



FRANK MASHILE SECONDARY

P.O BOX 1228, APEL 0739

“Success Through Effort”

EMIS No: 9256 10094



E.frankmashilehigh@gmail.com PHONE: 079 209 1632 /071 2740 640

SCHOOL POLICY / CONSTITUTION

1.PREAMBLE

This document serves to regulate and control all the school activities. It serves to guard against any form of misconduct by both learners, educators and parents that would let the school in disrepute. It also assist to serve as a source of reference to all school’s related activities as to how each should be conducted

2. VISION

To Become One of the top performing schools at Apel Circuit Cluster; the whole of Limpopo and country wide in the areas of Math; Sciences and Commerce and produce a well learned economically viable citizens of S.A

3.SCHOOL MISSION STATEMENT

These shall be achieved through....

- Provision of quality teaching and learning methodologies
- Involvement of all parents for the care and support towards the achievement of all learners
- Empowering our staff in all respect
- Involvement of learners in extra-curricular activities
- The education of the whole person ,in an atmosphere of excellence and integrity ,to the glory of the entire nation

4. OUR MOTTO

SUCCESS THROUGH EFFORTS



FRANK MASHILE SECONDARY
P.O BOX 1228, APEL 0739
“Success Through Effort”
EMIS No: 9256 10094



E.frankmashilehigh@gmail.com PHONE: 079 209 1632 /071 2740 640

5.ETHOS

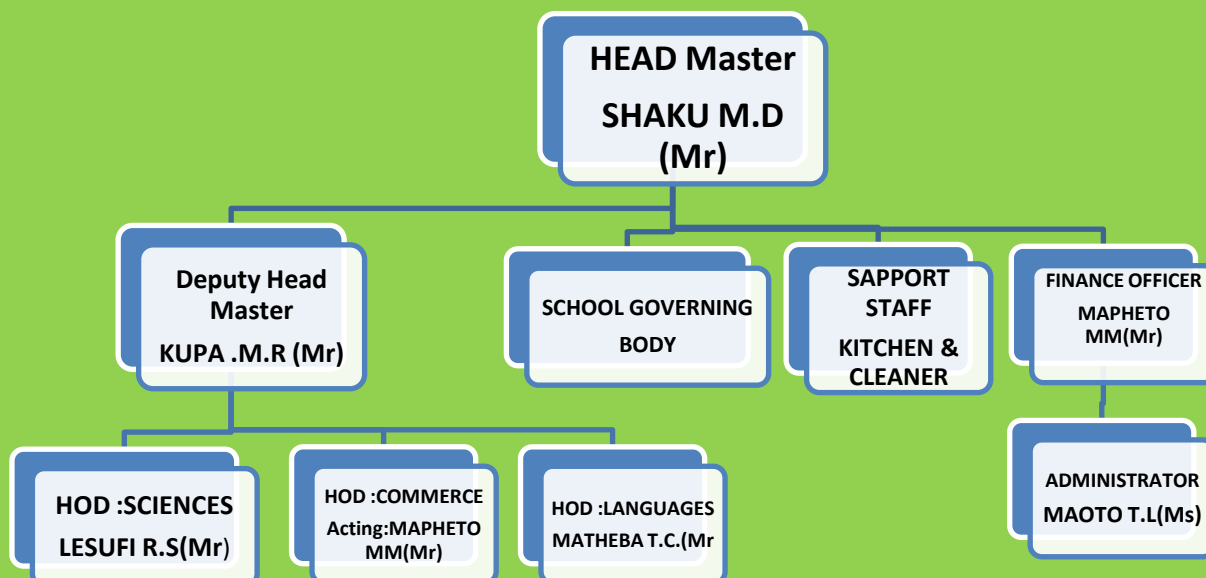
We, at Frank Mashile Secondary Provides

- 5.1.a caring environment and conducive atmosphere for learning
- 5.2. uninterrupted schooling
- 5.3. life skills and life orientation to all grades
- 5.4. student counselling; support and career exhibition programmes
- 5.5. coaching and advises on morals and ethical practices to all

6.VALUES

Respect; Trustworthy; Caring; Loving; Honesty and Reliability

7. ORGANOGRAM STRUCTURE





FRANK MASHILE SECONDARY
P.O BOX 1228, APEL 0739
“Success Through Effort”
EMIS No: 9256 10094



E.frankmashilehigh@gmail.com PHONE: 079 209 1632 /071 2740 640

8.VACANCIES / POSTS

8.1.1. Any vacancy that may exist at our school shall be filled through the process of shortlisting and followed by an interview

8.1.2. The interview panel shall consist of, The Principal/Deputy, Union Representative; and SGB representatives and shall extend to the extended panel members selected by the Principal/Deputy if they are not having interest in applying for such post

8.1.3. There shall be a school hiring team, referred in 8.2. above, that shall coordinate the entire process including Union representatives who shall be part of the panel as observers.

8.1.4. The above team shall convene a meeting to map-up a plan towards the start and completion of the entire process. All the above said representatives should be there when the process starts and should all sign the attendance register for the entire process from start to finish.

8.2. SHORTLISTING PROCESS

8.2.1. This shall be conducted by the school hiring team referred in 8.1.2. above including the panel members appointed to serve during the process.

8.2.2. Any members who may be having interest into the post should disclose and excuse him/herself in the entire process.

8.2.3. The shortlisting team should made to sign declaration of confidentiality and the attendance register upon the arrival in the panel room.

8.2.4. The shortlisting process shall be guided by the advertisement document/letter and/or government gazette

8.2.5. All the shortlisting tools shall be referred from the elrc documents for hiring process as the standard operating procedure for shortlisting.



FRANK MASHILE SECONDARY
P.O BOX 1228, APEL 0739
“Success Through Effort”
EMIS No: 9256 10094



E.frankmashilehigh@gmail.com PHONE: 079 209 1632 /071 2740 640

8.3. INTERVIEW PROCESS

8.3.1. The panel shall converge and agree on the questions to be imposed on the candidates. This should be done on the same day of the interview.

8.3.2. The score sheets for this effect should be distributed to the panel on the same day during the interviewing process and no document shall leave the station before completion of the entire process.

8.3.3. The SGB may nominate the interview panel to take over the entire process while they would be observing the proceedings to ensure that they are fair and transparent.

8.4. RECOMMENDATION PROCESS

8.4.1. The Interview committee shall after completion of the interview process make their own recommendations based on the total scores per candidate.

8.4.2. The SGB shall meet and make their own final recommendation informed by the information report from the interview panel

8.5. MATCHING PROCESS

8.5.1. Whenever there is a post at our school and the circuit has a list of excess educators from other schools our SGB may look for any candidate suitable for the existing post to be considered for absorption.

8.5.2. This shall assist in catalysing the process of acquiring an educator to resume duty and assist our learners.

8.5.3. The school Governing Body shall make recommendation for an immediate transfer of an excess educator into our school's existing vacancy.



FRANK MASHILE SECONDARY
P.O BOX 1228, APEL 0739
“Success Through Effort”
EMIS No: 9256 10094



E.frankmashilehigh@gmail.com PHONE: 079 209 1632 /071 2740 640

9.RESPONSIBILITIES BY SCHOOL’S STAKEHOLDERS

9.1. PARENTS

Every Parent is accountable for.

- 9.1.1. ensuring that his/her child have and wear the necessary school uniform as agreed in the parent meetings
- 9.1.2. attend all school parents’ meetings without fail
- 9.1.3. playing a role in the school policy formulation and approval
- 9.1.4. participating in any financial decision-making matters of the school and to make approval for such a financial statement
- 9.1.5. supporting his/her child always during his/her studies

9.2. SCHOOL GOVERNING BODY[SGB]

Every member of the SGB should ensures that

- 9.2.1.the school is marketed and made known through the provision of learner support material and the development of infrastructure
- 9.2.2.the image of the school and the educators is protected for the good course and the effective teaching and learning
- 9.2.3. they promote a sound financial management
- 9.2.4. they draft and present an annual budget to a parent meeting
- 9.2.5. they finalise and decide on the appointment of educators
- 9.2.6. they recommend occupant in any existing post at school



FRANK MASHILE SECONDARY

P.O BOX 1228, APEL 0739

“Success Through Effort”

EMIS No: 9256 10094



E.frankmashilehigh@gmail.com PHONE: 079 209 1632 /071 2740 640

9.3. EDUCATORS

It is the responsibility of every educator including the SMT to ensure that

9.3.1. learners receive the necessary support materials to enhance teaching and learning

9.3.2. teaching: learning and assessment is fully taking place in the classrooms

9.3.3. learners get maximum support towards learning and achievement

9.3.4. learners are nurtured and equipped with the skills and knowledge

9.4. NON TEACHING STAFF

It is the responsibility of every Non-Teaching personnel to ensure that.

9.4.1. the school properties are always safe

9.4.2. the school surroundings are cleaned and well developed

9.4.3. no stranger that could enter or leave the premise unnoticed and unattended

10. ABSENTISM

10.1. LEARNERS

10.1.1 Any learner who may be absent from school should provide a valid reason for such absence to the class teacher

10.1.2 Any learner who may be absent for more than four consecutive days in a month or two days in a week shall be expected to come with a his/her parent to acknowledge or account on his/her absence



FRANK MASHILE SECONDARY

P.O BOX 1228, APEL 0739

“Success Through Effort”

EMIS No: 9256 10094



E.frankmashilehigh@gmail.com PHONE: 079 209 1632 /071 2740 640

10.1.3. Any learner may be suspended from schooling with FOURTEEN DAYS SUSPENSION, if she/he could be found absent for the above days with no report or apology from the parent

10.1.4. LRC members appointed in the first quarter of a year shall be involved when decision to suspend a learner is to be taken

10.2. TEACHER

10.2.1. Any teacher who may intend to be absent from work with/without any notice shall be expected to complete a leave form. Such leave shall be a leave with/without pay depending on whether granted or not

10.2.2. A Movement Register shall be controlled effectively to monitor the teacher's commitment to work and to reflect the practices by educators at the expenses of teaching

11. VISITORS

11.1. Any person visiting the school should first make an appointment for such a visit. In case of a person coming for enquiry shall be given chance by first registering his/her name in the visitor's register

11.2. Any person or company wishing to sell or market their products or companies shall first be advised to make an appointment and the permission shall be granted during breaks. The staff members shall be expected to acknowledge the advert by signing to confirm that they saw it.

12. UNIFORM /DRESS/ATTIRE

12.1. LEARNERS

12.1.1. It is a MUST FOR ALL LEARNERS to wear school uniform

12.1.2. It is the responsibility of every parent to ensure that his/her child leaves home on the correct school uniform. A report should be brought to the school for any deviation. This shall only be on emergency cases only.



FRANK MASHILE SECONDARY

P.O BOX 1228, APEL 0739

“Success Through Effort”

EMIS No: 9256 10094



E.frankmashilehigh@gmail.com PHONE: 079 209 1632 /071 2740 640

12.1.3. MONDAYS; TUESDAYS AND THURSDAY

12.1.3.1. BOYS: Trouser; Black shoes, Blue Socks; Gold Shirt; Tie [Pull-over, Jacket or Jersey. Only in School Colours

12.1.3.2. GIRLS: Trouser/Skirt; Black shoes, Blue Socks; Gold Shirt; Tie [Pull-over, Jacket or Jersey. Only in School Colours

12.1.4. WEDNESDAY AND FRIDAYS

12.1.4.1. BOYS: RED/BLUE T-SHIRT; TROUSER; Black Shoes; Blue socks [Track suit] Only in school colours. Special T-Shirt for Grade 12's

12.1.4.2. GIRLS: RED/BLUE T-SHIRT; TROUSER/SKIRT; Black Shoes; Blue socks [Track suit] Only in school colours. Special T-Shirt for Grade 12's

12.2. EDUCATORS

12.2.1. Even if no specific uniform designed for educators at our school, ALL ARE EXPECTED TO WEAR and APPEAR in a manner that shall not disturb or cause to disturb the teaching and learning process.

12.2.2. TIDE FITS AND OR MINI SKIRTS that may attracts or cause to disturb the feelings of the others shall be discouraged at all caused.

12.2.3. Any Educator who may practice or intend to practice 12.2.1. and 12.2.2. above shall be called and advised to change from such practices.

13.SCHOOL TIMES

13.1. The school time shall be **FROM 07H45 to 15H00** Monday to Thursdays and **07h45 to 14h00** on **Friday**

13.2. WEDNESDAY shall be extended to **16h00-18h00** due to Extra-curricular activities e.g. Sports and SCO's



FRANK MASHILE SECONDARY
P.O BOX 1228, APEL 0739
“Success Through Effort”
EMIS No: 9256 10094



E.frankmashilehigh@gmail.com PHONE: 079 209 1632 /071 2740 640

13.3. Learners in the FET phase are expected to remain after school for extra classes. These shall last for a maximum of two hours excluding the Wednesdays

14.PURCHASING / PROCUREMENT

14.1. Any school property that the school may wish to buy, and which warrant the call for suppliers shall be done through request of proposals or quotations and the best and affordable one shall be considered

14.2.A Procurement committee shall be constituted, and this shall include the Finance Officer; appointed by the Principal; SGB Deputy chairperson; SGB Treasurer and the Principal.

14.3. Members of the procurement committee shall serve as the school’s Finance committee

14.4. This committee shall investigate any quotation and to make selection for the relevant one to be considered to render the service.

14.5. Any other smaller consumable items that may be needed by the school may be handled urgently by the Principal and shall give report during the FINCOM meeting.

15.CLAIMS

15.1. Any claim imposed on the school funds shall be in accordance with the government’s standard rating for claims

15.2. The school’s areas of operation shall be identified and given a standard price/rate for claiming transport. All finances shall be regulated by the finance policy

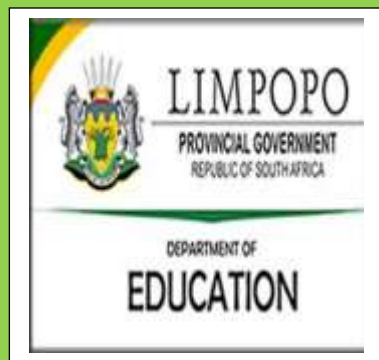


FRANK MASHILE SECONDARY

P.O BOX 1228, APEL 0739

“Success Through Effort”

EMIS No: 9256 10094



E.frankmashilehigh@gmail.com PHONE: 079 209 1632 /071 2740 640

16.SERBVICE DELIVERY AND EXPECTATIONS

16.1. LEARNERS

16.1.1. All learners are expected to perform to their maximum level of expertise

16.1.2. Every learner’s performance shall be acknowledged through award or incentives

16.1.3.A school generated schedule of performance in terms of curriculum competence and achievement shall be completed and displayed quarterly

16.1.4. Any excellence and competence that a learner shall display in any field of study shall be identified and be recognised

16.2. TEACHERS/EDUCATORS

16.2.1. All educators/teachers shall be supported at all caused for their maximum level of output performance

16.2.2. potential educator/teacher in their diverse learning areas and competence shall be recognised

16.2.3. The school shall also take all initiatives and efforts to encourage educators to attend any skill development programs. This shall only be the programmes covering our school’s curriculum.

17.SCHOOL DEPARTMENTS AND DUTIES

We shall run and operate all the school activities through a **DECENTRALISED DELIGATION OF WORK in different Departments as follows:**

- a. Subject department of Languages
- b. Subject department of Sciences
- c. Subject Department of Commerce



FRANK MASHILE SECONDARY
P.O BOX 1228, APEL 0739
“Success Through Effort”
EMIS No: 9256 10094



E.frankmashilehigh@gmail.com PHONE: 079 209 1632 /071 2740 640

d. Department of Finances (FINCOM)

e. Assessment & Irregularity

f. Agric and Gardening

g. Extra-Curricular and sports

h. Touring and Excursion

i. Fundraising and Development

j. Uniform/attire and Cleaning

k. Safety, Security and Health

17.1. GENERAL DUTIES AND FUNCTIONS OF DEPARTMENTS

The above mentioned departments shall serve at the school to....

17.1.1. provide and strive towards the provision of quality in all their diverse areas

17.1.2. Always encourage teamwork spirit

17.1.3. promote discussions and information sharing where necessary

17.1.4. generally, build an atmosphere of excellence performance in the learners

17.1.5. strive towards the promotion of the school vision and mission statement

17.1.6. strive towards selling the school to the outside people and companies

18.MEDICAL SERVICES AND TREATMENT



FRANK MASHILE SECONDARY

P.O BOX 1228, APEL 0739

“Success Through Effort”

EMIS No: 9256 10094



E.frankmashilehigh@gmail.com PHONE: 079 209 1632 /071 2740 640

18.1. It is with the agreement and consultation of the learners 'parents that a learner may be taken to a clinic or may receive a treatment of any kind related to his/her ill-health. This must only be done at an approved health facility and by professional health practitioners.

18.2. A parent/guardian of the learner shall be contacted just before a learner could be taken to the health facility as in 18.1 above.

18.3. We request all parents to disclose their children's health status to the school's health and safety facilitator or to the Principal for easy treatment of such incidences that may rise.

19. DEATH CASES

19.1. In cases where a learner, educator or SGB and support staff member passes away the school shall visit the bereaved family upon the receipt of such notice. This shall be done by delegate SMT members.

19.2. The school shall prepare for memorial services at the bereaved family followed by the one to be conducted at the school

19.3. The entire Learner population may not be part of the memorial service if the death involves a support staff; SGB except the school choir that may be prepared to serve and be part of the process.

20. TIME TABLING

20.1. The school management shall appoint members within the staff to serve as the timetable committee members.

20.2. The members shall assist in the development of the timetable for the school. This include the general time table; exam time table, extracurricular time table.

20.3. One SMT member shall serve as the head of such committee and would report any progress and challenges to the principal/deputy principal or to the SMT members.

21. EXAMINATION

21.1. The Principal shall remain the chief invigilation officer and shall appoint SMT members to serve as his assistant for in cases where he shall be away.



FRANK MASHILE SECONDARY
P.O BOX 1228, APEL 0739
“Success Through Effort”
EMIS No: 9256 10094



E.frankmashilehigh@gmail.com PHONE: 079 209 1632 /071 2740 640

21.2. The principal shall also appoint any SMT member to serve as the chief invigilator for internal examination

21.3. The school assessment policy shall serve as a source of reference to deal with matters pertaining to the exam irregularities.

21.4. The principal shall conduct exam orientation training regarding the better ways to run an irregularity free examination.

21.5. The principal shall issue out an appointment letters to all educators to serve as invigilators.

22.GARDEN AND CATERING SERVICES

22.1. The school shall appoint a gardening team member comprising of the educator staff members, and the SGB delegates

22.2. The principal shall appoint an NSNP Coordinator from the educator staff members.

22.3. This member should make sure that learners always receive healthy and clean food.

22.4. This team shall ensure that supplementary food vegetables are produced to serve as a supplement to the delivery received from the supplier.

23.SPORTS REGULATION POLICY

20.1. The SMT shall decide on educator staff member who may serve as extracurricular/Sport Coordinator. This process shall form part of the allocation of duties that may start first with the principal and then receiving blessings and ratifications by the SMT

20.2. The coordinator shall convene staff meeting for allocation of other roles and responsibilities regarding to sports and other extracurricular activities. The committee shall take some initiatives of discussing and finalising the Policy regulating this department.

20.3. All matters related to extracurricular activities shall be regulated by the policy as indicated in 20.2. above.



FRANK MASHILE SECONDARY

P.O BOX 1228, APEL 0739

“Success Through Effort”

EMIS No: 9256 10094



E.frankmashilehigh@gmail.com PHONE: 079 209 1632 /071 2740 640

21.FINANCIAL REGULATION AND POLICY

21.1. The SGB of the school shall appoint the FINCOM committee that shall deal with all school's financial matters.

21.2. All the school's existing departments should submit their annual draft budget to the finance officer who shall present them in the FINCOM meeting for consideration in the budgeting preparation process.

21.3. The SGB shall ensure a smooth and transparent running of the school's finances

21.4. The Finance policy shall serve as a tool by which all matters related to finances shall be regulated.

22.RELIGIOUS POLICY

22.1. The school shall practice Christianity as a religious observance and practice by all school's stakeholders. This is because more than 90% of the school's stakeholders are Christians.

22.2.Appointment of any person in any post shall not be influenced by the religious observance by candidates and Christianity would not be a factor that may serve to influence the decision of the panel members when conducting interviews of candidates into any school's existing post.

23.LANGUAGE POLICY

23.1. Our school shall offer all subjects in **English and hence the ENGLISH LANGUAGE** shall be the school's official language of teaching and learning and with SEPEDI as the Home language of teaching.

23.2. The school may introduce a Second additional language depending on the need that could arise for the school to have 10% of the school's children who requires the addition of such a language



FRANK MASHILE SECONDARY

P.O BOX 1228, APEL 0739

“Success Through Effort”

EMIS No: 9256 10094



E.frankmashilehigh@gmail.com PHONE: 079 209 1632 /071 2740 640

24.ADMISSION POLICY

24.1. Admission policy at our school Starts on the **FIRST DAY OF TERM THREE and ENDS on the SECOND WEEK OF THE FOURTH TERM.**

24.2. No Learner shall be denied an opportunity to become a learner at our school regardless of Gender, Race or Colour. It is only on FIRST COME FIRST SERVED BASIS

24.3. There some of the prevailing conditions that may sometimes dictates and direct the admission processes. E.g. Overcrowding of learners

24.4. Admission processing starts with a completed and returned application form for capturing .If no form was returned a parent may not be given an opportunity for his/her child to continue schooling at Frank Mashile. The said forms must be submitted with a learner’s birth certificate.

24.5 All matters related to admission processes to our school shall be referred from the admission policy.

25.HIV AND AIDS POLICY

25.1. The school shall not allow and promote any discriminatory actions or practices to any learner or educator on the bases of his /her HIV and AIDS status

25.2. Health and safety structure shall outline steps to be followed on how to support learners and educators who are affected by the Virus and the steps they should follow for their good health

25.3. No learner or educator shall be forced to disclose his/her health status to any person

26.PREGNANCY POLICY

26.1. Any learner who may be noted to have been pregnant shall be compelled to submit her medical report to the school officer appointed for record keeping

26.2. Parent of the Pregnant learner shall BE COMPELLED TO COME AND REMAIN WITHIN THE SCHOOL PREMISE SAFEGUARDING THE LEARNER FOR ANY EMERGENCIES THAT MAY ARISE.



FRANK MASHILE SECONDARY
P.O BOX 1228, APEL 0739
“Success Through Effort”
EMIS No: 9256 10094



E.frankmashilehigh@gmail.com PHONE: 079 209 1632 /071 2740 640

26.3. The School does not promote or condone an early pregnancy to all female learners

26.4. Parent who may fail or contravene all the above shall be called to account

27.CODE OF CONDUCT

27.1. LEARNERS

27.1.1. Any learner who contravenes any of the school's good practices expected shall be liable for a charge as explained in the conducts and disciplinary code from the code of conducts

27.1.2. Any misconduct that warrant the involvement of external offices such as Police officers shall subject a learner to a suspension from the school and/or pending expulsion

27.1.3. Any decision to be taken in any measures shall be done in consultation with The South African Schools Act [SASA] and re recognition of the Bill of Rights to all stake holders.

27.1.4. The School Code of Conduct for learners shall serve as a tool to measure any form of misconduct by the learners.

27.1.5. All learner's rules and regulations including the expected practices and measures are in the code of conduct. This shall be our school's document that serves to measure any form of misconduct

27.2. TEACHERS

27.2.1. Any educator who may contravene and/or be involved in any misconduct shall be charged in accordance with the ELRC Act, SACE's code of good Practice and the South African Schools' Act [SASA]

27.3. SCHOOL GOVERNING BODY

27.3.1. Any member of the school governing body who may be involved in any misconduct shall be charged by the constituency members and be advised to refrain or resign from being a member.



FRANK MASHILE SECONDARY
P.O BOX 1228, APEL 0739
“Success Through Effort”
EMIS No: 9256 10094



E.frankmashilehigh@gmail.com PHONE: 079 209 1632 /071 2740 640

28.FEEDING SCHEME PROGRAM

28.1. The school shall appoint a feeding scheme coordinator who shall serve in keeping all the records and ensures a smooth and healthy operation of the kitchen.

28.2. The SGB shall open a separate NSNP account to regulate all transections related to the Food Nutritional activities and services.

28.3. Signatories in the main school account shall serve as the signatories in the NSNP account

28.4. The Principal shall serve as the accounting officer for all the school accounts.

29.PURCHASING /PROCUREMENT PROCEDURE FOR NSNP AND OTHER SCHOOL ITEMS

29.1. Every project above R20 000 shall be initiated by first requesting Bidders to submit their proposals to render services.

29.2. Other emergency claims that include school’s consumable items shall be coordinated by the Principal in consultation with the SGB chairperson who shall communicate with the treasurer.

29.3. The school Database for suppliers in different areas of needs shall be compiled to serve as reference when a need could arise for such services.

29.4. The following factors shall stand whenever a tender is issued, and a service provider must be appointed. [As in The Prescript for the Management of School Funds in Public Schools]

29.4.1. Affordability

29.4.2. Track record of the supplier in relation to the project

29.4.3. Reliability

29.4.4. Accessibility of the service provider

29.4.5. The company’s profile and record of its area of existence

30.AMMENDMENT



FRANK MASHILE SECONDARY
P.O BOX 1228, APEL 0739
“Success Through Effort”
EMIS No: 9256 10094



E.frankmashilehigh@gmail.com PHONE: 079 209 1632 /071 2740 640

30.1. This policy shall be amended by TWO THIRD MAJORITY of the school’s community stakeholders
i.e. Learners; educators and Parents

30.2. Any item that may be found not suitable for the current state shall first be discussed in
different stakeholder meetings before changes could be affected.

#####