the school of any allergies.

• No food, sweets or soft drinks may be sent to school (toddlers).

• Babies and toddlers provide their own formula milk as well as refreshments for the afternoon.

**7. Notice to school**

Parents must inform the school if a child is absent.

**8. Toys**

No toys from home are allowed at school.

**9. Communication to parents**

• Written letters will be provided to parents.

• Letters will also be placed on the class's Whattsapp group.

• Communication on daily happenings will take place on whattsapp group.

• Respect the rules of whattsapp group. (See fee contract)

**10. Problems and appointments**

• Parents are invited to discuss any problem with us.

• If your child's progress is insufficient and behaviour unacceptable, the teacher and the principal will make an appointment with you. During the appointment, an intervention plan will be discussed and the assistance of a third party will be invoked if necessary eg Psychologist, Occupational Therapist. All reports must be provided to the school.

**11. Medicines and diseases**

• Vitamins should be applied at home.

• No medicine may be administered at school.

• If your child develops fever, you will be contacted immediately. Panado can be then administered to your child,**only with your permission**. You will be asked to fetch your child.

• Any injury will be handled by staff and transferred to you by telephone. You will be asked to fetch your child if he/she needs medical attention.

• Children who had a fever during the night, should not be sent to school before fever has not been brought under control.

• Where infectious diseases are diagnosed, the child must be cared for at home until they are no longer contagious.

**Transmitable diseases**

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| --- | --- |
| Disease | Return to school |
| German measles (Rubella) | 7 days after rash appears |
| Hepatitis A | 7 days after appearance |
| whooping Cough | 21 days after paroxysmic onset |
| Headlice | After complete cleaning and removal of head, body and clothing |
| measles | 7 days after rash appears |
| meningitis | Upon submission of a medical certificate |
| mumps | 9 days after appearance of swelling |
| scabies | 24 hours after proper and effective treatment |
| dysentery | Upon submission of a medical certificate |
| chickenpox | 14 days after rash appears |
| diphtheria | Upon submission of a medical certificate |
| Diarrhea with fever | After condition is completely cleared |
| Eye infections - including "pink eyes"  Hand-foot-mouth virus | After infection is completely cleared  After blisters dried up |
|  |  |

**12. Clothing and shoes**

Everything must be marked.

**13. Head lice**

NO child is allowed at the school with head lice. Parents are called immediately when noticed. Child may not come back to school before head is clear of lice and nits.

SEE THE CONTRACT FOR MORE INFORMATION.