



Sun Valley
Group of Schools



ASHOKA AFRICA
changemaker school



Sunbird
Pre-Primary School



Sun Valley
Primary School



Silvermine
Academy

General Policies & Practices

The full Policy Document is available at
www.sunvalleygroup.co.za



Sun Valley
Group of Schools



ASHOKA AFRICA
changemaker school



Sunbird
Pre-Primary School



Sun Valley
Primary School



Silvermine
Academy

GENERAL POLICIES AND PRACTICES

Communication with Parents

- 1. Facebook:** Please like our Facebook page. This page is updated several times a day to keep parents, grandparents and friends in the communication loop.
- 2. Blogs:** Our blogs.sunvalleygroup.co.za is the communication centre for our school. Each Directorate keeps their blog up to date to keep our parents informed. The Grade blogs make very interesting reading.
- 3. SMS:** We make use of a bulk SMS service to share key information with you.
- 4. School Diary:** From Grade 1 every student has a School issued Diary. This is a useful tool to maintain communication with our parents. Polite notes receive a positive response. Aggressive notes are upscaled to the **School Matters** department for intervention.
- 5. Letters:** Parents are informed about Excursions, Behaviour interventions, Education support, Sport matches, etc. by letter. These are always stapled into the School Diary.
- 6. Parentline:** This is a compulsory meeting with the class teacher in Term 1 and Term 2. In Term 3 it is by invitation if the class teacher requires an interview. There is no interview in Term 4.
- 7. Night Schools:** Night Schools are held on a Tuesday evening between 7.30pm and 8.30pm. Here various topics are handled to keep parents informed on how the school operates. The digital school calendar at blogs.sunvalleygroup.co.za will keep you up to date.
- 8. Save the Date:** The "Save the Date" is published every two months with important dates to remember. Place this paper reminder on the fridge.
- 9. School Governing Body Conversation Time:** Every term the Governing Body holds a **Conversation Time** where parents can raise issues and get answers. Use these opportunities to engage with your parent representatives.
- 10. Telephone:** Our Front of House staff are fully briefed on all functions. Our incoming 021-785 2722 has five lines. If in doubt, give our ladies a call. We will assist you in English and Xhosa. It is against School Policy for Staff to give parents their personal cell phone numbers. Disciplinary action is taken against staff who transgress this policy. Always correspond with a Staff member via Reception.
- 11. EXPO:** An EXPO is held each Term on a Thursday (see digital calendar) from 08:30 - 10:00 where parents and prospective parents can view the school in action.
- 12. EMAIL:** Address all email correspondence to hello@sunvalleygroup.co.za All email communication is tracked by our Reception staff. Staff are not encouraged to use their personal emails as this is often abused by parents.

The School is divided into NINE Directorates

1. **CEO:** Executive Leadership / Strategic planning / Vision and Mission / Professional Development / Directorate delivery / Property development and maintenance / Estate / Governance
2. **CURRICULUM:** Grade R - 7 Teaching / Learning / Excursions/Camps/ Assessment / IQMS (Staff Appraisals) / Prefects / Creative Expression
3. **SCHOOL MATTERS:** Discipline / Extended Learning Opportunities / Complaints / High School Counseling / First Aid / Fun-Raising / Home Base / Safety, Fire and Security
4. **STUDENT AFFAIRS:** Student Behaviour / Emotional Intelligence / Musicals / Music / Counselling / Choir / Uniform
5. **SMA The HIGH SCHOOL:** Boutique learning from Grade 8-12 writing an IEB Matric.
6. **DIGITAL LEARNING:** Grade R-12. Network management / Broadband connectivity / Digital provisioning / Sound and media
7. **ADMINISTRATION & FINANCE:** Group administration / Budgets / Financial management / School Fee collections / BNN (Birdie Num Nums)
8. **SPORT: Grade R-12** All Sport Practices / Matches / Sport Tours / Festivals / Vehicles / Fields, Courts and Swimming Pool
9. **INTERVENTIONS & TEACHING ACADEMY:** Interventions / Full Service / Teaching Academy / Teachers Assistant Program / Facilitators

Each Directorate is led by a Director:

- CEO - Gavin Keller
- Curriculum - Vandra Norris
- School Matters - Debbie-Jayne Viljoen
- Student Affairs – Michael Raven
- SMA - Mandy Pistorius
- Digital Learning – Matthew MacDonald
- Admin and Finance - Jayd MacDonald
- Sport - Brad Keller
- Interventions and Teaching Academy – Heather Keller

Cell Phone Policy for Pupils

1. All learners are entitled to bring a cell phone to school for use in emergencies.
2. Cell phones must be handed to teachers for safekeeping at the beginning of the school day which starts at 7.45 am. This must be done whether the teachers have asked for them or not.
3. Teachers will store the cell phones in a locked safe which is built especially for the cell phones and the safe is kept locked.
4. Learners may request to make use of their cell phones during the lunch period while eating in the classroom (not break time), provided the teacher is present when the phone call is made. The cell phone must then be handed back to the teacher to be placed in the safe once more.
5. No cell phones may be taken out of the school building at break time.
6. Cell phones will be returned to the learners at the end of the school day.
7. Learners who do not adhere to this policy will have their phone confiscated for fourteen days.
8. Repeated transgressors or irresponsible users will have their cell phones confiscated and placed in the school safe until the end of the year.

Late Arrivals

1. Children should arrive at school by 7.35am in order to put their cases down and prepare themselves for the day. The gates are locked by 7.45am. Pupils who are late should then report to Reception. Frequent late arrivals, in a term, result in a parent-teacher meeting.
2. Punctuality is a skill that must be mastered at school in order to equip students to be successful in the work place.
3. Pupils and parents must be held accountable for timeous arrival at school.
4. We only have 1000 hours a year to educate the child. Every minute must be used effectively.

School Times

Sunbird Pre-Primary	Sun Valley Primary	Silvermine Academy High School
Normal Weeks: Monday – Thursday 8:00 - 13:00 Friday 8:00 - 12:30	Normal Weeks: Monday – Thursday 7:45 - 14:15 Friday 7:45 - 13:00	Normal Weeks: Monday – Thursday 7:45 - 14:30 Friday 7:45 - 13:00
First Week of Year Monday - Friday 8:00 - 12:30	Assessment Weeks Monday to Friday 7:45 - 13:00	Assessment Weeks Monday to Friday 7:45 - 13:00
Parentline Depending on day 8:00 - 12:00	First Week of Year Monday - Friday 7:45 - 13:00	First Week of Year Monday - Friday 7:45 - 13:00
Musical Week Monday - Friday 8:00 - 12:00	Parentline Depending on day 7:45 - 12:30	Parentline Depending on day 7:45 - 12:30
Last Day of Term Usually a Friday 8:00 - 10:30	Last Day of Term Usually a Friday 7:45 - 11:00	Last Day of Term Usually a Friday 7:45 - 11:00

Lost and Found Clothing

Lost and Found Clothing is handed in at the Student Reception. Items with the students name clearly marked inside are sent to class the following school day. Unmarked items are washed, and sold at our second-hand clothing store.

Combating Theft

We are facing more and more minor theft issues. Please take the following into account in order to minimise the possibility of theft:

1. Keep valuables at home, especially toys.
2. If you must bring valuables to school, hand them in to your teacher for safe keeping. Their safety cannot be guaranteed at school.
3. Don't leave lunch, stationery or anything of value in the bags outside the classroom.
4. Keep your lunch in the class lunch basket and keep your stationery on or under your desk.
5. Hand any money to your teacher as soon as you get to class in the morning. The teacher cannot be held accountable for money that goes missing.
6. Don't leave valuables in your bag before and after school if your bag is left lying around.
7. Mark all your belongings clearly (don't just use initials).
8. Mark your school clothing in detail, including your footwear.
9. Remember to only use and take what is yours and respect the property of others.

Jewellery Policy

1. Boys: No earrings, body studs, bangles, bracelets, neck chains, tattoos, etc.
2. Girls: Single stud or sleeper, without diamantes, in each ear in silver or gold. No dangling earrings, body studs, bangles, bracelets, neck chains, ankle chains, tattoos etc.
3. No make-up may be worn.

Hair Policy

1. Hair must be washed regularly, free of nits and lice, and must be neatly styled. If nits or lice are found, children will be sent home. Check your child's hair regularly.
2. Colouring and shaving of hair is prohibited, this includes highlighting of hair and Mohawks.
3. Boys: Hair should not touch the collar, fall over ears or hang on eyebrows.
4. Girls: Hair touching collar must be tied up with white, red or navy accessories. No hair in eyes.

Children Who are Unwell

We require parents to keep their children at home if they are not feeling well in the morning. This includes a temperature, vomiting, a runny or painful stomach, pink eye or the like. Please contact Reception so that a note can be placed on the child's digital Journal.

This will prevent teachers and other children from being affected and causing more absenteeism.

Family Rules

1. **Passage:** Walk quietly, on the left-hand side. Stay out of the passages and never go upstairs during break, before or after school.
2. **Foyer:** The foyer is for guests only. Only walk through the foyer with staff and never use the foyer toilets.
3. **Toilets:** Leave the toilets clean. Pick up extra toilet paper and don't throw wet paper around. Flush after use of the toilet and wash your hands. No eating in toilets, and boys *aim straight*.
4. **Playground:** Only soft ball games may be played (unsupervised) on the field, away from windows. Never play games which hurt feelings or flesh. Leave the grounds within 15 minutes after school or report to Home Base.
5. **Staff Car Park:** No playing or running in the car park. No parents are allowed to park in the Staff car park. Only staff cars have access to the Staff car park.
6. **Pupil Leaders:** Grade 7's are leaders in training, teacher-helpers, but not policemen. Listen to, respect and obey their requests.
7. **Variform:** Variform must be neat and clean. Keep your white shoes clean, especially in winter when the field is muddy. Wear gumboots on the field.
8. **Punctuality:** Be on time. If you are late, for whatever reason, it will be noted in your School Diary and in the digital Journal.
9. **Wheels:** No bicycles may be ridden on school grounds. No skateboards may be brought onto the school grounds. No scooters, rollerblades or "heelies" are allowed, even on civvies days. Such items will be confiscated for a period of three months.

Be Promises

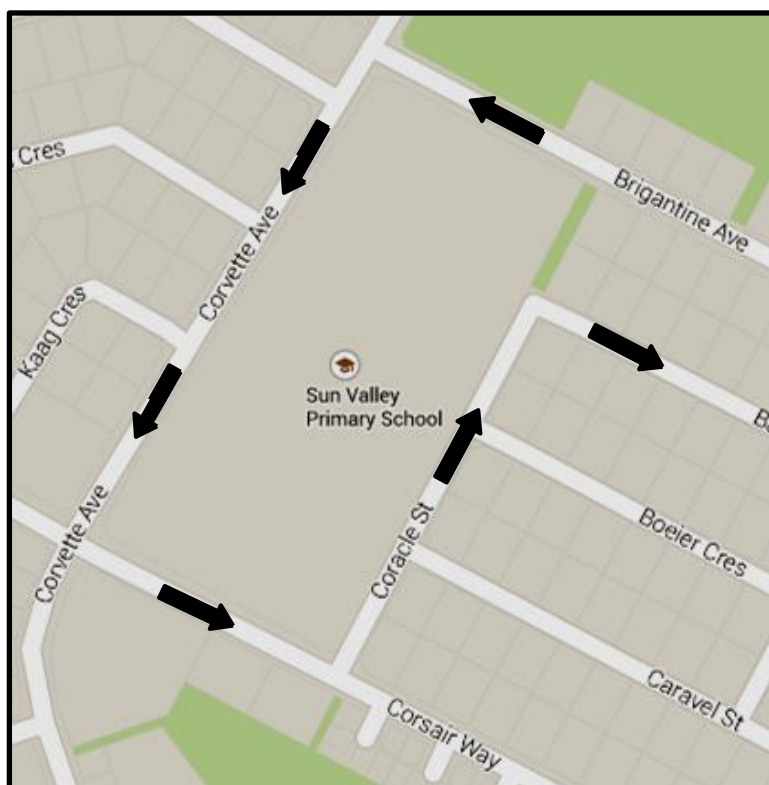
1. **Be friendly:** Welcome new children, greet visitors, parents and teachers. Give visitors clear directions to Reception.
2. **Be polite:** Avoid using bad language, respect the feelings of friends and teachers.
3. **Be self-controlled:** Control your tongue and temper. Walk quietly in the corridors, in single file, on the left hand side.
4. **Be conscientious:** Write down your homework. Have your homework diary signed regularly. Complete all tasks set and give of your best at all times. Be punctual.
5. **Be wise:** Leave sticks, knives, fire crackers and dangerous objects at home. Hand in valuables to your teacher, including your cell phone. Mark every item of your clothing. Leave your toys at home. Lock your bicycle.

6. **Be an advert for your school:** Uphold the Be Promises. Set a good example for others to follow. Save your chewing gum for home.
7. **Be peace loving:** Avoid violence and violent people. Rather talk about your difficulties because *speaking about your feelings is the beginning of healing*. Work at solving problems without force.
8. **Be proud:** Be proud of yourself, your clothes and your hair. Keep it clean and tidy. Be proud of your Variform and your school. Behave well while travelling to and from school.

Values

1. **Virtues:** Respect, Discipline, Punctuality, Empathy, Integrity, Sportsmanship, Adaptability, Tolerance, Being an Example.
2. **Attitudes:** Conflict Management, Choices (apply the Fish Philosophy - Choose your Attitude), Remain Positive, Enthusiastic, Proactive, Goal Orientated – Future Career Orientated.
3. **Learning:** Continuous Assessment, Professional Development of Teachers and Staff, Application of Modern Teaching Styles, Brain-based learning, Co-operative Learning and Group Dynamics, Leadership, Global Village – Prepare Students for Active Participation in the Global Village
4. **Unique:** CARE Programme (Conflict and Resolution Education), Full Service Inclusion Programme (all children can learn), Support – creative support methods for learners with challenges and barriers, Celebration of individual successes and outstanding performances, Self-worth, Good Work – regular visits to Leadership, Spotlight Day, Merits, Develop Spirituality, Endurance and Balance, E-Colours.
5. **Excellence:** Creative Expression, Culture, Music, digital Learning, Understanding by Design (UbD), Reading, High Expectations, Sport
6. **Synergy:** Community Involvement, Sport, Inter-personal Relationships, Creativity, Co-operative interaction, Teamwork and commitment, Parent involvement in all aspects of the school life.

Group of Schools Traffic Policy



Management of Vehicles around the Perimeter of SVPS

Despite years of negotiations with City of Cape Town and neighbours we have been unable to enforce the ONE WAY traffic system in order to keep our children safe. However, our parents work with us to create a voluntary ONE-WAY ANTI-CLOCKWISE system during peak hours. The following applies to Sun Valley parents:

1. Access to the SCHOOL CAR PARK is only from Brigantine Avenue entering from the Fish Hoek side of the car park.
2. Brigantine Avenue is a ONE WAY street. No vehicle may park in front of the school in Brigantine Avenue. Parents visiting the school must park in the School Car Park.
3. Coracle Avenue is a ONE WAY street. Vehicles leaving the Staff Car Park, Home Base and the Music Academy area must proceed down Barque Crescent, left into Schooner Ave and right into Brigantine Ave in order to access Corsair Way. Parking is available on the left hand side of Coracle Street.

4. Corvette Avenue is a ONE WAY street. Vehicles may be parked on the school side of the road, but NOT in front of the Entrance Gate.
5. Off street parking is available for collection of children from Exit 3 after Sport.
6. Please be considerate to our neighbours - do not park in or opposite any driveways. We value their friendship and work hard to co-exist in our wonderful neighbourhood.

End Of Day Collection Points



Exit 1: Student Gate 1 (Pedestrian Gate in Corvette Avenue)

Grade 3 and Grade 6 (Exit via bottom passage through Foundation Phase line-up area).

Exit 2: Student Gate 2 (Pedestrian Gate leading to School Car Park in Brigantine Avenue) Grade 1 and Grade 2 (Duty Teacher unlocks the Foundation Phase security gate and locks again at 14.30).

Exit 3: Sport Gate (Pedestrian Gate in Coracle Street)

Grade 4, 5 and 7 (Duty Teacher unlocks pedestrian Gate 3 and leaves it open for Sport. At 2.30pm Duty Teacher then locks the Sliding Gate leading onto the plateau. All access to the field for staff thereafter is through Home Base. Students may not make use of Home Base to gain entrance to the school building.

SIBLING DISMISSAL

The **YOUNGEST or ONLY** policy applies. The **EXIT GATE** for the YOUNGEST member of the family will be used by all siblings. Teachers dismiss older students into the care of the youngest sibling's teacher who ensures that the entire family is collected.

COLLECT WITHIN 15 MINS—OR GO TO HOME BASE

By 14:30 all students are either collected, at Home Base or on the field playing an organised Sport for which they are registered. No student may remain unattended on the grounds. Home Base will bill parents per afternoon or part thereof for after-care in a safe environment.

Sports Policy

1. **Practices:** Attend all practices for the **full duration**. Leaving a Sport practice early is forbidden.

2. Line up at 2.30pm (Monday to Thursday) and 1.30pm on a Friday in front of the Sport's Office if you have Sport. Your coach will collect you from this area.
3. Dress in appropriate **sports** clothes for practice, even on civvies days.
4. Excuse yourself personally from your coach if there is a problem. If it is a non-teacher coach, students must wait at the Sports' Office and excuse themselves from practice. If sick, parent must telephone Reception.
5. Display a positive attitude and be committed as you are part of a team even if you are not selected to play a match. Some of the world's greatest players learned valuable lessons on the bench.
6. All transport for matches will depart from the Sports' Office.
7. Discipline issues will affect your ABC rating (see Discipline Policy). An ABC rating of 2 requires you to be accompanied by an adult family member to and from matches.
8. An ABC rating of 1 results in non-participation in Sport Practices, Sport matches and tours.
9. **Matches:** Dress correctly as indicated in the Homework Diary. Bring a tog bag with your Sport clothes. Arrive punctually. Have the necessary equipment and clothing. Students with the incorrect clothing will not be allowed on the field.
10. **Language:** Any swearing /insults will result in a disciplinary inquiry and a possible 2 week suspension from matches.

SVPS Variform (various uniform combinations)

1. White golf shirt with embroidered badge
2. Navy quantec shorts or skorts
3. Plain white socks
4. White takkies
5. Fleecy Top
6. Navy golf shirt, tracksuit, plain navy-blue padded jacket or windbreaker, beanie, sun hat, sun cap, white or navy flip flops, barefoot, white or navy crocs, navy/red/white scarves, plain black/navy /red/blue gumboots (no coloured soles)
7. Every item must be marked.
8. Items found will be handed in at Reception.
9. Items without a name are sold at our second-hand clothing store.
10. Clothing Items may be purchased from the school Boutique with official logos in the foyer.

If a special combination is required for a special event or excursion/tour, parents will be notified in writing or by SMS.

For further information about the School Variform, please refer to the School Diary.