

MERRIFIELD

PREPARATORY SCHOOL
& COLLEGE

COLLEGE HANDBOOK FOR PARENTS AND STUDENTS 2022



Astra Petentes

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Vision and Mission

To be a dynamic,
globally competitive,
independent school,
rooted in the Eastern Cape

Merrifield aims to:

- ✘ offer a rigorous academic environment in a learning centre of exceptional quality
- ✘ educate the whole child where academic studies, sport, spirituality, culture and community service are vital components of a rounded education
- ✘ value the individuality and distinctive learning styles of every child
- ✘ provide close personal attention and commit to small classes
- ✘ encourage the development of individual curiosity, personal creativity and an entrepreneurial spirit
- ✘ develop mutually respectful relations based on mutual trust, professionalism, quality education and care
- ✘ prepare citizens for a culturally diverse, democratic society
- ✘ encourage a vibrant leadership that is decisive, while being compassionate, democratic and tolerant
- ✘ nurture an environmental awareness being situated in a country environment
- ✘ offer a single educational experience on one campus from pre-primary to matric
- ✘ nurture a family-orientated environment where a social conscience and responsible social interactions are cultivated.

School Song

We are the new generation
South Africa is our home
Our hopes and dreams for the future
Through Merrifield are grown
Challenging tomorrow
Seizing every day
For here we learn true values
And we live by what we say

Astra Petentes – Reach for the Stars!
Astra Petentes – Reach out for Heaven!

Saam staan ons hier in die eenheid
Ubuntu sisonke sibambene
With tolerance and respect
Honouring our school
And our land
For here we strive for excellence
In everything we do
Together we will realize our dreams and vision too

Communication

Communication from the school

The school uses various means of communication to parents, friends of the school and the public including:

- D6 Communicator
- Facebook and Instagram
- Bulk text messages
- Printed circulars
- Website

Communication with the school

Phone: 043 748 6094
 Fax: 043 748 6980
 Postal address: PO Box 15681
 Beacon Bay
 5205
 Email: info@mpsc.co.za

Executive Head and College Head

Guy Hartley: ghartley@mpsc.co.za

College Deputy Head

Bridget Fielding: bfielding@mpsc.co.za

Preparatory School Head

Debbie Lacey: dlacey@mpsc.co.za

Administrative Offices

Zisanda Nkonkobe: reception@mpsc.co.za
 Joanne Marais: jmarais@mpsc.co.za
 Natasha Williams-Jones: prep@mpsc.co.za
 Sally Van Der Walt: headmaster@mpsc.co.za

Finance Office

Adele Waechter (Business Manager): awaechter@mpsc.co.za
 Maruzahn Muller (Financial Manager): zmuller@mpsc.co.za
 Jolandie Fielden (Bursar): jolandie@mpsc.co.za
 Kerri Horsley (Creditors Clerk): creditors@mpsc.co.za
 Eileen Miles (Debtors Clerk): finance@mpsc.co.za
 Hanneli Fourie (Debtors Clerk): hfourie@mpsc.co.za

Public Relations and Marketing

Alison Randall: arandall@mpsc.co.za
 Taralyn McLean: pr@mpsc.co.za

Printing Office

Vuvu Ncamiso: vncamiso@mpsc.co.za

Dates and Times

School day times

Register Period:	07:40 - 07:50
Period 1:	07:50 - 08:45
Period 2:	08:45 - 09:40
Period 3:	09:40 - 10:35
First Break:	10:35 - 11:00
Period 4:	11:00 - 11:55
Period 5:	11:55 - 12:50
Second Break:	12:50 - 13:20
Period 6:	13:20 - 14:15

On Wednesdays, Assembly, or the 6th period, ends at 14:00.

Term Planners

Term Planners are available on the D6 Communicator and the website.

Extra Mural Programme

The Extra Mural Programme is available on the D6 Communicator and the Merrifield Extra Mural Activities and Fixtures team on Microsoft Teams.

Term Dates for 2022

Term 1

Monday 17 January to Friday 18 March

Staff return Thursday 13 January
Students start Monday 17 January

Term 2

Tuesday 5 April to Friday 24 June

Staff return Monday 4 April
Students start Tuesday 5 April

Public and School Holidays:

Friday 15 April
Monday 18 April
Wednesday 27 April
Monday 2 May
Thursday 16 June
Friday 17 June

Term 3

Tuesday 19 July to Friday 30 September

Staff return Monday 18 July
Students start Tuesday 19 July

Public Holiday:

Monday 8 August
Tuesday 9 August

Term 4

Tuesday 11 October to Thursday 1 December

Staff return Monday 10 October
Students start Tuesday 11 October
Students finish Thursday 1 December
Staff finish Friday 2 December

Staff 2022

COLLEGE HEAD:

Guy Hartley

COLLEGE DEPUTY HEAD (Academic Coordinator):

Bridget Fielding

COLLEGE COORDINATOR (Staff/Students):

Emilie Rautenbach

COLLEGE MANAGEMENT TEAM (CMT):

Guy Hartley, Bridget Fielding, Gareth van Harmelen, Emilie Rautenbach

COLLEGE SECRETARY:

Sally van der Walt

Grade Coordinators

Grade 8	Gardie Newman
Grade 9	Ronwyn Pearce
Grade 10	Craig Giese
Grade 11	Adam Stabler
Grade 12	Katie Joubert

Register Class Teachers

Gardie Newman	8N
Chanel Coutts	8C
Brenda Friend	8F

Ronwyn Pearce	9P
Bernice Burmeister	9B
Antonet Louw	9L

Craig Giese	10G
Elmarie Botha	10B
Phiwokuhle Yase	10Y

Adam Stabler	11S
Angela Theron	11T
Di Prior	11P

Katie Joubert	12J
Gerald White	12W
Gareth van Harmelen	12V

Staff Portfolios 2022

SMT	GH/ DL/ BF
Appointments	
Bursaries and Scholarships	
Calendar	
CMT	GH/ BF/ ER/GvH
College Head	GH
College Deputy Head (Academic Coordinator)	BF
College Coordinator (Staff/Students)	ER
Umalusi/ Quality Assurance Accreditation	CMT
Academic	BF
Accommodations	NS
Marks, Assessment, Reports	BF/ SW
Report comment editing	ER/GW/KJ
ISAMS Report Admin System	BF/ SW/ RP
Timetable	BF
NSC, Internal Exams, IBTs, Reasoning Skills	BF and Grade Coordinators
Awards	GH/BF
Academic	BF
Cultural	ER/MW
Sport	GH/LK
Badges, Braiding and Scrolls	DP/SW
Certificates	LN/DU
Co-curricular Activities	ER
Enviro Club	GW
JSE Challenge	DP
Outdoor Adventure	CG
President's Award	LK/CG
POP	CB
SCA	DP
Community Engagement	TM/ER
Reading Revolution - Sinempumelelo Primary	AT
Vital Visits – Frere Hospital (CHOC)	KJt
ICT Skills – Sakhikamva Secondary at Merrifield	SM
Enriching Elders – Kennersley Park	DP

Communication	
Bulk Text Messages	NWJ/SW/ZN
D6 Communicator	NWJ
Yearbook	TMc
Facebook and Instagram	TMc/AR/ER
Website	MB/AR/TMc
Staff WhatsApp Group	ER
Computer networking and maintenance	LN/DU
Cultural Activities	MW
Art Club	CGx
Drama – Eisteddfods, One Act Plays, Competitions	MW
Debating - League, WSC, Forum Discussion, Provincial Debating	RP
Public Speaking – Eisteddfod, Model UN, SAASTA, NIDPSC, Rotary	NS
Jazz Band	MB
Marimba Band	DM
Glee Club	NJ
String Ensemble	CS
Discipline	GN/GH/BF
Recording of Merits and Demerits/ Detention Roster	SW
Equity Forum	GH/DL/ AW/KANP/EM
Extension Opportunities	BF
Science Olympiads/ Competitions and Quizzes	SM/BF/JH/GvH/AT
English Olympiad	GW
SACEE Events Coordination	BB
Maths Olympiads/ SA Mathematics	AS/RP/PW
General Knowledge	GW
Art Exhibitions	CGx/LM
Extra Lessons	BF
Extra Afrikaans	EB
Extra Mathematics	PW/CC/BFr/EQ
Extra Science	CC
Grade Coordinators	
Grade 8	GN
Grade 9	RP
Grade 10	CG
Grade 11	AS
Grade 12	KJt
Green Teachers	CB
Health and Safety Committee	KA/ AW/ GNeI
IEB Conference Bookings and Travel Arrangements	SW
Inter-house Coordinator	LK
Head of Orion	GvH
Head of Aquila	GN
Lost Property	PW
Science Lab Management	SM

Special Events	AR
Matric Fundraiser	AT/MW/EB/LM
Matric Dance	AT/MW/EB/LM
Market Day	GN/DP/NC
Prizegiving	BF/ER/MW
Valedictory	KJt/GW/GvH
Sport	LK
Chess	LM
Cricket	JD
Cross Country	KC
Hockey	AB/AL/AS/GJ/JD/QJ
Netball	AF/NH/AC/PY
Squash	BF/KC
Soccer	KS/MW
Surfing	GE
Swimming	LK
Table Tennis	KA
Tennis	GN/KJt/BB
Water Polo	LR/GvH/LK
Stationery List for Students	GN
Students	ER
Counselling/ Career Guidance/ Pastoral Care	NS/CB
Daily Report Cards	Grade Coordinators
Homework Room	LM/ER
Peer Counsellors	NS
Peer Promoters for SANBS	EB
SRC	GvH
Student Transformation Team	ER/GvH
Staff	ER/GH
Duty Rosters	ER
Professional Development	ER/GH/BF
SACE	ER/ZN
Substitution	DP
Subject Coordinators	BF
Afrikaans	KJt
EMS	DP
English	GW
Geography	CG
History	ER
Life Orientation	NS
Life Sciences and Natural Sciences	BF
Maths FET	AS
Maths GET	RP
Physical Sciences	GvH
Textbooks	GN

Subject Teachers

NAME	SUBJECT	GRADE
Bachar, Chaylene	Geography, Life Orientation	7,8
Boon, Matthew	Computers, Information Technology	7,8,9,10,11,12
Botha, Elmarie	Afrikaans	9,10,11,12
Burmeister, Bernice	English	9,10,11
Caswell, Katherine	English	8,9,10
Clegg, Nicholas	English, Maths, History	7
Coutts, Chanel	Natural Sciences, Physical Sciences	7,8,9,10
Driver-Boon, Una	Computer Applications Technology, Music	8,9,10,11,12
Fielding, Bridget	Life Sciences	12
Ford, Anita	Afrikaans	7
Friend, Brenda	Maths	8,9,11,12
Giba, Maureen	isiXhosa	8,9,11,12
Giese, Craig	Geography, Thinking Skills	9,10,11,12
Greatorex, Camilla	Visual Arts	8,9,10,11,12
Hart, Jenny	NS, Life Sciences, Physical Sciences	7,9,10
Hawkes, Geraldine	German	7,8,9,10,11,12
Johannisen, Nathan	Music	7
Jonas, Kathy	English	8,12
Joubert, Katie	Afrikaans	10,11,12
King, Llewellyn	Geography	9,10
Louw, Antonet	Afrikaans	7,8,9
Maqubela, Thina	Mathematics	9,10
Morrings, Dwight	Music	7,8,9
Muzorewa, Lovie	History	8,9,10
Neethling, Jonno	Technology	7,8,9
Newman, Gardie	EMS & Business Studies	8,10,11,12
Pearce, Ronwyn	Mathematics	7,8,9,10
Prior, Dianne	EMS & Accounting	9,10,11,12
Quenet, Erica	Mathematics	11,12
Rautenbach, Emilie	History	11,12
Ringani, Hlalelani	EMS	7
Theron, Angela	Natural Sciences, Life Sciences	8,10,11,12
Smith, Nadia	Life Orientation	9,10,11,12
Smith, Stephanie	Afrikaans	8,9
Stabler, Adam	Mathematics	9,10,11,12
Van Harmelen, Gareth	Physical Sciences	11,12
Wheatley, Rebecca	Visual Arts	7
Wetmore, Pauline	Mathematical Literacy	10,11,12
White, Gerald	English	11,12
Williams, Marc	Drama	8,9,10,11,12
Yase, Phiwokuhle	isiXhosa	10
Zumani, Buli	isiXhosa	7

Senior Phase (Grades 7, 8 and 9)

Subjects

Languages (English, Afrikaans or isiXhosa)
 Mathematics
 Natural Sciences (Life Sciences & Physical Sciences)
 Social Sciences (Geography & History)
 Technology
 Arts and Culture (Music, Art, Drama)
 Life Orientation
 Economic and Management Sciences (Economics, Accounting, Business Studies)

Assessment:

School Based Assessment (all work assessed during the year) accounts for **40 % of Year Mark**.

Final year-end written exams account for **60% of the Year Mark**.

International Benchmarking Tests (IBTs) for English and Maths are written during the Grade 9 year.

Each subject has a prescribed allocation of marks for different skills and types of assessment. These vary according to the subject.

Promotion Requirements for Senior Phase

Promotion Requirements for Grade 8 and 9
A minimum of:
40% in Mathematics
50% in English
40% in Afrikaans, isiXhosa, German or French
40% in THREE other learning areas
30% in TWO other learning areas

FET Phase (Grades 10, 11 and 12)

Subjects

Compulsory Subjects:

- Mathematics or Mathematical Literacy
- English (Home Language)
- Afrikaans (First Additional Language)
OR isiXhosa (First Additional Language)
OR (German/French for immigrants only)
- Life Orientation

Grade 10 Elective Subject Choice:

- Physical Sciences / Business Studies/ Life Sciences/ Drama
- Physical Sciences / Information Technology/ CAT/ Geography/ History
- Life Sciences/ Geography / Accounting/ Visual Arts

Grade 11 Elective Subject Choice:

- Physical Sciences/Business Studies/Life Sciences/History/Drama
- Physical Sciences/Information Technology/CAT/Geography/History
- Life Sciences/Geography/Accounting/Visual Arts

Grade 12 Elective Subject Choice:

- Physical Sciences/Business Studies/Life Sciences/History
- Physical Sciences/Information Technology/CAT/Geography/History
- Life Sciences/Geography/Accounting/Visual Arts

It is important that correct subject choices are made in Grade 10. It is recommended that pupils do not change after Grade 10. Only one subject may be changed during Grade 11 with permission from IEB.

The Grade 9s receive guidance throughout the year to help them make an informed decision with regards to subject choices for Grade 10.

Assessment

- School Based Assessment (SBA) is a record of a pupil's work through the year
- Consists of: presentations, research, practical work, tests, exams weighted to IEB specifications.
- SBA accounts for 25 % - 50% of year mark depending on the subject.
- The November exams account for 50% - 75 % of year mark depending on the subject.

Requirements for Tertiary Study

The table below shows the minimum requirements for admission into the different types of tertiary education. However, tertiary institutions may specify higher subject achievement level requirements for particular programmes. For example, in Mathematics and Physical Sciences results of 70% or even 80% might be considered as requirements for admission to a Bachelor's Degree in Science. These requirements differ from university to university. Admission tests, such as the National Benchmarking Tests, may be compulsory at some institutions.

Category of Pass

1.	National Senior Certificate that meets University <u>Degree</u> entrance requirements <ul style="list-style-type: none"> • Minimum of 40 % in English • Minimum of 50 % in 4 subjects (excluding Life Orientation) • Minimum of 30 % in one other subject
2.	National Senior Certificate that meets Tertiary <u>Diploma</u> entrance requirements <ul style="list-style-type: none"> • Minimum of 40 % in English • Minimum of 40 % in 3 other subjects (excluding Life Orientation) • Minimum of 30 % in two other subjects
3.	National Senior Certificate and minimum promotion requirements for Grade 10 and 11 <ul style="list-style-type: none"> • Minimum of 40 % in English • Minimum of 40 % in 2 other subjects • Minimum of 30 % in three other subjects

The Student Representative Council

The SRC is an elected body which represents the school and the students. It is not a prefect body, but aims to reflect a democracy in action and provides an opportunity to support good citizenship.

Council members are encouraged to exhibit:

- A commitment to SERVICE
- A willingness to BUILD the school
- An ability to create SOLUTIONS
- A determination to WORK HARD
- A strong foundation of INTEGRITY

Structure

Members are elected democratically from Grade 11 and 12 pupils.

The structure is open to change, depending on strength of candidates and voting patterns. (Space may be made, especially in Grade 12 if worthy candidates arise.)

Leadership of the SRC:

The Grade 10-12s vote for the SRC Heads, not only the SRC. There are two SRC Heads each year - one boy, one girl. There are also two SRC Deputy Heads – one boy, one girl.

Nominations

Nominations can be made by pupils, peers or teachers. Nominees who agree to stand must submit an application, which requires signed agreement to adhere to the SRC Code of Conduct, parental agreement, as well as two staff endorsements.

Code of Conduct for SRC

- Uphold the law of the country and school code of conduct
- No drinking or smoking/ vaping in public, even after the age of 18
- No association with people drinking or smoking
- Represent the school **at all times** in a positive manner that protects and uplifts the name and reputation of the school

Voting process

- Voting takes place at the end of Term 3.
- Candidates will be required to check and sign the ballot sheets, or sign that they have seen the digital ballot the day before the elections.
- On Election Day, non-pandemic conditions, ballots, voting “booths”, etc are part of learning the practice of good citizenship at our school.
- Pandemic conditions have introduced online voting.
- Voters will choose 12 names or fewer.

Transparency

- Teachers act as election officials.
- Votes are counted and audited by the Commerce Department.
- Digital voting eliminates the need for counting by hand.
- Final results are announced and the new SRC inducted in Term 4.

Houses

- Merrifield has two houses, Orion and Aquila, named after star constellations.
- The house colour for Orion is WHITE.
- The house colour for Aquila is BLUE.
- Voting for House Captains takes place after SRC elections.
- SRC members may not also serve as House Captains.
- A girl and boy house captain are elected for each house, as well as deputies.
- The house captains are responsible for helping to organise inter-house events and building spirit within the house and the school.

Inter-house events (may) include:

Sport:

- Gala
- Water polo
- Athletics Day
- Cross Country
- Soccer
- Hockey
- Netball
- Chess

Cultural

- One Act Plays
- Debating
- Public Speaking
- Sing-off/Talent Show
- General Knowledge

Conduct

Classroom conduct - Every student is expected to:

Be punctual:

- Arrive at class on time so that you are ready to start the lesson. Lateness is inconsiderate, because it disrupts the efforts of both your teacher and your fellow pupils.
- Take out what you need for your lesson as soon as you get to your desk or table. Do not wait to be told to do so. This shows that you are mature, responsible and self-motivated.

Be prepared:

- Bring what is needed to the lesson, the books and stationery you need, your homework done and, most importantly, be ready to learn and contribute to the lesson.

Be respectful:

- Greet adults who enter the room.
- Greet your teacher at the start and end of each lesson.
- Respect your teacher and your peers by not talking when your teacher is talking. If you want to contribute, raise your hand and wait for your teacher to invite you to contribute.
- Listen to your peers during classroom discussion, and wait your turn to make your contribution.
- Do not pack away your books until the teacher has indicated that the lesson is over.
- This disrupts the lesson and is inconsiderate to your peers and your teacher.
- Respect the property of others and of the school.
- Keep your classroom neat and clean. Put litter in the litter bin and use the recycle bins appropriately.

Be responsible:

- Take responsibility firstly for yourself and for your own behaviour. Encourage your peers to do the same.

Be supportive:

- Do what you can to make everyone feel happy and accepted in your class. Always be willing to widen your circle of friends to ensure that no one is left out.
- With the permission of your teacher, help those who may be struggling.

Discipline Oversight

- The College follows a Code of Conduct which has been developed and adapted by the SRC and Staff, and is regularly reviewed and updated.
- Demerits may be issued by teachers when necessary.
- Merits are awarded at the discretion of the teachers.
- The class or subject teacher is the first port of call in all disciplinary matters.
- If a matter cannot be resolved in this setting, it may be referred to the relevant Grade Head:
 - Grade 8 Mrs Newman
 - Grade 9 Ms Pearce
 - Grade 10 Mr Giese
 - Grade 11 Mr Stabler
 - Grade 12 Mrs Joubert
- Serious matters can be referred directly to Dr Hartley.
- Mrs Newman will oversee the administration of detentions and disciplinary enquiries.

Daily Report Cards

A learner may be placed on daily report card. This may be requested by teachers, parents, or even the learners themselves. It may be used as a tool to support the development of organisational skills or as means to monitor behaviour. Subject teachers sign at the end of each lesson. The card is signed by the parent and checked by the class teacher daily. Each Monday, after Lines, students on Daily Report Cards will report to Dr Hartley.

Detention

- Students, who have accumulated 10 demerits or more, will be placed in detention which is held on a Saturday morning from 8:30-10:30.
- Detention slips will be issued on Wednesdays for class teachers to hand out. These should be signed and returned to the class teacher.
- Students complete detention in full school uniform.
- In certain cases, students may be permitted to complete outstanding work during detention.

Code of Conduct

1. INTRODUCTION

Merrifield believes that the foundation of all discipline is mutually respectful relationships. The school fully supports the principles of fair discipline and the consistent application of appropriate disciplinary measures where necessary. This procedure and code for students indicates the broad standards of behaviour expected of all students at the school, and encourages a responsible and self-disciplined approach by students themselves.

It is the objective at Merrifield to preserve high morals and to maintain a standard of conduct that is acceptable to the broad community. This code is intended to build a community that is self-disciplined, hard-working, morally upright and respectful of one another. It defines what is meant by acceptable and unacceptable behaviour and describes the steps which will be taken in the event of any student overstepping these limits. The code will be reviewed and amended as appropriate on an annual basis.

Please note that this school code has been based on and needs to be read in conjunction with the Merrifield Disciplinary Procedure (generated under legal advice), which serves as a guide in meting out appropriate forms of disciplinary action to cover a range of circumstances and eventualities (copies for perusal may be obtained from reception).

2. GENERAL DISCIPLINARY CODE

In general terms, the following Code of Conduct applies. Students must:

- Comply with instructions from school officials and with the general rules of the school.
- Behave responsibly and not endanger the safety, welfare and rights of others.
- Respect and care for the property of the school and others. The school will deal severely with a student found in possession of items that are not his or her own.
- Maintain sound relations with others at school, be courteous and respect the dignity and self-worth of others.
- Be punctual and observe appropriate timekeeping.
- Demonstrate a positive attitude towards the opportunity to learn and be diligent in their efforts to learn. Should a student disrupt a class to the extent that teaching and learning is not possible for the rest of the students, the teacher may send the student, who must be accompanied by a responsible student, to the teacher responsible for discipline in that grade, one of the Directors or the Headmaster.
- Behave honestly and conduct themselves with integrity.
- Attend all lessons, assessment tests and examinations.
- Accept legitimate disciplinary action taken against them as being necessary.
- Report damage to school property at once. If responsible, the student will be expected to pay for the fixing of any damage caused to the school property. Disciplinary action will be a consideration depending on the nature of the damage. Arrangements to pay will be made with the parents/guardians of the student.
- Not be at the tuckshop before the break begins and after the bell at the end of break or between periods when changing class.
- Not loiter around the toilets.
- Submit car and motorcycle registration and driver's licence numbers to the Headmaster's secretary before they are given permission to drive on school property. Student cars and motorcycles must be parked in the designated areas only. No unlicensed driving and driving of unregistered vehicles or motorcycles will be allowed on school property.

3. UNACCEPTABLE BEHAVIOUR

The following behaviours are regarded as unacceptable:

- Wearing incorrect uniform
- Failing to complete homework
- Lateness
- Bunking
- Classroom code infringements
- Chewing gum
- Littering
- Bullying and intimidation
- Disruptive behaviour
- Dishonesty
- Disobedience
- Inappropriate language
- Inappropriate use of electronic, audio or visual material
- Inappropriate public displays of affection
- Insolence
- Insulting, humiliating, disrespectful or provocative statements or actions
- Racism or discrimination of any kind
- Vandalism – damaging or destroying Merrifield or private property
- Theft
- Cheating
- Plagiarism
- Sexual assault or harassment of any kind
- Smoking or vaping on campus
- Smoking or vaping in uniform off campus
- Possession or consumption of alcohol at school, at school-related activities, in uniform
- Possession or use of illegal drugs at school, at school-related activities, in uniform
- Possession of pornographic material
- Possession of dangerous weapons of any kind
- Physical violence or the threat of violence or intimidation
- Any other form of conduct that may bring dishonour to the school

DISCIPLINARY MEASURES

The class or subject teacher is the first port of call in all disciplinary matters. If a matter cannot be resolved in this setting, it may be referred to the relevant Grade Head:

- Grade 8 Mrs Newman
- Grade 9 Ms Pearce
- Grade 10 Mr Giese
- Grade 11 Mr Stabler
- Grade 12 Mrs Joubert
- Serious matters: Dr Hartley

Mrs Newman will oversee the administration of detentions and disciplinary enquiries. Students who contravene the Code will be subject to the following measures:

The Demerit System

- i. Demerits may be handed out for a variety of unacceptable forms of behaviour listed above (see the attached demerit slip for the *maximum* allocation of demerits). Demerits are filled in by staff members on the Demerit Slips and sent to the College Secretary, who will collect and collate them. Demerits will be noted on each student's personal record. Once a student reaches 10 Demerits, s/he will be placed in Detention.
- ii. Depending on the nature and severity of the offence, Demerits may be handed out on a number of 1 to 10 – 10 Demerits resulting in instant detention, which can be meted out for a single offence if sufficiently serious in nature. Staff will be guided by the demerits values list in allocating Demerits.
- iii. Once a student reaches 60 Demerits, having served six detentions, one or more of the following will transpire:
 - Parents / Guardians will be called in for a meeting with the College Head.
 - The student will be placed on a Daily Behavioural Report Card.
 - Should 80 demerits have been accumulated a disciplinary enquiry may be called with the possibility of suspension or even expulsion for the repeated offences.
- iv. All demerits will contribute towards an accumulated yearly total for the pupil. However, demerits that have run for 12 weeks and that do not lead to a detention, will no longer count towards a future detention.
- v. Detention will take place on Saturday mornings from 8.30 – 10.30 a.m.

Disciplinary Enquiry

- i. When a serious alleged infringement occurs, or in the case of repeated lesser infringements and the Demerit System not having had the desired effect, a Disciplinary Enquiry will be called.
- ii. Severe disciplinary action may result should the student be found guilty of the allegations made against him/her.
- iii. Suspension: Following the outcome of a Disciplinary Enquiry, a student may be required to leave the school for a specified period. A student may also be required to leave the school pending the outcome of any proceedings in respect of the student's misconduct or alleged misconduct.

Expulsion: Following the outcome of a Disciplinary Enquiry in the case of very serious offences, a student may be required to leave the school immediately and permanently. The student may no longer attend lessons at the school.

5. DRESS CODE AND GENERAL APPEARANCE

DRESS CODE AND GENERAL APPEARANCE

One of the ways school pride is reflected is in the way our uniform is worn. Neatness and practicality are of primary importance. Adherence to the following requirements is expected at all times. The dress and appearance codes still apply during examination periods, including the Matric Final Examinations. Any disputes will be resolved on an individual basis by the College Management team. Please note that concessions or adaptations to this code can be applied for on an individual basis on the grounds of strong personal, religious or cultural commitments or requirements.

School Uniform

<i>Boys:</i>	<i>Girls:</i>
<ul style="list-style-type: none"> • Black lace-up school shoes • Navy blue or black socks • Long beige trousers • Standard black belt with plain silver buckle • White Merrifield short sleeve shirt • Merrifield school tie • Navy Merrifield blazer (tie compulsory) • Long sleeve, navy Merrifield school jersey • Navy Merrifield waterproof jacket (optional) • Long sleeve, white Merrifield jersey (Grade 12 only) • Shirt and trousers should fit appropriately 	<ul style="list-style-type: none"> • Black school shoes • Short white socks or navy stockings • Merrifield checked white and blue skirt • White Merrifield short sleeve blouse • Undergarments should not be visible through blouse • Navy Merrifield blazer • Long beige trousers (optional) • Long sleeve, navy Merrifield school jersey • Navy Merrifield waterproof jacket (optional) • Long sleeve, white Merrifield jersey (Grade 12 only) • Skirt, blouse and trousers should fit appropriately

Sports Uniform

<i>Boys:</i>	<i>Girls</i>
Matches:	Matches:
<ul style="list-style-type: none"> • Merrifield tracksuit • Merrifield navy shirt and shorts • Soccer/Hockey: long navy socks with two with stripes • Tennis/ Squash: short white socks • Hockey: long navy socks with 2 white stripes • Swimming: black/navy jammer skins 	<ul style="list-style-type: none"> • Merrifield tracksuit • Merrifield navy sports shirt and navy skirts/ shorts; black or navy-blue skins/leggings (optional) • Tennis/Squash/Netball: short white socks • Hockey: long navy socks with 2 white stripes • Swimming: Merrifield swimming costume or black/navy skins (optional)
Practices:	Practices:
Merrifield navy shirt or white plain shirt and navy shorts	Merrifield navy shirt or white plain sports shirt with navy blue shorts/skorts/skins/leggings

Nails

- Should be short
- Only clear nail varnish allowed

Hair

<i>Boys:</i>	<i>Girls</i>
<ul style="list-style-type: none"> • Natural look: limited gel • Natural dyes (a shade lighter/darker than natural hair colour) • Neat and practical: above collar, not covering ears • Fringes to be kept out of the eyes • Cornrows, afros and braids allowed so long as neat, practical and above collar • No facial hair – clean shaven unless applied for individually for strong personal, cultural or religious reasons 	<ul style="list-style-type: none"> • Natural look: limited gel • Natural dyes (a shade lighter/darker than natural hair colour) • Neat and practical: if hair touches shoulder, it must be tied up • Fringes to be kept out of the eyes • Cornrows, afros and braids allowed so long as neat, practical and tied up where applicable • Only navy blue, black, white and clear hair accessories are allowed

Accessories

- No rings/bracelets (except medic alert bracelets) allowed
- Silver/gold chains/necklaces of religious/cultural significance may be worn, but must be beneath the shirts. They may not be visible.
- No jewellery for piercing allowed except earrings.
- Earrings:
 1. Worn by girls only
 2. Only small plain silver/gold studs/sleepers allowed
 3. Only one pair of earrings may be worn, with one stud/sleeper per ear and corresponding positions on the earlobes.
- No make-up allowed - except for a light concealer

6. CELL PHONE AND DIGITAL DEVICES POLICY

- Cell phones are allowed at school, but must be switched off and not visible while at school or during school activities.
- Cell phones may not be used during break times or between lessons when moving from class to class, unless permission has been granted by a teacher.
- Transgression of the rule will result in the cell phone (with sim card) being confiscated for one week for a first-time offender or for an entire term for a second or further offender.
- Inappropriate filming, photographing and recording with cell phones and devices will not be tolerated. In particular, inciting and manipulating situations for these inappropriate purposes will be viewed in a most serious light.
- Accessing pornographic material on cell phones and devices will be dealt with severely.
- The school will not take any responsibility for the theft of a cell phone or device or the investigation thereof, on the school premises.
- Students *may* be allowed to listen to music at a teacher's discretion – **NO EARPHONES ARE TO BE VISIBLE OUTSIDE THE CLASSROOM.**
- **PERMISSION TO FILM, TAKE PHOTOS OR MAKE AUDIO RECORDINGS IS REQUIRED FROM THE TEACHER.**

7. POLICY FOR SCHOOL TOURS, EXCURSIONS AND SPECIAL EVENTS

- If school or sports uniform is not required, appropriate civvies should be worn.
- School codes for make-up and jewellery apply.
- Use of cell phones during travel and leisure time is at the discretion of the teacher-in-charge, but no cell phones are to be seen during events.
- *Possession or consumption of alcohol on school tours - not allowed*
- *Possession or use of illegal drugs on school tours - not allowed*
- *Smoking or vaping at school-related activities - not allowed*
- **Please note that the school is not responsible for the loss of cell phones, money and personal belongings on school tours, excursions or at special events.**
- **Any other form of conduct that may bring dishonour to the school will not be tolerated.**
- **FOR ANY SERIOUS VIOLATION, PARENTS WILL BE CALLED AND REQUESTED TO FETCH THEIR CHILD IMMEDIATELY.**

DEMERITS	
Demerits are issued at the discretion of the teacher.	
<i>APPEARANCE: 1-3 demerits maximum</i>	<i>GENERAL: 1-5 demerits maximum</i>
CHEWING GUM IN UNIFORM	DAILY REPORT CARD INFRACTION
NOT SHAVING	NOT RETURNING NOTICES
INCORRECT HAIRSTYLE	HOMEWORK NOT DONE
INCORRECT NAILS	TEXTBOOKS/ EQUIPMENT AT HOME
WEARING MAKE-UP	IGNORING INSTRUCTIONS/ CLASS RULES
JEWELLERY	DOING OTHER WORK WITHOUT PERMISSION
INCORRECT UNIFORM	DISRUPTIVE BEHAVIOUR
INCORRECT SPORTSWEAR	LATENESS
INAPPROPRIATELY DRESSED (Civvies Days)	LITTERING
NO BLAZER AT ASSEMBLY	UNAUTHORIZED INTERNET USE
<i>SERIOUS OFFENCES: 10 demerits or more at the discretion of the College Head</i>	
BUNKING	DAMAGE TO SCHOOL PROPERTY
FORGED LETTER	POSSESSION OF CIGARETTES
GENERAL DISHONESTY/ CHEATING	SMOKING OR VAPING ON SCHOOL CAMPUS
PLAGIARISM	SMOKING OR VAPING IN UNIFORM OFF CAMPUS
BULLYING OR INTIMIDATION	DRUG VIOLATION
VIOLENT BEHAVIOUR	ALCOHOL VIOLATION
WRITTEN/ SPOKEN OBSCENITIES/ VERBAL ABUSE	POSSESSION OF WEAPON
DISCOURTESY TO PEER GROUP	ASSAULT WITH WEAPON
DISRESPECT/ INSUBORDINATION TO STAFF	SEXUAL HARASSMENT
INAPPROPRIATE MATERIAL/PORNOGRAPHY	THEFT
SERIOUS COMPUTER /DIGITAL MEDIA VIOLATION	DEGRADING SCHOOL IMAGE
RACISM	DISCRIMINATION OF ANY KIND

Merits are issued at the discretion of the teacher. Merits may cancel up to five demerits only.

Sick notes must be signed by the class teacher and handed in at the office.

Early leave notes (having been pre-arranged with Dr Hartley in good time) must be shown to the teacher whose class the pupil is leaving and handed in at the office. *All students leaving during the course of the school day must sign out or will be considered to be bunking.*

School Policies and Procedures

Attendance, Truancy, Lateness

- Students must hand in a letter from a parent or guardian to their class teacher on their return from being absent as the class teacher is required to keep a record of absentee notes.
- Alternatively, parents may email the class teacher, Grade Coordinator, or office directly.
- If a pupil is absent for more than two days, the parents will be called, and a doctor's note is expected.
- A doctor's note is required if a test or exam has been missed and arrangements will be made for the test or exam to be rescheduled.
- Truancy is considered a serious offence and will receive as a minimum an immediate detention. Dr Hartley will investigate further.
- Students who arrive late for school should report to the office so that the attendance register can be corrected and demerits issued.
- Chronic lateness will be addressed by the class teacher who will contact the parents to establish the reason for the repeated lateness and a plan to address the problem.

Awards

Criteria

Detailed criteria have been established for Academic, Sport, and Cultural achievements. These will be made available on the Pupil Information iTunes U course. The criteria are reviewed and updated when necessary.

Assemblies

Awards assemblies are held throughout the year to encourage prompt recognition of achievement. Academic Awards are presented early in the first and third terms. Sports Awards are presented at the end of each season.

Prizegiving

The College Prizegiving usually takes place early in the fourth term. Usually, only the most prestigious awards are presented at this event.

Emergency Evacuation Plan

1. All emergencies must be reported to the Executive Head's Secretary, who will communicate with the Executive Head and/or Head of the Prep.
2. The Head/s will immediately issue the instruction to evacuate the classes should this be necessary. The Head/s proceeds to the assembly point. The Executive Head's Secretary must take the safety file, a staff list, a full set of class lists, the student and staff absentee list and the list of names of all students on field trips to the assembly point. On her way she must check the sickroom to ensure that it is empty. If a student is present, she must assist her or him to the assembly point.
3. In the event of the Head/s issuing an instruction to evacuate the classes, all students and staff will be alerted by a siren and/or by the ringing of a hand bell and/or by the long ring of the electronic bell. All students and staff must follow the instruction below:
 - 3.1 Students must stand quietly at their desks.
 - 3.2 Students sitting nearest the windows must close the windows.
 - 3.3 The register teacher must ensure that he/she has a class list.
 - 3.4 On instructions from their teachers, students must leave the class row by row, in single file and in silence to the main field along the route as stipulated on the notice next to the door of the classroom. The assembly point is the far side of the main school field. When the class reaches the assembly point, they must gather in register class groups, arrange themselves in alphabetical order according to their surname, and sit down in a single row facing the school buildings. The most junior classes (grade 1s) must be closest to the parking lot and the most senior classes furthest from the parking lot towards the tuckshop. The teacher must be the last person to leave the class, must close the door behind, and must accompany the class group to the assembly point.
 - 3.5 The pre-primary will assemble separately outside the hall (together with occupants of the Aftercare Centre, hall and Foreign Languages Centre) following the route as stipulated on the diagram attached. The HOD of the pre-primary will oversee the evacuation and check attendance in this regard.
 - 3.6 Once they reach the assembly point, register teachers must assist their register classes to assemble at the correct point and to arrange themselves in alphabetical order. Once assembled, the class is to sit in silence while the class teacher checks that everyone is present.
 - 3.7 Class teachers must report to the Head of the Prep to confirm either that all members of the class are assembled, or to inform the Head of the Prep of the names of students who are missing. The Head of the Prep will check all absentees against the school's absentee list. Class teachers must then return to their class lines.
 - 3.8 Teachers who are not class teachers, as well as all other staff, must report to the Executive Head's Secretary, who is responsible for checking that all staff members have evacuated the classes.
 - 3.9 The Head of the Prep and the Executive Head's Secretary will report to the Executive Head once they have a confirmed list of people who have not assembled and whose absence cannot be explained.
 - 3.10 All people remain assembled in the assembly area until they are dismissed by the Executive Head.

Environmental Policy

Merrifield is an Eco-School which has achieved its Diamond Decade level. The school is committed to pursuing energy efficiency, exploring options for renewable energy, reducing, reusing, recycling and planting beneficial vegetation.

Exams

Exam rules for learners

- You are to sit alphabetically in rows.
- No borrowing of any equipment, stationery, calculators, staplers etc during an exam.
- Your stationery and equipment must be brought into the examination venue in a clear plastic bag
- All books, notes and bags to be left outside the classroom or at the front (depending on space). During Matric exams no bags are allowed in the vicinity of the exam venues.
- No talking or eating in the examination venue. You will be allowed to drink water from a bottle with a lid.
- Arrive at your exam venue at 07:40 or 20 minutes before the start of a second session exam
- Papers will be handed out at 08:05 and you will have a 10-minute reading period.
- No writing, highlighting etc allowed during the reading period.
- Anyone found guilty of any form of cheating will be given zero for the exam and they will be subject to a disciplinary process after the exam.
- You may not leave an exam early; you are required to sit for the full duration of the exam.
- If you finish an exam before the time is up, spend your free minutes going through the paper and checking your answers.
- Please don't scrape chairs and desks on the floor.
- No cell phones or other electronics will be allowed in the examination venue.
- Have your own watches - to keep track of time during an exam.
- Please leave the exam and College area in SILENCE as some exams will still be in progress.

Extra-murals

- The extra-mural timetable is organised by the Sports Coordinator and Student Coordinator who liaise with the Prep and outside venues regarding the availability of facilities.
- College students are expected to participate in one sport and one cultural, service, or other listed activity. Further detail is available on the Extra Mural Programme.
- Participation is expected for at least a full term, or season.
- Attendance registers are kept carefully by the teacher-in-charge of the team or activity and demerits are issued for unexcused absences.
- A letter from a parent or guardian should be provided when a student cannot participate for a legitimate reason. Alternatively, an email may be sent to the teacher in charge of the activity.

Homework Policy

When assigning homework, the teacher considers the following guiding principles:

1. The school acknowledges the importance of the family and respects the need for families to spend time together outside of homework or school activities. Teachers will exercise appropriate wisdom in the amount of homework assigned as well as the spread of the homework load over specified periods of time to prevent excessive requirements on some days followed by other days when homework assignments require negligible time to complete.
2. Homework is useful for consolidation and practice of the learning outcomes taught in the class
3. The school desires to implement age-appropriate increments in homework requirements with the dual aim of:
 - a. equipping students with a sound work ethic; and
 - b. preparing students for their National Senior Certificate with a sense of confidence.
4. Parents are encouraged to monitor and facilitate completion of homework by their children, but should equally be exhorted to refrain from completing children's homework themselves or aiding in tasks which children are expected to act on their own. Such assistance might result in an unfair assessment and be counter-productive to the process of learning.
5. Homework provides opportunities for students to learn study skills and time management. Therefore, due consideration should be given to guiding students on how to plan a schedule, to avoid procrastination and to set intermediate goals.
6. Not all students have access to the same resources. Thus, homework assignments should be designed in a way to allow all students an equal opportunity to meet the expected outcomes.
7. Homework allows for differentiated teaching and learning, as well as enrichment which is not always possible in the classroom. Teachers plan homework tasks with careful forethought to contribute to students' self-discipline, independence, confidence and concentration.

iPad Policy

The *Acceptable Use of iPads Policy* is available on the D6 Communicators, together with the *iPad Orientation: Frequently Asked Questions*.

Learner Support Policy

The school recognises the need for learner support and responds to this need through several vehicles:

- **Pupil Progress meetings**
 - These are held towards the end of every term
 - The academic progress of learners from Grade 7-12 is discussed
 - The psycho-social wellbeing of learners may also be considered
- **Daily Report Cards**
 - Learners requiring close monitoring and support may be placed on a Daily Report Card
 - Teachers, parents or learners may also request the Daily Report Card
 - Teachers provide comments and guidance for each subject for each day
 - Parents are required to sign the Daily Report Card every day
 - The register class teacher checks that the report has been signed daily
- **Extra tuition**
 - Remedial lessons or extra tuition may be advised when necessary
 - Extra lessons in Maths, Afrikaans and Physical Sciences are available on campus free of charge
- **Parent-Teacher Interviews**
 - These are held at the beginning of the second, third and fourth terms.
 - Every teacher of every subject is present and available to discuss pupils' progress
- **Specific Interventions**
 - The school may call in parents when specific intervention is deemed necessary
- **Counselling, Assessment and Accommodations**
 - Counselling or assessment (including subject choice testing) with either the School Counsellor or with an external professional psychologist may be recommended
 - An application for an accommodation may be made to the IEB if deemed viable by the School Counsellor. These should be made as early as possible, preferably in the Grade 8 or 9 year.

Plagiarism Policy

To uphold the academic integrity of the school, it is important to underline our understanding of plagiarism and its consequences.

Definition of plagiarism:

Using someone else's ideas or words without acknowledgement.

To avoid inadvertent plagiarism, pupils should demonstrate their understanding of work submitted by using their own words, include in-text referencing and a list of references for their research.

Consequences of plagiarising:

- the plagiarised sections will receive zero and 5-10 demerits issued;
- the offence will be entered under the comment section in Pencil Box;
- should the offence be committed more than once, a formal disciplinary procedure will be followed. This will affect the learner's academic record.

Racism, discrimination, and sexual harassment policy

Racism, discrimination, and sexual harassment are based on the assumption by some groups and individuals that certain groups are better or worthier than others as a result of perceived physical and inherited differences.

This school rejects this notion as false, and believes that racism, discrimination, and sexual harassment in any form is unethical and unacceptable. It also believes that racism, discrimination, and sexual harassment pervert understanding, and inhibit both the perpetrator and the victim from reaching their full potential.

The school is committed to working towards the elimination of racism, discrimination, and prejudice in its corporate conduct and in the conduct of all members of the school community, but most particularly its staff and students.

The school will not tolerate racism, sexism, slurs, discrimination, or harassment of any kind, and will rigorously investigate any allegations of this. Those found guilty will be dealt with in terms of the school's disciplinary code and procedures.

Anyone who feels that they are a victim of racial slurs, discrimination, or sexual harassment should report the matter to any member of staff or student leader. The staff member, student representative, or peer counsellor approached by the complainant must report the matter to the principal as a matter of urgency. Any report of such action must be treated as confidential, and the person reporting the incident may do so without fear of prejudice.

The matter will be investigated by the principal or a delegate, and the matter will be dealt with either informally or formally. The informal procedure will be used where the investigation shows that the racism, slur, discrimination or sexual harassment may have been unintentional, and that the perpetrator may not have been aware of the fact that the behaviour was offensive or unacceptable. In these circumstances, mediation and counselling will be used to resolve the problem. The formal procedure will be used where the investigation shows that the racism, slur, discrimination or sexual harassment was deliberate and intended. In these instances, the matter will be dealt with in terms of the school's code of conduct. In terms of this code, racial slurs, discrimination and harassment are considered to be serious misconduct as defined in the South African Schools Act, and those found guilty face possible suspension and expulsion.

Social Media Policy Guidelines for Students

- Your online behaviour should reflect the same standards of honesty, respect and consideration that you use face-to-face and should be carried out consistent with the standards applied on school premises and in furtherance of the School's Mission.
- Do not participate in spreading false or unsubstantiated rumours or false information. Strive to speak the truth – and when you do not know, sometimes saying nothing is the best choice.
- Beware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, enemies, parents, teachers, or a future educational institute or employer to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates and pictures. Do not share your password with anyone besides your parents.
- Do your own work. Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste others' thoughts. It is good practice to reference your sources.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- If you come across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher or parent right away.
- Always respect others – be careful what you say online and what images you send.
- Think before you send – whatever you send can always be made public very quickly and could stay online forever.
- Treat your password like your toothbrush – keep it to yourself. Only give your mobile number or personal website address to trusted friends.
- Block the bully – learn how to block or report someone who is behaving badly. Do not retaliate or reply. Save the evidence – learn how to keep records of offending messages, pictures or online conversations.
- Make sure you tell:
 - an adult you trust, or call a helpline like ChildLine on 08000 55555 in confidence;
 - the provider of the service; check the service provider's website to see where to report incidents;
 - your school – your teacher or the school counsellor can help you.

Subject Change Policy

Grade 9 Pupils attend an information evening to help them make the correct subject choice for the FET. They may also opt to undergo psychometric testing and counselling. Despite this process, pupils sometimes find they need to change subjects. The regulations concerning this state that any number of the elective subjects may be changed during or at the end of Grade 10, but only ONE may be changed in Grade 11.

All changes are to be at the discretion of the Headmaster.

If deemed necessary to change a subject, it is in the pupil's best interest to do so as soon as possible in Grade 10. The June exams may be used as an indicator whether a change is required. The IEB has advised us that these pupils do not have to make up Portfolio tasks, unless it is to the pupil's advantage. The pupils have to undertake to make up work as required by the teacher, and to purchase the required textbooks etc. If you are certain that a change has to be made, please discuss the matter with the teachers concerned and then the Headmaster, and complete the attached form.

Tests and exams – policy for missed assessments

Meaningful and accurate assessment is a vital component of Merrifield's academic offering. Tests and exams form the core of assessment, and the planning, preparation and writing of these tests and exams are integral to each pupil's education. Pupils can access the test planners in the College Students team on Microsoft Teams. Parents can access copies of the test planners on the D6 communicator.

Please will all parents and pupils take note of Merrifield's test and exam assessment policy with regards absence on the day of a test or exam.

- Pupils who have sport or cultural commitments that are scheduled at the same time as tests are to make requests to Mrs Fielding in writing well in advance of the proposed absence. Tests will be rescheduled at the discretion of the school.
- Bookings for drivers' learner licences or drivers' licence tests will need to be rescheduled if they are at the same time as a school assessment.
- Requests for missing exams will only be considered for National Representation. These requests need to be made at the start of the exam term so that exam timetables can be adapted in good time accordingly if possible.
- Pupils who miss a test scheduled on the test planner or an exam are required to produce a doctor's certificate to justify their absence.
- Failure to produce a doctor's certificate will result in the pupil receiving 0 for the test or exam.
- Pupils who miss a test will be required to write it on the day that they return to school, regardless of whether or not they have produced a doctor's certificate.
- Only tests that are written on the days specified on term planners will be used as part of a pupil's term assessment. (This excludes tests or exams that may have been rescheduled after prior notice of absence for sport or cultural commitments).
- Pupils who have produced a doctor's certificate justifying missing a test, will be given the lower of either the mark they receive after writing the test on their return to school or an assessed mark calculated on what their expected achievement would have been in relation to the rest of the class.

This procedure is in place to protect the integrity of the assessment at Merrifield and to ensure that pupils keep up to date with mastering content and skills taught throughout each term. We would request that parents assist their children with planning for tests so that unnecessary absences can be avoided.

General

Assemblies

Assemblies are held every Wednesday 6th Period in the Hall. They alternate between Staff Assemblies led by Dr Hartley and Student Assemblies led by the SRC. There are also occasional grade assemblies.

Buses

Students travelling on school buses must wear seatbelts and behave sensibly so as not to distract the driver. They are please to close the windows of the bus and throw away or recycle any post-trip debris.

Homework and Study Rooms

A Homework Room with Mrs Muzorewa in Room 16 is available in the afternoons for students from Monday to Thursday. During exam periods, a study venue is available up to 1pm. Thereafter students may wait in Ms Rautenbach's classroom Room 13 if they are being fetched later than 1pm.

Lost Property

All personal belongings must be marked clearly so that they can be reunited with their owners easily when lost. Students are encouraged to use the bag hutch, or lockers when available, and to be aware that their possessions are their responsibility. Unclaimed lost property will be donated to the Uniform Exchange or worthy causes at the end of each term.

Lunches

Lunches can be ordered from the tuckshop per term.

Money Matters

Please ensure all money sent to school is placed in an envelope with the student's name, grade, class teacher and what it is for. Parents are encouraged to use the KARRI app, as well as EFTs. A pay point is available in the finance office.

Parent Interaction

Parent interviews are usually held in the first or second week of each new term. Parents are encouraged to make the most of this opportunity. There are, however, sometimes requests for additional meetings. These may take place at second break or directly after school.

Parking

Parents are kindly requested to use the field area carpark and the first two parking areas to alleviate traffic congestion in the mornings. The field area carpark is reserved as a "Stop and Stay" zone, while the top car park is a "Drop and Go" zone. Only staff members may park in the area adjacent to the swimming pool.

Reports

Reports are provided for every learner every term. Parents and pupils are encouraged to discuss reports together. Queries and feedback may be taken up at the Parent-Teacher meetings the following term.

Socials and special school events

Pupils and pupils' guests may be required to sign in on arrival at school socials. Those attending are required to stay the full duration of the event and must arrange prompt transport home. At least three staff members/adult chaperones, will be on duty – one inside, one at each exit point and one touring beyond the boundaries set to check there are no violations of the rules and maintain safety.

Stationery and Textbooks

Towards the end of the third term, Mrs Newman oversees the textbook and stationery lists for the following year. It is important for parents to order books timeously so that pupils are equipped for lessons from the first day of the year.

Task and Test Schedules

Termly test and assignment schedules are set up each term. The purpose is to *s p r e a d* the workload for the learners evenly throughout the term and to avoid a convergence of tests on the same day. Some weeks are busier than others, so students are encouraged to plan accordingly, developing sound time management skills.

Uniform Exchange

The uniform exchange is administered by Jenny Holm (072 335 6969) and is open on Wednesdays from 12.00pm - 2:00pm.

Yearbook

The school magazine takes the form of a yearbook. Each family receives one complimentary copy, but additional copies maybe ordered. Page sponsorships by families or businesses are welcomed.

Map of Merrifield Classrooms and Teachers

