

## Parents Handbook

2018

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Dear Parents

2018 will be the last year that we publish hard copies of the Parents' Handbook.

From 2019 it will be emailed out to all parents and also be available on a link from our website [www.waldorfconstantia.org.za](http://www.waldorfconstantia.org.za).

Cover drawing by Jessica Fortes, Class 13, 2017

Editors: Denise Janssens and Nanette Snyckers

# VISION AND MISSION

*“Our highest endeavour must be to develop free human beings who are able to impart purpose and direction to their lives.”*

- Rudolf Steiner

## 1 VISION

Our view is that childhood is a process in which the development of the individuality gradually unfolds. The Constantia Waldorf School sees itself as a place where this unfolding process can be encouraged by a comprehensive curriculum and method of teaching. We believe it is alongside social responsibility that a nurtured individuality is sure to contribute towards the betterment of humanity.

## 2 MISSION

Our idea of the path of individualisation is based on Rudolf Steiner’s insights into child development and education. We therefore seek:

- To make our school a practical expression of these insights.
- To create a learning environment which safeguards childhood, and pays equal attention to the physical, emotional and cognitive needs of the child, in full recognition of the fact that balance among these three will vary according to the child’s stage of development.
- To create a context in which artistic activity is accorded as much educational value as science, and both are imbued, in the widest possible sense, with religious sensibility.
- To cultivate individuals who go out into the world equipped with a feeling for beauty, a sense of truth and knowledge of responsible action.
- To provide schooling based upon a comprehensive curriculum, which avoids early specialisation, caters for mixed abilities and is geared as much towards the cultivation of flexibility, imagination and confidence in practical skills, as towards the pursuance of academic achievement.
- To commit, with openness and warmth, to integrate and support diversity of culture, race, religion, gender, abilities and socio-economic background into our school and within the whole Waldorf community.
- To apply the principles of freedom of association and personal initiative in creating a school community in which the teaching body as a whole, in co-operation with parents and administrators, is responsible for management.

## 3 ORGANISATIONAL OBJECTIVES

- To be constantly renewing our understanding of the curriculum and methodology outlined by Rudolf Steiner so that:
  - content and method truly match the students’ stage of development and meet the challenge presented by the modern child.
  - the curriculum can be adapted to local needs and conditions while retaining its universal qualities.
- To have established procedures for staff development and evaluation.
- To have teachers who see themselves as part of a learning community who regard working on their own personal development as an integral part of their job.

- To be constantly looking for ways to improve the social and organisational skills required for the style of management we seek to practice.

#### 4 FESTIVALS

Throughout the year, like Waldorf schools all over the world, the Constantia Waldorf School celebrates festivals which connect the school community with the cycles of nature and establish a yearly rhythm for the children. Festivals help us to nourish our souls through the sharing of stories, food, songs and activities linked to the seasons and expressed with beauty and reverence.

Four main Christian festivals, Advent, Easter, St John's and Michaelmas, are celebrated at the school in the light of the common ground that is shared with the teachings of many of the world's religions.

#### 5 ADMINISTRATION

The school office is open from 08h00 to 15h30, Monday to Friday during term time.

**Phone:** 021 794 2103

**Fax:** 086 240 1221

**Email:** [admin@waldorfconstantia.co.za](mailto:admin@waldorfconstantia.co.za)

**Website:** <http://www.waldorfconstantia.co.za/>

Head of Operations and Administration  
 College and Board Secretary  
 Admissions Secretary  
 Bookkeeper  
 Communications and Music Coordinator  
 Receptionist, Facilities Hire, First Aid  
 Tuck shop

Security  
 Facilities Supervisor  
 Maintenance

Grounds Staff

Cleaning Staff

Jasmina Osman  
 Denise Janssens  
 Carol Higgs  
 Junita Bergman  
 Nanette Snyckers  
 Marlene Niewenhuis  
 Beverley Kleinhans  
 Davida Kannemeyer  
 Cosmos Manyundwa  
 Lester Twigg  
 Ismail Davis  
 Yusuf Lawrence  
 Headman Mute  
 Crispin Timu  
 Happy Hokwana  
 Patrick Daveti  
 James Gogwana  
 Noma Afrika Mposiso  
 Bongiwe Soxuma  
 Davida Kannemeyer  
 Agrinette Tamba

## 6 TERM DATES 2018

### PRIMARY AND HIGH SCHOOL

<b>Term 1</b>	Tuesday 23 January – Friday 23 March
<b>Term 2</b>	Tuesday 10 April – Friday 22 June
<b>Term 3</b>	Tuesday 17 July – Friday 21 September
<b>Term 4</b>	Tuesday 9 October – Friday 7 December

### KINDERGARTEN AND PLAYGROUP

### TODDLER GROUP

<b>Term 1</b>	Thurs 25 <sup>th</sup> Jan – Fri 23 <sup>rd</sup> Mar	<b>Term 1</b>	Thurs 25 <sup>th</sup> Jan – Fri 23 <sup>rd</sup> Mar
<b>Term 2</b>	Tues 10 <sup>th</sup> April – Wed 20 <sup>th</sup> June	<b>Term 2</b>	Tues 10 <sup>th</sup> April – Wed 20 <sup>th</sup> June
<b>Term 3</b>	Tues 17 <sup>th</sup> July – Wed 20 <sup>th</sup> Sept <b>PG - Tues 17<sup>th</sup> July – Tues 19<sup>th</sup> Sept</b>	<b>Term 3</b>	Tues 17 <sup>th</sup> July – Wed 20 <sup>th</sup> Sept <b>PG - Tues 17<sup>th</sup> July – Tues 19<sup>th</sup> Sept</b>
<b>Term 4</b>	Tues 9 <sup>th</sup> Oct – Fri 5 <sup>th</sup> Dec	<b>Term 4</b>	Tues 9 <sup>th</sup> Oct – Fri 5 <sup>th</sup> Dec

### PUBLIC AND SCHOOL HOLIDAYS 2018

(Note: Those holidays typed in **bold** fall within term time)

Mon 1 <sup>st</sup> January	New Year's Day
Wed 21 <sup>st</sup> March	<b>Human Rights Day</b>
Fri 30 <sup>th</sup> March	Good Friday
Mon 2 <sup>nd</sup> April	Family Day
Fri 27 <sup>th</sup> April	<b>Freedom Day</b>
Monday 30 <sup>th</sup> April	<b>School Holiday</b>
Tues 1 <sup>st</sup> May	<b>Workers Day</b>
Sat 16 <sup>th</sup> June	<b>Youth Day</b>
Thurs 9 <sup>th</sup> August	<b>Women's Day</b>
Fri 10 <sup>th</sup> August	<b>School Holiday</b>
Mon 24 <sup>th</sup> September	Heritage Day
Sun 16 <sup>th</sup> December	Day of Reconciliation
Mon 17 <sup>th</sup> December	Public Holiday
Mon 25 <sup>th</sup> December	Christmas Day
Tues 26 <sup>th</sup> December	Day of Goodwill

## 7 SCHOOL HOURS

<b>Toddler Group</b>	Tuesdays, Wednesdays and Thursdays: 08h00 – 12h00				
<b>Kindergarten and Playgroup</b>	Monday – Friday: 08h30 – 12h15 (doors open 08h15)				
<b>Primary School</b>	Monday - Friday: 08h00 - Variable end times (see below)				
<b>High School</b>	Monday – Friday: 08h00 – 14h45 *High School closes at 12:15PM on Thursdays				
<b>Aftercare - Kindergarten</b>	Monday – Friday: 12h15 – 15h00				
<b>Aftercare – Primary School</b>	Monday – Friday: 12h30 – 16h30				
<b>Primary School</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Class 1</b>	12h30	12h30	12h30	12h30	12h30
<b>Class 2</b>	12h30	12h30	12h30	12h30	12h30
<b>Class 3</b>	12h30	12h30	14h45	12h30	12h30
<b>Class 4</b>	14h45	12h30	14h45	12h30	14h30
<b>Class 5</b>	14h45	14h45	14h45	12h30	14h45
<b>Class 6</b>	14h45	14h45	14h45	12h30	14h45
<b>Class 7</b>	14h45	14h45	14h45	12h30	14h45



## 8 YEAR PLANNER 2018

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE	JULY	AUG.	SEP.	OCT.	NOV.	DEC.
SAT.									1 CI 12 Projects			1
SUN.				1			1		2			2
MON.	1 New Years Day			2 Family Day			2		3 CI 9 Play	1		3
TUES.	2			3	1 Workers Day		3		4 CI 9 Play	2		4 Shepherds Play 6PM
WED.	3			4	2 CI 12 Plays		4	1	5 CI 9 Play	3		5 TG, PG, KG Close
THURS.	4	1	1	5	3 CI 12 Plays		5	2	6 CI 9 Play	4	1	6
FRI.	5	2	2Greek Olympics	6	4 CI 12 Plays. - CI 10 Threshold	1	6	3	7 CI 9 Play - PG Gardening	5	2	7 School Closes
SAT.	6	3SchoolCamp Out	3Greek Olympics	7	5 CI 12 Plays - PS Big Walk	2	7	4	8 CI 9 Play	6	3	8
SUN.	7	4	4	8	6	3	8	5	9 CI 10 Surveying	7	4	9
MON.	8	5	5	9	7	4	9	6	10 CI 10 Surveying	8 GTM 10AM	5	10
TUES.	9	6	6	10 Term 2 School Opens	8	5	10	7	11 CI 10 Surveying - KG Gardening	9 Term 4 School Opens	6	11
WED.	10	7 New Parents Evening 6PM	7CI 4 to 7 GTM 6:30PM	11	9 PS Festival of the Word	6 CI10 Parents Evening	11	8	12 CI 10 Surveying - CI 9 OR Camp	10	7	12
THURS.	11	8	8 Woordfees	12	10 HS Sports Tournament	7	12	9 National Women's Day	13 CI 10 Surveying - CI 9 OR Camp - Term 3 Music Concert	11	8	13
FRI.	12	9	9 Woordfees	13	11 PS Sports Tournament CI 10 Threshold	8.Afrikaans Show 8:30AM	13	10 School Holiday	14 CI 10 Surveying - CI 9 OR Camp	12	9	14
SAT.	13	10 HS Experience Day	10 Woordfees	14	12 CI 7 Medieval Festival KG FAIR	9	14	11	15 CI 9 OR Camp	13	10	15
SUN.	14	11	11 Woordfees	15 Parzival	13 Mother's Day	10	15	12	16 CI 9 OR Camp	14	11	16 Day of Reconciliation
MON.	15	12	12	16 Parzival	14	11 CI 10 Work Experience	16 GTM 10AM	13	17 CI 9 OR Camp Return	15	12	17 Public Holiday
TUES.	16	13	13	17 Parzival. - KG Intro Eve. - CI 6 Parents Evening 6:30PM.	15 KG, PG, TG Parents Evening	12 CI 10 Work Experience	17 Term 3 School Opens	14	18 CI 12 Diner - PG Closes Term 3	16 CI 6 Parents Evening 6:30PM	13	18
WED.	17	14	14	18 Parzival	16 Ramadan Begins	13 CI 10 Work Experience	18	15	19 PG Closes Term 3	17	14	19

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE	JULY	AUG.	SEP.	OCT.	NOV.	DEC.
THURS.	18	15 CI 6 Play 6:30PM	15 Term 1 Music Concert - HS Sports Day	19 Parzival	17	14 CI 10 Work Experience - Term 2 Music Concert	19	16 PS and HS Cross Country	20 PG, KG Closes	18	15	20
FRI.	19	16	16 PS Sports Day	20 Parzival	18	15 CI 10 Work Experience	20	17	21 PS Michaelmas School Closes Term 3	19 Language Sharing Class 5	16 CI 11 Eurhythm Performance	21
SAT.	20	17	17	21 Parzival	19	16 Youth day	21	18	22	20	17	22
SUN.	21	18	18	22	20	17 Father's Day	22	19	23	21	18	23
MON.	22 GTM 10AM	19 CI 10 Parents Evening	19 CI 10 Parents Evening	23	21	18 CI 10 Work Experience	23	20	24 Heritage Day	22	19	24
TUES.	23 Term 1 Begins - First Assembly	20 KG Parents Evening	20 PS Easter Festival	24	22	19 CI 10 Work Experience	24 CI 6 Parents Evening 6:30PM	21	25	23	20	25 Christmas Day
WED.	24 CI 8 Camp	21	21 Human Rights Day	25	23	20 CI 10 Work Experience - KG, PG, TG Term Ends	25	22	26	24	21	26 Boxing Day
THURS.	25 CI 8 Camp - KG/PG 8 - 10:30AM	22	22 TG Term End	26	24	21 CI 10 Work Experience - St John's Festival 6:30PM	26	23	27	25	22	27
FRI.	26 CI 8 Camp - KG/PG 8 - 10:30AM	23	23 Term 1 School Closes - PG, KG, TG	27 Freedom Day	25	22 Term 2 - School Closes	27	24	28	26	23	28
SAT.	27	24	24 Teachers Conference	28	26	23	28	25 KG Circus Fundraiser	29	27	24	29
SUN.	28	25	25 Teachers Conference	29	27	24	29	26	30	28	25	30
MON.	29	26	26 Teachers Conference	30 School Holiday	28	25	30	27		29	26	31
TUES.	30 CI 6 PE 6:30PM	27 Founders Day PG Parents Evening	27 Teachers Conference		29	26	31	28		30	27	
WED.	31	28	28 Teachers Conference		30	27		29		31	28	
THURS.			29		31	28		30 CI 12 Projects			29 Term 4 Music Concert	
FRI.			30 Good Friday			29		31 CI 12 Projects			30	
SAT.			31			30						

## **9 GENERAL INFORMATION**

### **9.1 PARKING**

The school has limited parking available and parents are requested to be considerate at peak times, to avoid congestion. The car park at the Kindergarten is for use of Kindergarten and Playgroup parents only. Parents of Primary and High School students are NOT to use the small car park at Kindergarten. Drive slowly. Please do not stop in the entranceway to drop off children – drive down towards the circle before stopping. Please respect Cosmos's instructions and directions to keep the traffic moving.

All students park their vehicles and bikes (pedal or motorized) on the school grounds at their own risk.

Students are allowed to park on the grassed area under the trees known as the teachers parking. They are not allowed to park around the brick apron or traffic circle which is reserved for teachers and parents only.

Students may ride or drive a vehicle on the school grounds provided the student has a license to drive such a vehicle. The school reserves the right to check that the student has a valid driver's license. Students that drive on the property must bring a copy of their driver's license to be put in their files as proof of this.

### **9.2 CLASS PHOTOS**

Class photos are taken annually and distributed via each student. The charge will be added to the relevant student's fee account for ease of administration.

### **9.3 LOST PROPERTY**

All property found on the school grounds is brought to Marlene Nieuwenhuis and may be collected from the office. Lost property not collected by the end of each term will be donated to a second-hand clothing shop or a charity.

### **9.4 SECURITY**

A perimeter fence secures the grounds. Cosmos Manyundwa is in charge of security at the entrance gates and car park. Cars not displaying a windshield sticker will be required to sign in. Stickers are available in the front office.

### **9.5 TUCK SHOP**

The tuck shop is open every day during school hours. Students are not permitted to buy from the tuck shop outside of break times, nor are they allowed into the shop.

### **9.6 FIRST AID**

First Aid is available at reception in the school's administration office. Serious injury, or illness of a child, must be reported to Marlene Nieuwenhuis, who will contact the child's parents or doctor as stated on the medical form which is available in the staff room in the red "Medical Information" file. Any serious injury suffered by a child on the school property must be recorded in the Accident File. The school's pupil accident insurance will cover medical costs of injury to a limit of R10 000, less an

excess of R500, if the correct procedures are followed. Marlene Nieuwenhuis can advise on these procedures. It is the responsibility of the parent to let the school know of any allergies or specific medical interventions related to their children so that this can be recorded correctly on the form.

#### **9.7 USE OF SCHOOL FACILITIES**

The school grounds are private property, and are not available for private use by students or parents after school hours, unless in the course of school business, or in conjunction with one of the school-related activities. Students, parents, other individuals or organisations wishing to make use of school facilities must make arrangements through Marlene Nieuwenhuis in the school office, who has the necessary booking forms. Certain events will need the approval of College.

Contact: Marlene Nieuwenhuis - 021 794 2103

#### **9.8 SOIL FOR LIFE**

Soil for Life is a non-profit organisation (NPO) that helps people learn to grow healthy, organic food using simple, low-cost, environmentally-friendly methods. The head office and educational center is situated in the grounds of the school, but mainly the training happens in the most impoverished areas of Cape Town where local trainers train individuals in food gardening. Soil for Life was established in 2002, and over the years has reached out to and changed many lives in a practical and empowering way.

Contact: Pat Featherstone – 021 794 4982

#### **9.9 ORGANIC AND BIODYNAMIC COMMUNITY MARKET**

This initiative is a great opportunity for parents to buy fresh organic produce and locally produced crafts, clothing etc. The Market is open on Fridays from 11h00 – 15h00 and is located on the paved area in front of the main entrance to the High School. Organic and Biodynamic vendors are welcome to apply to use the market to sell their produce.

Contact: Roger Oxlee – 082 569 9894

#### **9.10 CRAFT SHOP**

The Craft Shop sells a wonderful variety of quality toys, clothing, cards, craft materials and craft items which reflect the ethos of a Waldorf School. The shop stocks crayons, pencils and fountain pens for students. Students, parents and teachers make many of the items on sale. Volunteers from the parent body run the shop. Proceeds from the shop are used to support the Handwork Department. The Craft Shop is open Tuesdays – Saturdays from 09:00 am – 1:00 pm.

Contact: Craft Shop - 021 794 4574 or Wilma Dawes 073 897 4909

#### **9.11 SCHOOL COUNSELLORS**

The school has counsellors who are available to students and parents in need of support, whether it be in crises or need for other consultation with High School and Primary School families. Counselling can be arranged through the class teachers or guardians, or directly with Yvonne Herring or Cayley Conway, our two school counsellors. (See contact details at the back).

### **9.12 THE RAINBOW PUPPET THEATRE**

The Rainbow Puppet Theatre holds public performances most Saturday mornings at 10h00 and 11h15. The Puppet Theatre is located in the Eurythmy Room at the Kindergarten. Shows and times are published weekly in the Grapevine.

Contact: Alison Fenton - 021 783 2063

### **9.13 LIBRARY AND MEDIA CENTRE**

The library and media centre is open to students and parents daily from 09h50 to 14h45. Use of the computers is strictly supervised and is only available to teachers and High School Students. The library has a wide selection of fiction and non-fiction books, including numerous texts on Waldorf Education and general Anthroposophical literature. Late return of books carries a fine of R2.50 per book per week.

Contact: Librarian – Kim Mayne 021 794 2103

Librarian assistant – Ann Allemann 021 794 2103

### **9.14 AFTERCARE**

Aftercare facilities are offered for Primary School and Kindergarten children every week day. The children are provided with a healthy lunch and teatime snack. Aftercare activities are arranged by the Aftercare teacher and activity schedules may be sought from the relevant teacher and are also published in the Grapevine from time to time.

Fees are calculated on a casual or monthly basis and paid for in advance via the pre-paid voucher system. Arrangements for your child to attend Aftercare can be made through the office or at Aftercare by completing the registration form. No child will be accepted in Aftercare without the necessary forms having been completed. If children are not collected within 30 minutes of the end of school at 12.30pm (lower classes), they will be sent to Aftercare and charged accordingly.

Contact: Jenni Brassington 082 661 6080 (Playgroup and Kindergarten)

Sue Blake 021 794 2103 (Primary School)

### **9.15 LEARNER SUPPORT FACULTY**

The Learner Support Faculty is an integral and growing part of the school. Weekly meetings include study, child discussion, meeting with teachers and other related business. Children who are weak in basic subjects or require other support have the opportunity to take extra lessons during school time. These lessons are chargeable, and the school and/or therapist sends out accounts. The support team consists of English, Mathematics and Afrikaans support teachers, Eurythmy therapists, a Rhythmical Massage therapist, an Art therapist, 'The Extra Lesson' teacher, an Occupational Therapist and the School Counsellors. Faculty Chair – Yvonne Herring 021 7942103

### **9.16 RELIGION**

The school is Christian in a universal sense and therefore non-denominational. The teachers hold that all young children are naturally religious and that if this quality is not distorted by dogmatism, nor allowed to wither by neglect, it can become a firm basis for confidence in life. Every opportunity is taken, therefore, in story and discussion, to encourage the children's attitude of wonder and reverence for the world to develop naturally and freely as a basis for a true aesthetic education. The School respects all creeds and provides a supportive base for children of every faith.

### **9.17 SPORTS**

All students from Class 3 to Class 11 have one PE session a week. In addition Classes 4 to 7 have an afternoon of compulsory sport together, where they are able to choose from different options depending on the season. In Class 1 and 2 the class teacher involves the students in games and other movement activities. There are also a variety of free extra-mural sport sessions after school offered to classes 4 to 13 run by outside coaches, with some movement sessions also available to the class 3's. Some of the extra murals are at an extra cost, and hosted by outside organisations at our school (like Gymnastics, Dance, Circus Skills for example).

Throughout the emphasis is on encouraging fun and building team spirit.

In the High School extra mural sport is compulsory at least one day a week, whether at school or outside of school. The sports program changes every term and is distributed to parents via email. Comfortable and appropriate clothing must be worn for sports, with strictly no jeans or skirts. Those representing the school in matches will be given school kit, with the cost covered by you if it is lost. Please refer to the sport code of conduct on page 29.

Contact Daniel Baum – [sportconstantiawaldorf@gmail.com](mailto:sportconstantiawaldorf@gmail.com)

### **9.18 EXTRA –MURAL ACTIVITIES**

Various activities are offered from time to time depending on demand and the interests of students. These activities and clubs are advertised in the Grapevine newsletter and the class notice boards. Parents who are keen to share specific interests or skills as an Extra Mural club are welcome to approach the College of Teachers with their ideas and suggestions.

**9.18.1 After School Music Lessons:** Individual private music and instrument lessons are taught after school hours depending on teacher availability. We currently offer private tuition for piano, violin, cello, guitar and singing on the school premises. Contact Music Coordinator, Nanette Snyckers – 021 794 2103.

### **9.19 THE GRAPEVINE**

The Grapevine, the school's weekly newsletter, is distributed every Friday via email. Please make sure the office has your email address. Hard copies are available at reception. The Grapevine is an essential source of information about the education and events in the school. Please ensure you read the Grapevine before contacting the school with queries about events and programs. The editor, Nanette Snyckers, welcomes your contributions, giving information, appreciation and constructive criticism, but the editor makes no commitment to publish. Notices about outside activities relevant to the school community will be printed subject to their suitability and availability of space. The editor reserves the right to edit and shorten all contributions of any nature. Please submit contributions by Tuesday of the week it is to be published. Back copies and the current Grapevine can be viewed on the school's website. Contact Nanette Snyckers 021 794 2103

### **9.20 FUNDRAISING**

The school holds one or more big fundraising events during the year. All parents are expected to play an active part in these events. How the funds raised are utilised

each year is discussed and decided upon by the Class 5 Fair Committee in consultation with the College of Teachers. Parents are also asked to assist with raising of Class Funds which are used, at the discretion of the teacher, for purchasing of birthday gifts, extra art materials, camps and outings.

'My School' Cards may be applied for via the College and Board Secretary or Woolworths and are a further source of income, the proceeds of which support the Bursary Fund.

### **9.21 MUSIC**

Music, like Art, is an integral part of the school curriculum and is now available as a Matric subject. From Class 1 or 2, all Primary School children play the recorder. Class teachers encourage the children to take up other instruments.

### **9.22 STUDENT REPRESENTATIVE COUNCIL**

The Student Representative Council (SRC) is a body of High School students (two representatives from each class) who act as the voice of the students and serve their school and community via designated mandates. Members are elected by their class peers and serve as leaders in their class community. The SRC meets once a week after school.

## **10 SCHOOL MANAGEMENT**

A unique feature of Waldorf schools throughout the world is that there is no principal or hierarchical structure of the organisation. Instead, the different faculties and formal bodies that have their specific areas of responsibility, tasks and mandates, manage the school – the circle management principle.

### **10.1 THE COLLEGE OF TEACHERS**

Chairperson: Jon Stodel

In line with the principles of Waldorf education, the school does not have a headmaster/mistress, and is administered by a College of Teachers drawn from teachers committed to the school and Waldorf education.

The College of Teachers is responsible for staffing, school rules and policies, pedagogical issues and the general running of the school. All decisions are reached by consensus. From the College, a Chairperson and an Executive Mandate serve for a period of time.

The College Executive Mandate, which includes the College and Board Secretary, College Chairperson and a representative from each faculty, meet weekly to prepare College agendas, ensure decisions are carried through, receive correspondence and concerns, and, where appropriate, direct these to the relevant faculties.

The College of Teachers meets every Thursday afternoon at 3:00 pm. When necessary, parents, administrative staff, board members or class reps are invited to join the meeting.

### **10.2 THE BOARD OF TRUSTEES**

Chairperson: Thomas Knemeyer

Vice Chairperson: Wilma Dawes

The Constantia Waldorf School is registered as a Non Profit Company under the New Companies Act. The Board of Trustees manages and controls the financial and

legal affairs of the school and also co-ordinates many of the projects that are set up to ensure the efficient running of the school. The Board consists of a minimum of seven and a maximum of fourteen members, drawn from the College of Teachers and the parent body.

Board members are elected at the Annual General Meeting. One third of the Trustees retire every year, but are eligible for re-election. Parents are invited to make themselves available for election by approaching any Board member, who will propose the possible candidate for the Board. The Board generally meets once a term on a Saturday morning.

The Constitution of the Waldorf School is available in the office for any parent who would like to be familiar with its contents.

The school is a member of the South African Federation of Waldorf Schools and the International Federation of Waldorf Schools as well as the Independent Schools Association of South Africa (ISASA).

The Board and College endeavor to meet regularly to discuss any issues that may require input of from both bodies.

### **10.3 GENERAL STAFF MEETING**

General staff meetings are held weekly on a Thursday afternoon and at the beginning of each term the day before school starts.

### **10.4 TEACHERS FACULTY MEETINGS**

The teaching faculties hold regular weekly meetings to study, plan festivals, engage in child study and discuss any policies or business directly linked to their specific areas of work. The Faculty Chair persons are as follows:

Kindergarten:	Sam Brown
Primary School:	Caeley Muhl
High School:	Gareth Davies
Learner Support:	Yvonne Herring

### **10.5 CLASS REPRESENTATIVES**

Close communication between parents and teachers is essential to the life and running of the school. Parents are free to make direct arrangements to meet with subject or class teachers.

In addition, each class has at least one representative (a volunteer or a parent nominated by the teacher) who acts as a link between the teacher/guardian and the parents on any matter, be it feedback regarding parent satisfaction with their children's education or other issues. Class Reps co-ordinate many class and school activities and can be of considerable help to parents, especially those new to the school. They are able to inform interested parents of the aims of the school, organisational structures and the unique features of Waldorf education.

The Class Reps currently meet once a term during term time, and more often if necessary. Should you wish to attend a meeting to discuss a particular issue, or have an item placed on the meeting agenda, you may speak to your Class Rep. Further information about the role and responsibilities of the Class Rep is provided in the Parent Representative Handbook which is available from the office. Class Representative Coordinator – Sam Brown

### **10.6 MANDATES**

Both the College of Teachers and the Board of Trustees hold responsibility for various mandates. Parents not on the Board of Trustees or College of Teachers may



volunteer to join a mandate in which they have particular skills and interest. For more information please contact the College and Board Secretary or the Chairperson of the Board of Trustees.

## 10.7 GOVERNANCE/OVERSIGHT/DIRECTORS

Key Oversight/Leadership Structures			
<b>Board of Trustees (BOT)</b>	Finance, Legal, Positioning/Public Affairs	<b>2018 Trustees:</b> Saul Chanarin Wilma Dawes (teacher) Leon Fortes (parent) Astrid Grimley (teacher) Denise Janssens (ex officio) Thomas Knemeyer (Chair, parent) Nabeel Roberts (parent) Jasmina Osman (ex officio) Matthew Quinton (parent) Rex Schelling (parent) Jon Stodel (teacher) Kathinka van Eeden (parent) Joan Rayner (teacher)	<b>BOT Chairperson:</b> Thomas Knemeyer (parent) <b>Treasurer</b> <b>Vice Chairperson</b> Wilma Dawes  <b>Vice Treasurer</b>
<b>College of Teachers (COT)</b>	Pedagogy, Strategy, Oversight to Faculties	<b>2018 members:</b> Sam Brown Pam Chanarin Adrian Daniels Wilma Dawes Astrid Grimley Christiane Janowski Denise Janssens Peta Lishman Adrienne Milne Jessica Nell Jasmina Osman Penelope Perrin Joan Rayner Nicholas Shaw Jon Stodel	<b>COT Chairperson:</b> Jon Stodel
<b>FACULTIES</b> <ul style="list-style-type: none"> <li>• Kindergarten</li> <li>• Primary School</li> <li>• High School</li> <li>• Learner Support</li> </ul>		Teachers in the faculties	<b>Faculty Chairs:</b> KG: Sam Brown PS: Caeley Muhl HS: Gareth Davies LS: Yvonne Herring

## 11 CHANNELS OF COMMUNICATION AND GRIEVANCE PROCEDURE

### **Channels of Communication:**

The children and young adults in the school need a commitment from us all to ensure a healthy and effective communication and community in which the pupils can learn and feel held and safe. As we are all responsible for the well-being of the whole, a commitment from each individual to care for the others will ensure a healthy social life. How we deal with challenges, difficulties and conflict can either enrich or erode the well-being of both the individual and the community. All the above activities help foster communication and build community.

Each Class Teacher/ Guardian holds Parent Evenings termly. Parent Evenings, parents' meetings and festivals are helpful venues for communicating, reporting back and informing parents about events and background to the children's education in the school.

The Class Rep Group meets once a term. All Faculties and the College of Teachers meet weekly.

The Board of Trustees meet once a term.

The Grapevine, our school newsletter, is circulated weekly via email. Hard copies are available at reception. Please read the Grapevine to stay up-to-date on important happenings and events.

Imbizos (forum for parents and teachers to meet about particular matters) are held on request from the parent community.

Social events, festivals, fairs, parent enrichment talks, fund-raising events are all venues for communication and building a sense of community within a class or larger community.

Notice boards display school information outside classrooms and the front entrance.

The teachers make themselves available to discuss any questions or concerns parents may have. In the event that you and the teacher have difficulty resolving a concern, please follow the correct procedures.

Our policy is not to contact teachers after school hours unless the teacher has given a parent permission to do so. In an effort to respect the privacy of both parents and teachers, please only make contact via email, not social media platforms.

### **Grievance procedure:**

A grievance is defined as any cause or feeling of dissatisfaction about the school that needs to be addressed. This includes any concern or complaint about the school, teachers, class, curriculum or teaching practice.

#### **1. Parent – teacher / class-related complaint, concern, grievance:**

In all instances, open communication with class teacher is encouraged. A mediator can be requested if necessary. A parent having a class-related grievance may raise this matter with the teacher in question by either:

- a. requesting a meeting with the teacher or
- b. making a written submission to the teacher – a response can be expected within two school days

- c. in some cases the teacher may not be able to deal with the issue immediately, and an appointment will be set up to meet with the parent as soon as possible/ at an appropriate time
- d. should there be no satisfactory outcome, the parent/s may write to the Faculty Chair through the College and Board Secretary, Denise Janssens, [denise@waldorffconstantia.co.za](mailto:denise@waldorffconstantia.co.za)

**The Faculty will:**

- a) consult with the teacher (and if necessary the parent) to establish a clear understanding of the problem
- b) decide whether to involve the mentor and/or other faculty members. An impartial mediator can be appointed in cases of hostility and/or open conflict
- c) decide whether to refer the matter to the College of Teachers
- d) respond to the parents after the Faculty/College meeting within 2 school days
- e) If any matter needs to be raised again, this should be followed by a written submission to the College of Teachers. Reported conversations, whether direct or telephonic, will not be tabled for discussion at any formal meeting. Only written submissions will be tabled

Should any matter not be resolved to the satisfaction of the parent and/or teachers (s) involved and all avenues have been tried, the matter may be referred to the Board of Trustees, via the College and Board Secretary, in writing, and in accordance of Section 21 Procedure and Code: Learner Discipline of The Independent School's Association of Southern Africa (ISASA) as accepted by the College of Teachers. All matters non pedagogical and not directly concerned with education, can be brought in person or by letter to the College and Board Secretary who will help direct the issue to the correct channel, including Faculty, College of Teachers and/or Board of Trustees.

**Confidentiality**

The Faculties and College of Teachers will address your concern in confidence, and we ask you to do the same while the Faculty and College of Teachers are in the process of resolving the issue.

Should the grievance concern a specific member of staff, then the member of staff needs to be informed of the details of the case so that they can deal with it. Open, transparent communication is encouraged wherever possible.

**Mediation**

Should the parent and College of Teachers fail to achieve a satisfactory resolution of the issue; a mutually acceptable mediator can be appointed.

**Electronic Communication:**

All electronic communication must be directed to the teacher or Class Rep. Petitions and/or bulk emailing the class with a grievance can cause unnecessary concern and undermines the ethos of the school.

## **12 BEHAVIOUR CODES**

Constantia Waldorf School's ideal is to strengthen and nurture each child's unique individuality, whilst encouraging healthy social responsibility that they may become proactive members integrated into their greater community.

It is our objective:

- To create a positive learning environment in each class and around each student.
- To stand before the students in such a way that they give their teacher authority out of respect for them as individuals and as representatives of the school.
- To lead the student on a path of discovery.
- To nurture and encourage the students' self-discipline, self-reliance and social responsibility.
- To nurture/encourage the beginning of the development of an active inner life in each individual that will lead to strong moral choices in their future life.

### **THE SCHOOLS EXPECTATION OF THE TEACHERS:**

- Conduct themselves in a professional manner.
- Encourage an open communication with students, parents and/or colleagues where applicable.
- On no account resort to corporal punishment.
- Uphold the school's rules, policies and procedures.
- Where punishment is necessary, select an appropriate strategy that will bring about a heightened sense of personal responsibility.

### **THE SCHOOLS EXPECTATION OF THE STUDENTS:**

- Acquaint themselves with and abide by the school rules.
- Be punctual.
- Attend all scheduled lessons.
- Bring a note from their parents if absent from school for more than one day, and a medical certificate if absent for more than two consecutive days or if they have exceeded more than 21 absent days over a year.
- Do not swear or use abusive language.
- Do not leave the school grounds during school hours or during extra mural activities e.g. play rehearsals or sports lessons.
- Respect and care for the school and other people's property and possessions.

### **THE SCHOOLS EXPECTATION OF THE PARENTS:**

- Respect the pedagogical judgment and aspirations of the teachers
- Be open to familiarize themselves with the structures of the school and Waldorf education so that they can support the endeavors of the teachers
- Acquaint themselves with and support the school rules and policies.
- Make appointments to speak to teachers.
- Follow through on agreements made with teachers.

- Do not interrupt lessons to discuss concerns.
- Follow correct channels of communication in the school.
- Do Not send group/bulk emails to the school community.
- Cut down on electronic and social media use at home – television, videos, computers and cell phone use to be minimized.
- Discuss the school’s behavior code with your children
- Let the school know if problems occur within the family environment
- Parents are expected to attend class evenings, weekend school activities and festivals.
- Take an active interest in children’s school work and make it possible for children to complete their assigned homework
- Ensure their children arrive punctually at school.
- Ensure their children are appropriately dressed.
- Ensure their children have enough sleep and come to school well rested.
- Ensure their children eat a healthy diet.
- Inform the school if their child is absent for any reason.
- Parents are responsible for all fees and levies due to the school.
- Parents are expected to intervene if they observe unacceptable behavior from children on the school grounds by asking for the name of the child involved and reporting it to a teacher.
- Parents may not admonish or confront other children on the school grounds.

### **13 SCHOOL RULES AND POLICIES**

The full policy documents are too lengthy to incorporate into a handbook. What is written here is a very brief outline of comprehensive policies which are available from the admin office. As with all policy documents, they are reviewed periodically and necessary changes made. All disciplinary procedures are dealt with taking into full account individual circumstances.

#### **13.1 SPECIFIC DISCIPLINE PROCEDURES**

The Specific Disciplinary Procedures is a set of guidelines that have been ratified by the High School Faculty and is identical to the procedures established for schools belonging to the Independent Schools Association of South Africa. Any parent wishing to familiarize themselves with this document is welcome to approach the College and Board Secretary for an opportunity to view the office copy.

(Section 21 of Procedure and Code: Learner Discipline refers)

#### **13.2 ATTENDANCE**

##### **PRIMARY SCHOOL**

**School starts at 8.00am and the first bell rings at 7.55 am when students are expected to be in the classroom so that the day can begin on time.**

If a student arrives late for school, they must wait outside the closed door until admitted into the classroom at the teacher’s discretion. A note from the parent needs to be given to the class teacher. Any work missed as a result of arriving late must be

caught up in the students' own time. If students regularly arrive late for school and for lessons, parents will be contacted and a solution found.

## **HIGH SCHOOL**

**School starts at 8.00am and the first bell rings at 7.55am when students are expected to be in the classroom so that the day can begin on time.**

The High School guardians take the register first thing in the mornings and classroom doors are closed.

If a student arrives late for school they must report directly to their guardian teacher to have their names entered into the register. They are then to proceed to the classroom and wait in the passage outside the closed door until admitted into the classroom at the teacher's discretion. Any work missed as a result of arriving late must be caught up in the students' own time. If students regularly arrive late for school and for lessons, parents will be contacted and the relevant discipline procedure will be followed. If students are not recorded, as present, they will be marked absent.

## **ABSENTEEISM**

If the student is absent for the reasons of illness, the office or class guardians must be informed first thing in the morning so that subject teachers are made aware that the student will not be in class that day.

When the student returns to school after their absence, they must bring a letter from a parent/guardian to confirm this absence. This will be kept by the class guardian, and referred to if there are questions in terms of promotion to the next class. There are a limited number of days absence a student may have, and so it is imperative that each day is accounted for.

Should a student be absent for a period of three (3) days or longer, this absence must be supported by a letter from a medical doctor, registered nurse at a state clinic, or any other professional currently registered with an appropriate body.

Any request for a student to miss school for other reasons besides illness – family events, extended holidays, sporting activities, non-emergency medical appointments etc. is to be handed in to the office or class guardian timeously as to allow the faculty, which meet once a week, to consider the merits of the application. Permission in such cases will be considered on reasonable evaluation of the students' individual circumstances and will not be granted lightly.

### **13.3 SICK ROOM**

A student needing to use the sick room must give Marlene a note from the class guardian. Marlene keeps a register of the times that the student enters and leaves the sick room and this register will be reviewed regularly by the High School faculty so that teachers are aware of students who use the sick room frequently.

### **13.4 LEAVING THE SCHOOL GROUNDS**

The staff of Constantia Waldorf School take the safety and wellbeing of every student in our care very seriously. The school is also responsible by law for the welfare of its student body during the teaching day. We rely on the support of our parent body in

our efforts to ensure the safety of our students.

It is therefore the responsibility of all parents to ensure that their children are aware that:

- Under no circumstances may any student vacate the school premises during school hours without permission from parents and the responsible class guardian teacher.
- Parents must please provide a written letter of permission to the class guardian, preferably giving at least 24 hours' notice where possible. This will be kept on record.
- In addition to these measures, our receptionist needs to be informed by the student concerned before he or she leaves the school grounds.

Any infringement of this ruling places both our students and our school in a very precarious position and will be dealt with as a serious breach of trust. Parents will be informed immediately and an incident report will need to be signed to be kept on record. Further consequences will be decided upon as the situation demands.

### **13.5 DRESS CODE**

#### **PRIMARY SCHOOL**

Students are expected to wear clean, neat clothing appropriate for school activities. Revealing and transparent clothing is not allowed. No inappropriate slogans are to be worn. Brand name clothing should be avoided. Beach wear is not appropriate. Shorts should be of an appropriate length (mid-thigh). Cleavage, midriff or underwear may not be exposed. Shorts must be worn over leggings. Shoes must be worn to school, during assemblies and indoor festivals, but may be removed during the course of the day. Closed shoes are to be worn in the woodwork room.

Hair must be clean, neat and tied as well as clipped back. No unnatural hair colours or outlandish styles are allowed.

No make-up or nail polish is allowed.

No visible body piercings are permitted with the exception of earrings and one pin-head nose stud. No tongue or lip piercings are permitted, nor any visible tattoos.

Sports clothing and footwear for games, sports lessons and extra-mural sport must be comfortable and suitable, in keeping with the dress code, i.e. shorts, t-shirts, tracksuit pants, takkies or sneakers. No jeans or skirts. Caps or hats are to be worn in summer. Please refer to Sports Code of Conduct in this regard on page 28.

#### **HIGH SCHOOL**

The Constantia Waldorf School strives to strengthen our High School as a place of learning in the belief that the appropriate attire goes a long way to create an atmosphere conducive to excellence. We ask that students dress in a way that shows respect to the learning environment and those around them, while still allowing for individuality.

With that in mind, clothing is expected to be neat, clean, and sensible (appropriate for a school environment). No torn, excessively frayed or see-through clothing is permitted. Frayed jeans and shorts may be worn provided that the fraying is neat and

uniform (if around the hem), and that they are not frayed or ripped as to show skin through the worn areas. Stockings must not have ladders or holes.

No clothing must be see-through and no underwear is to be visible. No cleavage, midriffs, or buttocks are to be exposed. Shirts must cover the top of the pants/skirt/shorts/leggings to ensure that no midriffs are exposed when sitting or standing.

Shorts, skirts, and dresses must cover at least the top third of the thigh.

No article of clothing or jewellery can advocate the use of alcohol, drugs, or anything illegal. Inappropriate slogans (including, but not limited to, vulgar language or hate speech) and images are also not allowed.

No visible body piercings are permitted with the exception of earrings and a single nose stud or small, plain nose ring (rings must not have any extra embellishments, and must be gold or silver). No tongue or lip piercings are permitted. Tattoos may not be visible, even during sports lessons or events. Jewellery simulating piercings which are not earrings or nose rings, such as septum rings, may not be worn.

No unnatural hair colours or outlandish hair styles are permitted, and hair must be tidy and kept out of the face. Facial hair is to be kept neatly trimmed. The excessive use of makeup is not permitted.

Shoes must be worn to school, assemblies, indoor festivals and on excursions, but may be removed during the school day.

Sports clothing and footwear for games, sports lessons and extra-mural sports must be comfortable and suitable to allow for movement. Clothing must be in keeping with the dress code. Shorts, T-shirts, tracksuit pants, leggings, takkies or sneakers are permitted to be worn. Jeans or skirts are not permitted, and caps or hats are to be worn in summer.

Discretion may be used by members of staff to deem articles of clothing inappropriate.

Anyone who transgresses the dress code will be sent by a member of staff to reception to remove or cover any items where possible. Parents are to be contacted by the school receptionist or other member of staff about the transgression, and may be asked to bring in alternative, suitable items to be worn.

## **13.6 MEDIA**

### **PRIMARY SCHOOL**

It is clear that parents today are challenged to manage the way in which the internet and media impact on their children's lives. Its usage is spreading to younger and younger children and they need to be protected from exposure to inappropriate material that exists in abundance.

While the technology available is truly remarkable and provides tools that have brought greater efficiency and progress to the world, the teachers of the Primary School consider that children in the Primary School should be exposed to TV, computers and cell phones as little as possible. We are concerned that internet and



electronic media are very seductive and involve the child in physically passive engagement thus diverting them from the fundamental, healthy activities of physical exercise, real life, creative play and open social interaction.

We therefore expect that parents of Primary School children limit viewing time to selected programs which are age appropriate, at weekends only.

### **13.7 CELLULAR TELEPHONES**

#### **PLAYGROUP, KINDERGARTEN AND TODDLER GROUP**

The Kindergarten, Playgroup and Toddler Group areas are **cellphone free zones**. Parents are requested not to take their phones into this area at any time - during school hours or during festivals, parent evenings, puppet shows etc.

#### **PRIMARY SCHOOL**

It is the responsibility of all parents and guardians that students in the Primary School do not bring cell phones to school **at all**.

If a student is found with a cell phone then it will be confiscated **for a minimum of 2 weeks**, handed in at the office and can only be returned to the parent or guardian of the student. It is then expected that the parents or guardians take greater control of the students' cell phone so that the incident does not happen again.

Only emergency messages for students can be left with Marlene in the front office (please do not overload her).

**Parents are requested to be sensitive about the use of cell phones around the Primary School classrooms.**

#### **HIGH SCHOOL – CELL PHONES AND OTHER ELECTRONIC DEVICES**

Students may bring their cell phones to school but they must be switched off during school hours, including break times.

Emergency calls and any other use of the phone may be made only with the permission of a teacher and in the presence of a teacher. Cell phones may not be used for any other purpose.

Any cell phones or other electronic devices found in use by students during school hours and which are deemed by the teacher to be in contradiction of this policy must be handed to the teacher and will be kept **for a minimum of 2 weeks**. Such devices will be placed in the school office for the duration of the 2 weeks. The child/parent is responsible for the collection of the device once this time period has lapsed.

Where the handing over of a cell phone or other electronic device falls within the last week of term, automatic collection of such devices before the school holidays cannot be assumed – the decision to return these items in such instances will be at the discretion of the teacher(s) involved. It is then the responsibility of the parent and student to make sure that the incident does not happen again.

#### **13.8 COMPUTERS, LAPTOPS AND TABLETS**

High School students may bring computers to school if they are used for project presentations or as directed by the teacher. Any abuse and the computer will be handed over to be placed in the safe in the school office.

Only a parent or guardian can collect it and it is expected that the parent or guardian and the student take responsibility and ensure that the incident does not occur again.

**The school cannot be held liable for the loss of phones, laptops, tablets or electronic devices. The school reserves the right to search, without notice, any bag, vehicle, locker or person should it be deemed necessary or reasonable in circumstances as determined at the school's discretion. In the event of theft on the school property, the South African Police Service will be called in, if deemed necessary, to deal with the matter.**

### **13.9 ABUSIVE LANGUAGE**

We believe that it is extremely important for us to help students become aware of the language they use, especially in these times when derogatory, abusive and obscene words have become so commonplace. Students, who resort to the use of this type of language, especially if it is directed at fellow students or members of staff, will face a disciplinary process.

### **13.10 POLICY AGAINST BULLYING**

The Constantia Waldorf School fosters the ethos of self respect and respect for others, and has a zero tolerance policy on bullying. There is a comprehensive policy in place to deal with such behaviour. If you witness any act of bullying, please report the incident to a class teacher/guardian immediately. Students who feel they are being bullied are encouraged to speak to their teacher/guardian or school counsellor.

Bullying is defined as: *“Any abuse of power, physical or psychological, intended to threaten, frighten, injure or hurt another person, who is possibly intimidated and disempowered to the extent that they feel unable to manage the situation on their own”.*

### **13.11 CLASS CAMPS AND SCHOOL OUTINGS**

All school rules apply during class camps and outings and in any situation where the students represent the school.

Details of all class camps and costs will also be communicated via the Class Teacher/Guardian.

Each year in the High School classes the annual camp incurs an extra expense. Fundraising endeavors can be planned in advance by the class parents to assist to meet these costs.

### **13.12 TRANSPORTING OF STUDENTS**

Where possible and feasible, children will be transported to camps, sports matches, outings etc. in the school bus which may only be driven by one of the school's licensed drivers. It may be necessary to supplement the bus transport with private vehicles belonging to teachers and/or parents.

In this regard, the following is applicable:

- All vehicles used to transport students must be fully road worthy.
- Private vehicles may only be driven by the owner of that vehicle with a valid license to be on his/her person at the time of driving the students.
- Students may not be transported in a private vehicle on a school outing without the permission of the students' parent/s.
- Wearing of seat belts is mandatory whether or not students are sitting in the front or back seat. Consequently, the number of students being transported in the private vehicle may not exceed the number of seat belts.
- Students may not provide transport for other students

### 13.13 DRUG, ALCOHOL AND SMOKING POLICY - STUDENTS

The school has a comprehensive drug, alcohol and smoking policy, available from the office, summarised as follows:

#### SMOKING

The smoking of tobacco products including, but not limited to, cigarettes by students is prohibited. The use of electronic, simulated smoking materials including cigarettes, pipes and cigars is also prohibited.

Should the student be found using such products their parents will be contacted by the office and they will be suspended until such time as a suitable consequence has been decided upon by the High School Faculty.

- **Dealing in or possession of any** illegal substance or alcohol by students at school, on school outings or camps, at functions or to and from school is taken as grounds for in the very least exclusion, and, if warranted, expulsion.
- **Those found to be using any** illegal substance or alcohol at school, on school outings or camps, at functions or to and from school, will be suspended and further dealt with in terms of our policy in respect of the steps towards rehabilitation
- Searches for drugs and illegal substances will be undertaken by the nominated school authorities should we have a reasonable suspicion that such substances are present at school. If any such substances are found we are obliged to report the matter to the police and under these circumstances arrests must be made according to the law.
- Drug tests may be carried out if there is suspicion of drug or other substance use out of school that has a negative influence on schoolwork and prevents the student from being properly educated.

### 13.14 ALCOHOL POLICY FOR SCHOOL EVENTS

Alcohol is not permissible on the school premises under any circumstances.

### 13.15 GENERAL FOOD POLICY

The general school food guidelines apply to all markets, fairs, food sales and aftercare. It should also serve as a guideline to parents, as far as packed lunches for students are concerned. Constantia Waldorf embraces and supports principles that will ensure an ever growing awareness in the community concerning the quality of our food.

Food, where possible, should be as varied as possible, fresh and wholesome. Foods to be avoided are processed food, artificial additives and colouring, genetically modified food, chips or other kinds of fast food, packaged sweets and chocolate bars and refined products eg. white bread, sugar. Birthday cakes brought to school for sharing are to be appropriate and in line with these guidelines.

### 13.16 SKATEBOARDS, ROLLER BLADES, J-BOARDS, SELF BALANCING SCOOTERS (HOVERBOARDS) ETC.

None of the above are permitted to be brought to school and/or used on the school premises. If one of the above mentioned must be brought to school for afterschool usage, a letter of request from a parent must accompany the item and it will be kept in Nick Shaw and Ginty O'Connor's office for the day. Any infringement will result in

the confiscation of the skateboard for a two week period. The school cannot be held liable for the loss of skateboards.

### **13.17 SPORTS BALLS**

Ball games are to be played on the field or other designated sport areas of the school. Balls may not be played with in corridors or classrooms. Misuse will result in confiscation.

**The school cannot be held responsible for any loss or damage to these items.**

### **13.18 GRAFFITI AND TAGGING**

Any person caught tagging or drawing graffiti on school property will be suspended from school immediately, pending investigation. This practice is legally classified as willful damage to property. The school exercises a zero tolerance policy for graffiti. Infringement of this policy may result in immediate expulsion.

### **13.19 CARE OF PROPERTY AND CLASSROOMS**

We instill respect for and care of property and the school environment. This includes personal belongings, belongings of fellow students as well as school property and equipment. Intentional damage to these is not tolerated and will lead to suspension and possible exclusion from our school.

Although cleaning staff take care of the classrooms at the end of the day, students are expected to leave the rooms tidy and clean at the end of a lesson. Emptying the recycling units in each class is the responsibility of the students. At the end of the day, chairs are to be placed on the desks to enable the cleaning staff to sweep the room.

### **13.20 PUBLIC DISPLAY OF AFFECTION**

We trust the students in the school to use their discretion when displaying affection towards each other on the school property and in public places. If a teacher believes the display of affection to be inappropriate, it will be pointed out to the couple who must become aware of how their behaviour is perceived by other students, teachers and parents. If the couple's behavior continues, the Class Guardian will follow up the disciplinary process.

### **13.21 DOGS ON THE SCHOOL GROUNDS**

Dogs are **not permitted** on the school premises in the interest of the health and safety of the children.

### **13.22 LICE POLICY**

All the students are regularly checked for lice. The parents of students found to have lice will be contacted to collect their child. The child is not to return to school until successfully treated.

### **13.23 STUDENT EXCHANGE**

Permission from the school must be gained before any arrangements are made for student exchange. The school may/may not approve the application for exchange, depending on the behaviour and academic performance of the student. Communication is to go through Carol Higgs (admissions secretary).

### 13.24 SPORT CODE OF CONDUCT

The following Sport Code of Conduct is applicable to school sporting activities and events. Parents are expected to facilitate and help develop the school's sports program by ensuring that students understand and comply with the Sport Code of Conduct.

#### RESPECT

- Students should listen to instructions given by the coach and not talk or disrupt others while being spoken to.
- Respect must be shown to the coach and team mates at all times.

#### COMMITMENT

- If a student signs up for an activity/sport, they must follow through and attend practice sessions and matches. If absenteeism cannot be avoided, parents must contact the coach or school to let them know that the student will not be attending a practice session or a sports match.
- Commitment is required from students to the coach, their team mates and the school in order for the sports program to function effectively.

#### CARE

- Care must be taken of the equipment used and it must be used appropriately (if students do not know what is appropriate they should ask the coach).
- Abuse of and breaking equipment is not acceptable.
- Students are expected to assist with the packing away of sports equipment during practice and at matches - help the coach.

#### CLOTHING

- Students are expected to wear appropriate clothing for every practice and match (no jeans or skirts). If students are uncertain what is appropriate they should ask the coach.
- Parents of primary school children should ensure that student's bags are packed with the appropriate clothing for sport and swimming sessions (including sun hats, swim caps, hair bands etc).

#### SPORTSMANSHIP

- Students are expected to encourage their team mates
- When at another school for a sporting event or match, students are reminded that they are representing their school
- Students should be polite and respectful to other teams and also respect the property and premises of other school and facilities.

## 14 SCHOOL FEES AND PAYMENT DUE DATES

The 2018 Fee Schedule is available from the administration office or from our website: [www.waldorfconstantia.co.za](http://www.waldorfconstantia.co.za). The schedule clearly sets out the amounts due, the payment due dates, and the penalties for late payment. The school employs a debt collector to facilitate outstanding school fees.

The school relies on the timeous payment of all fees, and the College of Teachers and Board of Trustees are working closely to ensure that the level of debtors (people owing money to the school) is significantly reduced.

**Direct Debit is the preferred method of payment:** families signing a Direct Debit form may pay the annual school fees over 12 months, January to December. For all

EFT & cash paying families, the school fees are due over 10 months, January to October.

**School Fees are due, in advance, from the 1<sup>st</sup> January each year.**

## **15 STUDENT ASSESSMENTS AND REPORTS**

### **15.1 KINDERGARTEN**

The Kindergarten Teacher/s and an independent specialist, conduct School Readiness Tests for Pre-Primary age children, usually during the 3<sup>rd</sup> term. A Behavioural Optometrist and Speech Therapist screen the six year olds for visual and/or speech/hearing difficulties. The Kindergarten Teachers report back and discuss the results of these assessments with the parents and may suggest possible intervention.

### **15.2 PRIMARY SCHOOL**

Detailed reports on each child's progress are distributed to the parents annually.

From Class 1 – 7 continual assessments are made. Tests for subject comprehension at the completion of a Main Lesson are normally set from Class 4.

The Federation of Waldorf Schools conduct tests in Classes 3, 5 and 7 and the Primary School Learner Support Faculty conduct Class Standards Tests in Classes 2, 4 and 6. The results of these tests allow the teacher to determine where extra work or help is required. The Class Teachers report the individual results back to the parents only where intervention is needed.

During the Class 2 year, the “Extra Lesson” teacher assesses the class. The “Extra Lesson” is a Waldorf approach to assisting children who may have difficulties with reading, writing or arithmetic. The outcome is discussed with the parents of those children who may need assistance. Class teachers make themselves available to discuss with parents a particular child's progress. They may also liaise with the Learner Support Faculty to discuss possible interventions.

### **15.3 MIDDLE AND HIGH SCHOOL**

Subject and Main Lesson reports are distributed to the parents twice a year.

Class 8 - 9: Tests on individual subject are set from time to time, and at the end of each Main Lesson. No formal examinations are written.

Class 10 – 11: As well as ongoing subject tests, students are set year-end examinations in English, Afrikaans/Xhosa and Mathematics.

Class 12 – 13: Quarterly examinations in all Matric subjects as well as weekly tests. At the end of the 13<sup>th</sup> year, the students sit for the National Senior Certificate.

All new Primary School students are screened by a Behavioral Optometrist and have a speech and hearing assessment by an audiologist, and again at any other stage if there are concerns from either parents or teachers.

All new High School students will be screened by a Behavioral Optometrist as well as any other High School students where a follow up is thought to be necessary by either teachers or parents.

If indicated speech and hearing tests will be requested for new High School students.

### **15.4 HOMEWORK**

Homework is given regularly in the High School and the upper classes of the Primary School. No homework is given for Class 1 and 2, and in Class 3 and 4 at the

discretion of the teachers. Parental assistance should be more in terms of supervision than in actually doing the work with the children. Please refer any difficulties to the Class Teacher/Guardian. It is essential to create a healthy homework habit, as a daily routine, at a regular time. A homework diary should be kept by each student so that parents can be informed daily of homework demands. Parents are urged to show a lively interest in schoolwork, especially the Main Lesson work: this can serve as an important way of sharing and of communication between you and your child.

## **16 COMMUNITY INVOLVEMENT IN THE SCHOOL**

Constantia Waldorf School has long been working towards the ideal of a living community, in which parents, students (past and present) and friends are united through a common striving on behalf of the school.

There are a variety of different opportunities for parents to get more involved in the life of the school, some requiring expertise and commitment and others requiring a little effort and time. But there is sure to be something of interest to most parents! From assisting in the library or in the classroom at certain times to help with handwork or hearing the little ones read, to study groups or joining the Board of Trustees or Mandates.

The school is grateful for the help that has been given by parents and friends over the years in participation, encouragement, confidence, work and funds.

### **16.1 CLASS REPS**

Although Class Reps are primarily selected by the Class Teacher/Guardian, there is always an opportunity to volunteer as a Rep or to join the Reps on a specific project of interest to you.

### **16.2 RECYCLING**

The Recycling Project is designed to awaken an understanding of recycling in the students. Parents are welcome to drop off their **clean and sorted** recycling at the depot.

### **16.3 ANTHROPOSOPHICAL STUDY GROUPS**

Opportunity to engage in Anthroposophical Studies and various artistic activities are advertised in the Grapevine weekly. All welcome.

### **16.4 THE CRAFT SHOP**

This wonderful shop needs volunteers from time to time to staff the shop on a roster basis twice a month from 9:00AM to 1:00PM Monday to Saturday.

Contact Hanna Hack via school reception and she will return your call.

### **16.5 FURTHER READING ON WALDORF EDUCATION**

The library has a large selection of books on Anthroposophy and Waldorf education. The school librarian can assist with finding appropriate literature.

## 17 CONSTANTIA WALDORF TEACHERS AND ADMINISTRATION

### PLAYGROUP, KINDERGARTEN AND TODDLER GROUP



**Playgroup: Leanne Preen**  
leannepreen@gmail.com



**Playgroup: Flora Severine-Lyaruu**  
mkabahati@yahoo.com



**Kindergarten 1: Chantal Peregrino**  
chantalperi@gmail.com



**Kindergarten 2: Wilma Dawes**  
daweswilma@gmail.com



**Kindergarten 3: Sonya le Roux**  
sonya\_leroux@yahoo.com



**Kindergarten Aftercare: Jenni Brassington**  
jenni.brassington@gmail.com



**Toddler Group: Samantha Brown**  
samanthabrown06@gmail.com



**Toddler Group Assistant: Cynthia Ndlovu**  
cynthiandlovu89@gmail.com

### PRIMARY SCHOOL CLASS TEACHERS



**Class 1: Derek Oxlee**  
Mobile: 072 106 3072



**Class 2: Astrid Grimley**  
Mobile: 076 647 6741



**Class 3: Caeley Muhl**  
Mobile: 071 381 9066



**Class 4: Bibi Black**  
Mobile: 073 217 8943



**Class 5: Danielle Gair**  
Mobile: 083 454 9930



**Class 6: Taryn Melmed**  
Mobile: 083 415 9002



**Class 7: Jessica Nell**  
Mobile: 071 420 8577



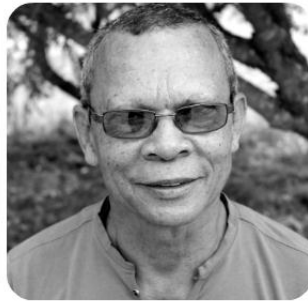
**Primary School Aftercare Teacher: Sue Blake**  
Mobile: 083 732 4985



## PRIMARY SCHOOL SUBJECT TEACHERS



**Afrikaans Teacher: Astrid Daniels**  
Mobile: 079 563 9634



**Afrikaans and Woodwork Teacher: Elroy Kivedo**  
Mobile: 021 715 9803



**Xhosa Teacher: Bulelwa Mgweane**  
Mobile: 083 392 1859



**Music Teacher: Adrienne Milne**  
Mobile: 071 565 5095



**Handwork Teacher: Sheilagh Dobson**  
Mobile: 078 107 7048



**Handwork Assistant Teacher: Lauren Rice**  
Mobile: 083 246 0734



**Eurythmy Teacher: Sigrid Quednau**  
Tel: 021 790 1884



**Primary School Assistant Teacher: Megan Pretorius**  
Mobile: 063 140 7868

## LIBRARIANS, SPORT COORDINATOR, GARDENING TEACHER AND PRIMARY SCHOOL MENTOR



**Primary and High School Sports Coordinator: Daniel Baum**  
sportconstantiawaldorf@gmail



**Librarian: Kim Mayne**  
Mobile: 082 928 1763



**Librarian: Anne Allemann**  
Mobile: 084 567 9080



**Primary School Mentor: Peta Lishman**  
Mobile: 082 562 7781



**Gardening Teacher: Tim Ramsden**  
tim@beat-it.co.za  
Mobile: 076 952 6643

## HIGH SCHOOL GUARDIANS AND TEACHERS



**Class 8: Penny Perrin**  
Drama, Life Orientation  
penelope.perrin@gmail.com



**Class 8: Nicholas Shaw**  
Physics, Maths, Agricultural  
Science, Bookbinding,  
Leatherwork  
nicholas@waldorffconstantia.co



**Class 8: Etienne Blomerus**  
8, 9 English, 8, 9 Biology,  
8, 9 History, 8, 9 Geog  
elerb.vsbgr@gmail.com



**Class 9: Jon Stodel**  
8, 9, 10 Art  
8, 9, 10 Woodwork  
jon@waldorffconstantia.co.za



**Class 9: Ginty O' Connor**  
Chemistry, Bookbinding, Maths  
ginty@waldorffconstantia.co.za



**Class 10: Joan Rayner**  
8, 9, 10 Maths  
joan@waldorffconstantia.co.za



**Class 11: Christiane Janowski**  
7 to 11 Eurythmy  
janowskifam@gmail.com



**Class 11: Adrian Daniels**  
8, 9, 10 Afrikaans  
adriandaniels88@gmail.com



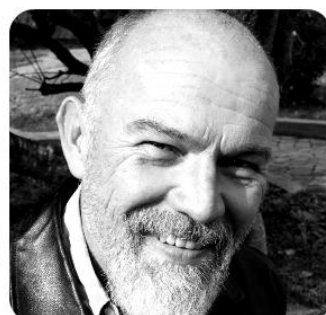
**Class 12: Jami Priessnitz**  
12, 13 History, 10, 11 English  
9 and 12 Drama Assistant  
jami.priessnitz@gmail.com



**Class 12: Gareth Davies**  
10, 11, 12, 13 Art  
9, 10, 11 Ceramics  
artroom.waldorf@gmail.com



**Class 13: Keith Lemeny**  
11, 12, 13 Afrikaans  
keithlemony@gmail.com



**Class 13: Francois Smit**  
12 and 13 Life Sciences  
12 and 13 Maths Literacy  
dfsmit@absamail.co.za

## HIGH SCHOOL SUBJECT TEACHERS



**Class 11: Daniel Baum** Primary  
and High School Sports  
Coordinator  
sportconstantiawaldorf@gmail.com



**Luzaan Beer**  
12, 13 Music and Cello  
luzaanbeer@gmail.com



**Cayley Conway**  
High School Counsellor  
cayley.conway@gmail.com



**Andrea Grant**  
High School Drama  
andreagrants9373@gmail.com



**Marcus Mercer**  
8, 10, 11 Metalwork  
11, 12, 13 Design  
marcusm3rc3r@gmail.com



**Donna Miles**  
High School English and Art  
donnaanmiles@hotmail.com



**Class 13: Louise Mousley**  
12 and 13 English  
louise.mousley@tiscali.co.za



**Alison Philander**  
11, 12, 13 Geography and  
11, 12, 13 Life Orientation  
apcapetown@gmail.com



**Phumeza Soci**  
Xhosa Teacher  
phumesoci@gmail.com



**Lungelwa Tyeda**  
High School Mathematics  
ltyeda@gmail.com



**Simric Yarrow**  
High School Drama  
simric1@gmail.com

## LEARNER SUPPORT



**Cayley Conway**  
High School Counsellor  
cayley.conway@gmail.com



**Pam Chanarin, Extra Lesson,**  
Eurythmy Therapy  
pamelachanarin@gmail.com



**Caragh Chmielewski**  
Occupational Therapist  
caragh.philip@gmail.com



**Mary Christie-Smith**  
Rhythmical Massage  
mary.christie.smith@gmail.com



**Lisa Eichhorn**  
HS Learner Support  
lisa.t.eichhorn1@gmail.com



**Robyn Richter**  
PS Learner Support  
robzip@iafrica.com



**Rajespari Govender**  
MS Learner Support  
rajesgovender1234@gmail.com



**Yvonne Herring**  
Counsellor, Life Skills and  
Process Art  
yvonneherringbruwer@gmail.com



**Lynette Fairhead**  
HS Afrikaans Learner Support  
pasev@mweb.co.za

## EXTRA MURAL MUSIC TEACHERS



**Saskia Snyckers**  
Violin Teacher  
Mobile: 072 257 7016



**Russel Hoole**  
Piano Teacher  
Mobile: 082 955 6579



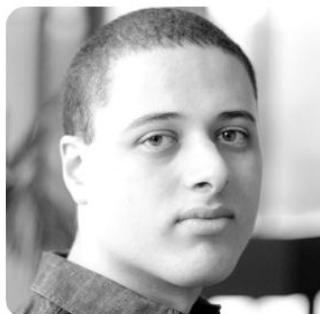
**Ingrid Salzmänn**  
Piano, Singing Teacher  
Mobile: 078 232 8564



**Miles Sievwright**  
Guitar Teacher  
Mobile: 082 259 1555



**Luzaan Beer**  
Cello and Music Theory Teacher  
Mobile: 083 787 1412



**Keaton Mawaring**  
Singing Teacher  
Mobile: 076 851 8947



**Nanette Snyckers**  
Music Coordinator  
grapevine@waldorfconstantia.co.za

## ADMINISTRATION STAFF



**Junita Bergman**  
Bookkeeper  
junita@waldorfconstantia.co.za



**Carol Higgo**  
Admissions  
carol@waldorfconstantia.co.za



**Denise Janssens**  
College and Board Secretary  
denise@waldorfconstantia.co.za



**Marlene Niewenhuis**  
Receptionist  
reception@waldorfconstantia.co.za



**Jasmina Osman**  
Head of Operations and  
Administration  
jasmina@waldorfconstantia.co.za



**Nanette Snyckers**  
Communications and Music  
Coordinator  
grapevine@waldorfconstantia.co.za