



HOLY CROSS CONVENT SCHOOL

Holistic Primary Education For Boys & Girls

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UMALUSI accredited NPO 202-196 PBO 930011798 School Registration Number 0103000810

GENERAL SCHOOL POLICY

Introduction

‘I HAVE COME THAT YOU MAY HAVE LIFE AND HAVE IT TO THE FULL’ – John 10:10

Holy Cross Convent School is a Catholic school. The Holy Cross Sisters own the school and, together with the Board of Governors, principal, educators, administrative and support staff, they strive to maintain the very special ethos which is associated with Holy Cross schools worldwide. The school has certain standards, both in the field of education and in the Catholic principles of right living, based on Gospel values. Learners, parents and guardians need to be aware of these values and standards because the very act of enrolling a child at the school shows that they approve of and value these standards.

1. Our school concentrates on the development of the whole person, by providing the religious, moral, social, physical and intellectual growth of our learners.
2. The religious education of our learners is of fundamental importance.
3. Our Catholic learners are formed in the principles of the Catholic faith, but we welcome learners of other faith persuasions on the clear understanding that such learners will, always, show due respect for the Catholic faith and will, at no time, undermine it.

Mission Statement

The Holy Cross Convent School is missioned by Christ to make a positive difference in the world. We strive in our daily lives and encounters to continue the work of Jesus Christ. In union with the risen Lord, we prayerfully endeavour to interpret present realities in our world. This challenges us to develop and deepen our personal and corporate faith and to keep our eyes, hearts and minds open.

**‘Glory be to Him, whose power working in us, can do infinitely more than we can ever imagine’
Eph. 3.20**

Vision Statement

The school community is a faith community founded on Gospel values serving humanity:

- ❖ through the continuation of the mission of Jesus Christ within the context of the Catholic Church with a special concern for the poor and underprivileged,
- ❖ through a culture of learning for the upliftment of the whole child,
- ❖ through an education that combines spiritual and moral growth through academic achievement,
- ❖ through the promotion of life in the midst of limits,
- ❖ through building the kingdom of God by the integration of faith with living.

Educational Aims

We endeavour to enable and encourage each child to develop fully in every field and to appreciate and to use, to the maximum, their God-given talents. In all curricular and extra-curricular activities, the school strives to provide educational opportunities that will enhance the continued growth and development of its learners.

We are a co-educational school, as we believe that such an environment provides the most natural and family-like setting which is essential for the harmonious development of every person.

To accomplish these aims, it is essential that there is a close, positive and active partnership between the parents/guardians and the school at all levels. The school, therefore, greatly appreciates the support of enthusiastic parents/guardians. From their parents, the learner imbibes their attitude towards school and develops a school spirit which is the foundation of good, responsible citizenship.

School Hours

The school adheres to the four-term calendar of the Western Cape Department of Education.

School times:

- Grades R, 1, 2 and 3 - 07:45 to 14:20 (Monday – Thursday)
07:45 to 13:20 (Friday)
- Grades 4, 5, 6 and 7 - 07:40 to 14:20

Curriculum

The school follows the national curriculum as outlined in the Curriculum and Policy Statement (CAPS) from Grade R to Grade 7. The language of learning and instruction is English. Afrikaans is the First Additional Language. Conversational isiXhosa is offered from Grade 1 to Grade 7. All learners from Grade 1 to Grade 7 have structured computer lessons.

As we are a faith-based school, Religious Education lessons, as well as sacred singing are a set part of the school's timetable.

Assemblies and Holy Masses

Attendance at Holy Mass is compulsory for learners and educators. Assembly takes place every Tuesday, except on the days that there is Holy Mass. The focus of these assemblies is determined by the liturgical calendar. As far as possible, Holy Mass is celebrated once a month on a Tuesday, as well as on special feast days.

Outreach

Care for the poor and those less-privileged is at the heart of the school. The learners are, therefore, encouraged to be actively involved in the outreach programmes. Small change which we refer to as

Blessing Money is collected daily in each class for the following causes:

- Term 1 – Holy Childhood (Children Helping Children)
- Term 2 – The Street Children (Salesians Institute).
- Term 3 – Catholicare (Those in need within the Brooklyn community)
- Term 4 – Senior Citizens (Bringing joy at Christmas)

In addition, we also collect toiletries for the Street children in the Learn to Live Programme run by the Salesians Institute. Non-Perishable foodstuffs are also collected for the poor and vulnerable within the community. We also support the Leave Your Print Campaign, an initiative of the Catholic Institute of Education which assists in upgrading ablution facilities in underprivileged rural schools.

Code of Conduct

we emphasise and expect a certain code of conduct from all our learners based on the teachings of Christ – **Love your God and love your neighbour**

This includes:

- Respect and honour for all that pertains to God
- Respect for the name of the school, ethos and uniform
- Respect for the poor and needy, and to be part of the outreach programmes
- Respect for parents/guardians and each learner
- Respect for authority and all members of staff
- Politeness in manners and neatness in uniform
- Respect for the principles of fair play and dialogue
- Respect for school buildings, property and uniform

Since school is a place of learning, it is expected that all learners afford themselves and all other learners the opportunity to benefit from the full educational programme offered by the school and to make the progress which they are capable of. It is also essential that all learners realise that disruptive behaviour, disrespect and vulgar or abusive language will not be tolerated. The learner and parent must commit to and sign the Code of Conduct in January each year.

Discipline

The Staff at Holy Cross Convent School hold the belief that ultimately, the only discipline code that can serve the needs of the school is one that develops self-discipline. Without the full co-operation of the home, this is not possible. Our main objectives are:

- to provide the opportunity for personal growth and development
- to foster a sense of community
- to develop a positive self-image that will empower each learner
- to develop a sense of personal responsibility and appreciation for the whole of creation
- to cultivate truth and justice, a loving concern for others and a respect for the dignity of the individual
- to assist in the development of skills

Fees

The payment of school fees is compulsory for all learners. School fees are determined annually by the Board of Governors in October/November and presented to the parent body at the Annual General Meeting. Fees are payable annually in advance at the beginning of each year. In order to reduce the financial burden on parents, the option is available to pay school fees off monthly. Monthly fees are payable in 11 equal instalments which must be paid in full before the last day of the month. Monthly statements are sent to parents via e-mail and in hard copy via the learners. For safety reasons the school limits the amount of cash on the premises, so it is preferable for fees to be paid via EFT.

Non-payment of school fees will result in the termination of the contract.

Communication

Parents are kept informed of all school activities and events via newsletters. Should a parent need to discuss a concern about their child, they should make an appointment with the teacher concerned via the school office. If there is a need for further intervention, an appointment can be made with the principal via the school secretary.

Extended School Day

The school offers an extended school day for all learners. The hours of operation are as follows:

- Monday to Friday: 14:45 – 17:00

During this time the children attend homework classes and extra support from the teachers

Extra-Mural and Sporting Activities

The aim of these activities is to assist in the holistic education of the learners. The main objectives are:

- to encourage physical fitness and to foster sportsmanship and a healthy spirit of competition.
- to foster the ideals of teamwork, support and co-operation.
- to foster an appreciation of music, drama, dance and enjoyment of God's creation.

The following activities are offered:

- Athletics (Sprinting)
- Soccer
- Netball
- Drama
- Karate
- Garden Club
- Ball Skills (Pre-School)
- Choir
- Arts and Crafts
- Tennisette (Foundation Phase)

Review

This policy will be reviewed regularly.

Revised: September 2024