



The Constitution of Manah Private Academy

Principal's Welcome

"Welcome to the Manah family. We're glad you've chosen our school for your child/ren. We trust that your stay with us will be rewarding for both child and parent. We pride ourselves in being a caring school within a stimulating environment that develops competent young people who are confident to":

- approach life with a positive attitude
- become actively involved in their own education
- take responsibility for their behaviour, and
- take accountability for their learning so that each pupil can make a valid, meaningful contribution to society later in life.

Children learn at different rates and in different ways, so parental support and involvement is essential for successful learning in a happy, secure atmosphere. Children like to know that they are accepted for who they are and not for what they can achieve.

1. INTRODUCTION

Manah Private Academy is a private school. We cater for boys and girls between the ages of 5 and 16 years. Pupils are placed in classes of about 6 – 12 children. In line with our vision and mission we work tirelessly to serve the interest of the community. **The principal of the school determines the criteria for admission in accordance with the Constitution of our country and the SA Schools Act 84**

of 1996. The Language of instruction is English (offered on a First Language Level and assume that the learners come to school able to speak and understand the language) and the First Additional Language is Afrikaans (offered on a Second Language level) and Chinese (as a Second Additional Language) The school offers classes from Grade R to 9. A child has to reach age 6 in the year of admission to Grade R.

2. STAFFING

The school has a staff of qualified teachers, supported by administrative personnel, a bursar and a maintenance team. All staff members are under direct control of the Principal.

BURSAR: Mr Braam Goeman and Mrs Melanie Meiring are the financial officers of the school. All school financial matters fall under Mr Goeman's control, and queries about payment of fees, hiring of facilities and equipment, insurances, house-keeping, buying etc. must be referred to him.

3. BOARD OF DIRECTORS

The Board Directors are the controlling body of the school. The Board of Directors are:

1. Mrs WA Goeman – Founder and Principal
2. Mrs El Opperman – Educational consultant and Deputy Principal
3. Mr CA Goeman – Founder and CFO
4. Mrs M Meiring – Human Resource
5. Ms C Beukes – HOD

The Governing Body Members are elected by the parents, teachers, and non-educator staff of the school every third year. The current term started in 2023 and ends in 2024. The members are compiled as follows: 4 elected parents, 1 educator, 1 non-educator and the principal. The

Governing Body members are:

1. Mr B Goeman – Chairman
2. Mrs WA Goeman – Principal
3. Mrs M Meiring – Treasurer
4. Ms C Beukes – Secretary
5. Mrs K Visser – Legal counsel
6. Fundraising Team:
 - Mrs W Spogter
 - Mrs E Pieters
 - Mr M Linnow

The Board of Directors controls all aspects of the school, from the appointment of teachers to decisions on which extra-curricular activities are offered. Each member of the BOARD holds a specific portfolio. Parents with queries about the running of the school should contact the Secretary of the BOARD to ascertain the name of the member responsible for that aspect. The responsible member will then deal with the questions or refer them to the full BOARD.

4. Parent Association

The Parent Association is the Fund Raising and Public Relations body of the school. Every parent is a member of this body, but an Executive Committee is elected at the start of the 1st Term each year. The BOARD is a vital part of school life, and involvement in its activities is rewarding and enriching. Interested parents who are not elected at the first meeting of the year are always welcome to offer their services or attend meetings at any time during the year.

5. FUNDRAISING

Our school is a Fee-Paying School which means that parents are NOT exempted from paying school fees. In terms of the National Norms and Standards regulations it is expected from parents to support fundraising events of the school.

The following fundraising events will take place during the year, and it is expected that every parent takes responsibility to contribute as indicated.

Parents are encouraged to make a once off payment for these fundraising events. To do so make a payment in cash at the school or by means of a direct deposit at the bank or an Electronic Funds Transfer (EFT) via Internet Banking. Our banking details are as follows:

Banking Details:

Account Holder: Manah Private Academy A/T THE EZRA PROJECT

Bank: First National Bank

Account No: 63007228679

Branch Code: 200912

Please Email: accounts@manah.co.za

6. CONTROL OF FINANCES

The BOARD appoints a Financial sub-committee to control all funds collected in the name of the school. This committee draws up a detailed budget in October of each year which is then ratified by the BOARD and presented at the Annual General Meeting in the 3rd Term. The Finance Committee meets at least once a quarter to review the accounts and to consider other matters relating to the use of school funds.

7. UNIFORM

All pupils must wear the official school uniform. Details are given under the school rules contained in this guide. The official tracksuit/ windbreaker can be bought at the school if available, otherwise orders can be placed by contacting Mrs. M Meiring.

8. COMMUNICATION

The school sends out at least one newsletter to each family per term. This is an essential means of communication, and parents are asked to ensure that they read the newsletters thoroughly. The School is registered on the World Wide Web at www.manah.co.za.

A school magazine is produced annually and gives some insight into the activities of the school and shows off some of the work done by pupils over the year. A copy of this magazine will be issued to each family at a nominal fee. Vital information is also transmitted via SMS (Short Message Service) or whatsapp - when deemed necessary. Please provide the office with your correct Cellphone Number for this purpose.

9. APPOINTMENTS WITH TEACHING STAFF

Parents are welcome to request an appointment with any teacher on the staff. The best method is to write a note to the teacher concerned, mentioning the reason for the request, and suggesting a time. Include a phone number or email address, and the teacher will get back to you and arrange a mutually suitable time.

For interviews with the PRINCIPAL, call the school office or Secretary Christine. The secretary will then arrange an interview. The content/reason for the interview must also be disclosed when making the appointment.

PLEASE do not just “pop in” in the hope of seeing someone at the school. Teaching time is protected, therefore teachers may not interview parents during teaching time.

10. THE CODE OF CONDUCT FOR PUPILS AT MANAH PRIVATE ACADEMY

Credo

- It is my right to work in a clean environment; Therefore it is my responsibility to keep my work space and my school clean.
- It is my right to work in a safe and peaceful environment; Therefore it is my responsibility to keep my classroom and my school safe and peaceful.
- It is my right to learn without disruption; Therefore it is my responsibility to learn without disturbing others.
- It is my right to be given a fair chance of success; Therefore it is my responsibility to give others a fair chance to succeed in their studies.
- It is my right to be a member of a good class and a good school; Therefore it is my responsibility to build and maintain a good reputation for my class and my school.
- It is my right to have my views, beliefs and religion respected; Therefore it is my responsibility to respect the views, beliefs and religion of my school mates.

Pledge

- I pledge myself to uphold the Credo of Manah Private Academy: To honour the Code of Conduct, and to obey the school rules, so that this school is widely recognized as a place of quality learning.

Code of Conduct for Pupils

The following Code of Conduct is binding on all learners wanting to enrol at Manah Private Academy:

1. Pupils must pursue their studies with dedication, honesty and diligence.
2. Pupils must preserve and protect all school property entrusted to them.
3. Pupils must attend school regularly and must attend all classes during the school day.
4. Pupils must respect the dignity of All other pupils, staff and members of the public.
5. Pupils must respect the religious beliefs of others.
6. Pupils must not engage in any activity that may jeopardise the safety, security or academic progress of any other person at school.
7. Pupils must know, obey and respect the School rules as contained in the school handbook and as published from time to time and displayed in all classrooms.
8. Pupils must respect the Constitution and Laws of South Africa.
9. Pupils shall obey all reasonable and lawful directions given by the Principal, Deputy Principal, HOD, teachers, Administrative and Ground Staff of the school.
10. Pupils will display no form of racial discrimination whatsoever.
11. Pupils will display good sportsmanship when competing in sport.

Serious breaches of the Code of Conduct may result in **suspension** and possible **expulsion** from the school. Persistent breaking of school rules will be regarded as a serious breach of the Code of Conduct. Pupils suspected of breaking the Code of Conduct will be counselled and entitled to a proper hearing, conducted in accordance with the procedures laid down by the Western Cape Department of Education.

11. SCHOOL RULES

All pupils must abide by the Code of Conduct and the following school rules, approved by the Governing Body of the School, and formulated for the safety and comfort of all people in the school.

11.1 Times

All pupils must be inside the gates by 7:30 each school day, but for safety's sake, **should not** be at school before 07:00. The school day commences promptly at 07:45 for all pupils. The timetable for different grades is as follows:

- Grade R – 1: Monday – Friday 13h30
 - Grade 2: Monday – Thursday 13h45
 - Grade 3: Monday – Thursday 13h45
 - Grade 4-7: Monday – Thursday 14h40
 - Highschool: Monday – Thursday 14h40
 - Fridays school ends at 13H00 for all students
 - Aftercare: 15h00 – 16h00 pm (Monday – Thursday)
 - No aftercare on Fridays
- Pupils waiting for the bus or transport home after school must wait at the main gate, INSIDE the school grounds.

11.2 Out of Bounds for learners

The school grounds are out of bounds to pupils outside of school hours, unless they are under the supervision of a teacher or other person authorised by the Principal. During school hours, pupils may not enter the following areas unless instructed to do so by a teacher:

- Admin area beyond enquiries window
- Areas at the back of the school and grade R classes and
- behind the Grade 1 and 4-8 classes.
- Parking area / drop off zone

11.3 Dress

Pupils are expected to be neatly dressed in proper school uniform during school hours or appropriate civvies on Civvy days.

PLEASE NOTE: The official school colour is called “Blue/Grey/White”

Dress for P/E lessons:

- ALL pupils must wear black/navy boxer type shorts and a plain white T-shirt or a Manah Private Sports Shirt.

Hair

This must be kept neatly trimmed and groomed at all times so the pupil’s appearance is a credit to Manah Private. No tints, highlights, dyes, colouring or bleaching are permitted.

- **Boys:** off the face, ears and collar. Shaped according to shape of head. No boy may have their hair completely shaved off, have different lengths of shaving or have shaved patterned designs.

- **Girls:** tied or clipped back with Plain bands, bobbles or clips (Navy or white only) as required when reaching the shoulders. Hair should be tightly tied and in a style appropriate for school. Hair that could hang in the eyes must be clipped back.

All children must adhere strictly to the School Rules regarding hair. Any child whose hair is not in accordance with the rules will be placed in a “time out” area until the hair is corrected or is acceptable in terms of the school rules.

11.4 Jewellery

The wearing of jewellery by Pupils is STRICTLY prohibited, but for these exceptions.

- Girls with pierced ears may wear plain gold sleepers or plain gold studs.
- Medic Alert necklaces or bracelets are permitted.

11.5 Make Up

No Make Up is permitted on any pupil at any time.

11.6 Forbidden Activities

Pupils are forbidden at all times to engage in the following activities:

- Theft (of any description)
- Being in possession of stolen items
- The riding of bicycles, scooters, skateboards, roller-skates, in-line skates, “heelies” or any other wheeled vehicle inside the school grounds
- The chewing of any form of gum
- Running on corridors or in the classrooms
- Selling/buying of any article unless such sales have been organised by a teacher with the Principal’s permission
- Use of foul language
- Calling other pupil’s or people derogatory names or terms
- Writing offending notes/letters about fellow pupils to other pupils or people
- Bullying and fighting. (Includes aggressor, instigator, involvement or spectator)
- Throwing of stones or similar objects
- Littering
- Graffiti
- Shouting inside the school buildings

- Bringing of toys, sporting cards and/or games to school UNLESS requested by a teacher for a specific lesson
- Bringing onto the premises, cellphones and/or electronic items of any description. (if found, these items will be confiscated and stored in the safe. A redemption fee of R200,00 per item will be charged.) Unless for academic purposes.
- Rough games/activities likely to cause injury
- Bringing onto the school's premises, any dangerous items, drugs, alcohol, illegal substances, pornographic literature/items, or weapons
- Tampering with, deleting or altering any computer files or folders on school computers
- Holding hands, and kissing or any similar physical contact while on school property and/or in school uniform
- Forcing or making someone do any forbidden activity.

11.7 General Rules

- Children are not allowed in any classroom or school corridor unless accompanied by a teacher/admin staff
- All cuts and abrasions to the skin must be covered by a bandage or a plaster strip
- School bags must be of a type which gives adequate protection to school books. The school reserves the right to withhold text and library books from children whose school bags do not conform to this requirement
- Pupils may not be in possession of cell phones or electronic equipment during the formal school hours. Such equipment will be confiscated for a period of not less than two weeks
- Regulations for Safety Measures at Schools declare schools drug free and dangerous object free zones. **The Principal has the power of Right of Admission to anyone on the premises and may institute with delegation, without warrant, searches of belongings/persons as deemed necessary**
- Pupils are expected to display behaviour that is a credit to Manah Private Academy when in school uniform or representing the school at any function, event, tour, outing and/or going to and from school.

12. HOMEWORK

All children in the school will be required to do some school work at home from time to time. The following principles are applicable:

- The child will be issued with a homework diary and this will contain their homework on a daily basis
- Parents need to check and sign this diary on a daily basis.

Junior homework - Grades R to 3

- Grade R and 1 children generally are not given homework. Later in the year, once they are able to read, a book will be sent home for reading consolidation. This allows your child to show you what he/she has read in class that day. Please take time to listen without interruption, to the short passage. Praise the EFFORT and not the result. Please remember that you are and must remain the mom or dad and leave the teachers to be just that. We cannot be a true parent to your child; by the same token, you cannot fulfil a dual role at home
- All Grade 1 - 3 pupils have a homework book. All homework is written in this book. Homework is to be done on Monday -Thursday. Homework should not exceed 20 minutes
- Reading and spelling are done daily. Mathematics is given on occasion
- Parents are requested to sign the reading marker daily and to ensure that the homework book is in the book bag at all times.

Senior homework - Grades 4 to 9

- Pupils in Grades 4 - 9 will receive a homework timetable. A basic format of three periods per day (Mon - Thurs) will be followed whereby time will be allocated for cultural subjects, mathematics and languages. In Grades 4 & 5 the time will be 3 periods X 10 minutes = 30 minutes while in Grades 6 & 7 the time is 3 periods X 15 minutes = 45 minutes
- If your child regularly says he has no homework, please contact the respective Grade Leader (see our Contacts page), who will investigate the matter.

ASSESSMENT OF PROGRESS:

In Grades R - 9, classwork is evaluated throughout the year. All efforts are recorded and incorporated into the final assessments. Pupils in Grade 1 - 9 write formal examinations in June and November each year. Evaluation is continuous, throughout the year.

Progress reports are issued once a semester, at least twice a year.

SCHOOL ATTENDANCE:

The Education Act (84 of 1996) makes it compulsory for children of school going age to attend school on each school day unless they are ill. The school principal does not have the authority to excuse any child from attending school. Pupils may be absent from school to take examinations conducted by CERTAIN schools of Music, Dance or Ballet.

PLEASE AVOID APPOINTMENTS AND ARRANGEMENTS WHICH REQUIRE YOUR CHILD TO MISS SCHOOL. Casual absences are disruptive to the school programme and propagate casual attitudes towards learning. CERTIFICATES OF MERIT are awarded to pupils who complete a full school year without missing a day.

EXTRA-CURRICULAR ACTIVITIES:

Children are encouraged to participate in the after-school activities. These vary according to seasons, but include Soccer, Netball, Athletics and Chess and Choir. Other activities may be introduced from time to time. A programme of activities is published each year.

Extra-curricular activities for Grade 1 - 8 classes start at 14h40 and end at about 15h30.

ECA Timetable:

Monday	Karate/Drama
Tuesday	Karate/Chess/ECO/Extra Math
Wednesday	Sport
Thursday	Art/Drumming/Extra Math
Friday	Choir/Gymnastics/Music

SAFETY AT SCHOOL:

All visitors MUST call at the office. The secretary will take messages for children when necessary. Parents must not go directly to the classrooms. This is to protect your children from potentially dangerous strangers. In the afternoon, children who wait for lifts after 14:15, MUST wait at the main gate parking. No parents are allowed inside the school building unless it is to talk with the teacher and only if protocols are in place.

13. PARENTAL INVOLVEMENT

Positive involvement of parents in the activities of the school is welcomed.

Ways in which parents can play an active role include:

- Attending such meetings as may be called from time to time
- Volunteering to serve on the "MPA" Executive Committee
- Making themselves available for election to the Governing Body
- Volunteering to help at MPA functions
- Offering their professional services to the Governing Body where appropriate

- Making written representations to the Governing Body on matters of general benefit to the school
- Promote the school and its personnel in a positive manner (e.g. build up the teachers in front of your children - do not criticise)
- Assist the school in enforcing all the school rules e.g. punctuality, uniform, behaviour, school attendance, care and respectful use of school property (e.g. ablution facilities) etc.
- Support the school in their decision(s) when dealing with pupils who have disregarded the school rules
- Observe the correct channels of communication e.g. speak first to the class teacher, then if need be to the teacher in charge, following that, the Head of Department, Deputy etc.
- Keep the school well informed of matters that could affect your child's performance at school e.g. reasons for absence, problems at home etc.
- Inform the school secretary of any changes of address, phone numbers, name/status etc.
- Pay all fees promptly
- Assist your child in taking part in extra-mural activities, especially the compulsory ones like Sports day etc.
- Ensure that your child is adequately equipped for the activity he/she is involved in e.g. correct shoes, correct attire, etc.
- Ensure that suitable transport arrangements are made for your child to be fetched promptly after each school day and activity
- Not to coach from the side or interfere with referee decisions during sports practices, matches or meetings
- Ensure that your child has an approved-type book bag to avoid damage to school books and property
- Ensure that all articles and items of uniform, are marked with your child's name
- Supervise your child's homework and sign the diary daily
- Observe the traffic regulations around the school property and adhere to the requirements set by the school
- Attend parent's evenings and meetings
- Provide your child with a loving, caring, well-disciplined home environment which reduces the necessity for discipline to be done at school
- Allow your child to become independent and responsible (e.g. do not bring their "forgotten" items to school etc.)
- Sign an indemnity form for any outside tours
- Ensure that your child has a well-balanced diet and good eating habits to enable him/her to work to their best ability.