

# SCHOOL POLICIES

<p style="text-align: center;"><b>PREAMBLE</b></p> <ol style="list-style-type: none"> <li>1. Contact Information</li> <li>2. Overview</li> <li>3. School Policies &amp; Procedures</li> </ol>	<p style="text-align: center;"><b>GENERAL</b></p> <ol style="list-style-type: none"> <li>1. Vision &amp; Mission</li> <li>2. Languages</li> <li>3. Religion</li> <li>4. Inclusion &amp; Diversity</li> <li>5. School Development Plan</li> <li>6. School Evaluation</li> </ol>	<p style="text-align: center;"><b>QUALITY MANAGEMENT</b></p> <ol style="list-style-type: none"> <li>1. General Policy on Quality Management</li> <li>2. Programme Development, Design &amp; Delivery</li> <li>3. Staff Appraisal</li> <li>4. Crisis Management</li> </ol>	
<p style="text-align: center;"><b>GOVERNANCE</b></p> <ol style="list-style-type: none"> <li>1. Stakeholders</li> <li>2. Constitution</li> <li>3. The Decision-Making Process</li> <li>4. Governance Structures</li> <li>5. The Principal's Role</li> <li>6. Principles of Good Practice: Governing Body</li> <li>7. Principles of Good Practice: Independent Schools</li> <li>8. Human Resources</li> <li>9. Minutes of Meetings</li> <li>10. Relations/Association with Government &amp; Local Schools</li> <li>11. Contingency Plans</li> </ol>	<p style="text-align: center;"><b>LEARNERS</b></p> <ol style="list-style-type: none"> <li>1. Admissions</li> <li>2. Learner Records</li> <li>3. Learner Attendance</li> <li>4. Promotion</li> <li>5. Financial Assistance</li> <li>6. Health Records</li> <li>7. Learner/Parent Grievances</li> <li>8. Former Pupils &amp; Addresses</li> </ol>	<p style="text-align: center;"><b>TEACHING &amp; LEARNING</b></p> <ol style="list-style-type: none"> <li>1. Education Programme/ Curriculum</li> <li>2. Observations</li> <li>3. Learner Support</li> <li>4. Monitoring &amp; Review of Teaching &amp; Learning</li> <li>5. Learning Areas/Subject Policy</li> </ol>	
<p style="text-align: center;"><b>ORDERLINESS</b></p> <ol style="list-style-type: none"> <li>1. School Rules</li> <li>2. Code of Conduct &amp; Behaviour Management</li> <li>3. Emergency Procedures &amp; Drills incl Fire Scare; Bomb Threat; Riot &amp; Terror Attack; Sniper Attack; Armed Robbery; Lockdown; Child Abduction</li> <li>4. Health, Hygiene &amp; First Aid</li> <li>5. Organisational Guides</li> </ol>	<p style="text-align: center;"><b>PHYSICAL RESOURCES</b></p> <ol style="list-style-type: none"> <li>1. Facilities</li> <li>2. Lease Agreement</li> <li>3. Resource Management</li> <li>4. Repairs &amp; Maintenance</li> <li>5. Stock Lists &amp; Asset Replacement</li> </ol>	<p style="text-align: center;"><b>ACTIVITIES</b></p> <ol style="list-style-type: none"> <li>1. Extra-Mural Activities</li> <li>2. Service to the Community</li> <li>3. Christian Festivals</li> <li>4. Conferences</li> <li>5. After-Care &amp; Holiday-Care Programmes</li> </ol>	
<p><b>STAFF</b></p>			<ol style="list-style-type: none"> <li>10. Staff Files</li> <li>11. Staff Development &amp; In-Service Training</li> <li>12. Staff Mentoring &amp; Induction</li> <li>13. Teachers' Guide</li> <li>14. Teachers' Dress Code</li> </ol>
<p style="text-align: center;"><b>COMMUNICATION</b></p> <ol style="list-style-type: none"> <li>1. Reports</li> <li>2. Newsletters</li> <li>3. Website, Prospectus &amp; Facebook Page</li> <li>4. History &amp; Archives</li> <li>5. Press Coverage, Publicity &amp; Spokesmanship</li> <li>6. Handling Media in a Crisis Situation</li> <li>7. Noticeboards</li> </ol>	<p style="text-align: center;"><b>FINANCE</b></p> <ol style="list-style-type: none"> <li>1. Financial Management</li> <li>2. POPIA and PAIA</li> <li>3. Administrative/Financial Backup Policy</li> <li>4. Budgeting</li> <li>5. Investments</li> <li>6. Salaries &amp; Benefits</li> <li>7. Fees</li> <li>8. Marketing</li> <li>9. Rates &amp; Taxes</li> <li>10. Insurance (School &amp; Learners)</li> </ol>	<p style="text-align: center;"><b>HUMAN NEED</b></p> <ol style="list-style-type: none"> <li>1. Health &amp; Safety</li> <li>2. Bullying</li> <li>3. Child Abuse</li> <li>4. HIV/AIDS</li> <li>5. Pastoral Care</li> <li>6. Well-Being</li> <li>7. Nutrition</li> </ol>	
<p style="text-align: center;"><b>TRANSPORT</b></p> <ol style="list-style-type: none"> <li>1. Outings</li> </ol>	<p style="text-align: center;"><b>PARENTS</b></p> <ol style="list-style-type: none"> <li>1. Parents' Association Committee</li> <li>2. Fundraising</li> <li>3. Parent Interviews</li> <li>4. Assistance to School</li> </ol>	 <p><b>St Martin's</b> PRE-PRIMARY SCHOOL</p>	