SCHOOL TIMES POLICY

1.

SCHOOL TIMES

GRADE	DAYS	SCHOOL DAY BEGINS	SCHOOL DAY ENDS
1 & 2	Monday, Tuesday Wednesday	07:30	13:20
	Thursday Friday	07:30	12:35
3 - 7	Monday TO Friday	07:30	13:50

1. 1. In the Morning

- **In the interest of our learners' safety, parents are requested not to leave children at school before 07:10.**
- **The school is not liable for the safety of any learner who is on the school premises before 07:00.**

1.2. After School

- **Learners are to be fetched promptly when the school day ends, unless they are participating in our extra-mural programme which ends at 15:00.**
- **Learners not participating in extra-murals must be fetched by 14:15 the latest and those participating in extra-murals by 15:15.**

- **For security reasons, gates will be locked 15 minutes after the school day ends.**
- **Any learner still waiting to be collected, well after the school day ends, will be sent to aftercare at the parent's cost.**
- **Grade 1 and Grade 2 learners may not wait on corridors, playgrounds or in classrooms for older siblings at the school or siblings at neighbouring high schools.**
- **Learners waiting to be collected are not allowed to engage in games or run around.**
- **The SMT and Staff of Parkside will not be held responsible for learners who have not been fetched by the stipulated times, as indicated avbove.**

2

LATE COMING

2.1. A learner will be deemed to be late if he/she is not seated at line-up by 07:35.

2.2. All learners who are late must report to the Admin office, where their names will be recorded.

2.3. Parents who wish to escort their child when he/she is late must also report to Reception. No parent is are not allowed to escort his/her child directly to the classroom.

2.4. If as learner is late on 3 occasions, he/she will receive a detention, which he/she will serve on a Friday afternoon from 14:00 to 16:00.

2.5. On the 4th occasion of a learner being late, he/she will be sent home, regardless of scheduled classwork and assessments.

- **Assessments required to be completed at school will have to be completed on the day the learner returns to school.**
- **Scheduled outings, sports fixtures and other events at school will have to be missed.**

2.6. A learner who has been sent home previously, will be sent home on every occasion he/she is late thereafter. Sanctions as per the Code of Conduct will apply, should this situation persist.

2.7. The above sanctions only apply for a specific term. The "skate will be wiped clean" at the end of the term.

3.

LEAVE TAKING & ABSENTEEISM

Preamble **: According to the South African Gazette Volume: 539 of 4 May 2010, No: 33150 – Section F18: A parent is expected to ensure that the learner attends school, daily, on time and for the whole school day unless there is a valid reason for absence.**

3.1. ABSENTEEISM

3.1.1. Should a learner be absent from school, the reason for absence must be conveyed in writing to the class teacher, on the day the child returns to school.

3.1.2. It is not necessary to phone the school to inform us if your child is absent for a day or two.

3.1.3. Absence of 3 days of more requires a doctor's certificate or a clinic clearance certificate if the absence is a result of an infectious disease.

3.1.4. In the event of valid, longer periods of absence from school, the onus is on the parents to make the necessary arrangements with the class teacher for a home program of schoolwork.

NB: Vacations and related excuses are not regarded as valid absences from school. In this regard, no requests for Home programs will be entertained.

3.1.5. Absence from Examinations/Tests

A Medical Certificate is required if a learner is absent for any Examination or Test. This must be produced on the day a learner returns to school. Failure to submit a medical certificate will negatively impact the marks of a learner.

3.2. LEAVE TAKING

3.2.1. It is of utmost importance that a learner remains at school for the duration of the school day, so as not to miss valuable instruction time.

3.2.2. We therefore discourage the leave taking for:

- **Going on holidays, long weekends.**
- **Celebrating a learner's or his/her sibling's or parents birthday.**

3.2.3. Doctors/Dental appointments, unless it is absolutely urgent, must be scheduled after the end of the school day.

3.2.4. All requests for leave must be conveyed in writing, ensuring a reason is given for the request. Requests for leave without a reason will result in the leave not being granted.

3.2.5. This request for leave must be sanctioned by the principal or another SMT member, in his/her absence.

3.2.6. Learners will only be allowed to leave the school premises with either parent/legal guardian when early leave is granted.

3.2.7. If a learner is to be fetched by another nominated person, this arrangement must be made with Reception. In this case, the person fetching the child must produce a valid South African Identity document to confirm his/her identity.