



**Sacred Heart College**

MARIST OBSERVATORY

EDUCATION WITH HEART

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## HIGH SCHOOL ACADEMIC POLICY

### PRINCIPAL'S RIGHT TO AMEND

When developing this academic policy for Sacred Heart College High School, the aim was for the policy to be as clear and as explicit as possible. Nevertheless, during the course of the school year, new and unusual situations may arise; therefore, the Principal reserves the right to amend this policy as necessary during the school year. The Principal is the final recourse within the school and may waive any part of the policy if deemed in the best interest of fairness and justice. The Principal is the final interpreter of this policy.

### AIMS OF POLICY

A sound academic foundation is essential if we hope to succeed in the competitive, demanding post-school world. Our studies are our first priority at school and striving for excellence and selfimprovement should be the norm. Each student owes it to himself/herself to take pride in his/her work and strive to achieve to the best of his/her ability. Students are required to take pride in their work. All work is to be neat, legible, well-set-out and presentable.



FAMILY SPIRIT + LOVE OF WORK + IN THE WAY OF MARY + PRESENCE + SIMPLICITY

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## ABSENTEEISM

1. Parents must inform the school telephonically or via the School App, if their child is absent from school. Students who are absent are requested to bring a letter of explanation from their Parents/Guardians and hand it to their class teacher on the day of their return. An absence of 3 (three) days or more due to illness does require a Medical Certificate.
2. All students who missed an E-Day, Exam, Cycle Test or Assessment of any nature through illness are required to produce a Medical Certificate and will be expected to complete the assessment on the day of their return.
3. If a student needs to leave school early for any reason, a letter from the Parents/Guardians requesting permission is required. In this case the student must be met at reception by the authorised person and signed out. No student will be permitted to leave school unattended.
4. Taking days off school during the term time is strongly discouraged, as these place unnecessary stress on the students in terms of catching up on work missed while away.
5. Students who miss work through absence or illness are required to make arrangements with the teacher concerned to catch up the work within 24 hours of returning to school.

## ACADEMIC AND PRESTIGIOUS AWARDS

Academic and prestigious awards are presented to Grade 12 students at Valedictory Mass in October and Grade 8 to 11 students at the Honours Ceremony in December. These awards are presented to honour those students who have maintained a Love of Work, both academically and in the extra-curricular domain, throughout the year.

### 1. Academic Awards - All awards are based on the *final promotion mark*

<b>SUBJECT AWARDS GRADES 8 TO 11</b>		
	Grades 8 and 9	Grades 10 and 11
<b>Recipients</b>	Top Achiever (minimum of 75%)	Top Achiever (minimum of 75%, minimum of 75% Further Studies Programmes)
<b>Subjects</b>	Accounting (Gr 9), Afrikaans (FAL), Biology (Gr 9), Business Studies (Gr 9), CAT AND Robotics, EMS (Gr 8), Dramatic Arts, English (HL), Geography, History, isiZulu (FAL), Life Orientation, Mathematics, Mathematical Literacy (Gr 9), Natural Sciences (8), Portuguese, Science (9), Technology, Visual Arts.	Accounting, Afrikaans (FAL), Business Studies, CAT, Dramatic Arts, EGAD, English (HL), Geography, History, Information Technology, isiZulu (FAL), Life Orientation, Life Sciences, Mathematics, Mathematical Literacy, Music, Portuguese, Physical Sciences, Visual Arts.
<b>Award</b>	Certificate of Merit per subject	

<b>SUBJECT AWARDS GRADE 12</b>	
<b>Recipients</b>	Top Achiever (minimum of 75%, minimum of 70% Further Studies Programme subjects)
<b>Subjects</b>	Accounting, Afrikaans (FAL), Business Studies, CAT, Dramatic Arts, EGAD, English (HL), Geography, History, Information Technology, isiZulu (FAL), Life Orientation, Life Sciences, Mathematics, Mathematical Literacy, Music, Portuguese, Physical Sciences, Visual Arts.
<b>Award</b>	Voucher and Certificate of Merit per subject.

## ACADEMIC TROPHY AWARDS GRADE 12

<b>Recipients</b>	Awarded to the student with the highest overall aggregate in English and Afrikaans.	Awarded to the student with the highest overall aggregate in two of the following subjects: Geography, History, Visual Arts or Dramatic Arts.	Awarded to the student with the highest overall aggregate in Mathematics and either Physical Sciences or Life Sciences.	Awarded to the student with the highest overall aggregate in Accounting and Business Studies.
<b>Trophy</b>	Linguistics Trophy	Humanities Trophy	Natural Sciences Trophy	Business Trophy

## ACADEMIC BADGES/COLOURS

<b>Recipients</b>	Grade 8/9/10 students with an overall aggregate of 80% or more for 1 year.  Grade 11 students with an overall aggregate of 75% or more for 1 year.  Grade 12 students with an overall aggregate of 75% or more for 1 year.	Grade 9/10 students with an overall aggregate of 80% or more for 2 years.  Grade 11 students with an overall aggregate of 75% and 80% for one other grade.  Grade 12 students with an overall aggregate of 75% or more for 2 years.	Grade 8/9 students with an overall average of 90% or more for one year.	Grade 10 students with an overall aggregate of 80% or more for 3 years.  Grade 11 students with an overall aggregate of 80% for Grade 9 AND 10, and 75% for Grade 11.  Grade 12 students with an overall aggregate of 80% for Grade 10, 75% for Grade 11 and 75% for Grade 12.	Grade 11 students with an overall aggregate of 80% in Grades 8, 9, 10 and 75% in Grade 11.  Grade 12 students with an overall aggregate of 80% for Grades 9, 10, 75% for Grade 11 and 75% for Grade 12.
<b>Award</b>	Academic Blue Badge and a Certificate of Merit	Academic Silver Badge and a Certificate of Merit	Junior Honours	Academic Half Colours Scroll and a Certificate of Merit	Academic Full Colours Scroll and a Certificate of Merit

## OVERALL ACADEMIC AWARDS PER GRADE

Recipient	Most Improved Scholar: Awarded to the student with greatest improvement in overall aggregate from the second term to last term in each grade.
Award	Voucher and Certificate of Merit
Recipient	Third in the Grade:

	Awarded to the student with the third highest overall aggregate in each grade.
Award	Voucher and a Certificate of Merit
Recipient	Second in the Grade: Awarded to the student with the second highest overall aggregate in each grade.
Award	Voucher and a Certificate of Merit.
Recipient	Dux Scholar: Awarded to the student with the highest overall aggregate in each grade.
Award	Voucher, Floating Trophy and a Certificate of Merit.

## 2. Prestigious Awards

<b>MERIT TROPHY AWARD GRADES 8 TO 12</b>	
Recipients	The student with the highest number of Merit points in each grade at the end of the year and the Runner-up student.
Award	Voucher, Floating Trophy and Certificate of Merit.

<b>MARIST SPIRIT PLATE GRADE 12</b>	
Recipients	A Matric Student who has worked consistently towards fostering spirit within the school community.
Award	Floating Trophy

<b>MARIST CULTURAL AWARD</b>	
Recipients	A Matric Student who displays a special cultural talent. Not only participating enthusiastically, but also excelling in at least two different cultural activities.
Award	Floating Trophy

<b>MILAN HAGLICH AWARD</b>	
Recipients	A male Matric Student who has exhibited outstanding sportsmanship.
Award	Floating Trophy

<b>MARCO MOTTO-ROSS AWARD</b>	
Recipients	A female Matric Student who has exhibited outstanding sportsmanship.

Award	Floating Trophy
<b>THE RAMON AND MIKAELA MEMORIAL AWARD</b>	
Recipients	A Matric Student who displays dedication and passion in Dramatic Arts, embracing the spirit of Drama and Theatre whole-heartedly.
Award	Floating trophy

<b>MATTHEW CHAMPION MEMORIAL AWARD</b>	
Recipients	A Matric Student who selflessly serves the School and Community.
Award	Floating Trophy

<b>CHRISTY BOTHA MEMORIAL AWARD</b>	
Recipients	A Matric Student who, in spite of facing significant challenges to their academic progress, has consistently applied themselves with diligence, giving of their best at all times.
Award	Floating Trophy

<b>MARIST AWARD OF EXCEPTIONAL SERVICE</b>	
Recipients	A Matric Student who has made a significant contribution to the school as a service. The Student has given generously of their time and always been available.
Award	Floating Trophy

<b>PRINCIPAL'S AWARD</b>	
Recipients	A Matric Student with a minimum of 60% overall aggregate, who has been involved in at least two extra-curricular activities and who, at the discretion of the staff and the principal, has epitomised the Marist Ethos.
Award	Floating Trophy

### 3. Blazer Awards

All Blazer Awards are at the discretion of the Staff. All recipients must qualify for a Merit Scroll to be eligible.

The Merit Scroll is based on the following criteria:

- Attitude
- Dress Code
- Sportsmanship
- Behaviour
- Must continue participation after colours are awarded
- Must be a good ambassador for the school at all times

<b>COLOURS BLAZER</b>	
Recipients	A Grade 12 student who has achieved three Half Colour Awards from any of the following different areas: Academics, Leadership, Service, Sport, Cultural
Award	Blue Blazer with no Trimming

<b>HONOURS BLAZER</b>	
Recipients	A Grade 12 student who has achieved the following criteria: 1. 1 Full Colour Award 2. 2 Half Colour Awards in two other activities 3. ONE of the above colour awards must be Academic.
Award	Blue Blazer with Gold Trimming

### 3. ACADEMIC RECORDS

Students' academic results are recorded on iDoceo/Excel/Google Classroom, EdAdmin and in Ed-Lab Files:

- **EdAdmin**  
A progressive record of each student's marks is available on the school's administrative system, EdAdmin. From this record it is possible to access mark schedules, promotion schedules, achiever lists and reports.
- **iDoceo/Excel/Google Classroom**  
An iDoceo/Excel/Google Classroom record of each student's marks must be kept in the subject teacher's iDoceo app/Excel sheet (after each assessment or examination).

- **Ed-Lab Files**

The promotion marks for each student is pasted in the Ed-lab files at the end of each year.



## ACADEMIC SUPPORT AND ENRICHMENT

Every teacher will offer at least one afternoon for 1 hour of Academic Support AND Enrichment to students. A register must be taken during each lesson. An Academic Support AND Enrichment Timetable will be posted on the School App at the start of each term. Students are required to make an appointment with the relevant teacher, at least the day before the lesson. Students may approach any teacher in a department to ask for Academic Support AND Enrichment.

## ASSESSMENT

### **Aim of Assessments:**

1. Enhance individual growth and development, monitor the progress of students and facilitate learning.
2. Find out what a student knows, understand and/or can do.
3. Make judgements based on valid and appropriate evidence – these judgements should then enable teachers to make well-informed decisions about what a student needs to know next.
4. Give an indication of the success of the programme of learning including how appropriate resources have been.
5. Include a variety of techniques.
6. Encourage students to go beyond simple recall of data or facts.
7. Close the gap between the classroom and the real world.
8. Include the opportunities for students to perform tasks and solve problems.
9. Make provision for adaptive methods of assessment.

### **Assessment Strategies:**

A wide range of assessment strategies may be used to measure student performance. Teachers can select these depending on the specific subject. The forms/types chosen must provide a range of opportunities for students to demonstrate attainment of knowledge, skills, values and attitudes. The following are some of the various types of assessment that could be used by teachers to assess student achievement:

1. Tests and examinations
2. Performance based interviews
3. Interviews
4. Questionnaires

5. Structured questions
6. Assignments
7. Case Studies
8. Practical exercise and demonstrations
9. Projects
10. Role Plays
11. Simulations
12. Aural/Oral questions
13. Observations
14. Self-report assessment
15. Portfolio Tasks **Design Grids:**

Every assessment must be accompanied by a design grid that is subject specific. The design grid should contain topic weightings according to the IEB SAGS and cognitive thinking skills weightings according to the IEB SAGS.

### **Memoranda, Pre-Moderation AND Post Moderation**

Every assessment should be accompanied by a full memorandum, that includes mark allocation. Every assessment should be pre-moderated according to a subject specific check list by the HOD. A sample of every assessment should be post moderated according to a subject specific checklist by the HOD.

### **Assessment Plans**

An assessment plan should be created for the term. Every assessment must be shared with the Deputy Principal at least two weeks in advance. Assessment procedures should be in accordance with the National Policy. The student must be given the opportunity to achieve to his/her full potential. All assessments should be fair, valid, authentic and reliable. All assessment tasks should as far as possibly cover core skills and knowledge that has been taught and informally assessed during lessons. Cheating in class tests or examinations is a serious offence and will be dealt with accordingly according to the code of conduct.

## **DEPARTMENT HEADS**

### **Responsibilities to Members of the Department:**

1. To format and update department policy documents each year and to ensure that the department is aware of and has copies of these documents and all school policies.

2. To arrange department meetings; at least one formal department meeting per term and as any informal meetings with individual teachers as are necessary. Minutes for every meet to be supplied electronically to the department members.
3. To ensure that department members are aware of developments in the subject according to the HOD Meetings, the IEB and as a result of Conferences and Cluster Meetings.
4. To recommend appropriate in-service training and to inform department members about workshops and courses.
5. To act as the liaison between the Primary School, I.T. coordinator and Media Resource Centre, organising at least one meeting a term with the Primary School in the form of a workshop.
6. To oversee planning for year - allocating each teacher a grade to run. Planning includes year plans, a daily scheme of work and assessment plans. Ensuring that syllabi are covered according to CAPS and that the correct number of assessments are arranged for each term; minimum of two assessments per term for the Continuous Assessment component of the mark.
7. To create department design grids and moderation check lists, to be used to ensure that assessments are fair and devoid of errors.
8. To ensure that post-moderation of examinations takes place for all teachers' classes in the department.
9. To supply examination requirements in terms of time and number of examinations and to ensure that the marking load per teacher is fair.
10. To arrange substitution for indefinite, leave due to unforeseen circumstances.
11. To mentor and provide support to new department members.
12. To allocate student teachers to the correct mentor teacher during practical teaching periods.
13. To ensure that teachers are up-to-date on technological advancements in their subject and to ensure that teachers are using technology effectively and using innovative methodologies.
14. To run appraisal interviews and write reports thereof at least twice a year.
15. To ensure the effective running and organisation of Open Day, E-Days and other special subject days.
16. To organise and manage any additional programmes like Camps, Winter School etc.
17. Updating Subject files for each year.

18. Ensuring that July and November examinations are scanned and sent to MORE coordinator
19. Checking department Mark books and Term Results before submission.
20. To order the applicable textbooks and oversee the stationery requirements for each year.
21. To organise Matric Portfolio files.
22. To ensure that at least all Grade 12 teachers of the department participates in the marking of matric examinations, in order to network with other schools and have access to examiners.

### **Responsibilities to the Students:**

1. To provide the best possible teachers both in and out of the classroom, for students abilities and at all levels in the school.
2. To ensure the provision of the highest quality teaching and of access to a range of activities as outlined in the scheme of work.
3. To ensure that the Academic Support AND Enrichment Programme provides both Support and Enrichment.
4. To be available for parents to discuss student progress or placement either telephonically or face-to-face. All interactions should be followed up by email correspondence.
5. To ensure that all assessments are moderated and set with the necessary documents; Pre-moderation forms, Design Grids, Reflection Sheets and accurate Memoranda therefore producing fair assessments.
6. To ensure that post-moderation of examinations is effective between teachers. Ensure that the teachers involved meet and mark a good, medium and weak examination together, covering 10% of the students and that the assessor explains the mark allocation on the memorandum.
7. To facilitate subject changes using subject procedure and documents.

### **Responsibilities to the Deputy Principal:**

1. To generate the academic strategy for each year, including a reflection on the previous years' results
2. To organise the allocation of lessons to the department in the weekly timetable with the Deputy Principal for the following year, this is to be completed during the midyear examination session.
3. Minutes for every department meeting to be supplied electronically to the Deputy

Principal.

4. To provide a presentation at the Grade 9 Subject Choice Evening and to update the subject requirements and descriptions for the website and submit these to the Deputy Principal.
5. To provide the Deputy Principal with a evidence of pre-moderation, design grids and post-moderation after each examination session, for all examinations.
6. To provide the Deputy Principal with a list of IEB Conference delegates
7. To complete Agenda of the HOD meetings on Google Drive.

### **Responsibilities to the Principal:**

1. To provide a trend analysis at the beginning of each year, for the subjects in the department.
2. Minutes for every department meeting to be supplied electronically to the Principal.
3. To raise problems of any kind arising from the teaching of the subject and to inform the Principal of any staffing matters.
4. To produce appraisal reports and discussions of appraisal interviews.
5. To oversee the department budget, including drawing up the annual budget requirements.

### **ASSESSMENT PROGRAMME – Term 1**

1. Summative Assessments are standardised tests in each examination subject for Grade 10 to Grade 12. Grade 8 and Grade 9 students will be completing a theme-based task during the Summative lesson in Term 1. The same rules that apply to the Grade 10 to Grade 12 students will apply to them.
2. Students will be provided with 10-minutes reading time before the Summative Assessment is written.
3. The Summative Assessment Programme is drawn up at the beginning of each year and a copy is placed on the School App.
4. A student who is ill on the day that such a Summative Assessment is written, is subsequently expected to provide a doctor's certificate, failing that, the student will receive zero for the Assessment. Upon the presentation of a doctor's certificate and as long as the return of the student is within three days of the Assessment, arrangements will be made for the student to write the assessment.

5. If a student misses the assessment due to other circumstances, they will receive an absent. They will not be allowed to write the assessment beforehand or after 3 days following the test.
6. Teachers should mark and return Summative Assessments within 1 week of them being written.
7. Summative Assessments are written on the allocated days as per the assessment programme.

## E-DAY PROGRAMME

1. E-Days are carried out on an allocated days in the first term and second term. The programme is drawn up at the beginning of the year. The venues and roster are made available to the students in advance. The E-Day programme is available on the School App.
2. E-Days create an opportunity for collaborative learning as a class or a whole grade for the Grade 8 and Grade 9 students.
3. E-Days create an opportunity for teaching through interactive and fun activities, often practical in nature.
4. The Grade 10 to 12 students can be taught whole sections of work during an E-Day.
5. Should a senior student not have the subject allocated to the E-Day, they will be required to complete an E-Day project in one of their elective subjects for the day.

## CORRECTION OF WRITTEN WORK

A distinction should be drawn between marking and control. The individual subject policies will contain detailed information on the type of marking and control required for each subject.

- **Marking**

Detailed and intensive marking should be completed whenever the work has to be learned or used for revision purposes. All assessment and examinations should be marked intensively with a clear indication of errors. Intensive marking must always be followed by a discussion of common errors, possibly even distribution of a memorandum, the correction of mistakes and where necessary, remedial work.

- **Control**

Control is intended to ensure that students are completing the work assigned to them. Control can be completed during a lesson and is indicated by ticking, initialling or stamping and dating the student's work.

## ATTENDANCE

Regular attendance at school is essential for all students. Erratic attendance often leads to important concepts being missed, incomplete notes and the resultant pressure of the student having to catch up work. Linked to attendance is the important life skill of being punctual which communicates respect for others and for school organisation.

1. School begins at 7h30. All students are to be punctual each day. Punctuality at school functions is essential.
2. Students are required to attend school on all official school days. Appointments for dental, medical and other treatments should be made outside of school hours, taking into account extra-curricular activities.
3. The practice of adding extra days to school holidays, weekends or long weekends is unacceptable.
4. As Sacred Heart College is a Catholic school and focus is placed on a Christian, Catholic ethos, it is expected that all students attend religious classes, celebrations and masses.
5. Students who miss work through absence or illness are required to make arrangements with the teacher concerned to catch up the work within 24 hours of returning to school.

## CONFERENCES AND CLUSTERS (IEB)

1. At least one senior department member, preferably the HOD, should attend the official IEB Regional/National Conference yearly. During these conferences guidance will be given to teachers on a variety of didactical aspects such as syllabus interpretation, methodology, new interpretations, etc.
2. After these conferences, those who attend are expected to report back to their department during subject meetings and to provide the Principal and Deputy Principal with a written report.
3. HODs are to ensure that all IEB Cluster meetings are attended with the necessary documentation and where possible volunteer to take on the role as Cluster Leader.

## ENTRANCE TESTING

1. A two-hour hour Entrance test is carried out for students entering Grades 8, 9 and 10, usually in the middle of March.



2. The test is comprised of two sections: Mathematics and English.
3. The tests will be reset every year.
4. The Sacred Heart College Grade 7 students write the entrance test the day before the external candidates.
5. There are no entrance tests for Grade 10 into Grade 11 or Grade 11 into Grade 12, since we do not accept students in Grade 11 or Grade 12.
6. The Entrance Tests are marked by the Mathematics and English departments.

## EXAMINATIONS

1. All students must be at school 30 minutes before the start of an examination.
2. All students must leave their bags outside the classroom and only bring in the items necessary for that examination.
3. All writing equipment must be kept in a see-through container.
4. No erasable pens may be used.
5. Students may NOT borrow or lend any equipment during the examination; they must ensure that they have the correct equipment before the examination.
6. All students must be dressed in the correct uniform during examination time. Code of Conduct uniform specifications will be enforced as per usual.
7. No student may communicate in any way with another student from the time that the examination starts until after all the papers have been handed in to the invigilator.
8. Students who have completed the examination early may NOT read, study, play cards etc.  
while the examination is still in progress.
9. Students may NOT leave the examination room while the examination is in progress.
10. Students must NOT be dishonest in any way during any examination.
11. Should a student arrive late for an examination without a valid reason, the student will NOT be granted extra time to complete the examination.
12. Examination rooms must be left clean and tidy.

13. Cell phones must be switched off and left in the front of the examination venue.
14. Cell phones will be returned to students before being dismissed.
15. No cell phones may be used for any purpose during an examination.
16. No smart devices such as smart watches may be used for any purpose during an examination.
17. Line-up for Morning Prayer and notices and then move to examination venue promptly and be seated in alphabetical order.
18. Uniform inspection will take place.
19. Examination papers will then be handed out and the invigilator will instruct students to start the 10 minutes reading time.
20. After the 10 minutes of reading time, the invigilator will instruct the students to start the examination.
21. Any student who is ill for an examination must produce a doctor's certificate and hand it to their Grade Head upon returning to school. The school must be contacted to report absenteeism before the start of the examination.
22. Any student who is dishonest in an examination will have their paper confiscated. The student will be given a new answer book and will start the examination again. The teacher will refer the matter to the Grade Head concerned, who in turn will refer it to the Principal.
23. Students that do not write a midyear examination will receive an absent on their report. At the end of the year the November examination mark will be duplicated for the midyear examination mark. Midyear examinations missed can be written for practice purposes. If a doctor's note is provided, it must clearly state that the student was in poor health and not able to write the examination.

## GRADE HEADS

### **Pastoral Care:**

1. To ensure the wellness of the child by communicating with parents, students and teachers on a regular basis.
2. To ensure that the Grade Leadership Development Camp is booked and planned effectively.
3. To complete the Agenda for Grade Head meetings on Google Drive.

### **Academic Progress:**

1. To ensure that students are maintaining good academic results.
2. To create programmes to help students who are battling or who need help due to unforeseen circumstances.
3. To identify students who would benefit from accommodations and recommend testing.
4. To notify parents of students who have failed or are in danger of failing.
5. To present Top Ten Certificates at the end of Term 1 and Term 2.
6. To be present failures at the end-of-the-year promotion meetings.

### **Monitoring Behaviour:**

1. To liaise with class teachers and introduce Progress Reports and Daily Reports where necessary.
2. To monitor merits and demerits issued.
3. To ensure that a comprehensive paper trail is accumulated for difficult students.
4. To be available to support the register teachers in promoting disciplinary action where necessary.
5. To monitor and follow up on persistent absenteeism, sick room visitation and signing out.

## HOMWORK

1. Homework, when given, should have a specific purpose, such as revising or reinforcing classroom teaching OR applying or enriching what has been learnt in the classroom.
2. Homework should not be set as punishment or simply to keep students busy.
3. The amount of homework set should be realistic and take into consideration the demands of other subjects.
4. Homework should be checked by the teacher on the due date and stamped.
5. Homework should be marked and discussed by the teacher.
6. All students must complete all the homework that is set and must have it at school on the day required.
7. Students may not copy homework from classmates, as this will be considered cheating. The demerit system of the code of conduct will be applied.

## JOB SHADOWING

A job shadowing programme will be run for the Grade 10 and Grade 11 students. The job shadowing programme forms part of the Life Orientation curriculum and will be organised by the Head of Subject - Life Orientation.

- The Grade 10 students will attend job shadowing when the Grade 10 Life Sciences students are on their tour. The Grade 10 Life Sciences students will undertake their job shadowing during a holiday.
- The Grade 11 students will attend job shadowing when the Grade 11 Geography students are on their tour. The Grade 11 Geography students will undertake their job shadowing during a holiday.

## IEB APPOINTMENTS/ROLES

1. Teachers are encouraged to apply for the IEB Marking in December. At least one member from each department.
2. Teachers are encouraged to volunteer to act as IEB Cluster Leader.
3. Teachers are encouraged to apply for IEB Regional/National Portfolio moderator positions.

4. Teachers are encouraged to apply for IEB Examiner Roles.
5. Teachers are encouraged to organise and host IEB Conferences.

## LESSON PLANNING AND PREPARATION

### Lesson Planning:

1. Year plans will be drawn up in the November of the previous year., by the teacher responsible for the grade in a specific subject. These year plans will be distributed to the students at the beginning of the year and the HOD will ensure that the Deputy Principal has a copy.
2. Daily schemes of work will be drawn up in the November of the previous year, by the teacher responsible for the grade in specific subjects and these schemes will be distributed to the other teachers teaching the subject and grade. The HOD will ensure that the Deputy principal has a copy.
3. The purpose of lesson planning is to ensure that the work set out in the SAGS and the scheme of work is completed in the time available.

### Preparation:

1. Effective and accountable teaching is a result of thorough preparation.
2. The amount of detail is a matter of personal preference, but the preparation of each lesson should specify outcomes (specific and other), methodology, assessment and resources (optional).
3. Preparation should be dynamic rather than static. It should always be in the process of being changed and upgraded.

## MARIAN RESOURCE CENTRE (MRC)

1. The MRC is situated opposite the Pre-School.
2. The centre times are 07:15 – 16:00, Monday to Thursday and closes at 15h00 on a Friday for parents, students and teachers.
3. The day-to-day running of the MRC takes place under the supervision and control of staff member on duty.
4. The centre boasts the following areas: Conference Room, Auditorium, Amphitheatre, Primary School Library, High School Library, Picture Book Section, Reference Section, Teacher's Reference Section, Parental Resources Section, Computer Room and Audio Visual Room.
5. The Marian Resource Centre is a vibrant space in our school that endeavours to create life-long readers. The shelves are filled with fiction and non-fiction books, encyclopedias and magazines.



## PARENTS' MEETINGS

1. There will be two meetings a year, one at the end of the first term and one at the end of the second term.
2. In Term 1, there will be a Grade 8 and Grade 9 Parents' Evening on one night and a Grades 10 to 12 Parents' Evening on the following night. Discussions are limited to 5 minutes per student.
3. In Term 2, there will be a Grades 8, 10 and 11 Parents' Evening, a Grade 9 Subject Choice Evening and Parents' Evening and a Grade 12 Interview Evening. Discussions are limited to 5 minutes per student, except the Grade 12 interviews that are 15 minutes long.
4. Parents will be invited to attend Parents' evening in Term 1 should their child be underperforming or a behavioural problem. In Term 2, all Grade 9 and Grade 12 Parents will be invited and the Grades 8, 10 and 11 Parents will be invited.
5. These evenings are arranged to create the opportunity for teachers to meet the parents personally with a view to exchanging information pertinent to the sound education of the child. During these meetings teachers are urged to have an open and frank discussion with the parents; such discussion, however, must focus on the individual child and not the class. Furthermore, it is not professional etiquette to discuss what happens in other classes.

## MORE - PAST PAPERS

The MORE section on the school website includes past papers with solutions, notes and links to other websites. The MORE is organised according to subject then grade starting from Grade 6 and extending to Grade 12. Staff are continuously loading resources to ensure the content is relevant and up to date.

## PROMOTIONAL REQUIREMENTS

### **Minimum Requirements needed for Senior Phase (Grades 8 and 9)**



English	Pass English at minimum of 50%
Afrikaans (FAL)/isiZulu (FAL) AND Mathematics	Pass Afrikaans (FAL)/isiZulu (FAL) and Mathematics at minimum of 40%
Any other 3 subjects  (Biology, Creative Arts, EMS, Geography, History, Science, Technology, LO)	Pass at a minimum of 40%

**Please note:** A student may only be retained once in the Senior Phase **Minimum Requirements** needed for FET Phase (Grades 10, 11 AND 12):

Bachelor's Degree Studies (BD)	Pass English at 40%  Pass 4 designated subjects at 50%  (Accounting; Afrikaans (FAL); Business Studies; CAT; Dramatic Arts; Engineering Graphics and Design; Geography; History; IT; isiZulu (FAL); Life Sciences; Mathematical Literacy, Mathematics; Physical Sciences; Visual Arts)  Pass 2 subjects at a minimum of 30%
Diploma Studies (D)	Pass English at 40%  Pass 3 other subjects at 40% (excluding LO)  Pass 2 subjects at 30%

Higher Certificate Studies (HC)	Pass English at 40% Pass 2 other subjects at 40% Pass 3 subjects at 30% (May fail one subject BUT not English)
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## REPORTS

Parents/Guardians will receive three reports per year, at the end of each term. These reports will be available, electronically, on the Parent Portal of the EdAdmin Administration system:

Term 1: End of Term (April)

Term 2: End of Term (August)

Term 3: End of Term (December)

Academic Reports will contain subject results as a percentage, number of days absent, extracurricular involvement, community hours and comments from the class teacher, grade head and the principal/deputy principal.

There will be a Code of Conduct Report attached to the academic report, that lists all merits and demerits received by the student too.

Teachers will be provided with a schedule on what important dates to take into account that will have an impact on publishing reports.

The Register teacher, Grade Heads and Principal will input unique comments for each student.

## SCHOLARSHIPS (ACADEMIC)

A new scholarship test will be set by the Deputy Principal - Educational Product, every year. The test will contain 40 English Test Marks, 40 Mathematics Test Marks and 20 Extension Type Test Marks. The total will be 100 marks and the test will be written in 2 hours.

The candidates eligible to write the scholarship test are identified from the results of the entrance testing. The top 15 internal (MBL) candidates and the top 15 external candidates are invited to write. The top 4 candidates in the scholarship exam are then awarded a scholarship of 25% on their school fees. The scholarship is valid from Grade 8 to Grade 12, provided that the following conditions are met:

- The student will be required to maintain an outstanding academic record (an academic award each year).
- The student is expected to participate in the extra - curricular activities of their choice.
- The student's behaviour should always be exemplary.
- The student must uphold the Sacred Heart College Code of Conduct, ethos and value system both at school and outside of school.
- The student must be a true ambassador for the school at all times.

Scholarships are reviewed at the end of each year that a student is at High School and the scholarship will be re-awarded based on whether a student has met the above conditions.

## SCHOOL APP

All communication with parents and students will take place via the School App. Access to the School App is available on any smart device. Communication examples: E-Day Programmes, Assessment Programmes, Past Papers, Policies and Exam Requirements per subject per grade, Calendars etc.

## STREAMING

1. Sacred Heart College does not engage in a system of streaming students in the GETC Phase (Grades 8 and 9).

2. The Mathematics classes in the FET Phase (Grades 10, 11 and 12) will be streamed according to ability.

## SUBJECT/TEACHER CHANGES

1. Students may not request that certain teachers teach them. Should a student have issues with an teacher, the matter should be reported to the Deputy Principal in charge of Academics. The Deputy Principal will investigate the allegation. A meeting will be held with the HOD of the subject concerned and actions will be put in place to restore the relationship. No teacher changes will be entertained.
2. Subject changes will only be condoned once a letter has been received from the parents/ guardians, requesting the change. The Head of Department of the new subject will hold a meeting with the parents, students and the teacher of the current subject, in order to assist with the transition. The Head of Department will pass on the final decision to the Deputy Principal in charge of Academics to make the necessary timetable changes.

## SUBJECTS OFFERED

### Senior Phase Subjects

Compulsory Subjects	Choice Subjects	Optional Subjects
<ul style="list-style-type: none"> <li>Biology (Gr. 9)</li> <li>Creative Arts (Dramatic Arts &amp; Visual Arts)</li> <li>EGAD (Gr. 9 T3)</li> <li>EMS &amp; CAT</li> <li>• English (HL)</li> <li>• Geography</li> <li>• History</li> <li>• IT (Gr. 9 T3)</li> <li>• Life Orientation (Guidance &amp; Physical Education)</li> <li>• Mathematics</li> <li>• Mathematical Literacy (Gr. 9 T3)</li> <li>• Natural Sciences (Grade 8)</li> <li>• Science (Grade 9)</li> <li>• Technology</li> </ul>	<ul style="list-style-type: none"> <li>• Afrikaans (FAL)/isiZulu (FAL)</li> </ul>	<ul style="list-style-type: none"> <li>• Portuguese Music</li> </ul>

### FET Phase Subjects

Compulsory Subjects	Choice Subjects	Optional 8 <sup>th</sup> /9 <sup>th</sup> Subjects
<ul style="list-style-type: none"> <li>• Afrikaans (FAL)/isiZulu (FAL)</li> <li>• English (HL)</li> <li>• Mathematics or Mathematical Literacy</li> <li>• Life Orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting</li> <li>• Business Studies</li> <li>• CAT</li> <li>• Dramatic Arts</li> <li>• Engineering Graphics and Design</li> <li>• Geography</li> <li>• History</li> <li>• Information Technology</li> <li>• Life Sciences</li> <li>• Physical Sciences</li> </ul>	<ul style="list-style-type: none"> <li>• Further Studies English</li> <li>• Further Studies Mathematics</li> <li>• Portuguese</li> <li>• Music</li> </ul>

	<ul style="list-style-type: none"> <li>• Visual Arts</li> </ul>	
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## SUBJECT POLICIES

The heads of Department take responsibility for the drawing up of a Subject Policy for each subject. The Subject Policy must reflect the requirements of the IEB Subject Assessment Guidelines and the Academic policy of the school. It must be a comprehensive document that will provide staff members with all the information they need to carry out their task as subject teachers successfully. The Subject Policy must appear in the Subject File (or as a soft copy in Google Drive) and each teacher should be fully conversant with its details. The subject policy should be updated and revised yearly, where necessary.

## TEXTBOOKS

Students are expected to purchase their own textbooks (hard copy or soft copy) in all subjects. The Heads of Department in conjunction with subject teachers will determine which textbooks are to be bought and must consult Ms Hudson in order to do so. A supplier approved by the school will be made available to parents. Where possible, teachers should create their own resources on Google Classroom.

- **Second-hand books**

At the end of the year, students will be given the opportunity to resell their textbooks to their fellow students in a lower grade. It is therefore in the students' interest to take good care of their books during the course of the year.

- **Teacher books**

Copies of textbooks for the exclusive use of teachers is provided by the HOD. Teachers are invited to make suggestions as to which books, they would like to see in the Teacher's Reference section. HODs will arrange textbooks for everyday use and any extra resources will be ordered through the HOD, provided that the extra resources formed part of the subject budget.

## TIMETABLE

The academic timetable will be created during the August holidays of the year prior to its inception. HODs are required to submit staffing requirements to the Deputy Principal – Educational Product before the end of Term 2. The structure of the timetable may differ from year to year, depending on the school's requirements at that stage.

10-day cycle – Day 1 - 9 with 6 lessons a day and Day 10 an E-Day.

All students will be provided with an individual timetable on the first day of school.

## TOURS AND EXCURSIONS (Academic)

Educational, cultural and sporting tours can be of great benefit to students, provided they are carefully planned and conducted. No tour may be undertaken without the prior knowledge and consent of the Principal. Staff and students taking part in an approved educational tour are not regarded as absent.

The following educational tours/camps are run yearly at this stage:

- Grade 8 - Leadership Development Camp - 28 Feb until 1 March
- Grade 9 - Leadership Development Camp - 28 Feb until 1 March
- Grade 10 - Leadership Development Camp - 28 Feb until 1 March, Life Sciences Tour (April)
- Grade 11 - Geography Tour (February), Leadership Development Camp - 28 Feb until 1 March
- Grade 12 - Leaders' Camp (January), Portfolio Days - 28 Feb until 1 March


See Tour and Excursion Policy for conditions and stipulations.

## WEIGHTINGS PER TERM

Term	Grade 8 & 9 Weighting	Grade 10 & 11 Weighting	Grade 12 Weighting
1	20% CASS 25% PROJECTS 75%	20% CASS 25% SUMM 75%	25% CASS 25% SUMM 75%
2	30% CASS 25% EXAMS 75%	30% CASS 25% EXAMS 75%	25% CASS 25% EXAMS 75%
3	50% CASS 25% EXAMS 75%	50% CASS 25% EXAMS 75%	50% Prelims

## WINTER SCHOOL

Winter School will be run for the Grade 12 students in the last week of the August Holidays before prelims. Past Papers will be covered and subjects will be revised. Students will be given a booking form and a Roster before school breaks up for the August holidays.

 <p>Marist Brothers Linmeyer</p>	<p>POLICY: HS Academic Policy Author: Marist Brothers <del>Linmeyer</del> Authorised: HS Management Team Revision no. : 2    Date revised: January 2024</p>
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