Preparatory Policies, Practices and Procedures Booklet 2023

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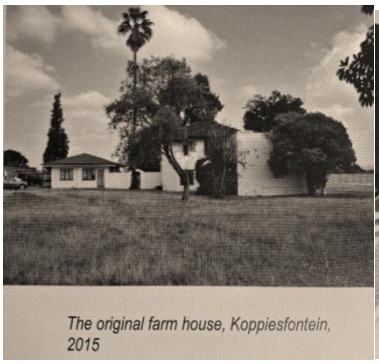
History of PEPPS

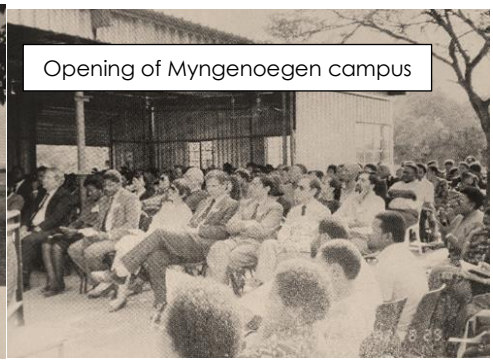
The Project for the Establishment of Primary and Pre-Primary Schools (PEPPS) has its origins in apartheid South Africa. The mandate of the Trust was to bring excellent education to previously disadvantaged communities at as affordable a price as possible.

PEPPS does not offer boarding facilities but rather tries to establish schools within the communities that we serve. The initial intention was to offer an education that contrasted completely with apartheid-era education by encouraging pupils to be critical and creative thinkers rather than rote learners. It was decided to empower the pupils by teaching in English and prioritising mathematical skills.

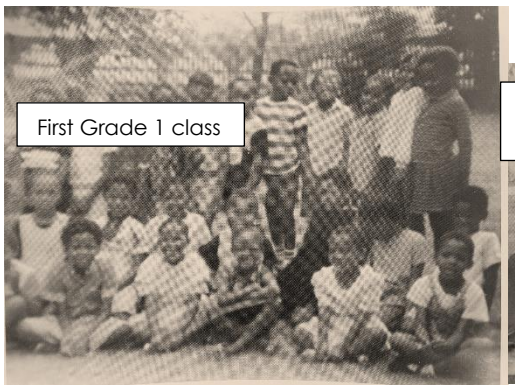
Two schools, PEPPS Motheong and PEPPS Edendale, were established in the late 1980s in Pretoria.
In Pietersburg, a group called the Pietersburg Private School Committee (PPSC) was formed with the hope of establishing a non-racial excellent independent school in then Pietersburg. That group heard about the PEPPS Trust in Pretoria and requested to establish a school under their banner.

PEPPS started to grow in Limpopo, establishing a number of pre-schools. Over time only PEPPS Mokopane, PEPPS Modjadjiskloof and PEPPS Ga-Ledwaba went on to open preparatory schools and PEPPS Polokwane opened a college that wrote the IEB Examinations in 1996. Sadly, PEPPS Modjadjiskloof has closed down.
In 1991, PEPPS started in Koppiesfontein with a tiny staff and big dreams. In 1992, the school moved to the current campus in Mygenoegen and now operates as PEPPS Polokwane.

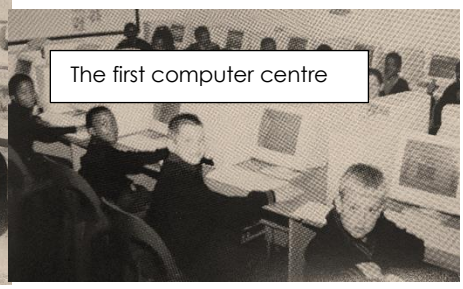

The original farm house, Koppiesfontein, 2015


Opening of Myngenoegen campus

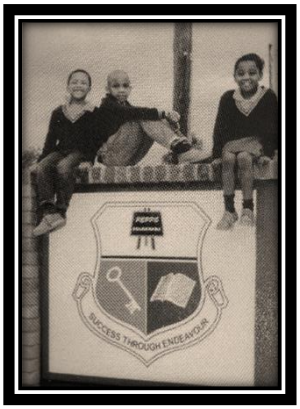
Founding staff in the staffroom on the first day


First Grade 1 class

Denim jeans were worn as part of the first uniform


The first computer centre

The beginnings of the school were humble, yet it has rapidly grown into one of the best independent schools in the Limpopo Province, boasting a habitual 100% matric pass rate and over 80% bachelor's degree pass rate.

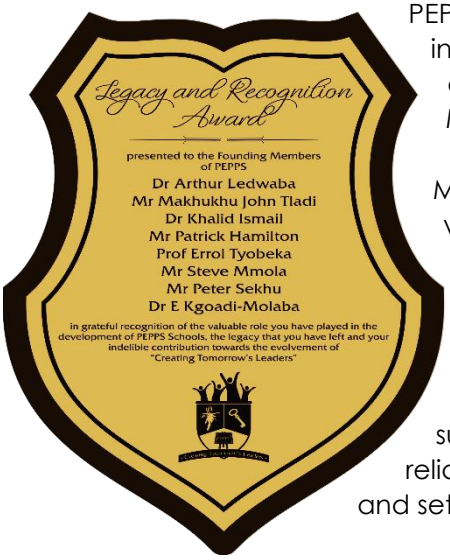


The Polokwane campus was headed by Mrs Carol Melville until 2010. She was succeeded by Mrs Leigh Melville and Mrs Julia Werner. It was pleasing to see racial diversity among the pupil body of Polokwane. In 2018, PEPPS Polokwane acquired another 8 hectares of land which has enabled the school to expand further and serve more pupils.

The thatched building just completed on the newly acquired land received its first Grade 1 – 3s, 1996

PEPPS Mokopane was headed by Mrs Charmain Geldenhuys from 1993-2002. Mrs Grace Meta took the reins in 2003, after which Mrs Annette van Wyk headed the school from 2004 until 2019 and she laid down a solid foundation of reputable teaching for the Mahwelereng community.

The long-established Lebowakgomo pre-school received land from the Ndlovu-Ledwaba Tribal Authority and started developing a preparatory school campus in 2016 under the leadership of Mrs Mokgadi Rabalao.



PEPPS opened a college in Mokopane in 2022 and would like to open a college in Ga-Ledwaba in the foreseeable future. The Board is exploring the option of opening a new campus serving the Ba-Mothapo community near Mankweng.

Mr Patrick Hamilton, then Headmaster of Waterkloof House Preparatory School, was the pioneer who initially started these three PEPPS Schools. Advocate Dikgang Moseneke was the first Board Chairman in 1991, followed by Mrs Dora Nkamana in 1992. Mr Chwaro Setloane became the Chairman of the Board, serving until 2000. PEPPS's reputation for excellence became well appreciated in Limpopo and most of the schools established thrived. Dr Arthur Ledwaba was a member of the founding Committee and has subsequently served as the Chairman of the Board since 2000. Along with a reliable and dedicated Board of Trustees, he has seen PEPPS continue to grow and set young people up to be leaders of the future.

As a non-profit company, PEPPS welcomes both corporate and individual donations to assist us in serving more South African pupils close to their homes and can issue Donation Tax Certificates. Our track record is proven and all monies collected from donations and through school fees are used exclusively for the betterment and expansion of our educational offering.

Vision and Mission Statement

"Creating Tomorrow's Leaders"

Vision: Creating Tomorrow's Leaders

Mission: PEPPS develops independent, critical and creative thinkers through progressive, holistic education.

PEPPS Polokwane Preparatory wishes to highlight the following:

PEPPS Polokwane Preparatory is a school which:	**PEPPS Polokwane Preparatory is NOT a school which:**
is independent and charges fees.	offers boarding facilities.
primarily teaches in English and supplies teaching materials, tests and examinations in English.	offers remedial support.
offers Sepedi and Afrikaans as First Additional Language options.	offers 8th or 9th subjects for matric.
offers compulsory teambuilding grade tours from Grade 6.	provides stationery from Grade 4 onwards.
uses digital platforms and has computers available for digital research and presentation	offers fringe activities and sports on campus, although achievements in off-campus activities are recognised and applauded.
provides textbooks, exercise books, set-work books and workbooks.	accepts cash payments.
expects attendance until 12h30 on Fridays and occasional Saturday attendance.	allows the use of cell phones during the school day.
expects involvement in at least one extra-curricular activity per term.	
provides innovative and progressive teaching methods.	
sends financial statements and academic reports to parents via email or an electronic platform.	
is Christian based in approach and expectations.	
expects pupils to wear one uniform for both academics and sport as well as a team uniform for respective teams.	

"We Are the Future"

(Official School Song composed and written by Katlego Mpepele)

I am blessed
To learn and grow
To work and strive
To make my future bright

We are the future
We are tomorrow
We will strive for excellence

We are the promise
We are the chosen
We will work in excellence
At PEPPS our dreams come true

PEPPS Preparatory Policies, Practices and Procedures

1. ACADEMIC SUBJECTS AND ACTIVITIES

Grade 1–3 Subjects	Grade 4-6 Subjects	Grade 7
English Home Language	English Home Language	English Home Language
Afrikaans/Sepedi First Additional Language	Afrikaans/Sepedi First Additional Language	Afrikaans/Sepedi First Additional Language
Mathematics	Mathematics	Mathematics
Life Skills (Beginner Knowledge, Visual Art, Music, Science and Physical Education) **Extensions:** Genius Hour (√), Philosophy & Axiology, Physical Education Stimuzone is an external service provider that is timetabled into the week. Ballet and karate are offered on campus, during school time, at an additional cost.	Creating Tomorrow * **Included subjects:** Natural Sciences and Technology, Social Sciences, Life Orientation, Music and Visual Art. Information Technology **Content:** formal academic teaching of NS and SS taught and assessed separately	Creating Tomorrow * **Included subjects:** Natural Sciences, Social Sciences, Technology, Economic and Management Sciences, Life Orientation, Music and Visual Art. Information Technology **Content:** formal academic teaching of NS, SS, EMS Taught and assessed separately
	Extensions: Music, Physical Education, Philosophy & Axiology	**Extensions:** Physical Education, Music and Philosophy & Axiology

***Creating Tomorrow is based on Project-based Learning philosophy→** a teaching method in which pupils gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging and complex question, problem or challenge. It is pupil-driven and teacher-facilitated.
(√) Genius Hour is based on Inquiry-based Learning philosophy → pupils are allowed the freedom to learn about subjects that interest them. The process involves asking questions, researching, creating and sharing new-found knowledge.
***Information Technology→** rather than teach Information Technology as a separate subject, all subjects integrate Information Technology into their practice by means of research or creation.

Additional assistance
Should a pupil require additional assistance in any subject, he/she may make a booking with the relevant teacher. All teachers have a booking sheet up in their classrooms. Pupils are expected to arrive at these additional contact time sessions fully prepared with specific questions. Pupils who do not engage meaningfully during class time lessons may be denied extra time by their teacher.
If a pupil does not achieve 50% at the end of a term, he/she will be required to attend extra Mathematics and English classes during the next term.

Extra-curricular Academic Activities

Extra Maths and English classes
Extra contact time in all subjects
SACEE English Competitions
SAMF Olympiads
Science Fair (internal for Grade 4&5)
Tritech Science Fair (External for Grade 6&7)
Leadership development
Matific online Mathematics programme
Maths Bootcamp
Genius Hour
Best Speakers
Extra Credit Activities
General Knowledge Competitions
Language Festival
International Benchmark Test (Grade 3 and 6)

2. AFTER-SCHOOL SUPERVISION

The official start and end times for the Prep school are 06h45 and 16h00. At PEPPS, pupils are encouraged to make full use of their time. If pupils are on campus after school, they should be participating in one of the many formal activities offered. They are allowed to support teams that are playing competitive fixtures, with permission. If pupils are not busy with one of those activities, they are required to report to the Outdoor Classroom supervision area at 13h50. Loitering on campus is discouraged. Pupils caught loitering around the campus may receive penalty points. Any pupil remaining on campus after 16h00 must be signed out from form Room 2 on Plot 1. The supervision lasts until 17h00, At this point, the pupil will be left in the care of the security guard on campus.

3. APPEALS

PEPPS Preparatory always aims to provide pupils with the highest quality learning and teaching experience. However, we recognise that from time to time, problems might arise that need to be dealt with if our normal high standards are to be maintained. The Appeals Procedure enables matters of concern to be brought to our attention so that they can be investigated and resolved. Disputed decisions may relate to behavioural concerns; results in individual assessments; the attainment of group awards or progression either within an assessment or to a more advanced level of study. Penalty points given may be presented for appeal (only 3 per year).

Stage 1 – The Informal Stage

The Preparatory School believes that problems (e.g. insufficient assessments done during the term, assessments not returned, pupil moderation not taking place, unfair giving of penalty points) are best dealt with quickly and informally with the member of staff concerned.
Pupils and their parents should not feel anxious about raising a concern with a member of staff. All requests for discussion/clarification of a decision are to be taken seriously and no pupil shall suffer any disadvantage or recrimination as a result of making such a request respectfully. Many issues arise from misunderstandings which can often be resolved quickly and easily by talking through the matter.

Stage 2 – The Formal Stage

At times, there may be issues that cannot be resolved through discussion with the teacher directly involved. In these circumstances, the formal appeal procedure must be used.

The Formal Stage A

A formal appeal should be submitted on an Appeal Form, available from an HOD. Completed forms should be returned to the subject HOD (academic matters) or Grade Head (discipline matters), stating in full the reason for disputing the decision in question. If a pupil or parent has any difficulty completing the Appeal Form, advice and assistance are available from the HOD. Applications should be made within 3 days of a pupil's/parent's informal discussion with the member of staff. Parents are welcome to assist their children.

The Formal Stage B
Within 3 days, the HOD will convene a meeting. The pupil/parent will be notified of the date, time and venue of the meeting and will be invited to attend to make his/her appeal directly to the HOD and Head. The pupil is welcome to be accompanied by his/her parents. Feedback will be given within 2 days.

The Formal Stage C
Within 2 days of the meeting, the pupil will be notified of whether or not his/her appeal has been upheld and will also be informed of what action will be taken to resolve the situation.

Stage 3 – The Appeal Stage
Should a pupil still feel aggrieved, an appeal, following the above procedure, may be presented to the Head and ultimately, if necessary, the Executive Head. A pupil may lodge a maximum of 3 unsuccessful appeals in a year.

4. ASSEMBLY

Assembly is held once a week. A Bible reading and lesson are presented and thereafter notices, awards, etc. are given. Any announcements to be made in assembly must be given to the person conducting the assembly (Head, Grade Head or teacher responsible for the Grade 7 Committee) by Friday of the previous week. Pupils are to make an extra effort to look their best during assembly. Uniforms are checked as pupils leave the assembly. Grade 7 Leaders lead an assembly once a term. Parliament Assemblies take place once a term.

5. ASSESSMENT

A MINIMUM OF THREE DIFFERENT FORMS OF ASSESSMENT MUST BE USED PER SUBJECT EACH TERM. The forms of assessment must meet the requirements and should extend beyond the requirements, as laid down in the CAPS documents for each subject (Grade 1–7).

All Grade 4–7 pupils must have a pupil portfolio. This portfolio will hold all written assessments in all subjects. This portfolio is kept by the pupil. Assessments, including exams, are returned after moderation and taken home to be signed by the parents.

Subjects with practical components should aim for one practical activity per term.

Grade 4–7 pupils write group tests during the formal test period on Thursdays. An assessment schedule is compiled at the start of the year. Additional assessments are done during teaching time.

Grade 4-7 pupils will be assessed on one project every 13-15 school days. These projects will be selected by the pupils at the start of the 14 days. They will be completed predominantly during school time and mentored by a teacher.

Examinations for Grade 4–7 pupils are written twice a year, in June and in November.

6. ATTENDANCE

School starts at 07h25 each day and ends at 13h30 on Monday to Thursday and 12h30 on Friday. The timetable works on a six-day cycle system.

It is required of all pupils who are absent from school to email the school on the day of absence or bring a note of explanation for their absence from a parent, guardian or doctor on the day they return to school. The email address for absent pupils: absentplk@pepps.co.za

If a note is sent, the register teacher must send this note to the office to be kept in the pupil's file. If a group test or examination is missed, a doctor's certificate is expected. A letter from a parent is only permitted for **one group test** per year. If a pupil does not arrive to write a test during the first Monday (during Rotation Period) after they are back at school, ideally the pupil should write the test on the first Monday they are back. This can be decided on at the discretion of the teacher to accommodate the pupil's circumstances, i.e. was the pupil able to study during the illness? Was the pupil out of the country/at a sports event which prevented study time, etc?

If a pupil is absent for a group test, he/she must ensure that his/her register teacher and subject teacher see the **doctor's certificate**. The doctor's certificate, along with a copy of the test, will be given to the 'make-up test' teacher by Friday of that week.

Morning line-up and registration are compulsory for all pupils and begin at 07h25. Pupils who are late for school must report first to the Admin Office which will change the absence on the register to a late arrival. The names of the pupils who are late are recorded by the Admin Staff and parents are contacted if the late arrival becomes habitual. A pupil receives a "late arrival" slip which must be handed to the first lesson teacher as proof they have passed through Admin. Parents are to ensure that children arrive on time for the school day.

If a pupil needs to leave school early, he/she must report to the office and receive a note to hand to security, before leaving the school property.

PEPPS has a number of compulsory Saturday events that reflect on the annual school calendar at the start of the year. These contribute towards our holistic curriculum programme. A doctor's certificate must be provided if one of these Saturdays is missed.

7. BOOKS

TEXTBOOKS
Textbooks are purchased by the school and loaned to pupils. Such books will be labelled with a specific identification barcode. Textbooks are distributed to the pupils and the condition of the textbook will be noted.
Pupils are expected to cover all textbooks that they receive, write their names into the books and look after the books throughout the year.
Pupils are given until the 1st of February to cover each textbook that they receive with thick plastic and each exercise book that they receive in paper and thick plastic. Pupils who cover their textbooks in the required time are awarded 3 merit points per subject. On the 1st of February, a child with uncovered books will be issued with 3 penalty points. An SMS/email will be sent to the parents informing them that their child's books have been confiscated. At this time, the teacher should contact the parents of the child and communicate that the books will only be returned to the pupil when paper and plastic are brought to school and the books are covered in the presence of the teacher.
Pupils will pay for the replacement of lost or damaged books, subject to fair "wear and tear".

WORKBOOKS AND SET-WORK BOOKS
Workbooks, long-term reference books and language set-work books will be ordered and supplied by the school.

EXERCISE BOOKS
Exercise books are supplied to the pupils by the school at the start of the year. Additional exercise books will be supplied to the pupil if it is full. If lost, the pupil must provide their own. Pupils' work must conform to the following standards:

- Dates and headings must be used and underlined
- A line must be ruled after each day's work
- Worksheets must be pasted in on the day that they are received

- Space must not be wasted
- Work must be marked and corrected in pencil (or as decided upon by the teacher)
- Work must be up-to-date
- Diagrams must be neat and labelled correctly
- For most work in Mathematics, the page must be divided into two columns.

8. BREAK

Every lesson is straddled by a 10-minute break to allow for free play, which serves to increase attention and academic performance during the lessons. In addition, there is a 30-minute break per day. Teachers and Grade 7 leaders monitor the grounds during break. During break, pupils may not go into any area beyond the tennis courts or swimming pool or any area close to the College classes. Pupils are permitted to play on the all-purpose courts during break, but they must remove their school shoes or wear takkies. Pupils are encouraged to play on the swings and jungle gyms as long as they do so with respect to peers and the equipment. No ball games may be played on the concrete slab at the tuck shop or near the classrooms. They may play in the quad/line-up area. Pupils are expected to ensure that litter is placed in the rubbish bins after break. Electronic devices may not be used during break without the express permission of a teacher. PEPPS encourages face-to-face socialisation during break.

9. BULLYING

PEPPS does not tolerate bullying in any form and all members of the school community are committed to promoting a safe, caring environment. In order to prevent bullying:

School staff are expected to:

- Report all cases of bullying and deal with them swiftly and decisively, while being mindful of the sensitive nature of such incidents
- Adequately supervise school activities
- Arrive at class on time and move promptly between lessons
- Be role models in word and action
- Educate pupils and parents about bullying through correspondence or information evenings
- Be observant of signs of distress or suspected incidents of bullying
- Help victims of bullying and ensure that they are not placed at further risk
- Repeated offences will be treated as gross misconduct in accordance with the school's disciplinary procedure and could render the staff member to disciplinary procedures.

Pupils are expected to:

- Refuse to be involved in any bullying situations and distance themselves from all possible incidents of bullying
- Report any incident or suspected incident of bullying to a staff member, Grade 7 leader or mentor. An anonymous letter can be handed in at the office for the attention of the Head.

Parents and guardians are expected to:

- Strongly discourage their children from bullying and support the school in disciplining and counselling a child of theirs who is found to be bullying.
- Seek professional help for their child if this is deemed beneficial.
- Watch for any signs of unhappiness in the child's life.
- Take an interest in the child's social life.
- Inform the school if there is any suspicion that the child is being bullied.
- Refrain from telling their child to retaliate.
- Seek to address the situation if their child is found to have abused another pupil.

What constitutes bullying?
As per section 9 of the South African Constitution, "Everyone has the right to have his/her dignity respected and protected".
Any discrimination based on race, gender, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language or birth is unacceptable.
Bullying is premeditated and repetitive in nature.
"Mean" letters or electronic messages, name-calling, mean teasing, harassing, making fun of, mocking, irritating, annoying, pushing, grabbing, shoving, poking, tripping, kicking, taking property, damaging property, excluding behaviour, spreading rumours, play fighting, any form of physical or psychological bullying all are examples of bullying.
If the other person is feeling hurt or offended by your behaviour, it is bullying, so stop doing it.

What will happen if there is bullying behaviour?

First-time offender - 10 penalties
An interview is held with the HOD as a witness. The bullying is discussed. The offender writes a letter of apology stating what he/she did and how his/her actions hurt the other person, as well as what he/she would do differently in future. The letter is shown to the HOD who will make a copy of the letter before it is given to the bullied person. The letter will be sent home to the offender's parents to be signed and returned the next day. The letter is filed.
Second-time offender - 20 penalties
Parents are called into the school. A behavioural hearing is held with the offender, his/her parents and the Head of the school. Based on the outcome of this hearing counselling may be recommended.
Third-time offender - Disciplinary hearing with a possibility of exclusion

10. BUS TRANSPORT SERVICE

Bus services to Bendor, Flora Park and Fauna Park are offered on a first-come first-served basis. If school fee accounts are in arrears, pupils will not be permitted to enjoy the convenience of the bus service. The service is offered at the pupils' own risk and it is charged separately. All PEPPS school rules apply on the PEPPS bus.

11. CELL PHONES AND ELECTRONIC DEVICES

PEPPS Preparatory uses technology to support our pupils from Grade 1-7. Grade 4-6 pupils at times require a device, preferably not a cell phone, for research purposes in Projects. **This will be communicated to parents when necessary.** In order to integrate information technology into our lessons, computers and laptops are available for use by teachers and pupils across a range of subjects from Grade 1–6.

The school uses Google Classroom as a platform for communication and adademic support and reinforcement. Teachers post: work that was covered in class/audio-visual material if used in lessons/communication with pupils and parents/assessment schedules/scopes for tests and exams.
The school also provides the opportunity to extend their mathematical learning by participating in the Matific online Maths programme. It is therefore important that pupils have access to a device at home that can be used under the guidance of a parent/guardian.

Grade 7s are involved with projects and as such are required to purchase a laptop that they will use from Grade 7 through high school. In order to protect the laptop, a Grade 7 will have the privilege of hiring a school locker for the duration of the year. **Grade 7s need to bring their device, a laptop, to school daily.**

Grade 1-7 pupils may not bring cell phones to school. If a pupil is found to be using the cell phone without the permission of a teacher and/or inappropriately, the pupil will receive 10 penalty points.

If a teacher suspects that a pupil has been using his/her phone during a lesson and the pupil denies this allegation, the teacher may request that the pupil is searched. The pupil must be searched in the presence

of a second staff member and by a staff member of the same gender as the pupil. Teachers may also request to see the recent activity on the phone. Any social media activity is not allowed during school time or break time.

Speakers may not be used at school, on the bus or at school events. Speakers that are used without the express permission of a teacher will be confiscated. Earphones may be used during Creating Tomorrow lessons if the teacher gives permission.

Social Media
Social media activity is not allowed during school time or break time. There may be no social media account in the school's name, without an active member of the PEPPS teaching staff in the group. This includes any WhatsApp groups amongst students and classes.

12. CLASSROOMS

Classrooms are aesthetically pleasing and pupil-centred. Good ventilation is important. The following items should be available in all classrooms:

- The School Motto
- The School Vision and Mission Statement
- The PEPPS Essential 15
- Merit and penalty point lists
- An assessment planning sheet
- An extra contact time booking sheet
- A white paper recycling container
- Leadership words

Grade R	Self Control	Grade 4	Organised
Grade 1	Good Manners	Grade 5	Responsibility
Grade 2	Honesty	Grade 6	Service above self
Grade 3	Kindness	Grade 7	Humility

- The pupils are expected to enter the classroom in an orderly manner and stand behind their chairs. The teacher will greet the class before they are seated.
- Pupils' desks must be arranged in such a way that the teacher can move easily around the classroom and can work with each pupil individually. Pupils are not allowed to rearrange desks in the classroom or to change their seats without the permission of the teacher. No graffiti or scratching on desks is allowed.
- Whilst the teacher is teaching there should be no talking; all pupils must remain seated (unless not necessary) and pupils should be focused on the teacher. If this does not occur, the lesson should be stopped and the pupils' behaviour should be corrected. It is important that no pupil deprives other pupils of the opportunity to learn.
- Teachers must encourage a secure environment in which pupils can participate freely. The attitude of mocking those who participate, or laughing at the answers of others, will be disciplined immediately. In the same vein, teachers should not use sarcasm, mockery or victimise the pupils in any way.
- Although an environment conducive to participation is encouraged, it must be controlled. Pupils may not shout out answers. Answers must be offered by individual pupils whom teachers acknowledge by name. When pupils are required to proceed with work individually, this must occur. Quiet discussion of the work is allowed, but this should not distract other pupils from the given task.
- At no time are pupils to be permitted to eat in the classroom. Teachers should also not eat in class. Class parties, etc. should be held outside. Pupils are permitted to drink water from a clear bottle in class.

- Pupils should retrieve books, water, etc. from their Cadiis/bags and visit the bathroom at the start of the day or during breaks. They should be strongly discouraged from going to their bags or the bathroom during classes.
- When a teacher enters another classroom, she/he should greet the class present in that room. The pupils are expected to return the greeting, but it is not necessary for them to stand. When a visitor to the school enters the classroom, it is expected that pupils stand and greet the visitor.
- Immediately after break, the pupils must line up outside their next class with their teacher before entering.
- Since PEPPS is an Eco-School, each classroom has a dustbin specifically allocated to the collection of recyclable waste paper.
- Numerous water fountains are situated throughout the Preparatory School. These can be visited only before or after school, or during break times.

13. COLLECTION OF PUPILS

The school is committed to punctuality, and we strive to adhere to set times in all matters. PEPPS will always endeavour to provide accurate end times of events. Pupils need to be collected within 15 minutes of the end time. Thereafter, parents are held responsible for their children. Teachers cannot be expected to care for un-collected pupils indefinitely at the expense of their own families. The coach/teacher on duty will wait for 15 minutes after the provided end time of an event or tour. Pupils will wait in Room 3 and parents will be charged a penalty fee.

14. CONTROL OF WORK

BOOK MONITORING
It is not necessary for teachers to assess each completed piece of work. Although the teachers mark most activities and homework, at times pupils mark their own work or the work of their peers. It remains the teacher's responsibility to ensure that work is completed and corrected. Teachers must ensure that the pupils are given the correct answers to questions. Answers may be written on the board, projected onto the screen, read out clearly or posted on Google Classroom.

ASSESSMENTS
When a teacher does assess work, justification of the assessment reached must be provided, i.e. assessment criteria are given, a rubric is provided, a memo is available, etc. Qualitative comments should also be used to give directions for possible improvement, to motivate and praise, or constructively criticise. Teachers must attempt to assess and return work handed in for marking in a period no longer than 5 school days.

It is the teacher's responsibility to monitor whether the pupil's work is up to date and to take action when it is not. Penalty points are given when homework (Mathematics and English) is not done or work is not kept up to date. A pupil whose work is continuously incomplete must be brought to the attention of the HOD. The HOD will speak to the pupil and may communicate with the parents/guardians/caregivers.

MISSED TEST PROCEDURE
If a pupil misses a test period assessment or an examination, a doctor's letter or letter of reasonable explanation from a parent must first be signed by the register teacher and then given to the teacher of the subject for which the test was missed. This must be done on the day that the pupil returns to school. If the doctor's letter or note from a parent is not sent to school on the day that the pupil returns to school, he or she will forfeit the opportunity to write the test and may be awarded *Absent* for the group test or examination.

A letter from a parent is only permitted for one missed group test. Any other tests must have a doctor's letter. The subject teacher must sign the note and send it to the teacher in charge of make-up tests. The test must be written during the next Monday Rotation Period. If the teacher in charge of make-up tests does not have a doctor's letter or parent's letter signed by the subject teacher, the pupil may not write the test. If a

pupil does not arrive to write the test during the first assembly after he/she is back at school, he/she forfeits the opportunity to write the test and will be given *Absent*.

FAILURE TO SUBMIT AN ASSIGNMENT

If a pupil fails to submit an assignment on the due date, without a reasonable and verified explanation, 2 penalties will be issued for each school day that the assignment is overdue. After two days, if the assignment is still not submitted, the teacher will email the parents, and copy the Grade Head, to notify them that the pupil has failed to submit it. This email is filed in the teacher's Assessment File. The mark awarded for the work will be recorded on the assessment. The late penalty points must also be indicated, but late penalties in no way change the mark. If no task is submitted after 5 school days, no marks will be awarded for that item. An *Absent* will be awarded. A comment will appear on ADAM.

15. COUNSELLING

The latest Child Protection and Confidentiality Laws limit the support we can legally offer children. A teacher may not be alone in a classroom with a pupil with the door closed. Legally teachers may not counsel pupils – who seek guidance regarding non-school related issues – without a counselling qualification. Pupils may only request counselling from a member of staff who has a counselling qualification. A list of these teachers will be made available. Teachers with counselling qualifications may only counsel pupils for a maximum of 4 sessions. If a pupil requires further professional counselling, parents need to source a qualified professional outside of the school for their own account.

16. DETENTION

The purpose of detention is to deter pupils from practising bad habits and to teach them to embrace good values and principles. Detention is not meant to be fun and a strict code of conduct is advised.

- Pupils and their parents are to be notified timeously to ensure queries and disputes are dealt with before the upcoming Friday detention. Pupils are to be notified on Tuesdays. The final time for queries to be dealt with is 12h00 on the Friday of the detention.
- The HOD and the teacher on duty will meet pupils in front of the Head's office to report for detention.
- Pupils are to meet promptly at 12h30 in the allocated detention venue.
- Pupils are to line up in an orderly fashion and wait their turn to sign the detention list.
- If a pupil arrives late for detention, a penalty of -2 must be awarded.
- No excuses will be accepted for late arrival.
- There will be no talking or communication among the pupils themselves.
- Pupils will not be allowed to eat lunch or drink any beverages during the detention period.
- A 5-minute bathroom break will be allowed after 45 minutes with a maximum of two breaks during a 1 ½ hour detention period and pupils may drink water during this time.
- Special Saturday detentions are at the discretion of the Head.
- Pupils in detention need to wear a bib to distinguish them from other pupils on the property should they be doing menial tasks on the school grounds. These are provided by the teacher on duty.
- At the end of the detention period, pupils will greet the relevant people on duty and thank them for their time and effort to help mend their ways.

17. DISCIPLINE

All discipline policies, practices and procedures will apply when a pupil is representing the school in any way on campus, off campus or on tour. Various forms of informal and formal disciplinary measures may be initiated by the school.

The severity of the action taken by the school will depend on the circumstances, the seriousness of the infringement and any mitigating or aggravating factors that are relevant.

The disciplinary measure or penalty applied in response to the pupil's misconduct will therefore generally require the teacher or the Head to exercise judgement in deciding on the appropriate and fair action to be taken.

Disciplinary action that may be applied by the school, in order of severity, includes, but is not limited to –

- Conversation with the teacher, the Head of Department or the Head
- A warning or penalty (recorded)
- Detention or time punishment
- Parental contact and an interview with parents
- Suspension
- A disciplinary hearing
- Exclusion.

Discipline will, wherever feasible and effective, be applied progressively. Therefore, it is important that the teacher applies disciplinary measures appropriately and consistently. Repeated committing of a similar or related offence will result in progressively more severe action being taken, particularly where a clear pattern or trend is indicated by the pupil's continued misconduct. Penalties issued by the school will be noted on the pupil's record. When the pupil reaches certain consequences for negative behaviour, various intervention methods are implemented to try and modify this behaviour. At these intervention points, the following procedures may be used:

- Letters of concern or phone calls to parents
- Referral to counselling
- Parent interviews
- Disciplinary hearings
- Referrals to the police (in the case of incidents involving drugs or other serious offences).

The school reserves the right to deny pupils' privileges based on their behavioural records. Privileges, such as attending socials and participating in fun days, trips, farewells, events and outings are earned, they are not a right. Grade 7 leaders may forfeit their leadership positions and responsibilities should they not comply with discipline standards. The school reserves the right not to re-enrol any pupil who, after having followed the various stages of the disciplinary process, makes little or no attempt to amend his/her behaviour.

PENALTIES

The penalty points given are determined by the appropriate description of the infringement on the list of penalty points. Penalties are recorded on the penalty slips. We encourage children to take responsibility for their actions and their signature on a penalty slip is evidence of such. Pupils must sign the penalty slip, or lodge a formal appeal procedure (see Appeals) immediately. In the case of an appeal, where the pupil should have signed, they write "appeal". A child has a maximum of 3 appeals per year.

Disciplinary Process

- Penalty points from 1 to 5 will be given for less serious offences.
- Penalty points from 6 to 20 will be given for more serious offences. An offender with a total of 20 penalty points will have to attend a 1 ½ -hour detention on Friday afternoon from 12h45 to 14h15.
- Attending detention will cancel the 20 penalty points. Failure to attend detention will result in the offender being given 10 penalty points, which will be added to his previous points. In other words, the pupils will have to make up the missed detention and serve an additional detention unless a valid excuse is provided timeously by the parent.
- Points will be totalled every week and pupils will be informed whether they have to attend detention on the Friday of that week. Names of pupils on detention each week will be called to the office. Parents are notified via SMS and email that their child is in detention.

- Penalty points are cancelled at the end of each term, but the record of detentions attended is continuous.
- Pupils involved in any illegal substance-related incident are liable to immediate notification of a disciplinary enquiry, pending an investigation by the school and possibly the police.
- An exclusion will be the extreme punishment for offences such as procurement, possession, use and sale of illegal substances, assault with grievous bodily harm, etc.

PENALTY POINTS ARE INDICATED ON REPORTS ISSUED

See Annexure A – PEPPS Preparatory Penalty Points

1. Infringements that are not considered serious, or do not require disciplinary action in the opinion of the pupil's teacher, can be dealt with directly by the teacher. These are not generally recorded on the pupil's record, but they may still require communication with the pupil's parents.

2. When an infringement occurs which requires disciplinary action, the teacher concerned will record the disciplinary process by completing a penalty slip or behaviour report. These documents may be supplemented by any additional information or statements to clarify or adequately detail the facts surrounding the infringement.

3. The teacher and the HOD or the Head must investigate serious infringements and decide upon appropriate corrective measures. This assessment generally takes the form of an INFORMAL INVESTIGATION, which may include an opportunity for the pupil to "state his/her case" in response to the complaint.

4. When a pupil has been in detention three times, an interview is held with the pupil, the parent/s or guardian, and the Grade Head. A behavioural report is prepared before this meeting. All teachers report on the pupil's behaviour in all activities in which he/she participates. Together all parties present at this interview will decide on the appropriate action to be taken.

5. After the meeting with the pupil and his/her parent/s or guardian, any subsequent detention/s will lead to a further meeting and a consideration of the appropriateness of the pupil staying at PEPPS.

6. When a serious infringement occurs or in the case of the pupil attending detention four or more times and informal disciplinary measures not having their expected effect, a notification of a formal disciplinary process is given to the parents of the pupil concerned. This notification must provide sufficient information to ensure that the pupil/parents are properly informed of the school's intention to convene a formal process to investigate the infringement and consider exclusion. In the case of all disciplinary enquiries, please note that-

   a) the pupil's parents must be notified of the disciplinary enquiry and who will chair the enquiry at least 48 hours (two working days) before the scheduled disciplinary enquiry
   b) the pupil may be suspended until the enquiry is conducted if this is considered appropriate bearing the alleged misconduct in mind. The suspension of the pupil should be indicated in the notification.
   c) the pupil's parents must be advised that they are expected to attend the enquiry, as their non-attendance may prejudice their case and result in the enquiry being held in their absence, and a decision being made without their involvement.
   d) the pupil's parents must be advised of the serious nature of the allegations, and the possibility of serious disciplinary action being taken should the pupil be found guilty of the allegations made against him/her.
   e) legal representation at the disciplinary enquiry is not permitted.

7. The conducting of the disciplinary enquiry is of great importance and must be chaired by an objective senior school official who has not been involved in the investigation process. The enquiry chairperson will be responsible for leading and managing the enquiry process and making critical decisions as to:
   a) the guilt or innocence of the pupil relative to the allegations made;
   b) the appropriate sanction to be taken, after due consideration of mitigating and aggravating factors.

To ensure that this crucial procedure is properly and fairly conducted, all disciplinary enquiries should be conducted in such a way as to ensure that the rules of natural justice are complied with, the pupil/parent:

- must properly understand the allegations being made
- should be presented with all facts and information relating to the allegations
- must be given the opportunity to question the evidence provided and be heard by an impartial chairperson
- is entitled to present his/her own perspective and explain/defend his/her actions
- must be treated with dignity and respect throughout the enquiry
- must treat the chairperson and staff members with dignity and respect
- is to be assured of the greatest confidentiality possible
- must be offered the right to appeal against any decision made by the chairperson.

After the completion of the enquiry, any decision made (whether to impose disciplinary action or not) should be formally communicated and supported by the enquiry chairperson. This notification must include a reminder that the pupil has the right to appeal against any action decided upon, within five days of the enquiry.

NB! Copies of all documentation must be retained by the school for record and safekeeping purposes.

18. DRUGS AND ILLICIT SUBSTANCES

- Pupils in possession of or caught using tobacco, alcohol, illegal drugs, illicit substances (including hubbly bubblies, e-cigarettes, 'vapes', etc.) or any item associated with their use such as matches, lighters, cigarette papers, pipes, hookah pipes or who are under the influence of any unauthorised substance are committing an offence and will face an immediate disciplinary enquiry.
- Pupils in the company of others using alcohol, tobacco, illegal drugs or illicit substances are also committing an offence and will face disciplinary action.
- Trading, supplying or selling of any drugs, including medication such as ADD tablets or dexamphetamine, is considered a very serious offence and the police may be notified.
- Tobacco, alcohol, or other drug emblems are not permitted on any items brought to school, e.g. suitcases, pencil cases etc.

Other items not permitted at school

- Chewing gum • Weapons of any kind • Firecrackers, etc.

Search and Seizure

A search may only be conducted after taking into account all relevant factors, including the best interest of the pupils in question or any other pupil in 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.

All searches will be conducted in a manner that is reasonable and proportional to the suspected illegal activity.
Prohibited goods include:

- Dangerous objects include any explosive material or device; any firearm or gas weapon; any article, object or instrument that may be employed to cause bodily harm to a person or damage to

property or to render a person temporarily paralysed or unconscious; any other object similar in nature to the objects listed previously.
- Illegal drugs include any unlawful substance that has a psychological or physiological effect. Alcohol is an illegal drug on school property.
- Stolen goods are items possessed unlawfully.

No person may carry, store or allow any prohibited goods to be brought onto school premises or to any educational, cultural, recreational, sporting or social activity of the school within or outside the school premises.

The Head or a person delegated to by the Head (authorised person) may, at random and without a warrant, search any pupil or group of pupils, or the property of a pupil or group of pupils, for any prohibited goods if a member of staff or another pupil has a reasonable suspicion that prohibited goods may be found on school premises or during a school activity. Any prohibited goods found may be seized by the authorised person.

Possession, suspected possession, use, or suspected use of prohibited goods may be brought to the attention of SANCA or the police if it is considered appropriate and may be followed up in line with the Disciplinary Code.

At the conclusion of any investigation, any prohibited goods will routinely be handed over to the South African Police Service, or a stolen item will be returned to its owner.

PEPPS may conduct random urine or other non-invasive tests to test for alcohol and/or drug use. It is the duty of the pupil to disclose to PEPPS any medication that may have been taken that may affect the outcome of the test. Pupils need to provide PEPPS with a doctor's certificate after any such test, as soon as is reasonably possible, which states precisely what the nature of such medication is. These tests are necessary to ensure that all pupils at PEPPS are protected against the scourge of drugs in our society. A pupil may be subjected to disciplinary proceedings if a prohibited substance/goods are found in his or her possession or if a drug or alcohol test yields a positive result.

19. ECO-SCHOOL STATUS

PEPPS is very proud to fly the WESSA Eco-Schools Platinum Flag. With this privilege comes the responsibility to care for the environment and to be responsible citizens beyond our school. We have outreach programmes which encourage charity and leadership. We also prioritise the environment in our curriculum, our infrastructure and the behaviours we encourage. Recycling is promoted along with various opportunities to contribute toward sustainable living in an over-populated world.

Through the coordination of the Grade 7 Eco Committee, we are involved in at least one community project in the term. Activities include:
- Community outreach
- Establishment of Libraries in Rural Schools
- Recycling – paper, plastic, glass and tin are collected at the school
- 67 Minutes for Mandela Day
- World Environment Day
- Arbour Day
- Mathematics tutoring

Because of our commitment to the environment, any teacher or pupil who flies under the PEPPS name is expected to offset his/her carbon emissions by planting either a Weeping Boer Bean, Tree Wisteria or Plumbago plant on the school property.

20. ELECTRONIC ACCESS

Access to computer facilities and the internet is provided to pupils at PEPPS Polokwane Preparatory School and College as tools to increase their overall efficiency and effectiveness in the performance of their academic studies.
School-related uses of the internet include accessing external databases, libraries, newspapers, newsletters, magazines, bulletin boards or encyclopaedias to obtain reference information or conduct research. Pupils are reminded that authors of information have copyright and intellectual property rights unless these are explicitly waived.
Pupils should be cautious about how they represent themselves when using PEPPS' computer facilities, email and internet systems. A pupil's remark or comment may be interpreted as PEPPS' position or instruction.

Abuse of, or improper use of, the computer facilities, e-mail or the internet will not be permitted and will result in disciplinary action. Unacceptable usage includes, but is not limited to, the transmitting, retrieving, storage or display of the following:

- Material of a discriminatory nature
- Obscene or pornographic materials
- Derogatory or inflammatory remarks of any nature
- Abusive, profane or offensive language
- Chain letters, petitions and spam
- Political or religious viewpoints in contravention of the Preparatory School's ethos
- Materials or language that might be deemed to constitute harassment
- Video, voice clips, music clips and/or picture files unconnected to PEPPS' business
- Making use of IRC or "chat rooms"
- Making use of a social networking site such as Facebook
- Streaming or torrenting
- Personal commercial purposes
- Using any VPN or proxy services
- Receipt of indecent or offensive material may not be preventable, but retransmission of such information at school is strictly prohibited. The IT Administrator or the Head should be advised of all such occurrences.
- From time to time certain websites, protocols and file types may be blocked by the IT Administrator in order to manage the internet bandwidth available to network pupils. No pupils may access websites intended to circumvent these restrictions.
- PEPPS has the right to inspect any data that is stored digitally on its networks such as data stored in folders or e-mails.
- Unless specifically authorised, pupils may not modify files, data or passwords, access and read messages and files intended for or saved by other persons without their permission. Pupils may not misrepresent other pupils on any network.
- No files containing confidential information concerning or belonging to PEPPS may be forwarded to any persons not authorised to receive such information. If any uncertainty exists concerning whether the information is confidential or not, it should be treated as confidential and permission should be obtained before its distribution.
- The unauthorised use of the school's facilities, internet and electronic messaging systems for purposes of "hacking" (i.e. intruding on the privacy of an individual or organisation) or "cracking" (i.e. the intrusion on the privacy of an individual or organisation with the aim of performing changes malicious or otherwise) is a violation of school policy and will be grounds for dismissal.
- Pupils may not use the computer, e-mails or the internet facilities in such a manner as to disrupt the use of PEPPS' network by others.
- Pupils should never download or install any software onto network drives unless permitted by the Head or the IT Administrator.

- Copyright violation is a serious legal matter. Pupils must ensure that any software that they have used within PEPPS is authorised.
- All downloaded images and texts that do not have copyright must be properly referenced and never presented as a pupil's own work.
- Pupils are responsible for the integrity of their passwords and log-on security and are held responsible for any transaction undertaken under the log-on. All pupils are entitled to privacy in their work and therefore it is an offence to use or attempt to use another pupil's account/password no matter what the circumstances may be.
- Pupils have full responsibility for their accounts and must not share their passwords with anyone, and therefore, any violations of any part of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account.
- Pupils must respect all license agreements when transferring software and information on the internet, including all agreements that PEPPS has with third parties covering the use of software information.
- Pupils may not record any other pupil or teacher without their express permission.
- If a pupil receives any image, message and/or multi-media data that are offensive to the school, they may not forward the message/data to any other person and are expected to bring the issue to the school's attention.
- No pupil may bring onto the school property any data and/or media that are offensive or illegal.

21. EVACUATION

Evacuation drills for threats, fire and bombs are conducted regularly to ensure the safety of our pupils.

22. EXAMINATIONS

Grade 4–7 pupils write examinations twice a year, in June and in November. They write early in the morning and undergo independent study and a formalised revision lesson after the exam. Each exam session is one week long and covers subjects like English, Afrikaans/Sepedi FAL, Mathematics, Social Sciences and Natural Sciences. Grade 4–7 pupils are obligated to stay at school until 11h00 to study. The Academic Top Ten in Grade 4–7 have the privilege of leaving after a morning session exam and may wear civvies for exam week.

Exam regulations

- Teachers and pupils must arrive promptly at the exam venue. Pupils who arrive late without good reason will receive penalty points.
- Pupils must remain in their seats whilst in the exam room. Walking around or discussing work is not permitted. Pupils may not request permission to study in the library during this time.
- Pupils must go to the toilet before each session. Going to the toilet during the session should only be allowed under extreme circumstances.
- Before the start of an exam, all pupils writing the exam must put their suitcases at the front of the classroom. Pupils may **not** have their pencil cases on their desks during an exam. All stationery needed must be removed from the pencil case. Calculators must be removed from their cases. These items may be kept in a clear plastic sleeve or Ziploc bag.
- Pupils must enter the exam room with the necessary stationery.
- The use of correcting fluid is at the discretion of the subject teacher.
- No pupil is allowed to have a cell phone on his/her person whilst writing an exam.
- No pupil is allowed to have tissues or toilet paper on her/his desk during an exam.
- Once an exam paper is handed out, all pupils must sit in silence for the duration of that paper. To attract the attention of the invigilator, the pupil must raise his/her hand. Pupils may not ask any questions relating to the interpretation of questions.
- During an exam, no pupil may aid or attempt to aid another pupil or communicate in any way with another pupil.
- Teachers may not use a cell phone whilst invigilating. They may listen to music with one earphone.

- The exam paper must be written as is. Invigilators may not make any changes to the paper. Any problems will be dealt with during the marking of the paper, to the benefit of the pupils.
- No pupil may leave the exam room whilst the exam is still in session except in the case of an emergency and then a teacher will accompany the pupil.
- Teachers may not collect exam papers until the end of the session.
- All teachers must adhere to the specified starting and finishing times for each paper. Pupils must be allowed 10 minutes reading time before the start of each exam.
- The teacher must circulate the room and may not be seated behind a desk at any time during the session.
- Teachers are discouraged from sending pupils on errands whilst any grade is writing an exam. Teachers may not leave the exam room during a session unless they are relieved.
- No board games, computer games, cards, etc. may be played in the exam room. Pupils may put their heads down when they are not writing.
- Teachers must ensure that uniform regulations are adhered to during the exam period.
- No pupil is allowed to have in his/her possession, whilst writing an exam, any book, memo, notes or any paper whatsoever not issued by the invigilator. If found, this will be treated as cheating.
- Should any pupil be caught cheating/copying during an exam, his/her paper will be taken away immediately. He/she will get a new paper and he/she must be escorted to the Chief Invigilator or the Head along with any evidence after the exam.
- Should any pupil refuse to co-operate with the exam regulations the Chief Invigilator or the Head should be called to intervene.

23. EXTRA-CURRICULAR ACTIVITIES

A full extra-curricular programme is run from Term One-Term Four between 14h00 – 15h30 for Grade 4–7. The Foundation Phase has an integrated school day and extra-curricular activities occur between 12h40 to 13h30 Monday to Thursday.

CULTURAL ACTIVITIES (Monday and Wednesday)
Chess
Choir
Drama (School production, eisteddfods)
Debating/Public Speaking /Spelling Bee/Toastmasters
Creativity Club

SPORTING ACTIVITIES (Tuesday and Thursday)

First Term:	Athletics, swimming, tennis
Second Term:	Netball, boys football, tennis, fitness club
Third Term:	Boys and girls cricket, boys and girls hockey, tennis, girls football, fitness club, basketball
Fourth term:	Athletic, swimming, tennis, basketball

CO-CURRICULAR ACTIVITIES
Extra Maths and English classes
Extra contact time in all subjects
SACEE English Competitions
SAMF Olympiads
Science Fair (internal for Grade 4&5)
Tritech Science Fair (External for Grade 6&7)
Leadership development
Matific online Mathematics programme
Grade 1–3 Production
Maths Bootcamp
Genius Hour
Best Speakers
Extra Credit Activities
General Knowledge Competitions
Language Festival
International Benchmark Test (Grade 3 and 6)
Grade 4–7 Production
Cultural Festival (Eisteddfods)

All pupils must participate in at least one activity per term. Each pupil should be involved beyond the classroom for at least 2 afternoons per week.

Pottery, ballet, karate, piano, violin, organ, classical guitar and rock guitar lessons, robotics and drama are available on site privately and at additional cost. The contact details of the service providers are available at the office.

24. HIV/AIDS

PEPPS does not discriminate against any member of our community based on HIV status. Pupils and staff are trained to handle all bodily fluids with latex gloves. If anyone is bleeding during a sporting activity, he/she will be asked to leave the field.

25. INDEPENDENT LEARNING

The Preparatory School has adopted a No Homework Policy in all subjects except English and Mathematics. Reading and spelling will be sent home along with Mathematics homework in Grade 1–3. Spelling words and Mathematics homework will be issued to Grade 4–7 pupils. In all subjects, any incomplete class work must be completed at home before the next lesson. Failure to do so will result in the issue of penalty points.

The homework programme shall vary according to the age and grade level of pupils. The amount of time and the rigours of homework should increase as children get older. Consequently, the purposes and guidelines that regulate the homework programme differ at different stages throughout the school.
PEPPS Preparatory School has adopted an Independent Learning Strategy.
There are many benefits to independent learning:

1. Develops self-motivation and self-discipline;
2. Develops life skills such as time management;
3. Allows for practice, where it is needed, of skills learned in the classroom;
4. More rapid individual progress is to be made.

Our Independent Learning Strategy takes various forms:

1. Holiday Extra Credit Activities. Children are supplied with various activities to complete in the April, June and October school holidays. When these activities are completed, pupils accumulate extra credit points which can result in medals at prize-giving.

2. Genius Hour Programme. This whole-school programme is run annually in the final week of the third term. Pupils are allowed the freedom to learn whatever they wish in accordance with their interests. They ask and answer questions and they create something which is then presented to their peers.

3. General Academics: Teachers inform pupils in class-time of independent learning expectations and, where practical, upload work onto Google Classroom.

Pupils and parents have free access to Google Classroom and are encouraged to use it to assist in staying up to date and completing independent work. Pupils are also encouraged to keep their own homework diary. Due dates for assignments should also be written in the diary. An annual test period schedule is issued at the start of each term along with exam timetables. Additional contact time may be booked with a teacher if a pupil is confused. Pupils must prepare specific questions for these additional contact time sessions.

26. LABORATORY USE

The school does not have a laboratory. When experiments are performed in classrooms, the classroom will serve as a laboratory and must be treated as such. Laboratories can be dangerous areas in schools, for this

reason, strict discipline needs to be followed at all times. Pupils must co-operate with the teacher. Pupils may not be unsupervised. No unauthorised experiments may be conducted. Desks must be kept free of clutter, all chemicals must be safely stored and the gas supply must be off when it is not in active use.

Pupils need to wear lab coats and safety goggles. Shoes must be closed and no loose items should be worn. All long hair needs to be tied back. Gloves should be worn when using chemicals that irritate or can be absorbed through the skin. Pupils should be made aware of the dangers involved and the precautions that should be taken before pupils handle hazardous chemicals and hazardous chemical reactions.

Any injury or breakage needs to be reported to the teacher in charge immediately.

27. LEADERSHIP

LEADERS

All Grade 7 pupils undertake the responsibility as leaders. Their year of service commences at the start of their Grade 7 year. Each Grade 7 pupil joins a committee on which they will serve until the end of the fourth term in their Grade 7 year.

The Grade 7 Leadership Committees are as follows:

Culture Committee	responsible to serve the cultural aspects of the school
Sport Committee	responsible to serve the sporting aspects of the school
Leadership Committee	assists with the maintenance of school discipline
Eco Committee	raises environmental awareness and serves on the school's Eco Committee.
Spirit Committee	responsible to develop good school spirit
Service Committee	responsible to maintain healthy relationships among pupils
Media Committee	responsible for promoting and recording school events

After the second term of service, each committee elects a Chairperson and Vice-Chairperson. These pupils carry more responsibility. These elected chairs are announced at assembly but may be delayed by the decision of the Head.
A mentor teacher runs each leadership committee, and Grade 7s receive a weekly leadership development programme. Failure to comply with the rules of the school and the leadership pledge will result in demotion from the leadership position.

COMMITTEES

There are six committees in Grade 7: Sports, Culture, Spirit, Character, Safety and Care. The committees were established to create opportunities for leadership and management. General responsibilities of the committees are:

Sport Committee	Culture Committee	Spirit Committee	Media Committee	Eco Committee:	Service Committee
Assembly and line-up duty	Assembly and line-up duty	Assembly and line-up duty	Assembly and line-up duty	Assembly and line-up duty	Assembly and line up duty, microphone set up
Support at matches	Displays	Driving initiatives e.g. Valentine's Day	Taking photos at school events	Eco Brick Drive	Resolve minor arguments
Serving of refreshments at matches	Assisting at PEPPS cultural events	Cheerleaders during sports and cultural events	Notice Board messages and information	Community outreach, assisting with the establishment of libraries	Assist teachers to resolve bullying issues
Control of the notice board	Serving of tea at Cultural functions	General encouragement and motivation,	Write articles and compile termly online "magazine"	World Environment Day, Arbour Day, 67 Minutes	Pupil birthdays

Meet and escort visiting teams from other schools	School production, meet and escort visiting teams from other schools	Fun Day, Grade 6&7 Dance	Neatness of uniforms	Recycling and litter awareness, scholar-patrol and bus duties	Implement the buddy bench

Leadership Committee – elected leaders of committees will take on more responsibilities to drive their committee initiatives. Information Evenings, Parents Consultations, etc.

28. LIBRARY

The school library has a wide selection of fiction and non-fiction books and pupils are encouraged to make use of this facility. The library is open every break and every Monday-Thursday afternoon from 14h00–15h00. Printing and photocopying may be done in the library at a nominal cost. Late return of books borrowed from the library incurs a fine payable to the librarian. Damaged and lost books will need to be paid for at the library.

29. MERIT SYSTEM

It is expected that members of the school community will show:

Care for others and
for the school environment
Respect for others and their property and
for school rules
Courtesy by acknowledging others,
by speaking politely and
by using good manners.
Responsibility by being well presented,
by being punctual and by doing their best.

At PEPPS we respect God by doing the following

- Respect yourself. No matter the circumstances, always be honest. If you win, do not brag; if you lose, do not show anger. Congratulate others on their successes.
- Respect other pupils by valuing their comments and ideas. Do not bully and if anyone is bullying you, report it. If you observe someone bullying another person, report it.
- Respect all others by having good manners. Always say thank you when given something. Greet all people at the school and make them feel welcome. Make eye contact when engaging with others. When returning from a trip, shake the hand of every chaperone. Respect the formality of assemblies. Boys should stand aside for girls to enter or exit a room and all pupils should stand aside for a teacher, parent or visitor. If you are seated and a senior pupil, teacher, parent or visitor enters the room and does not have a place to sit, offer them your seat.
- Speak English in order to avoid excluding others from your conversation.
- Recognising the privilege of our beautiful grounds and buildings and keeping them clean.

Positive behaviour and achievements are rewarded with merit points. The merit points awarded are determined by the appropriate description of the achievement on the list of merit points. The teacher must fill in a merit slip, recording all the necessary information.

Merit certificates are awarded at prize-giving and acknowledge the accumulation of 700 merit points.

See Annexure B – PEPPS Preparatory Merit Points

30. PARENT CONSULTATIONS Grade 4–7

Parent consultations are held three times a year, at the start of the second and third terms and at the beginning of November. Parents are encouraged to set up an appointment with a teacher or the Grade Head through the school secretary, should they have any worries or concerns that cannot be addressed at parent consultations.

31. PEPPS PARLIAMENT

The PEPPS Parliament was established to act as a representative platform for the pupils. Representatives are elected by their peers. Two members are elected per class for six months. Meetings are held once a month and are chaired by the Head and by the Head of the Leadership Committee. Before each meeting, representatives are required to meet with their classes and discuss any matters that they wish to be put before Parliament.

All members have an equal say and matters are discussed democratically. Minutes are taken in each meeting and a report back is given regarding issues raised at previous meetings. After meetings, members are required to give feedback to their classes.

Parliament assemblies are held once a term where Parliamentary matters are raised in front of the school. Parliamentarians are expected to present both commendations and concerns about the school to the assembly. Any concerns must be accompanied by a suggestion.
A Parliament member who is put in detention will be asked to step down, and the class will have no representation in Parliament for the remainder of that term.

32. PLAGIARISM

Plagiarism is the "failure to acknowledge the ideas or writing of another" or "presentation of the ideas or writing of another as one's own" and should be read to cover intentional and unintentional failure to acknowledge the ideas of others. In this context "others" means any other person including a pupil, academic, professional, published author or other resources such as the internet. The College believes that failing to acknowledge the use of the ideas of others constitutes an important breach of the values upheld within the school. The school uses software as a tool to help verify the originality of the work submitted.

Any work submitted by a pupil must be correctly referenced. If a teacher suspects that sections of work submitted are not the pupil's own and the work is not referenced, 10 penalty points will be given. The pupils will be given an opportunity to re-submit in two days. Habitual plagiarism will be dealt with in line with the Code of Conduct and may result in exclusion from PEPPS.

33. PRIZE-GIVING AND AWARDS

Prize-giving is held towards the end of November. There is a Sports and Culture Gala Evening event and a Leadership and Academics Gala Evening event. These gala evenings are reserved for top achievers in their respective fields including trophy winners, top Grade 7 leaders and the announcement of new library prefects. A prize-giving assembly is also held to hand out all of the certificates for extra-curricular activities and additional academic certificates.

Subject prizes are awarded for best overall achievement in the grade (these pupils will receive a gift voucher) and up to 8 certificates per grade per subject are given out.

The Awards Committee consists of the Head, the Heads of Departments and relevant academic and extra-curricular staff. This committee will consider nominations for all awards.
Every effort is made to be objective and transparent in the criteria for awards. With the proliferation of the availability of external competitions, all criteria that refer to external competitions will need to be recognised by the Awards Committee. Acceptance of the validity of each external organisation will be carefully considered; however, recognition will be at the discretion of the Awards Committee.

33.1. Sports and Culture Prize-giving Gala Event

Meritorious Cultural Certificates	Various Eisteddfod category winners	
	Junior Chess Club member	
	Junior Debating Club member	
Provincial Cultural Awards National Cultural Awards		
Meritorious Sporting Certificates	Junior Male Athlete of the Year	Grade 4 -5
	Junior Female Athlete of the Year	Grade 4 -5
	Junior Swimmer of the Year	Grade 4 -5
	Junior Netball Player of the Year	Grade 4 -5
	Junior Footballer of the Year	Grade 4 -5
	Junior Male Hockey Player of Year	Grade 4 -5
	Junior Female Hockey Player of Year	Grade 4 -5
	Junior Sportswoman of Year	Grade 4 -5
	Junior Sportsman of the Year	Grade 4 -5
	Junior Cultural Laureate Award	Grade 4 -5
Provincial Sporting Awards		
National Sporting Awards		
Trophies	Senior Debating Award	
	Van Kraayenburg Chess Trophy	Best Chess Player of the Year
	Mengouchi Drama Award	Best Overall Achievement in Drama
	Du Plessis Music Trophy	Most Committed to Music
	Male Athlete of the Year	Grade 6–7
	Female Athlete of the Year	Grade 6–7
	Swimmer of the Year	Grade 6–7
	Netball Player of the Year	Grade 6–7
	Footballer of the Year	Grade 6–7
	Male Hockey Player of the Year	Grade 6–7
	Female Hockey of the Year	Grade 6–7
	Foundation Phase Sportswoman of the Year	
	Foundation Phase Sportsman of the Year	
	Foundation Phase Cultural Laureate Award	
	Culture Laureate Award	Best Achievement in Culture Grade 6–7 7
	Sportswoman of the Year	Grade 6–7
	Sportsman of the Year	Grade 6–7

33.2. Academic and Leadership Prize-giving Gala Event

Extra Credit Accumulation	Gold, Silver and Bronze medals for the accumulation of extra credit points over three holidays awarded to Grade 1-7 pupils	
Genius Hour Projects	Best Genius Hour Projects completed by a Pupil Grade 4 to 7(Rosettes)	
Subject Awards		
Grade 4 – 6	Best overall achievement over 4 terms in English, Afrikaans, Sepedi, Mathematics, Social Sciences, Natural Sciences, Creating Tomorrow and Extensions	
Trophies	Gr 4 Truter Cup	Best overall achievement in Grade
	Gr 5 van Whye Trophy	Science and Beyond
	Gr 5 Hodgson Trophy	Best overall achievement in Grade 5
	Gr 6 Renè Kidd Afrikaans Trophy	Genuine Love for Afrikaans
	Gr 6 Best Academic Achiever	Best overall achievement in Grade 6

*All subject prize winners win a cash voucher and every top 3 achievers per grade wins a reduction in the next year's school fees.

Grade 7		
	Sepedi Award	Best Overall Achievement in Sepedi
Trophies	Afrikaans Academic Trophy	Best Overall Achievement in Afrikaans
	Mestayer Trophy	Best Physics Creating Tomorrow Project
	Williams Trophy	Best Life Sciences Creating Tomorrow Project
	Van Whye Trophy	Best Chemistry Creating Tomorrow Project
	Kea Smith Trophy	Best Social Sciences Creating Tomorrow Project
	Kea Smith Art Trophy	Best Creative Art Creating Tomorrow Project
	EMS Award	Best Economic and Management Sciences Creating Tomorrow Project
	Minnaar Trophy	Best Information Technology Creating Tomorrow Project
	Life Skills Award	Best Life Skills Creating Tomorrow Project
	Music Award	Best Music Creating Tomorrow Project
	Roberts Creating Tomorrow Trophy	Best overall achievement in the Creating Tomorrow programme
	Willets Trophy	Best Overall Achievement in English
	Melville Trophy	Best Overall Achievement in Mathematics
	Rita Smith Trophy	Best Overall Achievement in Grade 7
Academic Top Ten Grade 4–7		Cumulative Top Ten Grade 4–7
		Top Ten for all four terms Grade 4–7
		Top Ten for all four years (Only Grade 7)
	Werner Trophy	Top Ten Pupil of the Year - Grade 7 who has been in Top Ten for 4 years with the highest average
GRIT Awards Grade 4–7		
PEPPS Preparatory Merits Award		Achieving over 700 merits Grade 4–7
Character and Leadership Awards		
	Grade 6 Library Leaders	Excellence in service in the library
	Grade 7 Leaders	Excellence in service in Grade 7 Leadership Trophy
	Grade 7 Leader of the Year	
	Agape	Display selfless dedication and commitment to others.
	Trust Ambassadors	Representing the school in sports, culture, academics and community

33.3. Foundation Phase Prize-giving

See Foundation Phase Information Booklet for more details

34. REPORTS AND PROGRESSION

Grade 4–7: Reports are issued at the end of the first and the second terms, in November before the final examinations and at the end of the fourth term. These reports will reflect Term 1 classwork, Term 2 classwork, mid-year examination, Term 3 and 4 classwork and final examination. Composite comments will reflect on the Term 1 Report and the Report in October/November. These comments are compiled by many teachers.

The pupil's individual mark and the grade average will always appear, as well as a year-to-date mark. The weighting of the various reports is indicated below:

Grade	Term 1	Term 2	June Examination	Term 3&4	November Examination
4–6	20%	20%	15%	20%	25%
7	15%	15%	25%	15%	30%

In order to progress to the next grade at PEPPS, a pupil must achieve a cumulative year-end result over 50% for English, over 45% for Mathematics and may not achieve less than 40% in more than two other subjects. Results lower than this do not allow a pupil to start the next year with a solid foundation for further study.

35. RIGHTS AND RESPONSIBILITIES

Pupils have the right to: • be treated with courtesy and respect • work in a clean, safe environment • learn without disruption • achieve their potential • have their property respected • be proud of their achievements	**Pupils have the responsibility to:** • know and comply with school rules and procedures • follow teachers' reasonable instructions • treat others with courtesy and respect • contribute to a clean, safe environment • ensure there is no disruption to the learning environment • respect the property of others • participate fully in their educational programme including extra-curricular activities. • ensure their actions do not discredit the school.
Staff have the right to: • be treated with courtesy and respect • work in a clean, safe environment • teach without disruption • be supported by the whole school community	**Staff have the responsibility to:** • treat others with courtesy and respect • ensure the school environment is reasonably safe • ensure good organisation and planning • provide relevant and challenging educational programmes • support the school's ethos, policies, procedures and strategy • know and comply with school rules and procedures
Parents have the right to: • be treated with courtesy and respect • be informed of their child's progress • expect their child to participate fully in his/her educational programme • have a forum to voice their opinion on school-related matters	**Parents have the responsibility to:** • treat others with care and respect • ensure that their child attends school, compulsory functions and events • ensure that their child has the appropriate materials needed for learning • monitor their child's progress • be supportive of the school • ensure that their child has the correct uniform • know and comply with school rules and procedures, and support the school in the implementation of these • support their child in all school activities and facilitate their participation in extra-curricular activities

36. SICKBAY

The sickbay is located in the school administration office. Pupils who wish to leave class to go to the sickbay must be given a sick note by the teacher whose class they are attending at that time. If it is break, one of

the break duty teachers must write a note for a pupil to go to the sickbay. This note is given to the sickbay clerk when the pupil reaches the sickbay. The sickbay clerk must sign the note before the pupil returns to the classroom.

No pupil is allowed to phone his/her parents to come and fetch him/her from school when feeling unwell unless he/she has reported to sickbay first. A child attending school with medication must hand over their medication to the sickbay to administer. This should be accompanied by a letter from the parents that include instructions.

37. SEARCH AND SEIZURE

A search may only be conducted after taking into account all relevant factors, including the best interest of the pupils in question or any other pupil in 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. All searches will be conducted in a manner that is reasonable and proportional to the suspected illegal activity.

Prohibited goods include:

- Dangerous objects include any explosive material or device; any firearm or gas weapon; any article, object or instrument that may be employed to cause bodily harm to a person or damage to property or to render a person temporarily paralysed or unconscious; any other object similar in nature to the objects listed previously.
- Illegal drugs include any unlawful substance that has a psychological or physiological effect. Alcohol is an illegal drug on the school property.
- Stolen goods are items possessed unlawfully.

No person may carry, store or allow any prohibited goods to be brought onto school premises or to any educational, cultural, recreational, sporting or social activity of the school within or outside the school premises.

The Head or a person delegated to by the Head (authorised person) may, at random and without a warrant, search any pupil or group of pupils, or the property of a pupil or group of pupils, for any prohibited goods if a member of staff or another pupil has a reasonable suspicion that prohibited goods may be found on school premises or during a school activity. Any prohibited goods found may be seized by the authorised person.

Possession, suspected possession, use, or suspected use of prohibited goods may be brought to the attention of SANCA or the police if it is considered appropriate and may be followed up in line with the Disciplinary Code.

At the conclusion of any investigation, any prohibited goods will routinely be handed over to the South African Police Service, or a stolen item will be returned to its owner.

PEPPS may conduct random urine or other non-invasive tests to test for alcohol and/or drug use. It is the duty of the pupil to disclose to PEPPS any medication that may have been taken that may affect the outcome of the test. Pupils need to provide PEPPS with a doctor's certificate after any such test, as soon as is reasonably possible, which states precisely what the nature of such medication is. These tests are necessary to ensure that all pupils at PEPPS are protected against the scourge of drugs in our society. A pupil may be subjected to disciplinary proceedings if a prohibited good is found in his or her possession or if a drug or alcohol test yields a positive result.

38. STATIONERY AND EQUIPMENT

Below is a list of compulsory stationery and equipment needed by each pupil. All the items listed below must be available from the first day of the term. Please make sure to mark each item with the child's name.

GENERAL	
2 x black ballpoint pens	1 x pair of scissors
2 x green ballpoint pens	1 x 40g Pritt/glue stick
2 x blue ballpoint pens	1 x set of highlighters
1 x set of colour pens	1x pencil case/bag
1 x set of colouring pencils	1 x quality eraser
2 x HB pencils	1 x 30cm ruler
1 x pencil sharpener with cover	2 x punched examination pads
One pack of 10 plastic sleeves	1 x 10 page flip file
• No dictionary purchases will be required. Dictionaries will be provided in the classes. • Paper and thick plastic/DC Fix to cover at least 12 workbooks. • 1 x Geometry set and a calculator (not a Scientific calculator) *do not buy these items until the teachers ask you to do so.*	
• **7** (Grade 4–6) & **5** (Grade 7) x canvas book holders (for **each subject** to hold exercise books and textbooks). These can be purchased from Waltons and should last a child 3–4 years. • Grade **7**s are required to bring a laptop in a sturdy, padded laptop bag.	

Covering books
Exercise books and textbooks will be sent home to be covered. Please adhere to the specific instructions from the subject teachers. Encourage your children to take care of their books, textbooks and library books. Should these books become damaged, the parents will be responsible for replacing them.

39. TOURS

The Grade 6 tour makes up an important part of our holistic curriculum at PEPPS. It is expected that all Grade 6 pupils attend.
Any pupils who do not attend tours for any reason will be expected to attend school during normal hours for the duration of the tour.

- All discipline policies, practices and procedures apply while pupils are on tour.
- No food or drink may be taken on the tour. Water may be taken on the bus.
- Parents have a responsibility to check the luggage of their children before they depart and to ensure that their children understand the risks and consequences of prohibited behaviour. Staff may also search all luggage before the tour and at any time during the tour.
- Any required medication must be clearly marked with the pupil's name and described and given to the tour coordinator.
- It must also be understood that pupils carry a duty of care to each other and must report any information or incidents, before or during tours, which may cause danger or harm to others.
- Any serious infringement of this code or the Policies, Practices and Procedures included in this document will result in a pupil being expelled from the tour. Parents will be asked to collect their

children immediately from the tour. Failing this, the pupil will be returned home at a cost to the parents, via a mode of transport that is most convenient for the tour organisers.

- The school and staff will endeavour to care for pupils responsibly. However, PEPPS will not be held responsible for incidents which occur outside of the given parameters.
- Boys/Girls may not enter the rooms of pupils of the opposite sex. Any infringement will result in immediate expulsion from the tour. No socialising may take place in bedrooms/dorms.
- Pupils should never go anywhere alone. If it is necessary for pupils to separate from the rest of the group, permission must be obtained from the teacher.
- Rooms must be neat. Beds must be made, clothes packed away and all litter discarded daily.
- Pupils take full responsibility for the safety and care of their possessions.
- Pupils may not take cell phones or electronic devices on tour. Tour organisers will communicate and update parents via email and broadcast messages daily. In the case of emergencies, parents will be contacted directly.
- A poor discipline record may result in a pupil being excluded from any of the tours offered.

40. UNIFORM

All items of school uniform must be clearly marked with the child's name.
Pupils are to dress in accordance with the school uniform policy, whether in school uniform or civvies. The uniform must be worn with pride. No pupil may be seen in public wearing slippers, slops or going barefoot whilst wearing the school uniform. The uniform must be clean, with no rips and tears and buttons missing. Uniform items which have been outgrown will not be tolerated.

SUMMER

GRADE R-7

- Red golf shirt (beige Grade 7 Leadership golf shirt for Grade 7s)
- Navy sports shorts
- White socks
- Black takkies or blue/grey sandals (as specified by PEPPS)
- Tracksuit top on cold days
- Swimming: a black or navy blue costume and PEPPS swimming cap, in a marked sports bag

Please familiarise yourself with the type of sandals. Pupils will be penalised for wearing the wrong shoes.

Takkies, and not sandals, must be worn on the days your child has Physical Education (PE) lessons or afternoon sports.

WINTER

GRADE R-7

- Red golf shirt (beige Leadership golf shirt for Grade 7s)
- Navy sports shorts
- Tracksuit
- White socks
- Black takkies
- The jersey and pullover may also be worn under the tracksuit top.

Hats
Grade R–7: a school hat is recommended but optional. The school cap may only be worn for afternoon sports. School peak cap (school hat must fit comfortably on the head and not be propped up on hairstyle). Hats and caps may not be worn in the classroom.

Additions
Pullover or jersey worn under the tracksuit on cold days. (Jerseys may not be worn around the waist.)
Alice bands and scrunchies - available in school material or plain navy or red.
School hat (not to be pulled down to eyes or have writing on the rim). May not be worn indoors.
Navy blue beanie.
Navy blue scarf.
Navy blue gloves.

No jewellery may be visible except for a watch. Small circular metal studs or small sleeper earrings in the lowest hole of the earlobe. A matching pair must be worn.
No make-up, including lip gloss, Vaseline, nail varnish or tattoos allowed.
Nails may not be visible over the backs of hands.
Hair must be neat and presentable at all times. Hair may not be obviously coloured or highlighted. Hair must be of a sensible length.
No coloured braids, extensions, etc. are allowed.
Long hair must be tied with an elastic band and all kept off the face. Alice bands, hair accessories and clips must be blue, red or black. No beads.
Headwear may not be worn inside. Exceptions will be made for beanies on very cold days.
No shaving of eyebrows.

Supporters Uniform
When supporting PEPPS teams in competitions, the normal school uniform must be worn.

Civvies
Civvies days are intended to add some spirit and fun to the normal routines of school. We hope for them to be enjoyed by all. Clothing choices on civvies days should not distract pupils from learning and should allow for comfortable and free movement throughout the school day. It is expected that the chosen outfits are modest and respectful of PEPPS's ethos.

Please adhere to the following expectations for civvies days to avoid pupils possibly being sent home to change.

- Hair must be secured out of the eyes
- No fashion makeup (Dress-up makeup for the theme is permitted)
- Jewellery may be worn
- No very tight clothing may be worn
- Skirts and shorts may be no shorter than four fingers above the knee
- A vest or concealing underwear must be worn under strappy, low cut or somewhat transparent tops.
- Midriffs may not be visible.
- There may be no offensive logos or writing on clothing
- No sleepwear or slippers – except on pyjama days

Additions
The tracksuit top and/or bottom may be worn with the sports uniform. A jersey or pullover may be worn under the tracksuit top, but not without the tracksuit top. The tracksuit top may be worn with sport shorts and

the tracksuit bottom may be worn with the sport golf shirt. Tracksuit tops and jerseys may not be tied around the waist.
School hat or sports cap.

For all sports matches, pupils may wear socks and slops while at the meeting but not when arriving at or leaving the meeting.

ATHLETICS
PEPPS shirt
Navy blue quantex shorts/navy blue Second Skins/navy blue lycra pants/navy lycra sports bra
White sports socks and running shoes
School hat or cap

***FOOTBALL MATCHES**
Team Netball/Hockey/Football shirt
Blue, red and white PEPPS socks
Navy blue PEPPS sports shorts
Soccer boots
Shin pads

CRICKET MATCHES
White cricket flannels
White school sports shirt
White Second Skins
Dominantly white cricket shoes
School pullover
School hat/cap

***HOCKEY MATCHES**
Team Netball/Hockey/Football shirt and skirt (girls)
Navy blue PEPPS shorts
Red and white PEPPS socks
Hockey boots
Shin pads and gum guards are compulsory for hockey

TENNIS MATCHES
School shirt
Navy blue PEPPS shorts
White short socks
Tennis shoes

***NETBALL MATCHES**
Team Netball/Hockey/Football shirt and skirt
White short socks
Court takkies

SWIMMING
Navy blue or black costume/navy blue or black lycra pants
Navy blue PEPPS shorts
PEPPS swimming cap
School hat or cap
Slops

SCHOOL BAGS
Bags should preferably have a square or rectangular reinforced base to support the shape of books. Only the child's name should appear on the bag, no other writing should appear on the school bag. A navy PEPPS sports bag is sold at the clothing shop.

Uniform Shop Hours – 2023

Monday to Thursday	07h00 – 15h00
Monday to Friday	07h00 – 14h00
Email	maurice@excellent.co.za

Contact Details

PEPPS Polokwane Preparatory School
P O Box 405, POLOKWANE, 0700
Tel: 015 263 6236
Website: www.pepps.co.za

Executive Head: Mrs Amanda Korff (korffa@pepps.co.za)

Preparatory School Head: Ms Sue Altenroxel (altenroxels@pepps.co.za)

Business Manager: Mrs Lea-Anne Cole (admin@pepps.co.za)

Admin Office: Mrs Lienkie Jacobs (infoplk@pepps.co.za)

Absentee notes: Ms Jeridah Mogale (absentplk@pepps.co.za)

Finance: Ms Johanna Nkoana (nkoanaj@pepps.co.za)

FECHS: Mr Martin Afonso (afonsom@pepps.co.za)

Extra-Curricular: Mr Theo Clark (clarkt@pepps.co.za)

Banking Details
PEPPS Polokwane Schools
Nedbank Pietersburg, Branch Code 14 11 48
Cheque Account No 1411 406 419

Information Booklet Annexure A – Penalty Point System as of 06 January 2020

CATEGORY	DESCRIPTION OF OFFENCE	PENALTY POINTS
Attitude	Poor attitude	5
Bunking	Failure to attend a lesson. Failure to attend an extra-curricular (without excuse from a parent) Failure to attend event (letting your team down)(without excuse from parent)	10 5 10
Bullying (repeated, intentional intimidation or harm to someone perceived as weaker)	1st Offence	10
	2nd Offence	20
	3rd Offence	Disc Enquiry
Cell phones	The use of a cell phone without the permission of a teacher OR inappropriately	10
Civvies	Wearing inappropriate clothing	5
Communication	Failure to return extra-curricular slips/have letters signed and returned	2
Computers and devices	Inappropriate use of the computer lab and devices	10
Detention	Failure to attend detention (without prior arrangement)	10
Dishonesty	Cheating, forgery, lying, etc.	10
Disruption	Disrupting a lesson, event or break (including dangerous play)	5
Eating and drinking	Interfering with other peoples' food and drink	5
	Chewing gum, paper, etc. in school uniform	2
	Eating or drinking in class, in assembly or library	2
Ethos	Any behaviour that contravenes the ethos of the school or brings the name of the school into disrepute	5
	Excluding others by not speaking English	5
	Gambling	5
	Retailing without permission (selling things at school)	5
	Sexual harassment or sexually inappropriate behaviour	Head's discretion
Extra-curricular	Failure to commit to at least one extra-curricular activity per term	10
	Inappropriate behaviour when representing the school	5
Fighting	Serious physical fighting	20 Disc Enquiry
	Physical fighting	10
Homework	Late submission of assignments (per day for 5 days) Failure to submit a project	2 15
	Homework not done, left at home	2
Inappropriate physical contact	Kissing/intimate hugging Non-compliance with Covid-19 safety regulations	10 5
Insubordination	Disrespecting a staff member	5
Learning materials	Disrespecting books, stationery or equipment	3
	Books, stationery, equipment left at home	2
Library	Books overdue	1 per day
Litter	Dropping or refusing to pick up litter	5
Loyalty	Letting the school down	10

Out of bounds	Being in a non-designated area	5
Punctuality	Arriving late for any school-related activity	2
Plagiarism	Handing in someone else's work as your own (including copying homework)	10
Prohibited substances (alcohol, drugs, tobacco, e-cigarettes, etc.)	Any involvement: possession, accompanying, etc.	20 Disc Enquiry
Rude language (written or spoken)	Swearing, vulgar or obscene comments or gestures (including name-calling)	10
Sitting	Not sitting properly in a chair	2
Social media	Any inappropriate or negative use of social media	10
Time management	Loitering at school	5
	Poor time management, including not engaging in a lesson, sleeping, etc.	2
Theft	Theft	Disc Enquiry
	Interfering with the property of others	10
Uniform (hair, accessories, etc.)	Violating the uniform policy (non-uniform items removed, not confiscated)	3
Vandalism	School property or the property of others, including graffiti	10

Information Booklet Annexure B – Merit Point System as of 06 January 2020

Merits are awarded to Grade 4–7 pupils and are recorded on the pupil's termly report.

Academic	**Source:**	**Merits:**	**Cultural**	**Source:**	**Merits:**
Academic merits		Average according to report per term	**Assistance:** Helping teachers and peers with needs.		5
Placing in Top Ten in a specific term First in the Top Ten per grade	Subject Teacher	3 5	**Choir:** 80% performance attendance 80% attendance **per term**		20 15
10% or more improvement from one assessment to the next in a specific subject 15% or more improvement from one assessment to the next in a specific subject 20% or more improvement from one assessment to the next in a specific subject	Subject Teacher	3 5 10	**Attitude/Behaviour/Service** Officially working at a school event Being proactive, offering random acts of kindness Most frequent picking up of litter per term per register class Fulfils all the duties of a class leader Consistent exemplary behaviour (per term) Honesty- situation specific	Relevant Subject/ Register Teacher	5 5 5 5 5 3
90-100% for a formal assessment 80-89% for a formal assessment 70-79% for a formal assessment	Subject Teacher	15 10 5	**Donation:** Library books, community		5
Consistency in work ethic and time management		3	**Cultural** Participating in the final round of a cultural competition: Arts Evening, Best Speakers, Language/Music Festivals etc.		20

Books covered (once off)		3	**Creativity Club** 80% practice attendance		15
Science Fair/Tri-tech Region Nat. participate Nat. bronze Nat. silver Nat. gold		20 30 35 40 45	**Entrepreneurs Day** Winners		12
			Chess 80% practice attendance 80% match attendance MVP per match		15 20 5
Work Ethic Greatly improved work ethic (to be discussed and allocated by HODs) **Time Management** Uses time wisely Meets deadlines		5 3 6	**Debating:** 80% attendance **per term (practices)** 80% match attendance		15 20
Care: Awareness of the needs of others Honesty/integrity: **On the spot – any teacher**		5 10	**Production:** 80% attendance **practice per term** 80% performance attendance		15 20
General: Most merits accumulated during a term per class Most merits accumulated in the merit system during the year throughout the Preparatory School 100% attendance per term 100% attendance per year 80% or more attendance extra lessons	School database	10 20 5 20 15	**Leadership:** Top 12 Grade 7 leaders (Head of leadership) Grade 7 Leader of the Year Assuming a leadership role/position/responsibility Parliament representative (register teacher) **Library** Grade 6 Librarian (library teacher) Outstanding service as a librarian	Head of Leadership Committee Register Teacher Library Teacher	20 30 20 10 20
Sports: **80%** participation in inter-school matches for (per season) Achieving a placement medal (or equivalent) at an event (per item): Gold Silver Bronze Proceeding through to the next round of provincial trials (all codes) per round Provincial colours/equivalent (includes activities not offered by PEPPS) Achieving a placement (first, second, third) at an inter-provincial competition (includes activities not offered by PEPPS) National colours/equivalent (includes activities not offered by PEPPS)	HOD Sports and Culture	20 15 10 5 10 30 15 40	**Sports:** Achieving placement (first, second, third) at an inter-national competition (includes activities not offered by PEPPS) Breaking a record at an inter-house event (per record) Breaking a record at an inter-school event (per record) Consistent display of good sportsmanship and work ethic throughout a season Achieving a placement medal (or equivalent) at an event (per item) proof needs to be supplied to HOD Sports & Culture) Achieving a medal (gold, silver & bronze) at a sporting event (per item, per event) MVP per match played	HOD Sports and Culture	20 5 10 5 5 5 5

Acceptance of Policies, Practices and Procedures Form

We, _____, the parents/guardians/caregivers of

_____ in Grade _____ have read and understood, and agree to the Policies, Practices and Procedures of PEPPS Preparatory School as outlined in this Information Booklet. We are committed to forming a partnership with the school and will ensure that our child abides by this code.

We have especially taken note of the rights and responsibilities, drugs and illicit substances (including search, seizure and consent to testing), disciplinary procedures, laboratory rules, plagiarism, bullying and electronic access sections.

Explicitly I consent to my child being searched and tested for drugs, alcohol and illicit substances.

I permit photos of my child, taken while he/she is involved in school activities, to be used in school marketing material.

I have explained the contents of the Information Booklet to my child. I understand that this agreement remains in force until my child leaves PEPPS Polokwane.

Signed:

Father/Guardian/Caregiver: _____ _____
Name Signature

Mother/Guardian/Caregiver: _____ _____
Name Signature

Date: _____

I, _____, in Grade _____ have read and understood, and agree to the Policies and Procedures of PEPPS Preparatory, as outlined in this booklet. I am committed to forming a partnership with the school and will ensure that I abide by this code.

I have especially taken note of the rights and responsibilities, drugs and illicit substances (including search, seizure and consent to testing), disciplinary procedures, laboratory rules, plagiarism, bullying and electronic access sections.

Explicitly I consent to be searched and tested for drugs, alcohol and illicit substances.

I understand that this agreement remains in force until I leave PEPPS Polokwane.

Signed:
Pupil (Grade 6 and 7): _____ _____
Name Signature

Date: _____