



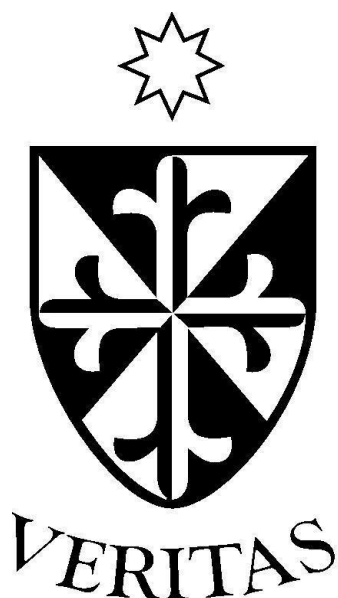
**ST DOMINIC'S  
PRIORY SCHOOL**

**School  
Handbook  
&  
Code of  
Conduct**

January 2025



# ST DOMINIC'S PRIORY SCHOOL



# School Handbook & Code of Conduct

Revised Edition

January 2025



# ST DOMINIC'S PRIORY SCHOOL



## CHARISM, TRADITION AND HERITAGE STATEMENT

### Cabra Dominican Vision Statement

Dominican Schools aim to provide forward-looking education of the highest quality based on a tradition that goes back over eight hundred years of commitment to education. Our schools seek to care for the whole person in order to develop in young people

- a love for learning
- an enthusiasm for truth
- a love for others
- respect for the culture and religious values of all
- a willingness to serve in a spirit of healing and reconciliation
- flowing from an appreciation of the Word of God and a deep commitment to Christ

### A Short Background History

In 1900, the Dominican Sisters bought a plot called Emerald Hill, originally the site of a hotel. The building and land comprised 30 acres. Holy Rosary, in the town of Port Elizabeth, had been founded in 1867 and accommodated boarders – when the plot in Emerald hill was bought it was seen as a perfect place for boarders. On 21 December 1900 ten sisters moved into the house, and Bishop McSherry celebrated the first Mass. The Sisters worked very hard to get the house turned into a convent and school, and on 21 January 1901 the first 20 boarders arrived.

By 1905 the school had grown and space was a problem. Plans for a new building, on the east side, were drawn up by Mother Dominic Housley and the architects Smith and Sons and Dewar, and this was officially opened in June 1906 by the chief magistrate of Port Elizabeth. On 31 May 1917 the school produced its first variety concert – the first of many for which Priory became famous. In 1932, a Chapel dedicated to the Immaculate Conception of Our Blessed Lady was built on the east side of the 1906 block, followed by a swimming pool in 1957. The Senior School building was added later.

In 1983, when Marist Brothers' College, Holy Rosary Convent and Priory amalgamated, Priory then accommodated the Junior School, and Holy Rosary Convent became the Senior School, renamed Trinity High School. After a time the surroundings of Trinity became unsuitable for a school, and the High School moved to Priory. This move was completed in 2000. A new Foundation Phase building was erected, and renovations in the convent permitted the rationalizing in 2013 into an administrative section for the whole school. St Dominic's Priory School, under the aegis of the Catholic Schools' Trust, Eastern Cape, functions as one school under a Board of Governors and Head, still striving to be faithful to the Dominican motto "Veritas", as did the founders over 100 years ago.

### Values

Christ is at the centre of our school, and the ethos is key to our identity. Christian values are at the heart of our mission, and these are expressed through care, prayer and liturgy, and generous outreach to those in need. Our call to deliver quality education is sustained by holding high standards and positive behaviour. We believe in the value of the human person created by God, in God's image, living respectfully with the rest of creation.

As a Dominican School, part of our mission is to proclaim Good News and to teach and live Truth - *Veritas*. We seek to provide a holistic education, educating the whole person; and in our country, building an understanding of our multicultural reality, and living it with care, is an essential. We accept all who are willing to respect our values and help to build a better, happier, and more inclusive society.

We struggle with some elements that reflect the turmoil in our communities and in our country:

- The negative influence of Social Media
- Conflict between school values and home values
- Lack of parental involvement and understanding of our ethos
- Pupils' home circumstances
- Lack of truthfulness and ethical behaviour
- Unrealistic parent demands
- Violence in the environment
- Pressures on children and young people
- Consumerism and Materialism

Therefore we are committed to building a school community where Christ is at the heart, where relationships are healthy, and where each member takes appropriate responsibility. We are blessed that education can take place in such beautiful surroundings, and we subscribe to a learning environment that provides opportunities, support and motivation to develop the learners and to offering a rewarding, fulfilling work environment for educators. We commit to excellence, and to instilling in the learners a love of learning, care for the other, and care for the planet. We will strive to hold all members of the school community accountable to Gospel values, and appropriate and open channels of communication. We believe in upholding tradition and history in a way that is dynamic and not static, and to keep the Dominican charism alive in our school: a heritage of service, care, work for the common good, compassion and truth.

*Adopted: 2019*

## **OUR MISSION**

Being guided by the principles of our Catholic faith and acknowledging Christ as our Leader and Teacher, we strive for excellence and creativity in forward thinking education, committing ourselves to the preparation of our pupils by instilling in them a sense of responsibility and attempting to ensure that they leave St Dominic's Priory with a solid foundation on which to build their future.

**We do this by:**

- Promoting the Gospel of Jesus Christ and calling people to follow Him.
- Creating a happy atmosphere, where all students are accepted as they are, in a family environment
- Instilling in every child a feeling of equal importance, belonging, pride and loyalty to the school
- Working together in justice and love
- Worshipping and celebrating the Sacraments together
- Inspiring the Priory Family to appreciate each other, the environment and God's world
- Caring for the whole person and striving to develop the spiritual, academic, cultural, physical, emotional and social needs of the children and encouraging each pupil to maximise their own potential in every one of these spheres
- Maintaining our belief that parental involvement is essential and encouraging appropriate structures both formal and informal
- Believing in a holistic education with the emphasis on fostering a sense of respect, responsibility, self-worth and discipline in each pupil
- Remaining flexible to the demands that society will continue to place on us in order to achieve our goals
- Encouraging our pupils to be true to the motto of the school, VERITAS, which means "TRUTH".

# HANDBOOK

Please keep this book where you can consult it from time to time.

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# 1. GENERAL

## 1.1. A short history

St Dominic's Priory School, a co-educational independent Catholic school from Grade Pre-R to Grade 12, is the end result of various Port Elizabeth Independent Catholic Schools amalgamating and relocating to the current campus. Our school has a long and proud history.

The school remembers its history in the naming of its houses.

### TRINITY HOUSE

*Eternal life is this; to know you, the only true God. (Jn 17:3)*

To know God as He really is, is to know God as the unity of the Three Divine Persons – a unity which is the model of all human society.

Trinity High School in Port Elizabeth was formed in 1983 from the amalgamation of Holy Rosary Convent, St Dominic's Priory School, founded on these premises in 1900, and St Patrick's Marist Brothers College, Walmer. Trinity High School made use of the Holy Rosary Convent campus in Bird Street, Central, Port Elizabeth. The junior school of all three schools – boys and girls – was named St Dominic's Priory Junior School and used the campus of our present school.

Feast Day: Sunday after Pentecost

House colour: Red

### ROSARY HOUSE

*Mary kept all these things, pondering them in her heart. (Lk 1:19)*

The Rosary is the prayer in honour of Our Lady by which we seek an ever deeper understanding of the mystery of the Incarnation, by which God's love is revealed in the life, death and resurrection of his Son, Jesus Christ.

Holy Rosary Convent School was opened in 1867 by the Cabra (Irish) Dominican Sisters, who had arrived in South Africa in 1863.

Feast Day: 7 October

House colour: Green

### MARCELLIN HOUSE

*If the Lord does not build the house, in vain do the builders labour. (Ps 127:1)*

The house has been named for Saint Marcellin Champagnat, who founded the Marist Brothers Schools for the Christian education of youth in the spirit of devotion to Our Lady.

The first Marist Brothers College in the Eastern Cape was founded in 1869 in Port Elizabeth, from where they opened a boarding school, Our Lady of Good Hope, in Uitenhage in 1884. In 1954, the high school, St Patrick's, moved from Bird Street to the new campus in the rural municipality of Walmer where they were joined by the pupils from the Uitenhage school, which closed. The junior school relocated from Bird Street to St Patrick's at the end of 1966.

Feast Day: 6 June

House colour: Blue

In 2000, Trinity High School closed. The campus in Bird Street, Central (the old Holy Rosary Convent) was sold and the school relocated to the current campus where the staff, boys and girls of Trinity joined the junior school under one Board of Governors to form St Dominic's Priory School. The Junior School and High School were administered separately with their own school management structures until January of 2013 when they were amalgamated under a single management and administration.



With the proud tradition of Dominican and Marist schooling across South Africa and the world our school colours and blazer are those worn by all Marist schools internationally and the school badge has historical threads from the Dominican schools. We see ourselves as part of a much wider community and tradition of excellent Catholic Education. We are affiliated to the Catholic Institute of Education.

## 1.2. Absenteeism and Attendance

Pupils who are absent must provide a dated excuse note (or email, or, when available, an upload to the Parent Portal in ADAM) from their parent or guardian to their class teacher as soon as possible or on the day they return giving the following information:

- Name and class of pupil
- Date/s pupil was absent
- Reason for non-attendance (The reason must be substantial: the note cannot merely say that (s)he was ill.)
- Signature of parent or guardian

Failure to produce an absentee note or email to the CLASS TEACHER by the first Friday after return to school, will result in disciplinary measures. Please ensure the relevant information is available.

While teachers will always strive to assist where a pupil is unavoidably absent, it is the pupil's responsibility to ensure that missed work is caught up. In cases of serious illness, please inform the school office as soon as possible so that peer assistance can be arranged.

Absence during an examination or test periods or days when portfolio assessments are done will require the submission of a doctor's certificate. For more about ATTENDANCE, see Code of Conduct (para. 6.3).

## 1.3. Admission and Withdrawal Procedure

Pupils may enter the school ordinarily at any stage up to Grade 10, provided vacancies exist and subject to an interview. Only in special circumstances will anyone be admitted in Grades 11 and 12. To enter Grade Pre-R a child must be 4, turning 5. Attendance in our Reception Phase secures a place in Grade 1.

As regards withdrawal, parents are reminded that a term's notice must be given in writing and should be addressed to the Head of School. Failure to do this will result in a term's fees being charged in lieu of notice. There is an exit form that needs to be completed at the time of withdrawal. In it, the need for compliance with school regulations and commitments to (amongst others) outstanding fees, library books, school property, etc. is dealt with.

## 1.4. Aftercare

Aftercare (Grade Pre-R to Grade 7) and Waiting Class (Grade Pre R and Grade R) are available. Details and costs are available on enquiry.

## 1.5. Behaviour, Appearance, Manners and Courtesy

We are proud of the standards of behaviour of our pupils and expect them to behave in an exemplary manner at all times. The basic codes of respect, care and concern for others, kindness and good manners are traditional values upheld at St Dominic's Priory School. Consideration for all, especially the Sisters for whom Priory is home, must be shown at all times. Punctuality is part of being well-mannered and adherence to school times and bells is essential.

Inappropriate behaviour constitutes misconduct. This extends to bad language, insolence and rudeness, inappropriate public displays of affection, bullying, running in corridors, excessive noise in and out of buildings, as well as littering and vandalism.

All are expected to behave in a manner befitting a formal educational institution. Adults and visitors should be accorded special respect:

- All adults should be greeted and be given the right of way in corridors and through any entrances.
- Visitors should be greeted and offered assistance and courtesy.

## 1.6. Board of Governors

St Dominic's Priory School is owned by the Cabra Dominican Sisters, now operating under the aegis of the Catholic Schools' Trust, and is affiliated to the Catholic Institute of Education. It is governed by a Board of Governors, who ensure the school is well resourced, provide valuable support, expert advice and direction in various aspects of the management and administration of the school.

## 1.7. Calendar and Compulsory School Days

We must teach for 196-200 days a year. Therefore, sporting and school community events may be scheduled for a Saturday or after hours. Normal attendance and absentee procedures may apply on these days. Parents are notified well in advance of important dates where compulsory attendance applies.

## 1.8. Care of Possessions and Lost Property

The school accepts no responsibility for the disappearance of items left lying around. Valuables and unnecessary items must not be brought to school. If this is unavoidable, they should be handed to a staff member or the office for safekeeping. All articles should be clearly marked with the pupil's full name. Any items found are sent to the lost property cupboard from where they may be retrieved. Unclaimed lost property is given to a worthy cause.

## 1.9. Communication between Home and School

Parents are urged to contact the school immediately (by telephone or email) when they have a query or concern about their son/daughter. We consider communication between school and home to be of the utmost importance. Our front office staff will forward queries to the relevant person. Staff are also often in direct telephone and email contact with parents when necessary. We ask parents to confirm their contact information annually and update particulars whenever there is a change.

We ask that parents try to avoid phoning for information that has already been distributed. See MODES of COMMUNICATION below to see how we communicate important information for parents. Please note that visitors or messages to pupils during the school day are not allowed. If there is an emergency, contact the school office by telephone. It is not possible to relay routine telephone messages from parents to pupils, or to teachers, who may be in class. Please make arrangements in advance. Please do not visit your child's class unannounced in the school day.

When communicating a query or reporting a concern, parents are requested to act in accord with the principle of subsidiarity, that is, that matters ought to be handled by the lowest or least centralised competent authority [class or subject teacher] rather than immediately contacting the central authority [Head of School]. Section 6.7 below outlines this in some measure, especially relating to sensitive issues, which might demand specialised care. Any Pastoral Care matter can be raised with the Head of Ethos and Pastoral Care, Fr Michael Theron C.O. ([frmichael@priory.co.za](mailto:frmichael@priory.co.za)), who will treat the matter confidentially.

### MODES of COMMUNICATION

1. **Notices and Correspondence with Parents:** Notices and information letters are regularly sent home with the pupils, some with response slips. These should be diarized and/or returned promptly as required.
2. **Newsletters** are made available on the D6 School Communicator and/or emailed to parents. Please feel free to bring achievements, special events, etc. to the attention of the secretaries for inclusion in the fortnightly newsletter. Alternatively, mail your inputs to [news@priory.co.za](mailto:news@priory.co.za).
3. **The D6 School Communicator:** This is a software programme which can be installed on all computers in your home and at work and on most mobile devices. It is regularly updated with important information (events, cancellations, 'breaking' news, etc.) which is instantly accessible to you whenever you are online. For details and to download and install, please see the school website [www.priory.co.za](http://www.priory.co.za).
4. **SMS:** For urgent notifications and reminders we send a text message to a parent's cell phone. Please ensure you receive these. If in doubt about whether information from the school has reached you, please telephone Reception.
5. **Information meetings** for parents are held annually at the beginning of the year.
6. **Parents' Academic Consultation Meetings** are arranged for all grades a few times a year.
7. **For Grades Pre-R and R:** Message books are used as a means of communication.
8. **For Grades 1-3:** Homework diaries serve the same purpose as message books for these pupils.

## 1.10. Emergencies, Health and Safety

Accidents and other medical emergencies are taken seriously by school staff. During the school day pupils must report as sick to the secretary in the school office (with the permission of the teacher in class at the time). If necessary, parents will be contacted. Please do not send pupils who are already seriously ill to school. Pupils are not to contact parents or request to be fetched without reporting to the school office. Any pupil needing to leave school during the school day must be fetched from the school reception.

The pupil must get teachers to complete their *Pink Slip* and then they must be signed out for the day by their parent or guardian. We offer First Aid Training through an accredited provider each year. This is available for staff members and senior pupils. Our First Aiders do duties at sports matches. For school security arrangements, see 3.10 below.

## 1.11. Financial Matters

The Fee Administrator deals with all financial matters related to school fees and costs related to excursions, fund raising and other sundry needs. Statements of account are sent home regularly. Fees are payable by monthly debit order or annually in advance; please ensure that your fees are always up to date. Queries can be addressed to the Fee Administrator.

When any monies (for sports tours, excursions, etc.) are due at school, the preferred method to pay is by EFT to the school's bank account. This is far safer than sending cash to school. The School's banking details are as follows:

School bank account:

St Dominic's Priory School

Standard Bank

Current account: 080 303 560

Rink Street branch code: 05 04 17

Please email confirmation of payment to [feesadmin@priory.co.za](mailto:feesadmin@priory.co.za) or fax 086 508 2296.

## 1.12. House System

On entering the school each pupil is allocated to one of the three houses by means of a computerized programme, making sure that each age group and gender is equally represented. Siblings will be placed into the same house. The purpose of the houses is to promote camaraderie, school spirit and healthy competition while also offering opportunities for growth in leadership skills in the election and appointment of House Captains. It is also our way of remembering and honouring our history and origins.

**Houses:** The three houses are Marcellin, Rosary and Trinity.

**House Captains:** Towards the end of each year two captains for each house are selected from Grade 11 pupils. Captains for the junior school grades are also appointed in Grade 7. Captains organise, co-ordinate, encourage and motivate all students in their house.

**House points:** These are awarded for many aspects of school life to reward and provide incentives for achievement and participation. These include sports, cultural and academic activities. At the annual awards ceremonies a trophy is presented to the winners of the inter-house competitions in Grades 1 to 7 and in Grades 8 to 12.

**House celebrations:** The Head of Ethos & Pastoral Care chooses a day for each house to wear civvies in honour of their patrons each year. The civvies chosen correspond to the colour of the house. There are, additionally, prayers and activities.

## 1.13. Marketing & Newsletters / Website / Communicator

Priory is on Facebook and Twitter. Join the group and stay informed and contribute ([www.facebook.com/St-Dominics-Priory-School-Official-101311816592607/?fref=ts](https://www.facebook.com/St-Dominics-Priory-School-Official-101311816592607/?fref=ts)). Our website ([www.priory.co.za](http://www.priory.co.za)) is updated regularly with information, photos and news of school events. Install the D6 Communicator (instructions are available on the school website) and ensure you receive newsletters, calendar and alerts about what is happening at school. A School Newspaper celebrates

the achievements of our pupils; parents are invited to let us know of these so that we can celebrate with you.

## 1.14. Office and Switchboard times

Monday-Thursday: 07h15-16h00  
Friday: 07h15-15h00

## 1.15. School Hours

Pre Grade R 07h45-12h15 (Monday to Friday)  
Grade R 07h45-12h45 (Monday to Friday)  
Grades 1-3 07h45-14h10 (Monday to Thursday)  
07h45-13h00 (Friday)  
Grades 4 - 7 07h45-14h10 (Monday to Thursday)  
07h45-13h00 (Friday)  
Grades 8-12 07h35-14h10 (Monday to Thursday)  
07h35-13h30 (Friday)

## 1.16. School Magazine

A digital school yearbook or annual magazine is made available for each school year. Our aim is to give each family a valuable record of the year's people, events and highlights. A quality product incurs costs and we request school community members to sponsor a page(s) each year.

## 1.17. Student Leadership

Pupils in all grades are encouraged to take on positions of leadership and responsibility in many areas including as Group Leaders, Class Captains, Monitors, Sports Captains, House Captains, Leaders, Seniors and LRC (Learners' Representative Council) representatives. These roles should be seen as opportunities to develop important life skills as well as serving the school.

- a) **Leaders** (the term we use for our Grade 12 prefects) are elected by pupils and by staff members. As well as playing a disciplinary role in the school, their role is also to plan, organise and assist with social, cultural and sporting events with the intention of creating a positive school spirit. Other Grade 12s are also **Seniors**, and as such assist the Leaders when called upon, set a good example, and be role models for the junior grades.
- b) A **Learners' Representative Council (LRC)** comprising elected representatives from each class in Grades 8-12 serves as an invaluable channel for communication between the pupils and school management.
- c) Two senior pupils represent St Dominic's Priory School on the **Junior City Council (JCC)** each year.
- d) In Grades 6 and 7 pupils are offered the opportunity of being part of the **VERITAS** scheme where Bronze, Silver and Gold badges can be earned for service and leadership according to specific criteria.
- e) Pupils aged 14 and over are encouraged to join the **President's Award**. This is an international youth self-development programme requiring service, physical recreation, skill and an adventurous journey.
- f) Various pupils serve the school in leadership positions in our **Cultural and Service Clubs and Societies**. Boards are chosen for these clubs, as is appropriate.

## 1.18. Telephones and Cellphones

In the case of emergencies the school office telephone may be used with permission. It should not be necessary for any pupil to carry a cell phone. If they do, the school will not take responsibility for any damage or loss. Also see Device Policy and Acceptable Usage Policy (6.2).

## 2. ACADEMICS

### 2.1. Language of Instruction

The language of instruction at St Dominic's Priory School is English. Afrikaans and isiXhosa are taught as first additional languages. In keeping with the Constitution of the Republic of South Africa, we recognise that our cultural diversity is a valuable national asset and as such we promote multilingualism, the development of official languages, and respect for all languages used in the country.

### 2.2. Curriculum

The curriculum we follow is the National Curriculum Statement or NCS, which is now referred to as CAPS (Curriculum and Assessment Policy Statement). Prescribed subjects are offered in all grades along with enrichment activities and subjects over and above the basics. We ensure that we meet the minimum requirements of the CAPS, but are not limited by them.

### 2.3. Internal Assessment and the IEB

Our examining authority for the Grade 12 external exam is the internationally benchmarked **Independent Examinations Board** (IEB). The IEB, accredited by UMALUSI,<sup>1</sup> provides a high quality, credible examination of the NCS which ensures teaching is geared to preparing pupils to think critically and apply knowledge. In addition, benchmarking tests provided by the IEB are undertaken in Grades 3, 4, 5, 6, 7, 8 and 11 so that teachers can be assured they are on the right track.

**Tests** are written regularly as part of the Assessment programme. **Other forms of assessment** are also used, such as class tests, orals, practicals, assignments, etc. All of these form part of the continuous assessment mark. Absence for standardised tests without a medical reason may result in a 0. Failure to submit work or late submission may result in a 0, a reduction in marks and/or detention and will lead to lower achievement at the end of the year. Pupils may be detained by a teacher for the purpose of completing work that is past the submission date. In Grades 4-7, if a child misses a Friday test or other scheduled assessment, they are to write it on the first day of their return to school. (It is written in Aftercare time.)

**Examinations**, from Grade 6, are written Mid-Year and in November.

### 2.4. Reporting

Progress reports are available on ADAM at the end of each term from Grade Pre-R. Matrics will also receive full Trial Examination reports at the end of Term 3.

Additionally, a portfolio of pupils' work is sent home with the Report from Grade Pre R to Grade 7 at the end of the second term prior to the distribution of the reports. Parents may consult with staff on pupils' academic achievement and progress at parent-teacher academic progress consultation meetings or by arrangement whenever necessary.

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<sup>1</sup> UMALUSI is the Council that is tasked with the "development and management of a sub-framework of qualifications for general and further education and training and for the attendant quality assurance." See <http://www.umalusi.org.za>.

## **2.5. Homework and Plagiarism**

Homework is an important part of learning and pupils are expected to do all work set every day. Parents are asked to support the school by making sure that time is set aside every day and homework is done. If no specific written homework is set for a subject, pupils must use this time for the preparation and consolidation of work or for reviewing the day's work. Don't let your son/daughter tell you there is no homework. To be of value homework, must be regular. Parents can help by:

- ensuring some quiet place is provided where pupils can work undisturbed;
- insisting on regularity of work and that assignments are completed on time;
- showing positive interest in the work.

This assists in developing independent study habits and ensuring good progress through school.

Plagiarism is to use another's work and to pretend that it is one's own. It is a growing problem with ease of internet access, especially with the growth of artificial intelligence (AI) applications. All homework, essays, assignments and research projects must be the pupil's own work. When using sources, citation and referencing must be done according to the Harvard Convention (taught at school and available in the library). It is equally bad to allow one's work to be passed off by others as their own work. Plagiarism constitutes dishonesty and constitutes serious misconduct. Cheating, and other assessment irregularities, attract disciplinary consequences, at the discretion of the relevant Deputy Head of School.

## **2.6. Mentoring**

Staff members act as mentors to Grade 12 pupils to encourage them and ensure that they maintain their academic focus throughout the year. Grade 1 pupils are paired with a 'buddy' in Grade 3 to facilitate their transition to 'big school', and Grade 4 pupils are assigned a Grade 7 buddy. Grade 8s are assigned a Grade 12 mentor.

## **2.7. Physical Education**

It is compulsory for all pupils to take part in the Physical Education Programme. This forms part of the Life Skills and Life Orientation curriculum and contributes to a pupil's assessment. Pupils will only be exempted on receipt of a medical certificate. For a pupil to be excused from a lesson, a note signed by the parent, giving the medical reason why the pupil cannot participate has to be handed to the PE teacher at the start of the lesson. Pupils must wear the correct PE clothes. See uniform requirements (6.1).

In the Reception years, Physical Education takes the form of Gross Motor Development Sessions, which build skills and confidence for participation later.

## **2.8. Computer Education and Technology in Education**

### **2.8.1. COMPUTER INFRASTRUCTURE AND TRAINING**

We have two well-equipped computer laboratories and an extensive network that allows us to offer computer facilities and internet access to all our staff and pupils. Computer skills are taught from the Reception Phase and as a section within the Technology curriculum in Grades 7, 8 and 9. We provide the Knowledge Network curriculum for Grade R to Grade 7. Computer Applications Technology and Information Technology are subjects on offer for Grades 10-12. From Grade 8, all pupils are given an account on the school's network and a password for use of the school's computer facilities in the computer laboratories or Library.

The computer labs are available for pupils' use for homework and research after hours by arrangement with the relevant staff. Pupils are able to make use of the printing facilities by buying printing credits from the fee office. Our budgeting allows for us to upgrade hardware on a regular basis to keep our equipment up to date.

## **2.8.2. MOBILE DIGITAL DEVICES**

From 2016, the school has introduced the use of iPads together with appropriate teaching applications to enhance teaching and learning. While technology is being used ever more in the classroom, the onus is on parents and the school to instil and monitor that all devices and the internet are used responsibly. Teaching staff in all phases have been equipped with iPads and educational applications to explore the best use of the technology for education. Content on the teachers' device can be projected onto screens for classroom teaching and learning purposes. Valuable educational content and text books are becoming increasingly available. Interactive and engaged learning is envisaged throughout the school where the teacher can employ this technology effectively. From 2020, the school began to use ChromeBooks, too; these will gradually phase out iPads in our classrooms.

For **DIGITAL DEVICE and ACCEPTABLE USAGE POLICY (6.2)**.

## **2.9. Enrichment, Academic Support and Remediation**

Highly motivated pupils will make use of every opportunity to improve their academic performance and enrich their education. For other pupils the pace at which teachers have to go through the work in order to complete the syllabus is too fast.

- a) Opportunities are offered for participation in olympiads, festivals, and interschool contests in various areas of the academic curriculum. We encourage pupils and parents to make use of these opportunities and broaden the scope of their education.
- b) In Grades 1 to 12 we offer extra lessons on some afternoons after school in Afrikaans, Mathematics, Physical Sciences and English. In Grade 6 and 7, extra lessons are also offered for isiXhosa. If this assistance is not sufficient for any individual pupil to keep up academic standards, parents are advised to consult subject teachers. It may be necessary to source individual outside extra lessons. Attending these sessions may not interfere with extra-mural obligations. In Grades 1-3, extra lessons are only available for Mathematics and English.
- c) Every effort is made through all grades to identify barriers to learning as early as possible and to communicate and consult with parents in this regard. Recommendations for professional assessment, appropriate therapies and remediation will be made to parents where possible.
- d) Specialist remedial teachers are available. Teachers will make recommendations to parents where applicable. This support is facilitated by the school, but is for the parents' account.
- e) A speech therapist and an occupational therapist are on site certain days each week.

## **2.10. Books and Learning Materials**

In Grades Pre-R to 3 most learning materials and books are provided by the school. An annual requirements list is provided to parents for needs not met by the school. From Grade 4 parents have to provide any textbooks and learning materials required. Grade Pre-R to 7 pupils receive an annual requirements list for stationery not met by the school. Book lists are made available and book sales take place at school at the end of every year. Book orders and sales are coordinated by the school's Fee Administrator. Parents must ensure that their son/daughter has all the requirements necessary. Where possible, from Grade 5, textbooks are digital, loaded onto the pupil's iPad/ChromeBook. Textbooks in Grade 4 are hard copies, kept in the classroom for each pupil.

## **2.11. Career Counselling**

Speakers from tertiary institutions and industry are invited to speak to our senior pupils about careers from time to time, especially on Tuesday afternoons. Subject choice consultation is held for Grade 9 pupils who have to choose subjects for the FET phase. Profiling tests are incorporated, which point them in directions they are most suited to. Career counselling also forms part of the Life Orientation curriculum and is addressed as part of vocational guidance in the Life Orientation lessons in senior grades. There is a 'work shadow' requirement for Grade 10 and 11 pupils. Pupils may seek career guidance from Fr Michael, who as Head of Ethos and Pastoral Care, coordinates career counselling and guidance.



## 2.12. Library

Our library is always expanding in terms of the number and quality of books. There is internet access and computer-based research facilities in the Library. A love of reading and appreciation for the value of books is very important in anyone's education. We urge parents to encourage frequent and responsible use of the school library. Mrs Farrow, our librarian, aims to provide reading incentives to all pupils to encourage the use of the Library. Timely return of borrowed books is very important. Detention, fines and ultimately an account for a lost or damaged book could result if books are not returned. Our library facilities are also available for the use of parents. Please contact Mrs Farrow to make a time to browse our library: [library@priory.co.za](mailto:library@priory.co.za).

## 2.13. Academic Awards

The school seeks to acknowledge and reward both diligence and academic achievement.

### 2.13.1. FOUNDATION PHASE

In the Foundation Phase, badges are awarded to pupils who excel, and are worn for the week:

- 1 'Good Manners' badge per class
- 1 'Good Friend' badge per class
- 2 'Stars of the Week' badges per class

All of these children receive acknowledgement from the Head of School, having their books signed and receive a sweet. Other children who go to the Head of School are those who have completed their merit chart. The merit chart is not a competition, but rather an incentive for each child to work towards and to experience the success that hard work, good behaviour and taking responsibility can bring. Those who have received medals for fun runs, rosettes for equestrian events and trophies or certificates for dancing, karate, galas, etc. also have the opportunity to visit the Head of School at this time. Any child not receiving any demerits during the term will receive a "Good News" letter, which includes a certificate, in their report envelope at the end of the term.

At our annual awards ceremony at the end of the year every Foundation Phase child receives a certificate for diligence, impeccable behaviour, excellent manners, perseverance, achievement, overcoming obstacles etc. It is important that each child feels valued and is encouraged in this way to keep up the effort to reach their full potential in all areas of schooling.

### 2.13.2. INTERMEDIATE PHASE

In the Intermediate Phase, pupils are eligible for three annual awards, based on their overall academic progress throughout the year. These awards are detailed in the table below:

	Grade			
	4	5	6	7
<b>Academic Excellence (per subject)</b>	85% +	83% +	80% +	80% +
<b>Academic Achievement (overall)</b>	80 - 84%	78 - 82%	76 - 79%	76 - 79%
<b>Academic Excellence (overall)</b>	85% +	83% +	80% +	80% +

Pupils in Grades 6 and 7 are also encouraged to work towards their Veritas badges. The rationale behind these badges, as well as the criteria under which they are awarded are contained in Section 7.1.

### 2.13.3. SENIOR PHASE

In Grades 8-12, pupils are awarded badges and other accolades, as outlined in Section 7.2.

## **3. SPORT, COMMUNITY and PHYSICAL RESOURCES**

### **3.1. Sport**

A variety of sporting codes are offered at school. The programme of activities is made available at the beginning of every season. One winter and one summer sport is compulsory for all pupils from Grade 1. In Grades Pre R and R, Ball Skills, co-ordination activities and gross motor skills development activities lay the foundations for future sporting success and enjoyment. We encourage excellence and encourage all our pupils to compete at the highest possible level and/or participate in physical activity for their general health and enjoyment. There are dedicated Sports staff members including the Sports Coordinator, Sports Management Interns, and a number of outside coaching staff who report to the relevant Deputy Head. Teachers also coach and/or manage teams. Local leagues are entered based on those who sign up for the season. We urge parents to support us in ensuring commitments are met and not support withdrawing because it is considered boring, too difficult or because something better is on offer. For Grades 7-12 there is an annual sports awards function for summer and winter sports. There is healthy inter-house competition between the pupils who belong to Trinity (Red), Rosary (Green) and Marcellin (Blue) Houses. We endeavour to provide our pupils with the best sporting facilities possible.

### **3.2. Conduct with regard to Sport**

Sport teaches commitment, team work, camaraderie and healthy competition. It can be summed up by the ideals of *sportsmanship*. No one likes a bad loser or a parent who is aggressively competitive in support of their child. Let us all strive towards the highest standards of behaviour and sportsmanship on the sports field and in the supporters areas.

### **3.3. Sports Facilities, Fields and Equipment**

The sports facilities, fields and equipment must be treated with respect and consideration for others at all times. Anyone becoming aware of a safety or maintenance issue must please report it to a staff member as soon as possible.

### **3.4. Sports Awards**

There are criteria in place for recognizing committed participation as well as sporting excellence and achievement. Please see Section 7.2.7. Recognition is also regularly given at assemblies, in newsletters and other school communications. Parents are asked to keep us informed of achievements in sports not offered at school.

### **3.5. Parents and Community**

There is a Parent-Staff Association (PSA) to promote school community activities and assist with fundraising. Money raised goes towards capital projects. Previous projects include the pool pavilion, sports change rooms and improving the Library. The Chairman of this Association (a parent) has a seat on the Board.

We need our families to build our school community. There are times when we will call on our parent body for occasional assistance with campus needs, sports days, and social events for parents, with or without their children. Our biggest annual fundraising and community event is the Priory Fair. We urge parents to get involved in support of the school and the education of their children. It is a wonderful community building event.

We try to identify a parent per class to assist with convening class, phase or school projects. Notices are sent home, emailed or posted on the Communicator. An Annual General Meeting of parents is held every year in February to provide feedback on the general wellbeing and direction of the school – as well as information on the fundraising and community projects undertaken.

### 3.6. Campus Infrastructure and Maintenance

We are very proud of our beautiful school and grounds. Keeping it this way is a team effort between Senior Management and the Estate Manager, together with his team of support and maintenance staff. We ask all in our school community to join in our efforts to keep our campus pristine and fit for its purpose.

### 3.7. Computer Resources

There are two computer labs for pupils and an extensive network of staff computers. All staff are linked to the network and in Grades 8-12 pupils have network accounts that allow them to access documents, resources and notes that their teachers may make available to them. There are usage protocols in place to ensure safety and optimal benefit from these resources. Please see the Electronic Device and Acceptable Usage Policy in Section 6.2.

### 3.8. Tuckshop

A tuckshop operates at break, in a restricted way during the pandemic, and after school to provide pupils with nutritious refreshments at reasonable prices. A list of items available and prices is available and is updated when necessary. There are healthy food options available from the tuckshop and pupils are encouraged to buy these instead of foodstuffs with a lot of fats and sugar. Everybody must please comply with queue control measures. For enquiries regarding the tuckshop, please contact the school's bursar.

### 3.9. School Shop

Many uniform requirements (see Section 6.1) can be obtained from our school shop on the campus. The School Shop can be emailed at [schoolshop@priory.co.za](mailto:schoolshop@priory.co.za).

Shop hours are:

Monday	Closed
Tuesday – Friday	10h00-13h00

Currently, pupils are free to visit the Shop during breaktimes, and parents are asked to make appointments. The Shop also opens at special times when there is a need. The preferred method of shopping (for current parents) is for email orders and EFT payment into the school shop account. No bank card facilities are available.

St Dominic's Priory School Shop Trust  
Standard Bank  
Current account: 061 448 524  
Rink Street branch code: 05 04 17

Email confirmation of payment to [feesadmin@priory.co.za](mailto:feesadmin@priory.co.za) or fax 086 508 2296 using the pupil's name as reference.

### 3.10. Campus Safety and Security

The safety and security of our pupils is of the utmost importance to us. We ask parents to cooperate with measures put in place for this purpose.

- a) **Main entrance gate:** The gates are closed during the academic day and are closed in the evening at 19h00. Special arrangements are made for evening functions or meetings. This gate is manned by a security guard and there is a boom in place. Parents, staff and other school community members must have a school access disk on the left front of the windscreen at the bottom to have access onto the campus. Discs are made available every two years or on admission. Vehicles coming through the gate without a disc will be stopped and the driver will have to complete a register.
- b) **Boom below the school common:** This boom is closed to vehicle access between 06h30 and 16h30 (except staff and deliveries). There are always children about, some small and unaware, and their safety is paramount. This applies even in inclement weather and parents must ensure their children are equipped with the correct rain gear (and Wellington boots if deemed necessary) to enable them to negotiate the way from the drop off and parking lot to the school buildings in the rain.
- c) **Drop-and-go:** The left side of the road close to the top boom is reserved for pick-up and drop-off. No-one may park there and leave their vehicle. Please stay within the drop-off zone on the road if you wish to stop there. Parents may park on the island and around the field.
- d) **Pedestrian gate on Glendore Road:** This gate operates on a turn-style, with tags which can be bought from Mrs Solomon.
- e) **Visitors:** All visitors to the school during the school day must report to Reception after being admitted to campus by security. The school reserves the right not to admit persons without appointments, or otherwise, to campus. Parents and other visitors may not wander around the school without the knowledge of staff. Parents may not go directly to their child's class without an appointment to see the teacher or by previous arrangement. All visitors to Campus are required to sign in, and receive a Visitor's Pass, which is to be returned when leaving Campus.
- f) **Evacuation plan and drills:** The school has an evacuation plan and drills are held from time to time. Regular inspections are held for fire safety and all fire equipment is checked.
- g) **Surveillance:** CCTV cameras are installed in various locations and will be monitored for anything out of the ordinary. We are also fully alarmed and monitored by Atlas Security.
- h) **Leaving premises:** No pupil may leave the school premises during the school day. Those needing to leave for ill health or urgent appointments must report to Reception and be fetched there by a parent / guardian. They will be signed out.
- i) **Use of school facilities:** Any member of the school community, who wishes to use our facilities over weekends or school holidays, must obtain prior consent from the school. The facilities are generally unavailable on Sundays.

## **4. CULTURE and the ARTS**

### **4.1. Music (Individual)**

Pupils in Grades 2 to 12 wishing to start or continue with individual music tuition may choose from the following instruments:

- Clarinet
- Drum kit
- Flute
- Guitar (Classical, Acoustic, Electric and Bass)
- Piano (Classical and Jazz)
- Saxophone
- Trombone
- Trumpet
- Violin and Cello

The school owns a number of instruments which are available for hire.

Music readiness testing is conducted to ascertain suitability for musical training. There may be a waiting list and it is advisable to register for instrument tuition as soon as possible. Class music is taught as part of the Life Skills curriculum from Grade Pre-R to 6. Subject music is offered from Grade 7, as part of Creative Arts, and from Grade 10 as a subject for the National Senior Certificate.

### **4.2. Drama**

Drama is taught as part of the Life Skills (Grades Pre-R - 6) and Creative Arts (Grades 7-9) Curriculum. It allows pupils to express themselves and gain confidence. It is assessed and pupils have to complete set tasks. Performance opportunities are provided wherever possible. There is a Drama Club in the junior grades and in the high school grades. Pupils are encouraged to sign up and display their stagecraft in the productions, concerts and plays that form part of our calendar.

### **4.3. Visual Arts**

Visual Arts is taught as a part of the Life Skills Curriculum in Grades Pre R- 6 as part of the Creative Arts Curriculum. It is assessed for marks and tasks must be completed. There is an Art Club for pupils from Grades 4 - 7, and a separate one for Grades 8 – 12.

### **4.4. Sacred Singing**

Hymn singing, liturgical music for School Masses and singing at Assembly are part of our identity as a school. Lessons/assembly times are set aside for school singing practice for all grades.

### **4.5. Ensembles**

The school has three choirs, a number of marimba groups, a junior and senior band, and a string ensemble. There is also a Sacred Ensemble, in collaboration with the Ethos Department, which leads the music for Holy Mass, liturgical events and particular assemblies. Participation in these groups is determined by audition.

### **4.6. School Productions, House Plays and Concerts**

A full school production is held every two or three years. In alternative years, there are Interhouse Plays (Grades 8-12) and concerts on a smaller scale, such as the Pre-R Concert, Grade R Nativity and Lunchtime Concerts, amongst others. Please consult the Calendar and check notices going home. These are wonderful opportunities for growth for our pupils.

## **4.7. Cultural Awards**

Parents are asked to keep us informed of achievements in cultural activities offered out of school. Criteria for Cultural Awards are shown in Section 7.2.8.

## **5. ETHOS and PASTORAL CARE**

### **5.1. Religious Education**

St Dominic's Priory School is a Catholic school which promotes education based on values of love for others and love for God, underpinned by the teaching Catholic Church. All pupils and teachers attend school devotions and church services (which, includes, at as its source and summit, Holy Mass). Attendance at celebrations in keeping with our school ethos is compulsory, e.g. Confirmation Mass. Catholics are offered instruction in the Sacraments of First Confession, First Holy Communion and Confirmation in the appropriate grades. All pupils have Religious Education lessons, integrated with our Life Orientation programme. These activities take place in keeping with our vision statement of respect for the cultural and religious values of all, in which every person is called to participate in accordance with their conscience, although everyone attends every class and service.

### **5.2. Assemblies**

Formal Assembly takes place in all grades according to the timetable and attendance is compulsory. We start our Assembly with scripture, prayer and a hymn. It is, in the first instance, a time of devotion and proper quiet and respect is required. Thereafter, announcements, recognition of achievements take place.

### **5.3. School Feasts and Celebrations**

We celebrate various events on the Catholic calendar that are significant to our ethos and our school tradition. Please see the school calendar on the Communicator in this regard. Significant amongst these is the Feast of St Dominic, held in August every year. Here we celebrate our school and its origins, history and traditions as a whole Catholic and school community. We encourage full participation of all in our school community, past and present.

### **5.4. Community Service and Outreach**

As a Catholic school, being other-centred is very important to us. We support the needy by means of various projects undertaken by staff and pupils. All Phases throughout the school are involved in outreach projects. Among these are a township soup kitchen, Interact projects, supporting various charities and less well-resourced schools. We urge pupils and parents to help us support these projects when called upon to do so. The Interact Club (senior grades) is very involved with Rotary and does volunteer work and fundraising. In addition, Interact and other pupils are encouraged to provide their service at school events. The Enviro Club engages itself in beach clean-ups and animal shelter volunteering, focusing our service at all of God's creation. In the junior grades, EarlyAct – a Rotary corollary for primary schools – engages the pupils in various activities.

Our Outreach activities are available at <https://sites.google.com/priory.co.za/care/we-share>. This also includes sign-up sheets for various activities.

### **5.5. Fundraising**

The school is able to undertake fundraising initiatives for approved activities in service of those in need. All proposed activities (including civvies days, cake sales and larger events) must receive pre-approval from the Head of Ethos. Every application for fundraising must include a budget, having completed the online Fundraising Application/Event Booking Form. The raising of funds without approval or following due process constitutes serious misconduct.

### **5.6. Retreats**

Annual Retreats take place for Grades 8 - 12.

The date for the retreat is published on the D6 Calendar, accessible on the App. Each grade from Grade 8-12 has a retreat every year. Attendance at retreats is compulsory in honour of our curriculum and ethos. The terms signed at the start of any pupil's' stay with us promises the honouring of these elements of school life, inter alia. We understand that there are sometimes unavoidable circumstances in which we are not able to meet our commitments: good, timely communication,



with the correct people, help us all to administer our lives well. For proper planning, and to secure accommodation and transport at reasonable rates, these are booked well in advance of the retreat, with the presumption, in good faith, that everyone in the Grade will attend the retreat. When it is doubtful, for good reason, that this can happen, we remain grateful to parents who contact us at the start of the academic year to let us know of any circumstances surrounding their difficulties in honouring the retreat commitment. It is sometimes possible, with advanced notice, to cancel accommodation and other services. It should be understood that, without good and timely communication, parents may have to bear the cost of the retreat in some measure, even if the pupil is unable to attend. The school reserves the right to determine what constitutes good and timely communication. Absence from school, even for retreats, is arranged with the relevant Deputy Head of School, Mr Viljoen: [dviljoen@priory.co.za](mailto:dviljoen@priory.co.za) and the front office: [office@priory.co.za](mailto:office@priory.co.za). (This applies to all absence from school.) When this absence includes retreats, notifying Mrs Bester [ethosassist@priory.co.za](mailto:ethosassist@priory.co.za) (who will inform Fr Michael) and Mrs Solomon [feesadmin@priory.co.za](mailto:feesadmin@priory.co.za) is also essential.

The necessary costs vary from year to year and parents are informed well ahead of time by means of a letter. The retreat letter remains a reminder of the retreat and a notification of cost for payment. Parents are reminded that the retreat letter does not constitute an indemnity form: this is signed for each pupil, at acceptance, and is retained in each child's file in the front office in a secure location: this form indemnifies the school for all school excursions throughout the time of enrolment, with the courtesy of notice being provided of each trip (for us, in the form of a retreat letter, in writing).

Failure to return the retreat letter reply slip is followed up:

- by signing a pupil's discipline card for not honouring the deadline for every day that the slip is late, and,
- by contacting the parent should the date of retreat approach without a courteous reply, and we want to ensure that parents have correct information.

Hitherto, we have never had to exclude a child from this compulsory part of their school experience for this reason: pupils and parents are always kind enough to be diligent in making these replies.

Parents are encouraged to check the bags of their children before they leave the house: the school cannot accept responsibility for the contents of bags taken away on school trips. While bag inspections in the case of suspicion remains possible, the school is unlikely to do a routine check of all bags before departure.

An annual day of recollection is organised for each Grade from Grade 4, and for Staff.

## **5.7. The Offering of Holy Mass**

The celebration of Holy Mass is the key liturgical act of worship that we offer at this school – this is the very act of Christ offering himself on the Cross. Every pupil and staff member at our school is urged to participate fully and actively in the liturgical and prayer-life of the school. It is source and summit of our Catholic life, from which we derive our strength to be honest sportsmen, curious academics and self-giving servants.

We are aware, of course, that there are many non-Catholic pupils and staff at our school. We thank God for their witness of faith amongst us praying that God will lead all of us into the Truth, which has been revealed to us in Jesus Christ. Participating in Catholic liturgy means participating in the very mystery of God, which is the will of God for all people. Being attentive to God in prayer makes us attentive to his presence in our lives. We hope that our lives reflect the majesty of God's life in this world and that we will be happy with him forever in the next. For this reason, behaviour within the celebration of Holy Mass (or any of our prayers or sacred events) which is not respectful and dignified, will be considered to be a serious offence against the school, whose Ethos governs our very identity.

From time to time parents and school community members are invited to attend Mass with us at school. Holy Mass is celebrated every Tuesday and Wednesday mornings at 07:00, and on Thursday afternoons at 14:30, in the School Chapel. Additionally, Grade Masses are said on a rostered basis, timetabled for each term, for Grade 1 to 12, subject to the availability of a priest.

## 5.8. Pastoral Care and Counselling

Fr Michael, our Head of Ethos, as well as Fr Grant and various other members of staff with the appropriate training and expertise, are available for spiritual direction and pastoral guidance. Any pupil experiencing difficulties of an academic, psychological or emotional nature may be confidentially counselled. The school may recommend that a pupil be referred to a psychologist or other professional.

All teachers are available for pastoral care and pupils with academic, spiritual or emotional difficulties may also seek out a teacher they feel comfortable to talk to. It is also a responsibility of class teachers to help identify when a pupil seems to be in difficulty and to refer or help if possible.

The 'Priory Cares' App/Google Site provides an easy platform to ask for pastoral care for all pupils and staff. It can be reached at <https://sites.google.com/priory.co.za/care/we-care>. The names of various staff who are able to see pupils in some way is listed on the App.

Various resources for spiritual reading are available at <https://sites.google.com/priory.co.za/care/we-learn>.

Additionally, Priory Cares hosts a forum for dialogue, which is important in the life of the school. This module, "We Speak" (<https://sites.google.com/priory.co.za/care/we-speak>) includes a space for incident reporting, grievance reporting and positive suggestions. These pages, which are carefully monitored, are triaged according to their urgency and line manager, and referred to the School's Management Team where necessary.

Section 6.7, below, attempts to offer, in various domains, a guide to communication that might facilitate Pastoral Care.

## 5.9. Sacramental Confession

Confessions are heard in the School Chapel every second break, or by appointment with one of the Fathers: there is an appointment for confession page on the 'Priory Cares' App. Opportunity is also offered for confession, often by a visiting priest, from time to time throughout the year. Confessions are heard for most of the day on Shrove Tuesday, the day before Ash Wednesday, the beginning of the Holy Season of Lent. Confessions are available for 20 minutes before all School Masses. The school does prepare pupils for their First Confession in Grade 3.

## 5.10. Conversation, confidentiality, counselling and reporting

Sensitive conversations arise frequently in the life of our school. Sometimes, these conversations are treated with absolute confidentiality (as in the case of Sacramental Confession); at other times, compulsory reporting attaches. Between these necessary poles, other levels of confidentiality apply, as appropriate. Occasionally, within the framework of a confidential conversation, it may be necessary to advise a pupil, staff member or parent to follow a formal procedure either within the School's grievance reporting structure, or (in the case of grave situations) a legal process.

It might be good to outline at least three forms of sensitive disclosures that might occur within the Pastoral Care ambit, and how we approach the question of confidentiality in each.

- a) In **Sacramental Confession**, absolute confidentiality is assured. In the Sacrament, which offers us "through the ministry of Church... pardon and peace" (as the words of absolution remind us), there may be reason to discuss matters which could attract a reportable opportunity. Under the seal of confession, though, the priest who hears a confession is obliged to secrecy under every circumstance. No one can oblige a priest to make a disclosure from information shared within the context of the sacrament, either in a direct or oblique way.
- b) In **Spiritual Direction**, which is differentiated from Confession, the Director attends to the cure of the soul in a manner that closely resembles Confession, but is distinct from it. The confidentiality assured in the context of direction has a particular sacredness, elevating it beyond professional secrecy, maintaining it along the lines of Sacramental Confession.
- c) **Counselling**, and with it, the **professional secrecy** that is necessary in the exercise of one's usual duties (for example, the care taken by those who are stewards of school finances, or the delicacy of conversation with the Deputy Head, Departmental Head or Homeroom Teacher) is binding on the person offering the counsel by virtue of the natural law. It is violable only when the secret bound could cause objective harm to the person who confided it, or where grave harm can be avoided only by divulging the truth. This occurs, principally, in two instances: where

there is a risk of self-harm, which could include suicidal ideation, and in the case of abuse (in any form). Within the ambit of counselling, either formally or guidance-giving, the staff member who hears of harmful risk or abuse is duty-bound to report what is heard. Primarily, comfort is offered to the person making the disclosure; this care is embodied further in the duty to report. The Child Safeguarding Policy outlines the format, destination and nature of these reports.

Notwithstanding the complex nature of our emotions, it is important to know, from the start, what we want to achieve in a initiating a particular conversation and then, with these expectations in mind, follow the process as diligently as possible. Seeking advice from someone on campus, which might include the suggestion to lay a formal complaint, does not automatically mean that the complaint has been laid. On the other hand, it is also important to note that, in the case of harm or abuse, the person who receives the information has a legal duty to report, whether the person making the disclosure wishes this to be done or not. It would never be appropriate for someone to pry needlessly into the nature of a Confession, Spiritual Direction or Counselling Session.

## **5.11. Service Awards**

There are criteria in place for recognizing committed service in various areas of school life as well as in the community. Please see Section 7.2.9. Recognition is also regularly given at assemblies. Parents are asked to keep us informed of service activities undertaken out of school.

## **5.12. Ethos Handbook**

A more detailed Ethos Handbook is available on the d6 Communicator or in print, on request.

## 6. REGULATIONS / DISCIPLINE / POLICIES

The maintenance of discipline and order is part of the responsibility of every person on campus. It is not only the duty of staff to regulate what is good and proper; every pupil is also responsible for the care of the other, ensuring that we all grow into the likeness of the Son of God, Who was “obedient even unto death, even death on a Cross” (*Phil. 2:8*).

We undertake this duty with great care and gentleness, being reminded of the counsel of Saint Francis de Sales: “It is easier to catch flies with a teaspoon of honey than with a barrel of vinegar”. While the Code of Conduct and our disciplinary policies contain many provisions that ensure a fair and gentle application of the standard of behaviour we hope to enjoy, staff to reserve the right to insist on good behaviour, for the sake of all, according to their discretion. Even if a provision is not contained in the Handbook, it may be proposed with the force of the following regulations, provided it is reasonable and conduces toward the common good.

### 6.1. Uniform Regulations and Appearance

#### 6.1.1. RECEPTION PHASE UNIFORM REQUIREMENTS

Items marked with an \* are available from the School Shop:

- A Priory school bag or plain black/navy bag to be brought to school each day\*
- Navy blue quantec shorts\*
- **Yellow golf shirt with badge\***
- School cap\*/ school hat\*
- Priory tracksuit top (compulsory); Priory tracksuit pants\*
- Priory rain jacket\*
- Priory navy blue fleece top\* and a Priory navy blue hoodie\*
- Denim **blue** jeans
- Predominantly white takkies
- Navy blue crocs / croc-style shoes
- Wellington boots
- Navy leggings
- **Long-swimming jacket (to be worn on swimming days to and from swimming from extra warmth)\***

#### 6.1.2. AFTERCARE UNIFORM

Grade 1 – 3 Red Aftercare T-shirts are to be worn by all **Foundation Phase** pupils who attend Aftercare. **Grade 4 – 5 turquoise Aftercare T-shirts are to be worn by all Intermediate Phase pupils who attend Aftercare.**

The T-shirt is to be worn with school tracksuit pants or navy blue school shorts. A navy blue school hat with a badge is compulsory for all Grade Pre-R – 3 Aftercare pupils. The cap has to be labelled and will be kept at Aftercare. **Priory tracksuit top or hoodie is to be worn (or fleece top for Reception Phase).**

**Detailed uniform rules follow on the next pages, for girls and for boys.**

### 6.1.3. GIRLS UNIFORM: GRADE 1 – 12

<b>SUMMER UNIFORM (1<sup>st</sup> and 4<sup>th</sup> Terms)</b>	<b>WINTER UNIFORM (2<sup>nd</sup> and 3<sup>rd</sup> Terms)</b>
<p>School blazer; grey skort (which is compulsory for Grade 1-3, and optional for Grades 4-7) / grey skirt (Grades 4-12); white short-sleeved open-necked shirt (no badge and no top button); navy blue school pullover (long-sleeved or sleeveless); white ankle socks, not rolled; black school shoes, t-bar or lace up – polished.</p> <p>Girls from Grade 1-12 may opt to wear long tailored grey school trousers instead of a skirt/skort. These must be the cut for girls, as stocked by retailers such as Woolworths or Pep Stores. The School Shop does not stock trousers. Grey socks are worn with grey trousers.</p> <p>Girls in Grade 4-7 may also choose to wear the grey skort in place of the grey skirt. The grey skort is a compulsory uniform item for girls in Grade 1-3.</p>	<p>School blazer; grey skort (which is compulsory for Grade 1-3, and optional for Grades 4-7) / grey skirt (Grades 4-12); white long-sleeved shirt (no badge, but with top button); school tie (must cover top button); navy blue school pullover (long-sleeved or sleeveless); ribbed grey tights (Grades 1-6); grey knee school socks; black shoes as above. Navy school-issue scarf may be worn. If gloves are worn, they must be navy blue. School-issue beanie may only be worn whilst travelling to and from school in very cold weather. In Grades 7-12, pupils may wear navy blue opaque lycra tights, or grey tights, obtainable from the School Shop, Birch's or Woolworths.</p> <p>Matric tie and white Matric jersey (long-sleeve, sleeveless or cardigan) are optional in Grade 12. An Honours tie may be worn by those who legitimately wear the Honours blazer.</p> <p>Long trousers may be worn in Summer and Winter for both boys and girls from Grade 1.</p>

**HOODIES & WARM-UP TOPS:** A school hoodie can be purchased from the school shop, and may be worn in place of the tracksuit top when wearing sport uniform. If a sport/extramural hoodie is issued which is not discernibly different from the standard hoodie, this may also be worn as described above.

**SPONSORED KIT:** Sponsors, and sponsored kit, must be approved by the management team, and then be issued to particular teams. There is no expectation of a sponsored kit for all sport codes at all times.

#### **PE (Physical Education) / TENNIS / HOCKEY / SOCCER / CRICKET / FITNESS (Practice only)**

White school golf shirt, or house shirt, with navy PT shorts, visible socks and white sport shoes. When arriving and leaving school, tracksuit top or navy school hoodie must be worn from the boom. (If wearing shorts, tracksuit pants are not required, though can be worn if cold.) Every pupil must own a full tracksuit. The white or navy school long-sleeved top (not sponsored or branded) may be worn in place of the golf shirt. Grade 1-12: Pupils may come to school in tracksuit (long pants optional) on the days that they have Phys. Ed. Grade 12s may wear their Matric hoodies for Phys. Ed. Hockey skorts are not acceptable dress for Phys. Ed.

**CRICKET MATCHES:** (Grade 8-12 only) White long trousers and cricket shirt; navy blue/white cricket cap with school badge; navy blue wide-brimmed hat; white V-neck pullover with school badge; white cricket shoes; white socks.

**HOCKEY/SOCCER MATCHES:** Navy Blue School Hockey / Soccer kit with gold socks; hockey/soccer boots; school tracksuit. Long-sleeved plain white (or navy) top can be used as a second skin under a playing shirt of the same colour for matches. Shin pads (for both hockey and soccer) and gum guards (for hockey) are compulsory. Plain long-sleeved white or navy school shirt may also be worn for practices. First teams: sponsored kit occasionally supplied, subject to sponsored kit norms.

**INTER-HOUSE ATHLETICS:** School house shirt; navy 'tights' or running shorts; predominantly white sport shoes (if possible) or suitable spikes; white socks.

**SWIMMING:** Plain navy blue regulation costume; navy sun-protection swimsuit (optional for Grades 1-7 only); house-coloured swimming cap; school tracksuit. For inter-schools' galas: school-branded costume, with navy blue school-branded swimming cap are compulsory. Plain navy/black/white flip flops or slides may be worn. Pupils must leave dressed modestly, wearing flip flops or other appropriate footwear. Pupils may not leave in only a costume, or a costume and a towel. Racing costumes are not typically worn for swimming practices or internal galas.

**TENNIS MATCHES:** Blue school playing kit shorts or skirts with white golf shirt or sponsored dresses; tennis socks; tennis shoes.

**WATERPOLO:** Grades 8-12: Waterpolo costume obtainable from School Shop; plain white/navy/black flip flops, slides or white sport shoes. Pupils must leave dressed modestly, wearing flip flops or other appropriate footwear. Pupils may not leave in only a costume, or a costume and a towel.

#### 6.1.4. BOYS UNIFORM: GRADE 1 – 12

SUMMER UNIFORM (1 <sup>st</sup> and 4 <sup>th</sup> Terms)	WINTER UNIFORM (2 <sup>nd</sup> and 3 <sup>rd</sup> Terms)
School blazer; white short-sleeved open-neck shirt (no badge and no top button); navy blue school pullover (long-sleeved or sleeveless); grey shorts (Grades 1-6); grey trousers (Grades 1-12 may wear long trousers, which <b>are</b> optional all-year round for Grades 1-6) which must touch heel of shoe and must fit properly; black or grey belt; grey knee socks with school stripes (if wearing shorts); grey ankle socks (if wearing trousers); regulation black lace-up school shoes – polished. (Recommended styles: Bata Toughees, Woolworths, Jonty's or plain black Bronx lace-up. <b>Grasshoppers, with unnecessary ribbing, discernibly different from polishable black shoes, are not regulation school shoes, which will be compulsory from 2026.</b> )	School blazer; white long-sleeved shirt (no badge but with top button); school tie (must cover top button); grey shorts (optional for Grades 1- 6 in winter); grey long trousers; socks and shoes as for summer; navy blue school pullover (long-sleeved or sleeveless); navy school-issue scarf may be worn. If gloves are worn, they must be navy blue. School-issue beanie may only be worn whilst travelling to and from school in very cold weather. Matric tie and white Matric jersey ( <b>long-sleeve, sleeveless or cardigan</b> ) are optional in Grade 12. An Honours tie may be worn by those who legitimately wear the Honours blazer. Long <b>trousers</b> may be worn in Summer and Winter for both boys and girls from Grade 1.

**HOODIES & WARM-UP TOPS:** A school hoodie can be purchased from the school shop, and may be worn in place of the tracksuit top when wearing sport uniform. If a sport/extramural hoodie is issued which is not discernibly different from the standard hoodie, this may also be worn as described above.

**SPONSORED KIT:** Sponsors, and sponsored kit, must be approved by the management team, and then be issued to particular teams. There is no expectation of a sponsored kit for all sport codes at all times.

#### PE (Physical Education) / TENNIS / HOCKEY / SOCCER / CRICKET / FITNESS (Practice only)

White school golf shirt with school badge; coloured house shirt; navy blue school shorts; white sport shoes; white ankle socks (summer); gold sports socks or long white socks (soccer, cricket, hockey); navy blue peak cap / wide brimmed hat with school badge is compulsory for outdoor activity in the sun (Grades Pre-R – 7). Every pupil must own a full tracksuit. The white or navy school **long-sleeved** top (not sponsored or branded) may be worn in place of the golf shirt; **this excludes the cricket shirt.**

Grade 1-12: Pupils may come to school in tracksuit (long pants optional in summer) on the days that they have Phys. Ed. When arriving and leaving school, tracksuit top or navy school hoodie must be worn from the boom. (**If wearing shorts,** tracksuit pants are not required, though can be worn if cold.) Grade 12s may wear their Matric hoodies for Phys. Ed.

**CRICKET MATCHES:** Grade 1-7: White shorts with gold sports socks; white golf shirt with school badge.

Grade 8-12: White long trousers and cricket shirt.

All: navy blue/white cricket cap with school badge; navy blue wide-brimmed hat; white V-neck pullover with school badge; white cricket shoes; white socks.

**HOCKEY/SOCCER MATCHES:** Navy Blue School Hockey / Soccer kit with gold socks; hockey/soccer boots; school tracksuit. Long-sleeved plain white (or navy) top can be used as a second skin under a playing shirt of the same colour for matches. **Shin pads (for both hockey and soccer) and gum guards (for hockey) are compulsory.** Plain long-sleeved white or navy **school** shirt may also be worn for practices. First teams: sponsored kit occasionally supplied, **subject to sponsored kit norms.**

**INTER-HOUSE ATHLETICS:** School house shirt; navy 'tights' or running shorts; white sport shoes or suitable spikes; white socks.

**SWIMMING:** Plain navy blue regulation costume; navy sun-protection swimsuit (optional for Grades 1-7 only); house-coloured swimming cap; school tracksuit. **For inter-schools' galas: school-branded costume, with navy blue school-branded swimming cap are compulsory.** Plain navy/black/white flip flops or slides **may be worn.** Pupils must leave dressed modestly, wearing flip flops **or other appropriate footwear.** Pupils may not leave in only a costume, or a costume and a towel. **Racing**



costumes are not typically worn for swimming practices or internal galas.

**TENNIS MATCHES:** Navy school playing kit shorts with either white golf shirt; appropriate socks; tennis shoes.

**WATERPOLO:** Grades 8-12: Speedo-style waterpolo costume obtainable from School Shop; plain white/navy/black flip flops, slides or white sport shoes. Pupils must leave dressed modestly, wearing flip flops or other appropriate footwear. Pupils may not leave in only a costume, or a costume and a towel.

### 6.1.5. PERSONAL APPEARANCE / GENERAL

Pupils are expected to be neatly dressed in full school uniform while at school, as well as going to and from school and at all school functions.

- a) All uniform items must be kept clean and in good repair.
- b) All pupils must maintain a high standard of personal hygiene and cleanliness.
- c) **Bags:** School satchels must be regulation, from the school shop or plain navy blue or black, and free of graffiti.
- d) **Blazer:** Wearing of the school blazer is ordinarily compulsory for arrival at and departure from school, both in winter and in summer. This includes any instance of wearing the uniform off the school premises (e.g. in a shopping mall) or on the way to and from the school parking lot (below the boom) at the beginning and end of the day. If the weather makes it highly uncomfortable to wear a blazer, an announcement will be made suspending the wearing of the blazer. The blazer should contain all buttons, **which include those on the sleeves and on the breast. Blazer sleeves should reach the wrist, and at least one button should be comfortably able to be buttoned.**
- e) **Civvies Days:** Clothing and accessories worn on these days must be modest and appropriate, in keeping with our Catholic tradition. Civvies day are occasionally free-of-charge; where there is a charge, it is always in favour of Outreach Activities, as directed by Fr Michael.
- f) **Hair:** Hair must be neat and presentable and not attract undue attention. See also Section 6.1.6. below.
- g) **Headphones and speakers:** In uniform (including sport gear), pupils do not wear headphones, earphones, or other wireless intra-auricular devices (like AirPods, but not limited to these), either on campus or in public. This is to reduce the risk of harm, safeguarding our pupils from theft and accident. It also allows us to pursue uniformity in our appearance, enhancing the pride we have in our uniform. Pupils may listen to music, at a level acceptable to a teacher, with the permission of a staff member, in class. No one may assert a right to listen to music, even at breaktime, which should be used primarily for increasing our social intercourse. Personal speakers, which include transmitting music solely from cellphones or other music devices, may only be used with the consent of a teacher.
- h) **Hoodies and warmup tops:** Sponsored hoodies and warmup tops, even those bearing the school badge, are not part of the school tracksuit and may only be worn by the sports team for which it was made for matches, tournaments and to practices of that sport. For the sake of uniformity, the entire team should wear this hoodie when it is available. Sponsorship for these hoodies and tops must receive prior authorisation before any arrangements are made. Matric hoodies/jackets are worn on the day that they are received, Fridays in term time (except when major ceremonies dictate otherwise) and during exam time. A navy school hoodie, which may be worn with the tracksuit, is available from the School Shop.
- i) **Jerseys:** Pullover/jersey sleeves must reach the wrists and fit properly and should not be baggy or too tight. Matrics may wear the Matric Jersey, which does not replace the blazer.
- j) **Jewellery:** Earrings (girls only): only gold or silver plain, round studs – one pair only; one in each ear lobe, in the lowest part of the lobe in yellow gold or silver. Earrings may not exceed 4mm in diameter. Watches should be as plain as possible. Smart watches are permitted, but should not be used to contact parents during the school day. (They are handed in before assessments and examinations.) Medic Alert bracelets and necklaces may be worn. A single plain chain with a religious symbol in accordance with the school's Ethos may be worn under clothing and out of sight. School-approved lapel badges may be worn. **Bracelets, even those in accord with our Ethos, are not permitted.** Plasters may not be used to cover holes, placeholders or non-regulation rings in the ear or nose, or other places.
- k) **Labelled clothing:** It is essential that all items of clothing are clearly marked with the owner's name.
- l) **Makeup:** No makeup is permitted at all when wearing school uniform. This includes, but is not limited to, eyeliner, mascara, foundation, lipstick, lip gloss and coloured nail polish. **Untinted** Lip Therapy and lip-care products are allowed. Nails must be short and well-kept. Permanent makeup or tattoos are not permitted.

- m) **Raincoats:** School issue rain jackets may be worn outdoors only when it is raining and/or very cold. This does not replace the school blazer, but is rather to be worn over the blazer. It may be worn in place of the tracksuit top **when in sport uniform. The long waterpolo jacket may not be worn in place of a raincoat.**
- n) **Shirts and shoes:** School shirts must be tucked in. Shoes must be polished and laces must be tied at all times.
- o) **Skirt length:** When kneeling, the front of the skirt may not be shorter than four fingers above knees.
- p) **Slides:** Slides may be worn in place of studs or boots. They must be navy, white or black.
- q) **Sport shoes:** Lace-up sport shoes should be predominantly white, if possible. (We understand that good sport shoes are not always available in this way.) No shoes using Velcro are permitted. Slip-on sport shoes are also not allowed. High top (ankle high) sport shoes are not permitted.
- r) **Ties:** In addition to the typical school tie, with stripes, the Matrics are entitled to purchase a wear the navy Matric tie, bearing an embroidered badge, with Winter Uniform. The Honours tie is gifted to those pupils who are awarded Honours; it resembles the Matric tie, with the word "Honours" embroidered underneath the "Veritas" of the badge.
- s) **Tog bags:** Only Priory tog bags are to be used for sport. They may not be used for school books.
- t) **Tracksuit:** The full school tracksuit is compulsory for sport and outings. Pupils are permitted to come to school in their school tracksuits, tracksuit top, or navy school hoodie with tracksuit pants, on the days when they have Physical Education. This is to save time and reduce lost property. In Winter, the full tracksuit must be worn on arrival and departure from school. In Summer, it is sufficient to wear school shorts with the tracksuit top (i.e. the long pants are optional). No lycra shorts are acceptable.
- u) **Trousers:** Trousers must fit and not be 'baggy'. Pupils may not walk with their hands in their pockets.
- v) **Undergarments:** Only white or skin-tone vests/t-shirts/bras are to be worn under school shirts.

### 6.1.6. SPECIFIC UNIFORM AND HAIR REGULATIONS

In addition to our existing policy, and in order to present a more detailed account of that which exists in 6.1.3., please note the following:

#### a) BOYS

- i. Hair must be neat and tidy, worn reasonably short. Hair must be neat and presentable, **clean and combed**, and not attract undue attention.
- ii. Hair must not touch or hang over one's ears, eyebrows or collar.
- iii. Hair may not be undercut or have a step cut in it, nor may any decorative patterns be shaved or styled into hair.
- iv. The fade may not develop into an obvious step.
- v. Hair may not be styled or sculpted so that it deviates markedly from its natural shape, **avoiding peaks or spikes**.
- vi. Hair that is excessively long on top is not allowed. Hair on top of the head may not extend more than 5 cm.
- vii. The shortness of one's hair must not attract undue attention.
- viii. Sideburns must be short and unobtrusive, not extending beyond the middle of the ear.
- ix. Boys must be clean-shaven at all times.
- x. The use of visible colourants, peroxide or colour streaking is not allowed – hair must look natural.
- xi. The excessive and obvious use of hair products is not allowed.
- xii. Dreadlocks, braids, cornrows or plaits may be worn, but must conform to the rules above. Prior permission must be sought if a hair accessory is needed, and these must match one's hair colour.

#### b) GIRLS

- i. Hair must be neat and presentable and not attract undue attention.
- ii. All types of hair that extends beyond the shoulder line must be tied back, plaited or clipped up. Hair may not be in one's face nor may it hang over one's eye(s). Hair accessories must be black or navy, **not attracting undue attention with flowers, bows or fascinators**. Prior permission must be sought if a hair beads are needed, and these must match one's hair colour. If hair is braided and tied to the base of one's head, no additional hair ties are needed.
- iii. Peroxide or dramatic colour streaking is not allowed – the use of visible colourants may be acceptable if one's hair looks natural.
- iv. Hair may not be undercut or have a step cut in it, nor may any decorative patterns be shaved or styled into hair.
- v. No wigs are allowed.
- vi. Dreadlocks, braids, cornrows or plaits may be worn for cultural reasons, but must conform to the rules above.
- vii. Additionally, only the following braid colours are permitted: no. 1 (black), no. 1B (off-black) and no. 2 (dark brown).
- viii. All hairstyles worn should not infringe or obstruct other pupils' view when seated behind you.

#### c) DUTY OF PARENTS

- i. It is the responsibility of parents to ensure that pupils arrive at school appropriately dressed with hair styles that adhere to the school's Code of Conduct. Parents need to be proactive, and not wait for the school to point out that a pupil's hair is not in accordance with the rules.
- ii. In the case of a serious violation of uniform rules, a pupil will be issued with a written notice that their appearance is not in accord with the school rules. They will have TWO school days to ensure that their appearance conforms to school rules. The standard disciplinary procedures will remain in force.
- iii. When a hairstyle is deemed by management to be a conscious and flagrant violation of school rules, the school reserves the right to send the pupil home immediately.
- iv. The school is always open to dialogue so that its rules are sensitive to the cultural heritage of every pupil. If a potential hair style might deviate from the school rules, parents need to meet with the Head of School to discuss the matter BEFORE a pupil arrives at school with said hairstyle.

### 6.1.7. EVENTS

Deviation from the school's dress code can be allowed under certain conditions. The school reserves the right to decide what constitutes acceptable activities. Permission should be sought, at least 24 hours in advance of the first time this deviation would be applicable, from the Departmental Head and Grade Head. A written request for this is sent to the class teacher and the Departmental Head.

## 6.2. Electronic Device and Acceptable Usage Policy

Our policy is twofold and is geared at:

- (1) the devices themselves and
- (2) the use of technology on our campus.

### 6.2.1. DEVICES

- a) Certain grades will be involved in a compulsory roll out of Chromebooks and eBooks.
- b) For the time being, the regulations contemplated here apply *mutatis mutandis* to iPads and laptops.
- c) The School cannot provide any technical support for devices that are not Chromebooks, which is the device of choice for pupils at our school.

#### 6.2.1.1. CARE OF DEVICES

- a) Pupils are expected to take care of their own device.
- b) Chromebooks must be covered in a protective case.
- c) When not in class, Chromebooks must be carried in the protective bag/case. It is recommended that these bag/case be concealed.
- d) Chromebooks must be kept locked in lockers at break times and during extra-curricular activities.
- e) The School will not accept any responsibility for lost, stolen or damaged devices.
- f) Insurance of Chromebooks is the responsibility of the pupil/parent/guardian.
- g) All Chromebooks must be enrolled in a 'search and find' app so that the Chromebook can be searched for, and remotely wiped, in case of loss.
- h) Should a Chromebook be damaged or lost, there will be a limited number of loan devices available from the School. If a pupil is in need of a loan device a parent/guardian of this pupil will be required to complete the Loan Device Request Form at reception. This form will be sent to Mr Van Eyk by the Front Office, who will set up the loan device and hand it to the pupil when ready. Loan devices are a temporary solution and may only be used for a maximum of 2 weeks.
- i) The School requires that each Chromebook has a Chrome Education Upgrade Policy installed on the device. More information can be found at [https://services.google.com/fh/files/misc/chrome\\_education\\_upgrade\\_one\\_pager\\_q319.pdf](https://services.google.com/fh/files/misc/chrome_education_upgrade_one_pager_q319.pdf). This also allows for the Chromebooks to be locked for personal use between the hours of 07:00 and 15:00. During this time, pupils will only be able to access their school accounts and school-approved apps and content.

#### 6.2.1.2. THE DEVICE AS AN ACADEMIC TOOL

- a) Chromebooks must be at school every day (unless instructed otherwise).
- b) Chromebooks must be fully charged. Overnight charging is recommended.
- c) If a Chromebook is left at home, pupils will still be expected to complete the work for that day.
- d) Pupils who do not have their Chromebook in class will be treated with the same disciplinary measures as if they had forgotten to bring their books.
- e) Pupils must use school-domain cloud storage (that is, Google Drive, accessed through the priory.co.za email address) to save and keep their work. This will ensure that if a Chromebook is lost, stolen or damaged the work will still be safe.
- f) Apps and files required for academic purposes take precedence over personal content if storage space is an issue. School IT Management reserves the right to delete personal apps or content should a school app or programme be needed on a device with limited storage.
- g) Non-educational content meant for personal use cannot be accessed, viewed and/or shared during the school day.

### 6.2.2. TECHNOLOGY & FACILITY

- a) The facilities are provided at School are for education-related activities, and personal usage is not permitted.
- b) Pupils will be held responsible for any and all activity that occurs on a computer while they are logged in to it. It is therefore important that pupils never leave their computer station unlocked when they are not in front of it, or give their password to anyone else, including the IT support staff, teachers and other pupils.

#### **6.2.2.1. CRIMINAL ACTIVITY**

- a) St Dominic's Priory School can be held responsible for all activities that originate from its computers. As such, engaging in any illegal or morally unacceptable activities, including harassment, bullying, spreading of malicious gossip, file sharing, the distribution of copied music (you might own the music, but St Dominic's Priory School does not and so having your music on our computer equipment is illegal), pornography, hacking (whether internally or externally) or any other criminal activity as defined in the Electronic Communications and Transactions Act (No. 25 of 2002) or the Film and Publications Act (No. 65 of 1999) is not acceptable and may lead to prosecution and/or disciplinary measures. This holds true for school equipment and personal devices.
- b) It is also an offense to attempt to circumvent any systems on the network which might enforce certain restrictions. This includes using software to hack or crack systems, and also logging on to machines and devices using other users' login credentials.

#### **6.2.2.2. PLAGIARISM AND COPYRIGHT INFRINGEMENT**

- a) Pupils are prohibited from plagiarising works, including those found on the Internet.
- b) No software that is protected under copyright law may be loaded onto computers or transmitted on the school network.

#### **6.2.2.3. ELECTRONIC COMMUNICATION AND PRIVACY**

- a) Pupils' internet browsing activity is monitored and logged to ensure their educational needs are being met. This includes the times, dates and addresses of all web pages visited. It is also possible that the contents of unencrypted web pages might also be intercepted.
- b) While pupils are able to make use of school facilities, they are reminded they should have no expectation of privacy for any electronic device that they choose to bring or use on the school campus.
- c) The school reserves the right to inspect the content of any device that is brought to school. St Dominic's Priory School reserves the right to use this information in a disciplinary hearing against pupils, should the need arise.
- d) Pupils may not, under any circumstances, use the equipment or network provided by St Dominic's Priory School for personal financial gain.

#### **6.2.4. GENERAL USAGE**

- a) Pupils are permitted to use any and all software that is installed on a school computer.
- b) Pupils may not install any other software on school devices.
- c) Software piracy of any nature will not be condoned. This also interferes with the good running of the computers.
- d) School computer facilities and personal device usage in school must be with the permission and/or under the supervision of teaching staff.

#### **6.2.5. BEHAVIOUR IN THE COMPUTER LABS**

- a) Pupils are required to behave in a calm manner in the computer labs. "Horseplay", ball games and other such physical activities, are prohibited in the computer labs.
- b) Pupils may not eat or drink in the computer labs. This is both for the wellbeing of the equipment and for hygiene and safety reasons.

#### **6.2.6. ONLINE PROFILES AND ACTIVITIES**

- a) Pupils are ambassadors of St Dominic's Priory School and must, therefore, strive to behave online with the same levels of good behaviour that are expected of them by the Code of Conduct at any other time.
- b) Any online profiles or *persona* should avoid direct association with St Dominic's Priory School wherever possible (it is acknowledged that some services require association with a school and that some educational mailing lists or other online services might be signed up for with a St Dominic's Priory School e-mail address).
- c) Pupils will be held accountable for their actions and content of their postings if a link can be established between their *persona* and St Dominic's Priory School.
- d) No pupil or parent/guardian is authorised to create a profile on behalf of St Dominic's Priory School (e.g. a St Dominic's Priory School Twitter account, St Dominic's Priory School Facebook page, St Dominic's Priory School blog etc.) which might issue statements and messages on behalf of the school without the prior, express and written permission of the School Management.
- e) Pupils may not post any materials or messages online or on social media platforms which might bring themselves or, either directly or indirectly, the name of St Dominic's Priory School into disrepute. Behaviour of this kind is deemed to

be serious misconduct. The School reserves the right to adjudicate the seriousness of the conduct which is alleged to be deleterious to the good name and reputation of the School.

#### **6.2.7. TAMPERING WITH TECHNOLOGY**

- a) Pupils may not change or attempt to change network settings set up by the school ICT administrator or our service providers. This includes, but it not limited to, IP addresses, proxy server settings, DNS settings, or domain settings.
- b) Pupils may not bypass or attempt to bypass the school firewall. This includes the use of a VPN for any purpose. Detention is given to a pupil who is discovered to be using a VPN or similar technologies.
- c) Pupils may not remove or attempt to remove virus protection software installed on school devices or devices connected to the school network.

## 6.3. Code of Conduct, Disciplinary Measures and Parents' Responsibilities

The Lord Jesus taught us to love the Lord our God with all our heart ... and our neighbour as ourselves (*Mk 12:29*). Loving God, others and ourselves obliges us to conduct ourselves with respect for ourselves, others, our school environment and God's creation in general.

The Catholic school, in following and serving Him, and in response to His divine word:

- acknowledges and acclaim Jesus Christ as Lord and upholds the Catholic Ethos of the school;
- is committed to the responsibility of caring for God's creation;
- is committed to upholding the rights and dignity of others, and to fulfilling the obligations of self;
- strives towards a community living together in truth, integrity, justice and peace.

These truths, which form the foundation of Catholic education, are included in the school's mission statement and guide our Code of Conduct. A nurturing and loving environment, which enables members of the school community to co-operate and work towards common goals, is vital in order to develop mutual trust and understanding. Jesus' mission is to heal and reconcile human beings with each other and with God so that the response to disciplinary issues is based on healing and reconciliation as far as possible. Those members of the school community who are not followers of Jesus Christ nevertheless choose this school because they identify with the truths that we uphold.

The Code of Conduct serves to:

- uphold the Catholic Ethos of the school
- promote positive behaviour by all members of the school community and clarify the school's expectations
- create a morally sound climate conducive to individual learning and personal development
- foster discipline within the school in a spirit of co-operation and trust with an understanding that there will be consequences for not taking these responsibilities seriously
- motivate pupils to achieve their full potential through constructive critical thinking, good time management and responsible decision making
- encourage co-operation and participation in all spheres of school life and behaviour which is socially acceptable

These rules apply whilst at school, on any school outing and whilst in school uniform.

### 6.3.1. SCHOOL ATTENDANCE and PUNCTUALITY

- a) Full attendance is required as per the school calendar, whether or not academic work is being done. Regular absence disrupts continuity of class work and hinders successful learning. Full attendance includes certain weekend and evening functions which are part of the school's calendar.
- b) Notes from parents regarding pupils' absenteeism must be provided before or on the day of return to school.
- c) A medical certificate is required for an absence of more than two days (See Section 1.2).
- d) The school reserves the right to refuse entry to examinations to those whose attendance is insufficient for quality learning.
- e) It is required that pupils are punctual. Being repeatedly late for school is punishable and a grave disruption to the school day. School hours and bell times for all grades are made available each year and must be adhered to. All latecomers must report to the front office.
- f) In Grades 1-3, an instance of latecoming is followed up with a slip, whereafter the parents are emailed when the child is issued a demerit on the second offence, and all offences thereafter. In Grades 4-12, an ADAM-generated notification of latecoming is sent to parents. This attracts demerits. Accumulated demerits result in detention.
- g) Permission must be obtained from the school authorities to leave the school property during school hours. This request can only be granted in extreme circumstances as children miss out on important learning. If permission is granted, the person collecting the pupil will be required to fetch the pupil from the Office.
- h) Pupils themselves may not phone parents to collect them during school hours. Any pupil leaving the premises before the end of the school day, must sign out in the office.
- i) Absence from lessons without permission is a serious breach of conduct.



### 6.3.2. VISITORS

- a) An appointment to meet with class/subject teacher must be made by parents/guardians with the school secretary or relevant teacher.
- b) Visitors must first report to the security gate, and then the front office, except for parent-teacher meetings, when they move directly to the appointed venues. They are to sign in and receive a Visitor's Pass; this is returned when exiting Campus.
- c) Visitors to campus should be considerate in traffic.

### 6.3.3. PROTECTION OF PROPERTY

All at the school must show regard for their own and others' property.

- a) Every pupil is responsible for his/her own property at school. The school cannot take responsibility for any loss whatsoever. Valuables must not be brought to school if it can be avoided.
- b) All pupils and parents are obliged to protect the school's property and to report damage immediately to school authorities. Pupils may not interfere with school notice boards, desks, public telephones, bathroom facilities or any other school property. Toilet and cloakroom facilities are to be kept clean.
- c) All games that may cause damage to property (ball games, cycling, roller-skating/blading, etc) may not be played in or near any buildings or vehicles. Skate-boarding is not allowed on the premises.
- d) No property may be loaned or removed from the school premises without permission from the school authorities.
- e) Parents will be liable for the replacement of damaged or lost school property or property belonging to other members of the school community when damaged by their child.
- f) Misuse of, damage to or vandalism of school property is unacceptable and could lead to suspension or expulsion.

### 6.3.4. SCHOOL UNIFORM AND APPEARANCE

School uniform and appearance as per uniform regulations 6.1.

### 6.3.5. RESPECT, SAFETY AND CONDUCT IN CLASSROOMS, BUILDINGS AND GROUNDS

- a) **Appearance:** Appearance and behaviour at sports matches and school outings must be according to acceptable Priory regulations. Fair play, good manners and sporting behaviour must be adhered to.
- b) **Bad language:** Bad language and insolence is not permitted under any circumstances.
- c) **Being out of class:** No-one may leave a classroom without permission from the teacher concerned.
- d) **Borrowing:** Pupils must have the correct books and their own stationery items. Borrowing is not allowed.
- e) **Building access:** Pupils may not be in the school buildings after school unless by prior arrangement with teaching staff.
- f) **Bullying:** Bullying, whether physical, verbal or emotional, or on social networks/messaging services will be treated as serious misconduct and may constitute a criminal offence. Please also see the Anti-Bullying Policy.
- g) **Cheating:** Cheating or lying is unacceptable.
- h) **Chewing gum:** Gum may not be chewed in school uniform or on school property.
- i) **Copying homework:** Copying of another pupil's homework or doing another subject's homework in class is not acceptable.
- j) **Courtesy:** Pupils are expected to treat everyone with courtesy, respect and consideration at all times. Pupils are to address staff by name and stand in class to greet members of staff or adult visitors when they see them for the first time each day.
- k) **Disruption:** Disruptive behaviour in the classroom is not acceptable. Noise levels must be kept to a minimum while moving from lesson to lesson and in class. Running and loud talking or shouting in corridors is not permitted. Pupils should keep left and move in a single file in the corridors. Disruptive pupils may be required to leave the classroom if their behaviour is affecting the learning and teaching for others.
- l) **Eating in class or uniform:** Eating food is not allowed in classrooms or school buildings or in public in school uniform, unless seated in a food establishment.
- m) **Lining up:** Orderly and quiet lining up before school, leading in to and at Assembly is required.
- n) **Litter:** Littering is unacceptable. If litter is seen in the building or on the grounds, it is expected that pupils pick it up and dispose of it in the bins provided. It is everyone's responsibility to ensure a litter-free school environment.

- o) **Lockers:** Lockers can be hired for a year, with applications from Mrs Solomon. This is a paid service. The locker remains property of the school, which reserves the right to open lockers at any time. Combination locks only are used. Lockers should be kept tidy, and free from graffiti, stickers and other contraband. It is good practice to give Mrs Solomon the combination of the locker in case of an emergency. Locker tampering is tantamount to vandalism, and will be dealt with severely.
- p) **Noticeboards:** No notices, posters or flyers may be put up or distributed by pupils without the authority of the Head of Ethos or the Head of School, or a Deputy.
- q) **Public displays of affection (PDA):** Inappropriate public displays of affection are unacceptable.
- r) **Public impropriety:** Improper behaviour in public, in or out of school, whether in uniform or not, which brings the school into disrepute, is viewed in a serious light and may lead to disciplinary measures being taken. It could, at the discretion of the School, constitute serious misconduct, as envisaged in section 6.3.9. below.
- s) **Punctuality:** Pupils must commit themselves to do their schoolwork, follow the instructions of the teacher and complete homework and assigned tasks on time.

### 6.3.6. EXTRA-MURAL ACTIVITIES

- a) Commitment to extra-mural activities is essential.
- b) Letters of excuse must be handed to the teacher concerned prior to the practice/event.
- c) Every pupil must participate in at least one winter and one summer sport as an extra-mural activity. Parents of any pupil who needs to be exempted on any grounds, for any duration, must consult with the relevant Deputy Head.
- d) Failure to attend required events, practices and matches without due cause will result in disciplinary measures being taken.

### 6.3.7. DISCIPLINE

Disciplinary measures may be taken against pupils for any contravention of the Code of Conduct.

**These norms are currently under review, with substantial changes pending approval.**

- a) Age-appropriate disciplinary measures will be taken according to the nature of the transgressions.
- b) Teachers will use their own procedures to ensure that successful learning takes place in the classroom.
- c) A programme of school service (which includes supervised work on campus leading to improvement) and suspension from school activities for certain infractions of the rules will apply.
- d) Where appropriate, parents will be informed about any infringement of the rules and measures taken.
- e) Minor transgressions will initially be dealt with by the teacher and after unsuccessful resolution, referred to higher school authority (Departmental Head, Deputy Head or Head of School). Where necessary, pastoral intervention is sought, in consultation with the Head of Ethos and Pastoral Care.
- f) A merit and demerit system, administered online in ADAM, where accumulated merits and infringements are recorded, is in place in Grades 1-12; a fixed number of demerits constitute a detention. Accumulation of negative points/infringements will result in detention (DT). In Grade 8-12, these are cleared at the start of the Third Term.
- g) Detention and suspension forms part of the disciplinary measures.
- h) The Board of Governors reserves the right to suspend a pupil who has acquired multiple (three or more) detention sessions.
- i) The demerit and detention arrangements are set out below.
- j) Non-attendance at detention is deemed as Serious Misconduct (see 6.3.9. below).
- k) Non-compliance with device and computer usage policies may result in pupils:
  - i. having their devices confiscated and returned to parents
  - ii. being banned from the school computer facilities
  - iii. having network access denied
  - iv. having permission to bring devices suspended for a period (to be determined by the school) or revoked altogether
  - v. could result in disciplinary measures being taken if deemed to be serious misconduct

### 6.3.8. DEMERITS & DETENTION: A GUIDE FOR PUPILS

- a) How can detention be avoided?
  - i. Don't miss a sport practice or extramurals without a parent supplying a reasonable, written excuse before the practice or activity. Managers and extramural coaches are responsible to receiving and following up on these.
  - ii. Don't come late for school. Every time you are late, you receive a demerit. The school starting time, for the various phases is included in 2.19. To arrive after this time, even by a little margin, makes one late.
  - iii. Don't accumulate demerits.
- b) Friday DT
  - i. ADAM sends out an automated email to let you know if you have Friday DT.
  - ii. A SMS/text message and an email will be sent to your parent/guardian about your DT on Wednesday as well. It is essential that the parent/guardian ensures that the office has the correct contact details. If the school sends the SMS/text message to the number which is on the system, even if it is not the right number, the parent/guardian is deemed to have been informed of the DT.
  - iii. If you receive a note on Wednesday, you have DT that Friday. A postponement of DT will only be considered when an extreme circumstance occurs, for a legitimate reason, provided by a parent, is required to miss a DT on a Friday.
  - iv. Booking an appointment for a Friday afternoon places a great responsibility on you to avoid doing anything that might place you in DT that week. Of course, it is important to behave all of the time. In those 'difficult weeks', where something special is happening on Friday, it is best to lie low.
  - v. Receiving the email on a Thursday allows for sufficient warning of DT that Friday.
  - vi. 'Normal' DT takes place on Friday afternoons at 13:45-15:45 for Grade 8-12 and 13:15-15:15 for Grades 4-7.
  - vii. When it is deemed that Friday detentions are ineffective in moderating behaviour, stronger methods could be contemplated for the good of the child and the community.

### 6.3.9. SERIOUS MISCONDUCT

Offences on or off the school property, or on school outings that may lead to suspension and/or expulsion, include, but are not limited to the following:

- a) Any criminal offence.
- b) Conduct which brings the school's good name into disrepute. The school reserves the right to determine what constitutes this type of conduct. (See 6.8 Social Media Policy, which outlines some conditions which relate to the type of conduct contemplated here.)
- c) Conduct which endangers the safety or violates the rights of others.
- d) Disrespectful or objectionable behaviour and verbal abuse.
- e) Fighting, assault or battery.
- f) Forgery.
- g) Immoral behaviour or sexual misconduct, including sexual harassment.
- h) Infringement of examination rules.
- i) Possession or smoking of any substance, not limited to cigarettes, e-cigarettes or vaping, while in uniform or on school property.
- j) Possession or use of a dangerous weapon.
- k) Possession, use, transmission or visible evidence of narcotic or unauthorized drugs, alcohol or intoxicants of any kind, including, but not limited to, abuse of prescription, or over the counter, drugs. This includes public drinking of alcohol off the school premises, whether over 18 or not. (Please also see the Substance Abuse Policy in this regard.)
- l) Repeated violations of school rules or Code of Conduct.
- m) Stealing.
- n) Vandalism, which includes the tampering of lockers and bags.
- o) Victimization or bullying or intimidation of other pupils. (Also see Anti-Bullying Policy.)

### **6.3.10. DISCIPLINARY PROCESS FOR SERIOUS MISCONDUCT**

- a) Parents will be notified immediately of any serious misconduct.
- b) The Head of School, upon consultation with the Board of Governors, may send the pupil home pending a disciplinary hearing.
- c) Acts of serious misconduct will be investigated and interviews with possible culprits and/or witnesses will be conducted confidentially. A second staff member will be present at all interviews where disciplinary action may be contemplated. Written statements are to be taken in the presence, or with written permission, of parents or guardians.
- d) All involved in acts of serious misconduct will be expected to tell the truth. Any deceit will be considered an aggravating factor in determining punishment if guilt is established.
- e) Mandatory Pastoral Care will be imposed for all parties concerned, in consultation with the Head of Ethos & Pastoral Care.
- f) Repeat offences, such the accumulation of Friday detentions, may result in disciplinary procedures, including suspension or the convocation of a disciplinary hearing.
- g) If the alleged offence is grievous, at the determination of the Head of School in consultation with the Board of Governors, and/or guilt is not easily determined and/or a suspension five (5) days or more is able to be imposed, or expulsion is contemplated, a disciplinary hearing shall be convened to deal with the matter. The pupil may be required to appear before the Disciplinary Committee.
- h) The Disciplinary Committee shall comprise:
  - o A competent, independent Chairman, appointed by the Board, who will steer the proceedings
  - o The Head of School
  - o A representative of the Catholic Schools Trust or A member of the community appointed by the school.
  - o A designated teacher
  - o A lawyer, at the school's discretion, if deemed necessary
  - o A representative of the Board of Governors
- i) The pupil's parent(s) or legal guardian must be present at the disciplinary hearing.
- j) When contemplating vandalism, the Disciplinary Committee is to make recommendations, especially as regards the nature of damages and its financial implications, though not limited to the pecuniary effects.
- k) The Board of Governors is to ratify decisions taken.
- l) The Board of Governors shall be the final point of appeal.
- m) In criminal matters the decision to inform the police will be taken by the Head of School in consultation with the Disciplinary Committee and the Chairperson of the Board of Governors.
- n) Counselling and referral to relevant professionals may be recommended, as contemplated in (e) above.

The disciplinary procedure is based on care for the child. The good of the community must also be considered.

### **6.3.11. GENERAL**

- a) Notwithstanding the Device Policy, pupils up to Grade 7 are not allowed the use of cellphones or any other unapproved devices at school. If these are brought to school, they must be handed to their class teacher for safe keeping at the beginning of the day and will be returned at the end of the day. Grade 8-12 pupils may bring their phones to school, but should not use them in class without the permission of their teachers. The school will not be held responsible for the loss or damage of any cellphone or other unapproved device, whether this is handed in, or retained by the pupil.
- b) For senior pupils, we wish to ensure their safety and legal compliance if they have their own means of motorized transport. Motorcycles and vehicles may only be used by licensed drivers and with their parents' permission. A copy of the license is to be supplied to the school office, to Mrs Hurter. They may be parked in designated areas only and are out of bounds during the school day, including during extra murals. To drive on campus without a licence could result in immediate suspension.
- c) The school reserves the right to request parents to have their child tested for substances as identified in 8.4.
- d) The school reserves the right to search the property of any pupil when circumstances may indicate, in accordance with the South African Schools Act. Such searches will be conducted with discretion and without prejudice.

### **6.3.12. RIGHTS and RESPONSIBILITIES OF PARENTS**

- a) Parents have a right to expect a well-balanced, quality education for their children. To this end, it is expected that parents will support the school and require their children to observe the school rules and regulations put in place to ensure an ordered harmonious learning atmosphere conducive to personal growth, academic progress and excellence.
- b) Parents have a right to have their children educated free of disruptions and disturbances. They have a responsibility to accept accountability for any misbehaviour on their part. The ultimate responsibility for a pupil's behaviour rests with the parents or guardians who need to play an important role in the progress and the discipline of their child. In addition, it is expected that parents will immediately inform the school of transgressions by any pupil of which they, the parents, may be aware.
- c) Parents have a right to be informed of school matters and pupil progress. They have a responsibility to ensure they receive and read school communications.
- d) It is expected that parents will take an active interest in their child's schoolwork and make sure assigned work is completed.
- e) Parents should attend meetings convened for them.

### **6.3.13. CHILD SAFEGUARDING POLICY**

The School, bound by the prescriptions of South African and International Law, as well as the guidelines of the Catholic Board of Education, have implemented the Child Safeguarding Policy, which is available, as applicable at St Dominic's Priory School on the D6 Communicator. Staff receive regular training. The Designated Child Safeguarding Officer for our school is Fr Michael Theron C.O. ([frmichael@priory.co.za](mailto:frmichael@priory.co.za)); Alison McQuaide is appointed as his deputy.

## 6.4. Anti-Harassment Policy

*“A new commandment I give to you, that you love one another just as I have loved you, you also are to love one another. By this all people will know that you are my disciples, if you have love for one another.” (John 14)*

An important precursor to understanding and eliminating bullying, is the knowledge of common traits of typical social behaviours. Children can be incredibly hurtful to one another without such behaviour constituting bullying. A major developmental task of childhood is the making and keeping of friends. Such a journey is rife with pitfalls and risks.” What if no one will play with me at break? How do I ask to join in their game? Will she still be my best friend if I also want to be friends with the new girl in our class?” Although deeply emotional from a child’s point of view, such issues follow fairly predictable themes (sharing, keeping secrets, deciding who goes first, choosing teams etc.). These developmental “problems” represent the building blocks which children must master in order to form increasingly more complex relationships. The frustration brought on by inadequate and untried social skills is the likely source of emotional pain and anger in most childhood disagreements.

Behaviours which meet the bullying criteria **do not** carry the same innocence as the developmentally based friendship disputes. Usually the reasons for bullying behaviour can be found in maladaptive patterns of need fulfilment or modelling by significant others in the child’s life. Such a child is not “bad” but has learned to gain some benefit [attention, power, sense of importance, control] from seeing another in physical or emotional pain. Bullying behaviour must be stopped because it is a threat to the personal safety of ALL children whether participant, victim or bystander.

### 6.4.1. CHARACTERISTICS OF BULLYING

So what are the criteria that take the behaviour from a childhood disagreement to bullying? It is necessary to use simple language so that all of our children [from Pre-Grade R to Grade 12] will understand.

Is the behaviour...

<b>Hurtful?</b>	“Am I feeling sad, angry, fearful or alone most of the time?”
<b>Deliberate?</b>	“Is someone hurting me on purpose? .....I know it is not an accident or a mistake.”
<b>Persistent?</b>	“Does the hurtful behaviour happen over and over again? I might not like break time any more.....or I don’t want to attend a sports practice because it will probably happen again.”
<b>Continuing even after I ask the person to stop?</b>	“I have tried playing somewhere else. I have told my mother and my teacher. I have told him/her to stop because he/she was hurting my feelings. Nothing works.”

Every child in our school has the right to:

- Feel **safe** emotionally and physically
- **Learn, work** and **play** without fear of being hurt physically or emotionally
- Experience **belonging, acceptance** and **friendship**
- Expect **respect** for individual qualities as well as differences
- Ask for **help** to stop hurtful behaviour
- **Keep asking** for help until the hurtful behaviour has stopped
- **Learn** how to solve problems with others in a way that is helpful, not hurtful
- Be **treated politely** by others [but .....you don’t have to be everyone’s friend]

We have a ZERO-TOLERANCE for bullying at our school and we will be implementing a policy to combat bullying in any form. This policy has several important components:

- The welfare and safety of **both** children are of concern in every dispute. All efforts to end hurtful behaviour are directed in the best interest of the child who is the victim as well as the child who is doing the hurting. Both parties are struggling with similar developmental challenges. Both need support in handling their feelings about what is happening and encouragement to own their share in working to solve the problem.
- Written records will be kept. The confidentiality of each child will be protected. The matter will be dealt with on a need to know basis.
- The timing and level of parental involvement in the process is determined on an individual basis. Some children respond well to an adult saying: “I know that this hurtful behaviour is not your usual way of solving a problem. Because I believe

that you know how to solve this problem, I don't think we need to call your parents at this time." On the other hand, certain behaviours which are severe in nature demand immediate contact with parents to give the child a clear signal that the behaviour will not be tolerated.

- Children will be encouraged to be assertive in their own rights and to take responsibility rather than have staff "do" the steps of the policy for them. Goals are always two-fold:

- to stop the hurtful behaviour
- to teach more adaptive behaviour skills to **both** children

e.g. "Show me how you told him/her to stop teasing you. Next time let's see if you can make your voice sound more serious. Let's see if you can speak loudly and clearly so that he/she knows you are serious. Who will you go and speak to if he/she carries on teasing you?"

Or

"The next time you want a turn and he/she says no what will you say? What will you do with your arms and your hands? Who will you go to for help if he/she doesn't give you a turn and you think you are going to lose your temper? Do you want to ask a buddy to remind you if you start to get real mad?"

Our aim as a school is to send a very clear message to all of our pupils. **We will not tolerate bullying in our classrooms, in our bathrooms, in the hallways, on our sports fields, in our playground or anywhere else at our school.** Pupils observed by staff or reported to staff exhibiting **hurtful** and **deliberate** behaviour [two out of four criteria for bullying] will be issued with a **behaviour warning**. This warning will be filed.

#### 6.4.2. REPORTING

The pupils are encouraged to **report** this behaviour. In Grades Pre R -3 this takes the form of completing a **Hurtful Behaviour Report** and putting it into the Bully Box (Grades Pre R – 3). This report can be completed with the assistance of a parent or teacher if required. It is important that the bullying criteria are considered when completing this form. In other grades a 'victim' or witness should report to a teacher. Again – the bullying criteria must be applied to determine if this is the normal give-and-take of social interaction or bullying. The next step in the process is **mediation**. The teacher will work with both pupils or all pupils involved and the focus will be on applying problem-solving strategies in order to replace bullying behaviours with acceptable behaviour. The older pupils may be required to enter into a written contract in this regard while the younger children will enter into a verbal agreement to stop the bullying.

On the 'Priory Cares' App/Google Site, there is a reporting forum which can be used by any pupil. It can be accessed at: <https://sites.google.com/priory.co.za/care/we-speak>.

Should this not have the desired effect it will be necessary to move on to the next step. After reasonable efforts have been made by the children to "get along" it may be necessary for their emotional/physical safety for them to agree to give the relationship some "space." When such an impasse between children has been reached, a **NO contact contract** may be necessary.

Pupils agree to:

- Treat each other **politely** when contact is necessary for a supervised activity
- Outside of supervised interaction, there is **NO contact** including:
  - talking, teasing, name-calling
  - whispering/telling stories/secrets about each other
  - touching
  - gestures[facial, hands or other]
  - attempts to influence other students in **any** way

This contract will go home and will need to be signed by a parent/guardian.

Repeated **behaviour warnings** will demonstrate the presence of the third and fourth bullying criteria: **persistence** and **refusal to stop** when requested.

If, after a **behaviour warning** has been issued and the child has had opportunities to modify his/ her behaviour through **mediation** and / or the **NO contact contract**, the child chooses to **disregard** the terms of his/her contract and **continue** "hurtful" behaviour the matter will be addressed by the **Senior Management Team**. They will then notify the parents of the problem in the form of a written **Bullying Warning**. The parents will then meet with the Management Team to discuss the problem and seek solutions. The Senior Management Team, parents and child will meet to **define** and to **implement escalating consequences** until the child's hurtful behaviour **stops**. At this stage psychological intervention might be

deemed necessary to break this chain of hurtful behaviour.

### 6.4.3. PREVENTING BULLYING

Prevention is better than cure. In order to prevent your child from becoming involved in this downward spiral there are two very important things you need to do.

**Firstly**, encourage your child to be a caring person.

- Encourage him/her to care for **himself/herself** by making an effort to be neat and clean, by looking after his possessions and by behaving well in the classroom, on the playground, at Assembly and on outings etc.
- Encourage him/her to care for his/her **teacher** by being polite and respectful, by listening in class, being helpful and working hard every day.
- Encourage him/her to care for his/her **friends** by considering the needs of others, by being loyal, by being kind and helpful etc.
- Encourage him/her to care for his/her **family** by being loving and obedient, by doing chores cheerfully at home, by always showing respect etc.
- Encourage him/her to care for his/her **environment** by caring for the plants and animals, by not littering, by keeping the classroom tidy, by recycling etc.

**Secondly**, frequently remind your child about what it means to bully/harass a fellow pupil or to be bullied or harassed.

- **Physical:** hitting, punching, shoving, hitting, pinching, tripping, spitting, scratching, kicking, throwing objects at someone etc. It also includes taking or breaking another child's belongings or stealing or extorting money.
- **Verbal:** teasing, sarcasm, slurs, ridicule, name-calling, making offensive remarks, discriminatory remarks, taunting, put-downs, insulting someone, threatening someone, intimidating someone, making derogatory comments about their appearance or about their family etc.
- **Emotional:** excluding someone, whispering, spreading rumours, ignoring someone, making fun of someone, stopping people befriending others, threatening looks/gestures, gossiping, nasty notes, nasty comments, ostracising someone, influencing others to turn them against a fellow pupil etc.
- **Cyber-bullying:** refers to the use of cell phones, e-mails, instant messaging, chats, blogs and social networking sites to bully another in any of the ways described above. Examples of cyberbullying are sending threatening or insulting texts, posting untrue information or personal pictures about others on social networking sites such as Facebook, using another person's email or IM name to send messages that make a person look bad, creating a web page or blog aimed at putting down others, forwarding a text or email that was meant for your eyes only. Cyber-bullying is on the rise and is a serious problem.

Please explain this policy in age-appropriate language to your child and discuss the consequences of bullying. Explain too, the necessity of reporting bullying aimed at them or at others so that together we can make our school a safe and happy place for all of our children.



## 6.5. Substance Abuse Policy

### INTRODUCTION

Respecting the rights of pupils as individuals and within the context of our school community and the law is paramount. The increase in the distribution and use of drugs throughout South Africa is a cause for concern. The availability of a variety of drugs is widespread and affordable. Young aspirant sportsmen and women are increasingly turning to performance enhancing drugs. Substance abuse is detrimental to one's physical, social, emotional, mental and spiritual health. A healthy lifestyle will, at all times, be propagated and encouraged. We will confront these issues head on and deal with them in a structured and considered manner, in partnership with the parents/guardians of relevant pupils to ensure the best for their children.

The purpose of this policy is two-fold:

- To protect and assist any individual pupil by outlining our approach to rehabilitation and counselling.
- To protect other pupils and the school community by outlining the procedures for disciplinary action.

#### 6.5.1. EDUCATIONAL PROGRAMMES

Prevention is better than cure. We ensure that pupils, parents/guardians and staff are regularly educated about the problems of drug abuse and dependency through our curriculum, talks, literature and community events.

#### 6.5.2. ILLEGAL DRUGS

"Illegal drugs" for the purpose of this policy are defined as:

- any unlawful substance that has a psychological or physiological effect; or
- any substance (including medication and alcohol) having such effect that is possessed or used unlawfully.

The use of any illegal drug is strictly forbidden.

The policy applies to the possession, purchase, use and/or distribution of any illegal drug by a pupil who is on the school property, in school uniform, involved in any school activity within or outside the school premises, travelling to and/or from any school activity, identifiable as a St Dominic's Priory School pupil, and/or responsible for bringing the school's name into disrepute.

#### 6.5.3. REHABILITATION AND COUNSELLING

It is policy not to condemn pupils but to support those who need help. Where possible, this will be managed in a way that least impacts on the pupil's school career. Pupils who *voluntarily* request help and/or those referred by parents or teachers will be assisted in a non-judgmental and non-disciplinary manner. The school will assist in recommending the best possible course of rehabilitation with an appropriate agreement for rehabilitation drafted by the school and signed by the pupil, the parent/guardian and Head of School. The confidentiality of the pupil and the family is paramount throughout this process. Confidentiality should be maintained at all times by all stakeholders. Whilst the school and its employees can make this professional commitment, real confidentiality will depend on whether or not the pupil and/or his/her parents can avoid telling their friends or anyone else.

#### 6.5.4. THE DISTRIBUTION AND POSSESSION OF ILLEGAL DRUGS

Unless authorised by the Head of School for legitimate educational purposes, no person may bring an illegal drug onto school premises or have such drug in his or her possession on school premises or during school activity. Any form of distribution of any illegal drug to any other person is strictly forbidden.

In particular, the selling or purchasing of illegal drugs is a criminal offence. If any pupil is suspected of, or caught, selling or purchasing such illegal drugs, the school will investigate and, if necessary, refer the matter to the appropriate authorities for further investigation and action.

### **6.5.5. TESTING FOR PROHIBITED SUBSTANCES**

In accordance with section 8A of the South African Schools Act of 1996 (“the Schools Act”), the Head of School or his/her delegate may administer a urine or other non-invasive test to any pupil or group of pupils that is on fair and reasonable grounds suspected of using illegal drugs. Where possible, the consent of the parent/guardian and the consent of the pupil (on the prescribed forms) will be obtained. However, the school reserves the right, as contemplated in section 8A of the Schools Act, to test for illegal drugs without such consent, and to do so by means of a random testing process (the details of which are available on the D6 Communicator).

The School will be in control of the testing programme. The costs will accrue to the school except where the pupil tests positive. The costs of any subsequent testing will be for the account of the pupil. Details of when such tests occur will be kept strictly confidential and only disclosed to those persons who are required to know such details. Once notified of selection for a drug test, the pupil will be accompanied and observed by a member of the testing team from the time of notification until the testing process is complete. When the pupil arrives at the testing area he/she will be informed of the testing process that is about to take place and the consequence of a positive test result, before testing commences. The test will be conducted in the presence of a witness of the same gender as the pupil, and out of sight of any other person. A test report will be completed for every test. It will include the details of the person being tested, details of any medication or supplements which the pupil claims to have ingested in the last 48 hours, any comments that members of the testing team or the pupil may wish to record, and the test result.

### **6.5.6. PROCEDURE TO BE FOLLOWED IF AN ILLEGAL DRUG IS FOUND ON A PUPIL**

Any illegal drug that has been seized must be clearly and correctly labelled with full particulars, including name of the pupil in whose possession it was found; the time and date of the search and seizure; an incident reference number; the name of the person who searched the pupil; the name of the witness or witnesses; and any other details that may be necessary to identify the item and the incident.

Any such seizure will be recorded in the school record book. The illegal drug(s) concerned will be handed over to the police for disposal in terms of section 31 of the Criminal Procedure Act, 1977.

### **6.5.7. GROUNDS FOR REASONABLE SUSPICION**

A search or drug test contemplated above will only be conducted after taking into account all relevant factors, including: the best interest of the pupils in question or of any other pupil at the school; the safety and health of the pupils in question or of any other pupil at the school; reasonable evidence of illegal activity; and all relevant evidence received. Individual symptoms will not be considered as indicators, but a pattern of indicators (e.g. a decline in academic achievement, a lack of willingness to participate in school activities, change in behaviour, irregular school attendance, etc.) will be investigated. Marked changes in physical appearance may be grounds for suspecting the use of performance enhancing drugs such as anabolic steroids.

### **6.5.8. DISCIPLINARY ACTION**

If the rehabilitation and counselling route has not been followed, or has been unsuccessful, the School reserves the right to take appropriate disciplinary action. Save as otherwise provided in this policy, any evidence obtained against the pupil as a result of a drug test or search, whether in the form of a positive drug test or the confiscation of an illegal substance, will not result in criminal proceedings being instituted against the student. Each case will be dealt with confidentially but parents/guardians will be informed and involved. The School will do its best to create a confidential zone for pupils to speak up if their information is motivated by a willingness to help both with the addiction and interface with parents.

Pupils who have been found to have transgressed will be referred to an identified organisation for assessment and treatment. Parents/guardians will be held responsible for any expenses incurred.

If it is established that a pupil is engaged in the use of illegal drugs, the pupil will be required to submit to a rehabilitation programme which will include:

- The treatment option as determined by all parties.
- Urine testing or other non-invasive testing can take place on an ad hoc basis. The control of such testing is the School's responsibility.

- An expectation that the pupil will improve with respect to behaviour, academic achievement and school attendance.
- The authorisation and support by the parents/guardians of the treatment.
- That the designated institution undertaking rehabilitation and treatment will supply the School with progress reports addressed to a designated, trained person. Such report is furnished with the pupil's written consent.
- If necessary, the rehabilitation programme can be adapted after negotiation with the relevant parties.
- The proviso that if the parents/guardians and/or pupil take it upon themselves to stop treatment, the School will consider the rehabilitation programme suspended and the School reserves its right to implement disciplinary procedures, in terms of the Code of Conduct.

## 6.6. Parent Code of Conduct

St Dominic's Priory School, a community founded and governed by venerable Catholic and Dominican principles, seeks to educate children holistically in an atmosphere of love and respect. The creation of such an atmosphere is the responsibility of all staff, pupils and parents. In all interpersonal interactions, may the words of St Paul serve as the authentic guide to the manner in which all persons should treat each other in love and respect:

Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonour others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres (1 Cor. 13:4-7).

The intention of this policy is to set out expected norms for all parents and visitors to our school when it comes to dealing with other parents, staff and pupils.

The Owners, Board of Governors and Staff of St Dominic's Priory School expect all parents and visitors to:

- Respect and support the Catholic, Dominican ethos of the school.
- Remember that teachers are qualified professionals, and that parents and teachers must support one another for the good of their children.
- Model respect and love for all human beings, irrespective of race, religion, class or gender, by the way that they speak and act, both at home and at school.
- Ascertain the veracity of a child's version of events by respectfully asking the relevant teacher for their perspective, with the view to bring about a peaceful and constructive solution to any issue.
- Correct one's own child's behaviour, especially in public, where such behaviour could tarnish the school's good name or otherwise lead to conflict, aggressive behaviour or disrespect to others.
- Refrain from admonishing other peoples' children, be it in public or in private.
- Refrain from venting frustrations related to the school in the form of gossip or idle chit-chat. This is best avoided by making an appointment with the relevant teacher, Departmental Head, Deputy Head, Head of Ethos or the Head of School to discuss the matter.

A key duty of any school is to ensure that all persons are kept safe while at school. As such, any serious offense that undermines the welfare of any member of our school community cannot be tolerated. As such, St Dominic's Priory School cannot condone or tolerate parents who:

- Engage in disruptive behaviour which interferes or threatens to interfere with the duties of a teacher, sports coach, administrator or other member of staff, or consultants and private individuals who work on campus under the directive of the school.
- Use loud or offensive language, be it in the form of venting frustration, cursing, swearing, or any other expression that is deemed to be threatening and offensive.
- Threaten to do physical harm to the person, property or good name of any other parent, pupils, member of staff or of the Board of Governors, even if this is not accompanied with the intention of carrying out the threat.
- Employ, in an aggressive and threatening manner, any social media platforms, such as Facebook and Twitter, emails, SMSs or any other forms of private or public means of communication, as a way to criticize and break down members of the school community or the school as a whole.

As in any family or community, issues and misunderstandings will occur from time to time. These are not to be ignored, but need to be addressed constructively by bringing them to the attention of the relevant staff member or person in the school community. When communicating a query or reporting a concern, parents are requested to act in accord with the principle of subsidiarity, that is, that matters ought to be handled by the lowest or least centralized competent authority [class or subject teacher] rather than immediately contacting the central authority [Head of School]. A full organogram of how the school operates is included on the next page of this document.

It is the responsibility of all parents to ensure that they, and any person assigned the task of transporting their children to and from school, are aware of the norms set out in this policy, and that they act in accordance thereof.

The provisions governing Serious Misconduct in section 6.3.9 for children apply equally, where possible, to parents. This includes, inter alia, the possession of weapons on campus.

## 6.7. Help Seeking and Channels of Communication

As part of our wider Pastoral Care Policy, the following notes summarise how someone could bring a concern to our attention. In addition to what is described below, the 'Priory Cares' App/Google Site provides an easy platform to ask for pastoral care for all pupils and staff. It can be reached at <https://sites.google.com/priory.co.za/care/we-care>. The names of various staff who are able to see pupils in some way is listed on the App.

Various resources for spiritual reading are available at <https://sites.google.com/priory.co.za/care/we-learn>.

Additionally, Priory Cares hosts a forum for dialogue, which is important in the life of the school. This module, "We Speak" (<https://sites.google.com/priory.co.za/care/we-speak>) includes a space for incident reporting, grievance reporting and positive suggestions. These pages, which are carefully monitored, are triaged according to their urgency and line manager, and referred to the School's Management Team where necessary.

### In an emergency

In an emergency, we urge parents to contact the Front Office, especially with communication that is time sensitive and which a teacher may not see an email while teaching. While for the sake of professionalism, our staff try to be diligent with email communication, we recognise that there are moments where more instant communication is required. To contact the Office in the case of an emergency does not invalidate the essential value of the principle of subsidiarity.

### If you are a pupil...

#### EMOTIONAL CONCERNS

- a) Any staff member will gladly listen to a pupil who needs help. Otherwise, if you aren't sure who to speak to, you can ask to speak to your class teacher, Departmental Head or another member of staff of your choosing. They may refer you to Fr Michael, who will see you gladly.
- b) Otherwise, you're welcome to come and see Fr Michael yourself at any stage of your distress; Mrs Bester ([ethosassist@priory.co.za](mailto:ethosassist@priory.co.za)) keeps his diary in case you want to know when a good, free time would arise.
- c) If your concern is related to harm or to abuse of any kind, some compulsory reporting may be required. Fr Michael will help you through this process.

#### SPIRITUAL CONCERNS

- a) Your eternal soul is really important. If you have a spiritual concern, you can make an appointment to see Fr Michael, Fr Grant or Mr Viljoen for Spiritual Direction. The conversations that arise in this context remain confidential.
- b) If you would like a priest to hear your confession, you should be clear that this is the reason for your visit; the Fathers will happily hear your confession.

#### ACADEMIC CONCERNS

- a) If you have academic concerns, first consult your subject teacher, thereafter you may make an appointment to see the Subject Head, your Departmental Head or Deputy.
- b) The Leader's Academic Portfolio might be able to assist pupils in Grade 8-12 who require peer tutoring.

## **CONCERNS ABOUT STAFF**

- a) If you have a concern relating to a staff member, you should try to approach the staff member about the matter in a clear way. This isn't always easy: you may opt to email the teacher, explaining your concern, or you may request to meet with them in person to discuss the matter.
- b) If this does not work out, or you feel that you are unable to approach the staff member concerned, ask any Departmental Head for advice. If this does not solve the problem, approach Alison McQuaide, David Viljoen or Fr Michael, who will advise on how to escalate the matter. This may include escalating it to Fr Grant, who may need to escalate to the Board or another competent authority. Posting about our feelings on social media is ill-advised, and can attract disciplinary consequences.

### **If you are a staff member...**

## **EMOTIONAL CONCERNS**

If you have a private matter that you wish to discuss you can meet with your Departmental Head, Fr Grant, your relevant Deputy or Fr Michael, or any other staff member of your choice.

## **SPIRITUAL CONCERNS**

The souls of the staff are important too. Do feel free to make time to see Fr Michael if you need guidance, direction or confession.

## **PUPILS OR INCIDENTS**

- a) If you have a concern related to a particular incident or pupil, meet with your Departmental Head. There may be an incident report to file, which could take two forms: a statutory disclosure (in matters which include criminal element, like abuse allegations or suspicions) or a non-statutory disclosure. These forms are available in the Shared Staff Google Drive.
- b) A disciplinary intervention other than the demerit system on ADAM, may be necessary, after consulting the Handbook, or even the relevant Deputy.
- c) Criminal matters, or those which are likely to bring external disrepute to the good name of the School, need to be brought to the attention of Fr Grant.
- d) A persistent issue, which is not able to be resolved with the Departmental Head, is taken to Fr Michael (emotional/spiritual) or the relevant Deputy (academic/classroom issues). Additionally, Fr Michael is available for consultation on Pastoral Care issues.

## **PROFESSIONAL CONCERNS**

- a) If you have a professional issue related to another staff member, or parent, and are unable to resolve with that person directly, you may meet with a trusted colleague, behind a closed door, or come to speak to your Departmental Head, relevant Deputy, Fr Michael or Fr Grant.
- b) It may be likely that the grievance procedure needs to be followed. This can be found in the Staff Conditions of Employment and Code of Conduct. The School's HR Officer, Mrs Lynne Davids, is also available for consultation in this regard.
- c) If the concern relates directly to workload (academic or extra-curricular), the relevant Deputy or Fr Michael are a good first port of call. If the concern relates to employment conditions, Fr Grant is consulted.

## **If you are a parent or guardian...**

### **EMOTIONAL CONCERNS**

If you or your child needs Pastoral Care, or you need to let us know about a bereavement, change in the situation of your home or any other issue, you may contact:

- a) your child's homeroom teacher (if the concern is of an academic nature, please contact the relevant class or subject teacher first), and
- b) Fr Michael, who is available for counselling and Spiritual Direction, and prayer.

### **ACADEMIC CONCERNS**

If you have academic concerns, first consult your child's subject teacher, thereafter you may make an appointment to see your Departmental Head or Deputy.

### **CONCERNS ABOUT STAFF**

- a) If you have a concern relating to a staff member, you should try to approach the staff member about the matter in a clear way. This isn't always easy. If this does not work out, or you feel that you are unable to approach the staff member concerned, ask any Departmental Head for advice.
- b) If this does not solve the problem, approach Alison McQuaide, David Viljoen or Fr Michael, who will advise on how to escalate the matter. Posting about our feelings on social media is ill-advised, and can attract disciplinary consequences.

### **FINANCES**

If you are experiencing financial concerns, please make an appointment to see Fr Grant by contacting Helen Hurter on [info@priory.co.za](mailto:info@priory.co.za). Significant disclosures may be necessary to facilitate any application for assistance. The school does not award merit bursaries.

## 6.8. Social Media Policy

A comprehensive Social Media Policy is available on the D6 Communicator and is binding on all staff, pupils and parents. What follows is an extract from the policy, Section 8, outlining the expectations which arise from it. It is deemed to be read and understood by all staff, parents and pupils.

### 8.1. EXPECTATIONS OF PUPILS, STAFF, AND PARENTS

- a) Social media groups or other electronic media channels have been established for particular purposes. These media/channels may not be used for other purposes.
- b) No person may use any school social or electronic media channels for commercial advertising purposes.
- c) If a person has a recording or images of another person, obtained with or without his/her permission, and the person asks for such recording or images to be removed/deleted, this must be done unless it contains evidence of unlawful conduct.
- d) Any person who is aware of improper use of social media or electronic channels must report this to the Head of School or person delegated by the Head of School.
- e) Any person using social media who becomes aware of the possibility of harm to a child must report such to the Designated Child Safeguarding Person (Fr Michael), who notifies the Head of School. This is immediately reported to the relevant authority (South African Police Services or the Department of Social Development), in accordance with the School's Child Safeguarding Policy.
- f) Any person using social media who becomes aware of the possibility of a crime being committed must report such to the Head of School/South African Police Services immediately.
- g) Every user of a social media platform or electronic channel must adhere to the terms and conditions for its use.
- h) Copyright law must be observed. This is a complicated matter. If one uses the intellectual property of another (words, images, recordings) the creator must be acknowledged. However, in many cases the user is required to pay a specified fee before publishing it. Modifying the work, without express permission, is also not permitted.
- i) Complaints about any person or the school in general must not be aired via social media. The established communication channels must be used. If in doubt about whom to contact, the matter may be referred to the Head of School.
- j) Staff are required to ensure that pupils are exposed only to age-appropriate sites.
- k) The relationship between pupils and staff using a particular social media or electronic tool for a designated purpose must remain professional at all times, in other words it must be an appropriate pupil-to-teacher relationship.
- l) Parents are expected to monitor their children's use of social media and support the school in its endeavours to educate pupils in responsible and safe use of them.

### 8.2. GUIDANCE

- a) Persons establishing social media accounts must choose strict privacy settings.
- b) Staff must ensure that all interaction on social media and other electronic channels to which pupils and parents have access must remain professional.
- c) Staff may not have current pupils as their friends on Facebook.
- d) Content on social media is "published" content as soon as it has been sent. This means that the "publisher" is liable in the eyes of the law for whatever was said.
- e) Whatever is published online is there permanently even if it has been deleted.
- f) A person is never anonymous online. Identity can be traced.
- g) There is no real privacy on social media. Care should be taken not to share information such as birth dates and locations.
- h) Anyone who retweets, forwards, likes, tags etc any comment is as responsible for it in law as the creator of the content. This is deemed as being in the "chain of publication".
- i) If a person receives anything inappropriate, he or she must leave the chain of publication, post a comment saying that he/she disapproves of the content, condemns it and wishes to remove him/herself from the group.
- j) No person may use the school's logo/badge and other identifying symbols without written permission from the Head of School, or a member of the Management Team who oversee a particular area of responsibility directly linked to the use of the badge.



- k) No person may create an account that appears to belong to the school or any other group or person without written permission from the Head of School, or overseeing member of the Management Team, or the other group/person.
- l) Sharing of statements, images or recordings that show the person in a compromising light or convey an inappropriate message may harm the reputation of that person in the future.
- m) Use of social media can become addictive. Users are advised to set personal time limits per day and to stick to them.
- n) Every social media user must protect his/her passwords and not be coerced into revealing them to any other person.

### **8.3. INAPPROPRIATE USAGE**

- a) It is inappropriate/wrong/unlawful to create, post, associate with, send etc content that:
  - i. may be used for unlawful purposes or that assists unlawful conduct.
  - ii. is offensive, abusive, harassing, harmful.
  - iii. contains threats of violence or harm.
  - iv. unfairly discriminates on any grounds.
  - v. amounts to hate speech.
  - vi. is obscene, pornographic or violent.
  - vii. contains images or words that may be defamatory.
  - viii. is untrue or designed to mislead.
  - ix. discloses personal information about another person without his/her informed consent
  - x. harms the school, its pupils, parents or staff in any manner.
  - xi. infringes the intellectual property rights of another, through, but not limited to, breaches of copyright law.
- b) Even if the name of a person or the school is not mentioned in the content published, it is still possible for the publisher to be liable for any wrong. If the name of the person/school can be assumed or guessed, within reason, or if an association can be made with the person/school, the publisher is responsible.

### **8.4. CONSEQUENCES**

- a) The School Safety Committee is responsible for monitoring the safe use of social media in the school.
- b) Abuse of social media is an offence in terms of the Code of Conduct for Pupils and the Code of Conduct for Staff and therefore disciplinary action will be taken against offenders.
- c) Offences may be of such a serious nature that criminal charges may result.
- d) Persons defamed or injured in any way have the right to pursue all legal remedies.
- e) Any additional consequences may be contemplated at the time of investigation or reporting.

# 7. AWARDS CRITERIA

## 7.1. Veritas Badges (Grades 6-7)

The pupil leadership system at St Dominic's Priory School (SDPS) operates from the premise that leadership is alive in everyone – it just needs to be given an opportunity through knowledge and exposure to express itself. As a general principle the leadership experiences of the pupils are kept within their life perspectives. Later the wider and more difficult aspects of the topic are explored. The approach starts by showing the pupils the importance of leading themselves. It then looks at leadership opportunities offered at SDPS and the wider world using our Lord, Jesus Christ as the perfect leader.

During the Grade Six year all pupils explore some theoretical aspects of leadership. These include such as servant leadership as well as other traditional ones. They are shown how to develop personal short term and long term visions and how to look for resources within and around themselves to fulfil them. In addition they will attend a team building exercise in the third term.

In Grade Seven the lessons include basic leadership skills as problem solving, conflict management, decision making, and group dynamics. Leadership lessons also provide opportunities for in-depth debate and discussions regarding current local and world leadership. They will attend a leadership workshop at the end of January.

A list of procedures is available from Ms McQuaide.

### WHAT IS NEEDED TO QUALIFY ?

The Veritas scheme is a mechanism to allow each Priory pupil the chance to perform in the four different pillars of excellence identified as:

- Academic
- Cultural /Sport
- Outreach/Service
- Ethos

In order to achieve the award, the pupil must be performing at a consistently high level and achieve the overall specified score, performing to the best of his / her ability in all 4 pillars. Each pillar will be rated on a scale of 1 – 5.

These are some descriptors as to how each pillar will be assessed:

#### Academic

- Producing academic work and results of an acceptable standard according to the ability of the pupil.
- A rating scale based on a range of percentages and a rating scale for effort so as not to disadvantage any pupils.

#### Cultural /Sport

- Participation in the schools cultural programme – Chess / Drama Club / Choir / Art Club / Book Club / Music / Band / Marimba
- Participating in the full sporting programme of the school – at least one sport per term
- Showing excellent sportsmanship
- Attending all sports practices and team/individual matches
- Wearing the correct uniform

#### Outreach/Service (Continual basis)

- Participation in class/school and individual outreach /service projects.
- Assist the **school** in the **many** avenues of service. (At least 3 different types of projects, eg.: tuckshop/helping a teacher/library /scoring/assisting coaches with sports equipment/carrying cooler boxes down to the sports fields for matches, etc. per application)(4-6 hours of service in total)
- Must perform at least one outside project for a silver badge. (8 - 10 hours of service in total)
- Must perform at least one outside project for a gold badge. (10 – 12 hours of service in total)

## **Ethos**

- Accepting and adhering to the Ethos, rules and regulations of the school.
- Ability to serve the school in some way, not limited to, but including altar and sacristan service
- This will include appropriate dress (uniform/sport), nails, hair.
- The following aspects will also be taken into consideration:
  - Maturity – appropriate to the age and grade of the pupil.
  - Sense of humour
  - Non-judgmental attitude
  - Good listener
  - Leads by example
  - Humble
  - Recognizes strengths in others and focuses on the strengths
  - Encourager
  - Ability to resolve peer conflict in an appropriate and constructive manner
  - Respect for others
  - Kind/caring
  - Loyal to the school and friends
  - Shows determination
  - Offers assistance readily
  - Active, balanced involvement in school life
  - Reliable
  - Polite and well mannered
  - Positive outlook on life
  - Neat appearance
  - Stands up for what is right /exposes what is wrong
  - Enjoys challenges

### **Besides the above criteria the following will also apply:**

Having gone to detention in the term that they apply, will automatically disqualify a pupil from receiving an award.

### **Summary:**

A pupil who wears the Veritas badge is a pupil who leads by example, shows the St Dominic's Priory School spirit of courage, determination and compassion, coupled with sportsmanship. He/she should be an ambassador at all times, well mannered, self-disciplined, positive, reliable, neat and loyal. They should take pride in all they do and be spiritually aware. These pupils should be caring, considerate and willing to serve, not putting self first.

Although we endeavour to keep the Veritas Scheme as objective as we can, it requires a certain amount of subjective judgements. Each application is discussed and reviewed by a committee made up of teachers. The judgement of the committee in awarding a badge is final. Reasons will be provided when a pupil does not qualify for a badge.

## 7.2. Awards Policy and Criteria (Grades 8 – 12)

The criteria for badges, scrolls, colours and honours below are criteria in Grades 8-12.

*Recognition and awards in the other grades is done by best practice in all the school activities for the junior grades.*

### 7.2.1. GENERAL PRINCIPLES FOR AWARDS

Rewarding our pupils for success in various domains remains a privilege of our school. Naturally, we continue to encourage our families to celebrate the Lord's goodness in the life of children first in the home; the school is pleased to share your joy in the ways expressed in the criteria which follow.

While awards are made for past achievements or contributions, it is expected that a pupil continues, in good faith, to represent the school or serve in the activity for which they achieved Scrolls, Honours or Colours and not withdraw (without a good reason) once the award has been achieved. The Senior Management Team (who constitute the School Colours Committee) reserves the right to withdraw any award if the recipient does not honour the Ethos of our school, and, with it, the Ethos of our award structure.

Pupils who wish to be considered for an award for an achievement beyond normal school activities must submit their application to the Senior Management Team via the relevant Head of Department for that activity. Every application must be accompanied by supporting documentation.

### 7.2.2. GENERAL CRITERIA: BADGES AND SCROLLS

Badges, Scrolls and Colours are awarded for different areas of school life according to different criteria. These specific criteria are included in each sub-category in the sections that follow. It is possible for a pupil to receive Colours or Honours for an activity for which they have not first received a badge or a scroll, at the discretion of the Senior Management Team.

### 7.2.3. GENERAL CRITERIA: COLOURS AND HONOURS

Five different domains of school life are identified: academics, sport, culture, service and leadership. It is possible to receive school colours for excellence in one of these domains, as outlined below, or in four of these domains. The criteria for which honours are awarded are also outlined. In some cases, supporting documentation may be requested to verify eligibility for an award. This is true for all external activities, of which the school should be kept informed. The school reserves the right, for good reason, not to make awards for external activities, subject to our published criteria.

It is our practice that awards are only made once a pupil, representing the school at a level which may attract awards in accordance with our criteria, having been selected, has duly represented at the event for which they were selected. Mitigating circumstances (in which selection has occurred, but representation is deemed impossible for a grave reason) may allow Management to consider an application for colours outside of the usual process. Management have made provision that a pupil in Grade 7 who is selected for an activity which may attract colours, but only represents in their Grade 8 year, may be awarded colours after a decision of the Management Team. Cumulative awards (for example, several years in Choir) are not contemplated by this section; no activities undertaken in Grade 7 (or before this) will be considered for such awards in Grade 8.

The Senior Management Team reserves the right to award Colours or Honours for an activity outside of the stated criteria for exceptional achievement, which is deemed not to set a precedent.

#### (i) School Colours

*Demonstrated as the School Blazer with GOLD braiding and scrolls in gold.*

Colours can be awarded in one of these school domains, as per the criteria which follow:

- **Academic**
- **Sport**
- **Cultural**
- **Service**

Colours are also be awarded for:

- **Leadership** to the Deputy Head Boy/Girl, with a Gold Leadership Scroll at the time of appointment.
- **All Round Excellence** to the pupil who attains FOUR gold scrolls in different areas of school life, viz. Academic, Cultural/Music, Sport, Service or Leadership. (Individual scrolls are awarded for each area under specific criteria, described below.)

## (ii) School Honours

*Demonstrated as the navy blue Blazer with scrolls in WHITE and the Honours tie. White braiding is attached to the blazer if Colours have also been achieved, and Honours is then awarded in a different activity to that for which Colours were awarded. An Honours tie is worn by those who wear the blazer.*

Honours can be awarded in the following school domains:

- **Academic**  
Awarded if a pupil achieves Academic Colours three times, not necessarily consecutively. Alternatively, it is awarded to a pupil who achieves a top ten position in a South African Olympiad, or represents South Africa for Mathematics, Physical Sciences or another discipline with a recognised organisation.
- **Leadership**  
Awarded to Head Boy/Girl, who also receive a Leadership Scroll at the time of appointment.
- **All Round Excellence**
  - **FIVE** gold scrolls in different areas of school life namely: Academic, Cultural, Sport, Service and Leadership
  - **FOUR** gold scrolls and a Management decision based on extraordinary achievement or contribution to the school, either initiated by a managerial prerogative or by means of a letter prompting consideration. A detailed letter of support may be required in the case of pupil applying for this recognition. Management reserves the right not to enter into correspondence about the details of its adjudication in the case of an unsuccessful application.
- **Sport**  
Awarded to a pupil who has represented South Africa (that is, on national level attaining SA Colours) in a Major sport, as defined. This is only awarded for representation in a senior age category i.e. U/16 & U/19. Separate, unique criteria also apply, as defined, to Swimming and Equestrian in section 7.3.
- **Culture**  
Awarded per qualifying activity, as outlined in section 7.4.

### 7.2.5. COURTESY AND DILIGENCE AWARDS

Courtesy and Diligence Awards are made at each termly awards assembly according to the following criteria.

COURTESY BADGE	DILIGENCE BADGE
<ul style="list-style-type: none"> <li>● Grades 8-12</li> <li>● As many pupils as are deserving</li> <li>● Awarded TWICE per annum (Terms 2 &amp; 3) – only if deserved</li> <li>● Teachers nominate and vote</li> </ul>	<ul style="list-style-type: none"> <li>● Grades 8-12</li> <li>● As many pupils as are deserving</li> <li>● Awarded TWICE per annum (Terms 2 &amp; 3) – only if deserved</li> <li>● Awarded to a pupil who demonstrates an outstanding work ethic, not necessarily achieving top marks, gives his/her best, and does more than what is expected</li> <li>● Teachers nominate and vote</li> </ul>

## 7.2.6. ACADEMIC AWARDS

### a) Certificates (awarded at Prize Giving)

Certificates are awarded in two categories: a Certificate of Excellence and a Certificate for First in a Subject, according to the following criteria.

	<b>Certificate of Excellence</b>	<b>Certificate for First in a subject</b>
<b>Grades 8 &amp; 9</b> (Based on June examinations and work done during Terms 1 and 2.)	80% and above	Sub-minimum of 80%
<b>Grades 10 &amp; 11</b> (Based on June examinations and work done during Terms 1 and 2.)	75% and above	Sub-minimum of 70%
<b>Grade 12</b> (Based on June and September examinations and work done during Terms 1, 2 and 3.)	70% and above	Sub-minimum of 70%

### b) Badges, Gold Scrolls and Colours Blazers (awarded throughout the year)

Awards are made in increasing levels of prestige: badges, gold scrolls and colours blazers according to the following criteria.

<b>BADGE</b>	<b>GOLD SCROLL</b>	<b>COLOURS BLAZER</b>
<ul style="list-style-type: none"> <li>• Awarded to top pupils in Grades 8, 9 &amp; 10.</li> <li>• Presented at the start of the 1st, 2nd &amp; 3rd terms</li> <li>• Based on aggregate result of terms 1, 2 or last term of the previous year for the top 8-10 pupils.</li> </ul>	<ul style="list-style-type: none"> <li>• Awarded to Grade 11 &amp; 12 pupils.</li> <li>• Presented at the start of the 1st &amp; 3rd terms (Grades 11 &amp; 12) or 4th term (Grade 12 only).</li> <li>• Based on the results of the previous TWO CONSECUTIVE examinations.</li> <li>• This award is made to pupils with 75% aggregate for two consecutive examinations.</li> </ul>	<ul style="list-style-type: none"> <li>• Awarded to Grade 11 &amp; 12 pupils.</li> <li>• Presented at the start of the 1st &amp; 3rd terms (Grade 11 &amp; 12) or 4th term (Grade 12 only).</li> <li>• Based on the results of the previous TWO CONSECUTIVE examinations.</li> <li>• This award is made to pupils with 80% aggregate for two consecutive examinations.</li> <li>• Alternatively, awarded if the pupil reaches the final round of the SA Mathematics Olympiad.</li> </ul>

### c) Prize-giving Criteria

At the annual prize-giving the top five in each grade are recognised, based on their aggregates. For subjects to be taken into consideration, a sub-minimum of 70% per subject is required. For first place in a particular subject, a sub-minimum of 70% is required.

### d) Honours

Academic honours are awarded to those pupils who have been awarded academic colours three times. Alternatively, it is awarded to a pupil who achieves a top ten position in a South African Olympiad, or represents South Africa for Mathematics, Physical Sciences or another discipline with a recognised organisation.

## 7.3. Sport (Grade 8 – 12)

Sports awards criteria apply to all major sports according to the various categories as set by the Awards Committee and endorsed by the Senior Management Team (SMT). For certain awards, it is necessary to make an application for the award to be considered. Criteria marked with an asterisk (\*) do not require applications: these awards are made by the coaches and managers at their discretion, applying the stated criteria.

### a) Classification of sport

Sport at our school is classified in two ways:

MAJOR SPORTS	OTHER SPORTS
The School recognises the following as <b>major</b> sports whether offered by the school or not:  Aquatics (Swimming, Waterpolo, Diving, Synchronised Swimming), Athletics, Cricket, Cycling, Equestrian, Golf, Field Hockey, Rugby, Soccer, Squash, Tennis.	The School also recognises the following <b>other</b> sports, not offered by the school, but are affiliated to a <i>bona fide</i> national sports body:  Angling & fishing, Aerobics, Bi-Athlon, Basketball, Canoeing/Kayak, Gymnastics (including Rhythmic Gymnastics), Indoor Cricket, Indoor Hockey, Karate, Life Saving, Judo, Mountain Biking, Motor Sports, Open Water Swimming, Rowing, Surfing, Sailing, Triathlon, Table Tennis, Volleyball, Windsurfing, Wrestling.

The School reserves the right to make awards for a sports code not listed above. For such awards, an application must be completed (with supporting documentation) and the Senior Management Team will decide on awards, judging each case according to its merits.

### b) Certificates

Certificates are awarded to pupils who have represented the Eastern Cape /Eastern Province/Regional no lower than at an u/13 level in one of the **other** sports recognised by the school.

### c) Badges, Certificates and Colours Blazers

BADGE	GOLD SCROLL	COLOURS BLAZER
<ul style="list-style-type: none"> <li>● Awarded to a pupil who has attended 80% practices and matches for the 1st team in a <b>major</b> sports code and constantly displays exemplary attitude and conduct. (*)</li> <li>● Awarded to a pupil who has received a top 3 placing at a recognised sporting event in one of the <b>other</b> sports not lower than u/16 level.</li> <li>● Awarded to a pupil who has played for two years in the school's u/16A team (hockey and soccer) or u15 A (cricket) and constantly displays an exemplary attitude and demonstrates good conduct. (*)</li> <li>● Awarded to a pupil who has represented Eastern Cape/Eastern Province/Regional not lower than at an u/13 level in one of the <b>major</b> sports recognised by the school.</li> </ul>	<ul style="list-style-type: none"> <li>● Awarded to a pupil who has represented Eastern Cape /Eastern Province /Regional at a senior level NOT lower than u/16 in one of the <b>other</b> sports recognised by the school.</li> <li>● Awarded to a pupil who has played for two years in the school's 1st team, attended and matches and constantly displays exemplary attitude and conduct. (*)</li> </ul>	<ul style="list-style-type: none"> <li>● Awarded to a pupil who has been selected and represented South Africa at a senior level NOT lower than u/16 in one of the <b>other</b> sports recognised by the school.</li> <li>● Awarded to a pupil who has represented Eastern Cape/Eastern Province/Regional at senior level NOT lower than u/16A in one of the <b>major</b> sports recognised by the school, and participate as a committed member of the school team.</li> </ul>

### d) Honours

An honours blazer is awarded to a pupil who has been selected and represented South Africa at a senior level NOT lower than u/16 in one of the **major** sports recognised by the school. Alternatively, it can be awarded to a pupil who has been selected for South Africa at senior level not lower than u/16 in one of the **other** sports recognised by the school and is placed in the top three (team sport) or is placed in the top 10 (individual) in an International competition.

Additionally, honours can also be awarded for swimming and equestrian, as outlined below.



## e) Special Swimming Awards

Apart from the abovementioned criteria, these additional criteria apply to swimming.

### (i) For Badges or Scrolls

A swimmer must:

- Attend 80% of practices and/or produce a letter from their swimming club regarding their training regime.
- Swim for the school at relay galas and at least ONE 'B' Age Group gala per term.
- If the participant is a Level 2 or 3 swimmer, they must participate in 'A' League galas for their clubs and send in their results and times as soon as available.

### (ii) For Colours and Honours

Apart from the conditions outlined for Colours and Honours above, a swimmer can receive the appropriate award based on the achievement of ONE of these times, tabulated below. These times, supplied by Swimming South Africa, should be gauged at an official gala (in a 50m pool) for consideration. They are updated in July annually.

STROKE	WOMEN		MEN	
	Honours	Colours	Honours	Colours
50 Free	28.39	N/A	25.05	N/A
100 Free	1:01.65	1:03.67	54.55	56.62
200 Free	2:14.66	2:20.90	2:01.48	2:06.81
400 Free	4:50.22	4:52.05	4:25.89	4:35.37
800 Free	9:39.67	9:55.92	8:59.05	N/A
1500 Free	18:46.44	N/A	17:18.51	18:00.33
50 Back	N/A	N/A	N/A	N/A
100 Back	1:10.53	1:12.98	1:03.50	1:05.86
200 Back	2:33.72	2:40.24	2:21.48	2:26.35
50 Breast	N/A	N/A	N/A	N/A
100 Breast	1:20.15	1:21.19	1:10.16	1:14.33
200 Breast	2:55.48	2:57.76	2:39.39	2:46.01
50 Fly	N/A	N/A	N/A	N/A
100 Fly	1:09.27	1:13.13	59.36	1:02.62
200 Fly	2:37.48	2:55.11	2:19.29	2:27.27
200 IM	2:33.70	2:37.99	2:18.31	2:23.18
400 IM	5:25.68	5:50.71	4:59.99	5:11.65

<Swimming South Africa, swimsa.org>

## f) Special Equestrian Awards

In addition to the abovementioned criteria, these additional criteria apply to equestrian.

### (i) Initial criteria

To adhere to the schools rules with regards to participation in sport, the following guidelines have to be followed if you have chosen equestrian as a sport:

1. Training has to be done by a qualified instructor.
2. Attend at least two lessons per week.
3. Participation in a team sport at school is compulsory if you attend less than two lessons per week.
4. Show results have to be emailed to: [lumgair@priory.co.za](mailto:lumgair@priory.co.za).
5. In the event that a scholar should have to ride during school hours, permission must first be obtained from Mrs. Melany Lumgair, approved by the Phase Head.

In order to be selected for any of the following awards, the initial criteria have to be met as well as the following:

1. Rider must participate in at least 2 SANESA shows per calendar year and 2 other recognised shows whether SANESA or graded.
2. Must compete in at least 2 classes at a show for it to be considered valid participation.
3. Full adherence to the St Dominic's Priory School Code of Conduct.
4. The athlete has to be scratched and the necessary notification must be given to an official at a show should a rider not be able to compete after they have entered. Should this not be adhered to, the rider will be disqualified from all awards and/or colours.
5. An application form for awards must be submitted.

### (ii) Badges, Scrolls, Colours and Honours (Only Grade 8-12)

BADGE	Above <b>initial criteria</b> met <u>and</u> has participated at INTERMEDIATE level or above in one calendar year.  or Above <b>initial criteria</b> met <u>and</u> has competed at NOVICE level for two consecutive years.  or Above <b>initial criteria</b> met <u>and</u> be selected by the EC Equestrian Federation to participate in a Novice Provincial Team and/or SANESA equivalent.
SANEESA BADGE	Met the minimum requirements to be in contention for equestrian awards. St Dominic's Priory Team to be placed in the top 3 in the Eastern Cape. Should the team not be placed, only the top points scorer will receive a badge.
GOLD SCROLL	Above <b>initial criteria</b> met <u>and</u> has competed at INTERMEDIATE level or above for two consecutive years.  or Placed in the top 3 at INTERMEDIATE level at South African National Championships or SANESA equivalent.  or Above <b>initial criteria</b> met <u>and</u> be selected by the EC Equestrian Federation to participate in a Novice Provincial Team for two consecutive years.
SANEESA SCROLL	All riders who qualified for a SANESA badge for 2 consecutive years will receive a SANESA Scroll the second year.  or Placed at South African National Championships at Novice Level or above.

COLOURS	<p><u>Pony Riders</u> Placed in the top 3 at Open level at South African National Championships or SANESA equivalent or be awarded Victor Ludorum at National Event.</p> <p><u>Junior Riders</u> All of the above criteria met AND be chosen by the EC Equestrian Federation to participate in one or more OPEN level Eastern Cape Equestrian Team/s. SANESA level 7. Participation at the National event is compulsory.</p> <p style="text-align: center;">or</p> <p>Won an Eastern Cape title at Open Level.</p>
HONOURS	<p>Achieve all of the above (scrolls and badges) <u>and</u> be placed in the top 3 at OPEN level at the South African Equestrian Championships or SANESA Nationals or winning Victor Ludorum at National Event. The event under consideration should be at a level not less than u16.</p>

## 7.4. Cultural and Academic Clubs (Grades 8 – 12)

Parents are asked to keep us informed of cultural activities undertaken out of school, such as dance, as we would like to acknowledge these pupils as well. The necessary proof of any achievements must be sent to the relevant Deputy Head of School. This proof must be attached to the application form that is available on the D6 communicator. Only activities which could accrue awards undertaken in Grade 8-12 are eligible for awards. Colours blazers can only be awarded in Grade 8-12, under certain conditions.

### **BAND & STRING ENSEMBLE: Ms Sizwekazi Grootboom, Mr Jarryd Pow Chong & Mrs Alison Hiscock**

BADGE	Committed, loyal and reliable member for at least one year. This means consistent, timeous attendance of 80% at all morning practices and participation in events.
GOLD SCROLL	Committed, loyal and reliable member for at least two years (from Grade 8). This means consistent, timeous attendance at all morning practices and participation in events.
COLOURS BLAZER	Member of Youth Orchestra participant or any other participation which the teacher/Head of Music may deem as on the same level as Youth Orchestra, and should be a member of the school band for at least two years.
HONOURS BLAZER	Member of EC Philharmonic Orchestra or the SA National Youth Orchestra.

### **SENIOR CHESS: Mr David Emery**

BADGE	Attend 80% practices and matches for one year.
GOLD SCROLL	Play Chess at school for two years, attend practices and matches and show correct attitude and conduct.
COLOURS BLAZER	Represent Eastern Province at A-level, and plays for school.
HONOURS BLAZER	Represent South Africa at A-level, u16 or higher, and plays for school.

### **CHOIR: Mrs Zelda Bellingan**

BADGE	Committed, loyal and reliable member for at least one years. This means consistent, timeous attendance at practices of 80% and participation in events.
SCROLL	Member for at least two years. This means consistent, timeous attendance at practices and participation in events.
COLOURS BLAZER	Member of EP Youth Choir, reaching a semi-final round of a competition, or highest award given at Eisteddfods/Festivals. Must also sing in the school choir for at least two years.

**DANCING ACHIEVEMENTS (BALLET/MODERN/HIP HOP/TRADITIONAL/TAP/BALLROOM)**

(These are not offered at the school and thus parents need to keep us informed of such.)

**Staff liaison: Mrs Alison Hiscock**

BADGE	A minimum of <b>1</b> years dancing, and one of the following: <ul style="list-style-type: none"> <li>• 80% for any competition or festival</li> <li>• Finals in regional event</li> <li>• Merit in intermediate foundation of dancing or higher.</li> <li>• Quarter finals in a National event</li> </ul>
GOLD SCROLL	A minimum of <b>2</b> years of dancing, and one of the following: <ul style="list-style-type: none"> <li>• Distinction in intermediate foundation of dancing or higher.</li> <li>• Finals of provincial/regional event.</li> <li>• Semi-finals in a National event.</li> </ul> <p>Or: 3 or more gold or silver awards in any regional event/festival.</p>
COLOURS BLAZER	A minimum of <b>3</b> years of dancing, and one of the following: <ul style="list-style-type: none"> <li>• Placed in the top <b>3</b> at a solo Provincial event (u16 or above).</li> <li>• Distinction for a Grade 7 external practical examination</li> <li>• RAD/ Cecchetti: pass with Distinction, Intermediate</li> <li>• RAD/ Cecchetti: pass and Merit pass, Advanced</li> </ul>
HONOURS	A minimum of 4 years of dancing, and one of the following: <ul style="list-style-type: none"> <li>• Placed in the top 3 at a South African National Championship (solo), or represents South Africa in an official capacity at an international dance event (u16 or above).</li> <li>• Distinction for a Grade 8 external practical examination</li> <li>• RAD/ Cecchetti: pass with Distinction, Advanced</li> </ul>

**DEBATING: Mr Brydon Griffith-Smith**

BADGE	Committed, loyal and reliable member for at least one year, beginning in 2025, having participated in 80% of debate opportunities.
SCROLL	Committed, loyal and reliable member for two years or more, first to be awarded in 2026, having participated in 80% of debate opportunities.

**DRAMA: Mrs Laura Croft**

BADGE	Attends 80% of Drama Club rehearsals and contributes / participates meaningfully in all productions for at least one year.
GOLD SCROLL	Pupil who attends rehearsals and productions and contributes / participates meaningfully in all shows for at least two years.
COLOURS BLAZER	Excelling in local amateur theatre in Port Elizabeth e.g. winning a "Showtime" award
HONOURS	Three lead roles of significant standard in a major public production (local amateur theatre)

**EP MATHEMATICS: Fr Michael Theron C.O.**

BADGE	Selected and represented EP Mathematics at <b>Junior A</b> level on <b>one</b> occasion.
GOLD SCROLL	Selected and represented EP Mathematics at <b>Junior A</b> level on at least <b>two</b> occasions. Selected and represented EP Mathematics at <b>Senior B or C</b> level.
COLOURS BLAZER	Selected and represented EP Mathematics at <b>Senior A</b> level.
HONOURS	Selected and represented South Africa at an u/18 or similar level for Mathematics at an international event.

**MARIMBAS: Mrs Alison Hiscock**

BADGE	Committed, loyal and reliable member for at least <b>one</b> years. This means consistent, timeous attendance at practices of 80% and participation in events.
GOLD SCROLL	Committed, loyal and reliable member for at least <b>two</b> years. This means consistent, timeous attendance at practices and participation in events.

**MATHS RELAY: Ms Heather Roth**

BADGE	Attend 80% of relays for two years.
GOLD SCROLL	Attend 80% of relays for three years.
COLOURS BLAZER	Winner of Senior Provincial Competition (u16 or above)
HONOURS	SA Schools Team (u16 or above)

**MUSIC: Mrs Alison Hiscock**

BADGE	At least one of the following: <ul style="list-style-type: none"> <li>• Distinction or higher in a Grade 3 external practical examination</li> <li>• Merit or higher in a Grade 4 external practical examination</li> <li>• Pass or higher in a Grade 5 external practical examination</li> </ul>
GOLD SCROLL or SCROLL BADGE (as appropriate)	At least one of the following: <ul style="list-style-type: none"> <li>• Distinction or higher for a Grade 5 external practical examination</li> <li>• Distinction or higher for a Grade 5 external theory examination</li> <li>• At least a Merit in a Grade 6 external practical examination</li> <li>• Pass for a Grade 7 external practical examination</li> </ul>
COLOURS BLAZER	At least one of the following: <ul style="list-style-type: none"> <li>• Distinction for a Grade 7 or passing a Grade 8 external practical examination</li> <li>• Placed in the top 3 of a regional competition i.e. SASMT or a comparable competition.</li> </ul>
HONOURS	At least one of the following: <ul style="list-style-type: none"> <li>• Grade 8 Distinction or any advanced performance diploma with any of the music examining bodies.</li> <li>• Individual winner of a competition i.e. SASMT Classical or SASMT Into the Mix Competitions, or something comparable</li> <li>• Placed in a top 3 position of a regional competition more than once.</li> </ul>

**NEWSPAPER: Mrs Kate-Lynn McCarthy & Mrs Laura Croft**

BADGE	80% engagement with the Newspaper for at least one year as well as five reports written, and published, first to be awarded in 2025
SCROLL	80% engagement with the Newspaper for at least two year as well as five reports written, and published, first to be awarded in 2026

**PUBLIC SPEAKING (“Gavel Society”): Mr Brydon Griffith-Smith**

BADGE	Committed, loyal and reliable member for at least one year, beginning in 2025, having participated in 80% of public speaking opportunities.
SCROLL	Committed, loyal and reliable member for two years or more, first to be awarded in 2026, having participated in 80% of public speaking opportunities.

**TOASTMASTERS: Mrs Johanna Welsh & Mr David Viljoen**

BADGE	Badge will be awarded to all pupils completing the Toastmasters Programme. These are issued on completion of the course but will be given acknowledgement at the cultural award ceremony.
GOLD SCROLL	A Gold Scroll will be awarded if the representative from St Dominic's Priory School is placed in the top three speakers in the city.
COLOURS	Winner of Provincial Competition
HONOURS	Placed in top 3 of National Competition

**QUIZ TEAM: Mr Brydon Griffith-Smith**

BADGE	Committed, loyal and reliable member for at least one year.
SCROLL	Committed, loyal and reliable member for two years or more.

**CULTURAL COLOURS**

Cultural Colours are awarded to any pupil who has achieved in FIVE cultural areas, having obtained a gold scroll for these areas.

## 7.5. Ethos and Service

The service of the Church, our immediate community and the wider community (with a special reference to the poor) is the hallmark of our school, whose life reflects the self-offering life of Our Lord. We award service badges, scrolls and colours in a way that does not diminish the importance of serving without expectation of reward: we hope that our service, demonstrating faith in action, will be valuable to our salvation and for the good of the world. These awards, then, recognise the commitment of our pupils to service initiatives. Their true reward is stored up in heaven (cf. *Mt.* 6:20).

Apart from these awards documented here, additional awards may be made at the discretion of the Head of Ethos and Pastoral Care.

### RELIGIOUS EDUCATION

The **Pope Benedict XVI Award for Religious Education** is made to the pupil who excels in Religious Education mark in each Grade, from Grade 6. It is accompanied by a miniature shield and a book prize. **Though the academic criterion, for mostly Religious Education work, is essential here, we must also be clear that the recipient should exhibit a way of life, discourse and recollection that is consistent with our Catholic Ethos. The award winner does not have to be Catholic, but should show a clear commitment to, and understanding of, the truths of our Holy Faith and how they affect our lives. This is done partly by writing and research; this is shown mostly in the manner of living.**

It serves to honour those pupils who excel in the “sacred sciences” of Religious Education, which always retains pride of place in a Catholic School as a discipline that underpins our identity and brings together every search for truth. They are named in honour of Pope Benedict XVI, himself a profound scholar of the faith and devoted servant of God.

Of learning the faith, Pope Benedict said this: “This is true for every Christian: faith is first and foremost a personal, intimate encounter with Jesus, it is having an experience of his closeness, his friendship and his love. It is in this way that we learn to know him ever better, to love him and to follow him more and more. May this happen to each one of us!” (BENEDICT XVI, *General Audience in St Peter’s Square*, 21 October 2009 on St Bernard of Clairvaux).

### Category A: Liturgical & Ecclesiastical Service

(General Oversight: Fr Michael Theron C.O.)

#### ALTAR SERVING: Fr Michael Theron C.O.

BADGE	Faithful and dutiful service at the altar and for ethos-related activities for at least one year. This includes successful completion of the Altar Serving training programme.
GOLD SCROLL	At least two years’ consistent service, including successful completion of the Altar Serving training programme.
ST TARCISIUS AWARD	Awarded to the server who has shown exceptional commitment to the Sacred Mysteries, named in honour of that ancient Roman adolescent, who gave up his life in honour of the Most Holy Eucharist.

#### CANTORING: Mrs Alison Hiscock

BADGE	Faithful and dutiful service for at least one year, cantoring at 80% of the offerings of School Masses, awarded for the first time in 2025.
GOLD SCROLL	Faithful and dutiful service for at least two years, cantoring at 80% of the offerings of School Masses, awarded for the first time in 2026.

#### PUPIL ETHOS COMMITTEE: Fr Michael Theron C.O.

BADGE	Faithful and dutiful service on the committee, in accordance with the document <i>Signs of God’s Presence</i> , reporting to the Board’s Ethos Committee quarterly, having attended 75% of meetings for one year.
GOLD SCROLL	Faithful and dutiful service on the committee, in accordance with the document <i>Signs of God’s Presence</i> , reporting to the Board’s Ethos Committee quarterly, having attended 75% of meetings for two years.



**SACRED ENSEMBLE: Mrs Elanie McLachlan**

BADGE	Faithful and dutiful service for at least one year. This includes playing at Monday assemblies, Holy Mass, other liturgical events at school.
GOLD SCROLL	Faithful and dutiful service for at least two years. This includes playing at Monday assemblies, Holy Mass, other liturgical events ad hoc.

**SACRISTAN SERVICE: Ms Jonél Roos**

BADGE	Faithful and dutiful service as a sacristan for at least one year. This includes successful completion of the Sacristan training programme.
GOLD SCROLL	At least two years' consistent service, including successful completion of the Sacristan training programme.
RAUBENHEIMER SHIELD	Awarded to the sacristan who has shown exceptional commitment to the Sacred Mysteries, named in honour of Mrs Evie Raubenheimer, long-time staff member and School Sacristan.

**Category B: Service Clubs Rendering In-House Service**

(General Oversight: Mr David Viljoen)

**COMPUTER ROOM MONITORS: Carlin Hambury**

BADGE	Loyal service, at least twice a week, for at least a year.
GOLD SCROLL	Loyal service, at least twice a week, for two years or more.

**FIRST AID: Mrs Marlene Bruinders**

BADGE	On duty at 60% sports fixtures and other duties for at least one year.
GOLD SCROLL	Chairperson or pupils worthy of recognition. At least two years' service.

**LIBRARY: Mrs Yolande Farrow**

BADGE	Performed library duty satisfactorily at least once a week for the whole year.
GOLD SCROLL	As above, plus two years' service and must have mastered all the skills on the skills list.

**PHOTOGRAPHY CLUB: Mrs Laura Croft & Mrs Joanne Fourie**

BADGE	80% attendance of Photography club for at least one year as well as five events photographed, edited and handed in for school use (for example, the School Magazine, Newsletters or promotional material).
GOLD SCROLL	More than two years as part of the Photography Club. 80% attendance of Photography Club and five events photographed, edited and handed in for each of the two years.

**SCORERS / UMPIRE AND REFEREE ASSISTANCE: Mr Craig White**

BADGE	80% of duties completed, reliable and hardworking.
GOLD SCROLL	At least two years' service, including 80% of duties completed.

**SOUND CREW: Mr Carlin Hambury**

BADGE	80% duties completed, reliable and hardworking for at least one year.
GOLD SCROLL	At least two years' service, including 80% of duties completed.

**TIME KEEPERS: Mr David Viljoen**

BADGE	At least one year of service including successful completion of the timekeepers' course. Must also have been a timekeeper at a minimum of 2 galas (school/club) for a minimum of 4 hours in total.
GOLD SCROLL	At least two years of service including successful completion of the timekeepers' course. Must also have been a timekeeper at a minimum of 2 galas per year

	(school/club) for a minimum of 4 hours per year in total.
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### **TUCKSHOP HELPERS: Ms Beverley Gush**

BADGE	Loyal service, as rostered, for at least one year.
GOLD SCROLL	Loyal service, as rostered, for two years or more.

## **Category C: Service Clubs with an Outreach Focus**

(General Oversight: Fr Michael Theron C.O.)

### **GRADE OUTREACH PROJECTS**

Though no awards are made for these, it is right to note that it remains part of tradition that Grades adopt a particular project, in which they become engaged for the year. The project, its scope and any potential fundraising is approved, in advance, by the Head of Ethos & Pastoral Care each year, even if the project remains fundamentally unaltered on an annual basis.

This provision applies to all Grades, from Pre-R to 12.

Further notes are made in the Ethos & Pastoral Care Section of this Handbook.

### **BLOOD DONOR REPS: Ms Margaret Matthews**

CERTIFICATE	Fully involved with all 4 blood drives. Performed all necessary duties with dedication.
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### **ENVIRO CLUB: TBC with Ms Andrea Beyers & Ms Margaret Matthews**

BADGE	Involvement in the Enviro Club for one full year, which should include completing a full term's worth of recycling collections (with at least 80% attendance), and participating in at least 80% of the Club's activities in the year.
GOLD SCROLL	Board members who have fulfilled their duties adequately, or pupils who have met the 'badge' criteria for two consecutive years, or any other pupils who have carried out extraordinary service deemed worthy of recognition, at the discretion of the teacher-in-charge.

### **INTERACT: Mrs Christina Chitsiga-Magasela**

BADGE	Be an active member for a year or more and complete at least 80% of services.
GOLD SCROLL	Board members who have fulfilled their duties adequately, or pupils who have met the 'badge' criteria for two consecutive years, or any other pupils who have carried out extraordinary service deemed worthy of recognition, at the discretion of the teacher-in-charge.

### **JUNIOR CITY COUNCIL: Fr Michael Theron C.O. & Ms Margaret Matthews**

BADGE	Awarded to the Junior Representative, provided that they have fulfilled all of their duties as prescribed by the Council, and have represented our school well in their term of office. This occurs at the end of their first year of service.
GOLD SCROLL	Awarded to the Senior Representative, provided that they have fulfilled all of their duties as prescribed by the Council, and have represented our school well in their term of office. This occurs at the end of their second, and final, year of service.

**PRESIDENT'S AWARD: Mrs Angelique Kruger**

BADGE	For members who have been enrolled in the President's Award at any level, for at least a year, with evidence of the progress they have made, and have received at least a Bronze Award.
GOLD SCROLL	For members who have been awarded an official President's Award Badge Silver Award, or serve on the Port Elizabeth Youth Committee.

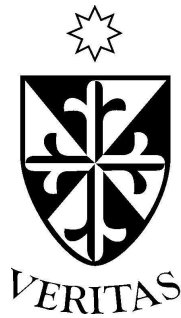
**SERVICE COLOURS**

Service Colours are awarded to any pupil who has served the School consistently in FIVE service areas, having obtained a gold scroll for these areas.









## ST DOMINIC'S PRIORY SCHOOL

### CONTACT INFORMATION

ST DOMINIC'S PRIORY SCHOOL  
PO BOX 5668, WALMER, 6065

Tel: 041 396 2800/1

Fax: 041 396 2802

Head of School's PA: [info@priory.co.za](mailto:info@priory.co.za)

News: [news@priory.co.za](mailto:news@priory.co.za)

Admissions: [office@priory.co.za](mailto:office@priory.co.za)

Pastoral Care: [care@priory.co.za](mailto:care@priory.co.za)

Reception: [reception@priory.co.za](mailto:reception@priory.co.za)

Ethos: [ethos@priory.co.za](mailto:ethos@priory.co.za)

Fee Administrator  
(For account enquiries)

Tel: 041 396 2819

Fax: 086 508 2296

[feesadmin@priory.co.za](mailto:feesadmin@priory.co.za)

#### TO INSTALL D6 COMMUNICATOR ON A SMARTPHONE OR TABLET

Search for **D6 School Communicator** on your App Store,  
download it and specify St Dominic's Priory School.

Alerts (important reminders, notices regarding sports, etc.)  
will be instantly available on your mobile device.

If you would like to make a query about the contents of this Handbook,  
please feel free to email [ethos@priory.co.za](mailto:ethos@priory.co.za).