

# **GENERAL SCHOOL POLICY**

## **Introduction**

The management team at Cornerstone Academy is pro-active and goal orientated. Careful planning for the future ensures that we remain the “school of choice” in the North West region, and that we enter the 21st century as an inspirational educational institution for the broader community. In a family atmosphere of Christian love and care, Cornerstone Academy seeks to enhance the religious, intellectual, physical and social development of each pupil. Special emphasis is placed on solid moral standards, together with self-discipline, justice and service to the community.

Our Religious Education programme is designed to suit the needs of our pupils as part of the secular society in which we all live. Cornerstone Academy provides its pupils with a sound spiritual foundation on which to base their daily lives. The provision of education in a caring environment that fosters learning and personal growth is achieved through the relationships forged between pupils, their families, the community and the school.

The challenges of an expanding curriculum have been enthusiastically implemented to meet the educational demands of the future. Dynamic educational interaction, focussing on life skills and personal enrichment, ensures that we provide an integrated education for our children during their formative years. A well-balanced programme exists to meet the needs of each individual. In the Primary School each grade consists of three classes, these classes are organised to cater for individual needs while maintaining a healthy spirit of competition. These relatively small classes are taught by a dedicated team of professional educators who strive to achieve the “personal best” for each of the pupils in their care.

School final examinations are written through the Department of Education, ensuring the maintenance of a world class internationally recognised education. Academic excellence, combined with personal integrity and determination, ensures that each child enters the broader community equipped to meet the challenges of our modern lifestyle.

## **Our values**

The values of Cornerstone Academy are based on the five pillars of our founders:

- Presence – to be present to learners and their needs
- Simplicity – to build relationships that are simple and genuine
- Family Spirit – to develop a family spirit within the school community
- Love of Work – to foster the value of hard work
- In the Way of Mary – to follow Jesus in the way of Mary, a woman open to new possibilities in her life

## **Vision Statement**

Cornerstone Academy provides an education for success through integrity.

## **Mission Statement**

Cornerstone is committed to developing a dynamic, holistic curriculum relevant to the needs of our learners.

## **We will do this:**

- in the tradition of providing love, care and encouraging hard work
- by working together as a family
- living out the Gospel values within a Christian tradition.

### **School Hours**

Cornerstone Academy adheres to the Department of Education 4 term Calendar.

PRE SCHOOL AND PRIMARY SCHOOL	SCHOOL TIMES
GRADE PR AND R	07H50 -13H00 (Gate opens at 07H15)
GRADE 1, 2, 3	07H35-13H15
GRADE 4, 5, 6	07H35- 13H30
GRADE 7	07H35- 13H45 (Mon, Tue, Thurs)
GRADE 7	07H35- 13H30 (Wed, Tue)

All Primary school pupils are expected to be ready for class prayers or assemblies by 07h40. On alternate mornings the Foundation and Intersen Phase sections of the school meet for a Morning Prayer and brief assembly. Messages are relayed during this time. (Mondays and Fridays).

### **Friday Assembly**

Every Friday there is an assembly in the hall. Each class or grade has a turn once a year to prepare an assembly for the school. The assembly is usually followed by announcements or presentations.

### **Curriculum**

The language of instruction at Cornerstone Academy is English.

The new National CAPS (Curriculum and Policy Statements) has been introduced at Grade 1-3 level and will be fully introduced into Grade 4 – 6 in 2013. Grades 7's follow the NCS policy until further notification. As we are a Christian school, Religion lessons are a set part of the Curriculum. All pupils from gr00 – 7 have structured computer and Physical Education lessons. Subjects covered in Grade 1-3 are Languages, Mathematics and Life Skills.

Subjects covered in Grade 4-6 English, Afrikaans, Maths, Science & Technology, Geography & History and Life skills (P.T., Arts and Culture, Religion)

Learning areas covered in Grade 7 are English, Afrikaans, Maths, EMS, Arts & Culture, Science , Biology, Technology, Geography & History and LO.

### **Assessment & Reporting**

Various forms of assessment take place throughout the year. Weekly cycle tests and twice yearly examinations are only written from Grade 4 – 7. Parents will be notified of any concerns regarding academic progress. Tests and examinations written will be sent home for parents to sign. Progress Reports are handed out at the end of each term.

### **Academic Support**

Children are well supported by an on-site multi-disciplinary team of specialists as well as regular extra lessons which are available in the extra-curricular programme after school.

### **Outreach**

Each grade is involved in an outreach programme, which they have selected. A preference is given to charities in which pupils can become involved.

### **Uniforms**

Strict adherence to the uniform code is expected. All uniform requirements are set out in the Homework Diary.

### **Discipline**

Our Code of Conduct Revolves around the word 'Respect' i.e. Respect for God, self and others and School. This is found in the School Diary.

### **Paths of Communication**

Cornerstone Academy has an open door policy. However for speedy resolution it is recommended that if a parent needs to discuss anything to do with a child's progress or a concern; they should make an appointment to address the teacher concerned first. If there is a need for further intervention, they may then make an appointment with the HOD, if there is still no success, they may then make an appointment with the Deputy Principal or Principal. Please approach the Principal or Deputy with any confidential matters directly.

### **Field Trips and Tours**

Outings and Tours are regularly undertaken to ensure our goal of a relevant, holistic educational experience. These are however a privilege and participation is dependent on adherence to the Code of Conduct. Except by other arrangement, pupils wear school tracksuits with their PT uniform underneath in case it gets warm and they need to remove tracksuits.

### **School Fees**

School Fees are revised annually. The Chairperson of the Board of Governors usually communicates the revisions as well an overview of the progress made during the year to Stakeholders in September.

### **Extra- and co-curricular Activities**

Involvement in extra-mural activities is encouraged to further foster the ideals of teamwork and support that are a part of our Marist tradition. Pupils at Cornerstone Academy are given the opportunity to participate in numerous sporting activities and are coached by qualified instructors or professional coaches. Swimming, soccer, tennis, cricket, basketball, netball etc. are offered at

inter-school level. Emphasis is placed on involvement and personal accomplishment, within the broader intention of inter-school competitiveness.

Numerous cultural societies exist to cater to the needs of pupils whose interests extend beyond the playing fields. These include such diverse activities as public speaking, chess, music and pottery.

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### **Sport**

Students at Marist Brothers are given the opportunity to participate in numerous sporting activities and are coached by qualified instructors or professional coaches. Many sports are offered at inter-school level, with students often representing their area or province.

### **Swimming**

Cornerstone Academy uses an 8 lane heated swimming pool at Sun City. This makes swimming much more accessible to the children in the school. Swimming takes place from under 9's to the under 13's and we participate in the North West schools league, with swimming galas every Friday afternoon. At Cornerstone Academy we have an A and B swimming team. We also host an interhouse swimming gala once a year which is enjoyed by all. Cornerstone Academy has its own swimming club called Perfect Stroke Swimming. This club meets every afternoon and has its own galas at the school.

### **Soccer**

Soccer takes up the bulk of the winter and is the biggest sport in the school as far as numbers is concerned. We have specialised coaches for each age group from under 9 to under 13. We have A teams for each age group and a development section for those that do not make a team. Each team practices twice a week and plays a league match on a Wednesday afternoon. Cornerstone Academy also enters into the North West competition which is a knockout competition. We are very proud of our U13 team which won the whole competition last year. Cornerstone Academy also takes part in many mini tournaments on Saturday mornings. There are two mini soccer practices during the week. We also take part in mini soccer festivals on Saturdays.

### **Girls' soccer**

Girls' soccer takes place on Friday afternoons during the winter soccer season. Girls' soccer has developed into one of the biggest sports at Cornerstone Academy. Girls take part in matches as well as festivals. We currently have an U11 and U13 team entered into the league.

### **Netball**

Netball practices take place twice a week and we play matches on a Thursday afternoon. We also take part in tournaments on Saturday mornings to give the girls more exposure. We have one outside coach employed to improve the standard of the netball. Mini netball practices take place twice a week for girls in grade one and two. Festivals are held on some weekends.

### **Archery**

Archery is a new sport at Cornerstone Academy. It takes place on the High School campus on Tuesday and Friday afternoons. Pupils from grade one to grade seven participate, developing aim, strength, concentration and self-discipline. Some pupils have their own bows while others use the school's equipment and all pupils supply their own arrows. The pupils are instructed by a private coach. At Cornerstone Academy, we aim to provide a holistic education. A vital component of this is the development of the cultural life of the student and the wider community.

### **Culturals**

To ensure that all learners receive a holistic education a rich cultural program is offered. This includes entrance into eisteddfods, speech competitions, choir, chess and an annual production among others.

### **Public speaking**

The ability to communicate effectively and confidently is an essential life skill. At Cornerstone Academy we provide opportunities for our pupils to engage in Public Speaking Competition. This Competition is open to Grades 4 to 7. Pupils participated in speech activities in the classroom and were then selected to represent their grade. Each grade received evaluations by two adjudicators.

### **Safety team / first aid**

The aim of our Safety Team is to introduce the Primary School pupils from Grade 5 to 7 to basic safety practices and elementary First Aid. This Team is motivated and comprises of about twenty active members. Our pupils receive thorough training and regular assessments and lessons are presented in a fun-filled, non-threatening environment. Many of our pupils have gone on to be valuable members of the high school First Aid team and then proceeded to follow careers in the Medical field. Our staff undergo regular First Aid Training. In February, a group of our teachers and coaches completed their Level 1 examination. In July, a further group of ten teachers completed a CPR and basic First Aid Course.

Computer classes and music and movement are weekly activities for the foundation phase pupils.

A recorder group is run by our music specialist in the afternoons for those pupils with a musical flair.

### **Productions, eisteddfods and choir**

The Primary School puts on a production every year in which many pupils participate and some years the pupils in the entire Primary School take part in a mammoth variety show. We enter our pupils in the Eisteddfod annually and choir festivals regularly.

### **School tours and outings**

Day outings are regularly undertaken to various curriculum related sites. Overnight educational tours are undertaken on an annual basis. These tours are voluntary and vary in length from three to five days. Pupils are accompanied by members of staff. In Grade Three the pupils spend their first night away from home on a school tour. This is cause for great excitement.

### **Senior Primary Discipline System**

<b>CATEGORY</b>	<b>OFFENCES</b>	<b>CONSEQUENCES</b>
<b>PUNCTUALITY</b>	<b>LATE FOR CLASS/ASSEMBLIES/LINE-UP</b>	<b>MINOR</b>

<b>APPEARANCE</b>	HAIR AND UNIFORM VIOLATIONS	MINOR
<b>ACADEMIC</b>	BOOK/DIARY LEFT AT HOME HOMEWORK NOT DONE	MINOR
<b>CONDUCT</b>	DISRUPTIVE BEHAVIOUR DISHONESTY VANDALISM OF SCHOOL PROPERTY CHEATING IN TESTS, EXAMS CELL PHONE ON/USED DURING SCHOOL HOURS INAPPROPRIATE LANGUAGE/BLASPHEMY/SWEARING	MINOR/MAJOR
<b>BULLYING</b>	VERBAL- TAUNTING,TEASING PHYSICAL – FIGHTING, INTIMIDATION EMOTIONAL – HARRASSMENT, HUMILIATION CYBER (AT SCHOOL)	MAJOR
<b>SERIOUS OFFENCES</b>	INFRINGEMENT OF INTERNET POLICY THEFT IMPROPER SEXUAL CONDUCT POSSESSION/USE OF WEAPONS POSSESSION/USE OF DRUGS, ALCOHOL AND CIGARETTES PORNOGRAPHIC MATERIAL (INCLUDING CELLPHONES) INAPROPRIATE MATERIAL/NUDITY ASSAULT OF LEARNER, STAFF MEMBER	EXTREME

### **Discipline Process – Senior Primary**

#### **MINOR INFRINGEMENTS**

PARENTS WILL BE CONTACTED SHOULD THERE BE AN ACCUMULATION OF MINOR INFRINGEMENTS AND CONSEQUENCES MAY INCLUDE THE FOLLOWING:

- PHONE CALLS TO PARENTS
- MEETINGS WITH PARENTS
- BREAK/AFTER SCHOOL DETENTION TO COMPLETE UNFINISHED WORK
- WARNING LETTERS

#### **MAJOR & EXTREME INFRINGEMENTS**

THE CONSEQUENCES FOR THESE INFRINGEMENTS WILL BE BASED ON THE SEVERITY OF THE INFRINGEMENT AND MAY INCLUDE THE FOLLOWING:

- PHONE CALLS TO PARENTS
- MEETINGS WITH PARENTS
- COMMUNITY SERVICE/DETENTION
- WARNING LETTERS
- DISCIPLINARY HEARINGS (WHICH COULD INVOLVE SUSPENSION AND OR EXPULSION)