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**GUIDELINE
BOOKLET**



education
Department: Education
GAUTENG PROVINCE



Vision

Ensuring every learner does well at school and leaves our institutions with the values, knowledge, skills and qualifications that will give them the best chance of success in adult life.

Mission

To ensure quality learning and teaching takes place in the classroom everyday.

The four Strategic Goals are:

Strategic Goal 1: To ensure that Gauteng has effective schools and learning institutions.

Strategic Goal 2: To ensure that GDE head office and district offices provide relevant, coordinated and effective support.

Strategic Goal 3: To enable young people to make the transition from school to further education and /or work that provides further training opportunities.

Strategic Goal 4: To strengthen GDE's partnerships with all stakeholders, resulting in education becoming a societal priority.

PURPOSE

The purpose of the Gauteng Department of Education (GDE) booklet is to help family members who want to support a school going child.

By support we mean:

- Making sure that your child has a place in school
- Understanding the policies that govern schools
- Helping your child to do well at school
- Helping your child with school problems

Who can support a child?

Parents and grandparents are the main pillars of support for children. But today, many children are orphaned. Aunts, uncles, older brothers and sisters as well as neighbours become important pillars of support for these children.

This booklet aims to provide easy to follow guidelines and information to families whose children are in public schools in Gauteng.



1. ADMISSIONS

There are nearly two-million learners in Gauteng. In order to make sure your child is able to attend a school near where you live, please follow these simple guidelines:

- Apply a year before between April and September in order to be admitted for the following year of primary or high school.
- Application for new entries to Grade 1 and Grade 8 as well as to any other grades in between must be handed in to the school within the period set aside for applications to be submitted.

1.2 DOCUMENTS NEEDED FOR ADMISSION

- Birth Certificate or certified copy or accepted proof (Not Baptism Certificate)
- Immunisation Card
- Proof of residence/work address and
- Parent(s) ID
- Transfer card and report card

1.3 RE-REGISTRATION

- If your child is currently in school make sure that you re-register your child by completing the Admission Return Slip every year by 30 July.
- **See an example of the RE-REGISTRATION OF A LEARNER AT A SCHOOL form on the following page and see how to complete it.**

1.4 LATE ADMISSION

- Late registration may occur when parents move from another province to Gauteng, or change townships or suburbs within Gauteng. If you know you will relocate, apply for registration. If you have not applied on time contact your nearest **district office** to assist you with placement of your child in school.



SAMPLE OF FORM 1

(SCHOOL LOGO, NAME, REGISTRATION NUMBER AND ADDRESS)

RE – REGISTRATION OF A LEARNER AT A SCHOOL

Dear Parent

Please check and confirm that the details on the attached registration form of your child are correct. If there are any changes, such as new address or telephone number, please indicate it on the attached form. This is necessary so that we can update the School Admission Register.

Please complete the tear – off slip and return to the school by:
30 SEPTEMBER 2010

Should your child be leaving the school and going to a new school, please indicate this so that a Transfer Card can be completed for your child.

Yours sincerely

(PRINCIPAL)

✂----->

PARENTS TO COMPLETE THIS SECTION AND RETURN TO THE SCHOOL.
SELECT THE CORRECT OPTION AND DELETE WHAT IS NOT APPLICABLE.

My child NOKUBONGA DLAMINI will/ will not be returning to the school in 2011.

I require/ do not require a transfer card for 2011.

Parent's name: SIBONGILE DLAMINI

Parent's signature: S.B. DLAMINI

Date: 20 AUGUST 2010

1.5 WHAT DO YOU DO IF YOUR CHILD IS NOT ADMITTED?

Process of objections and appeals

- Objections
 - Fill in the Annexure A1, District Representation Form
 - If not successful then appeal to the Head of Department
- Please note:** An appeal is not a guarantee of placement.

2. KNOW YOUR SCHOOLS

The GDE has three (3) types of schools:

- No-fee schools
- Fee-paying schools
- Private (independent) schools

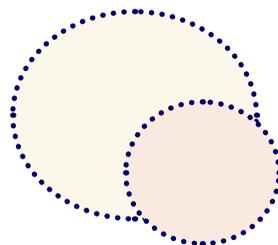
Ensure that a private (independent) school is registered by contacting the District Director. Ask the principal of a private school to show you the registration certificate from the GDE. Also visit www.education.gauteng.gov.za.

2.1 HOW TO APPLY FOR FEE EXEMPTIONS

If you register your child in a no-fee paying school, parents may not be required to pay fees. But donations may be requested for various projects. If you register your child in a fee-paying school and can no longer afford to pay the required fees, ask your principal to give you a fee exemption form which you must fill in and submit to the school.

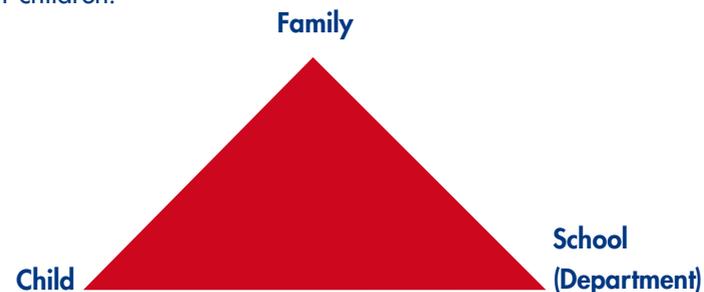
If you choose to send your child to an independent school, you cannot apply for fee exemption.

Children in public schools may not be excluded in the academic life of the school, or discriminated against because their parents have not paid school fees. This also means that no report cards may be withheld because school fees have not been paid.



3. PARTNERSHIP TRIANGLE OF SUPPORT

For schools to work well, and for children to benefit most from school, it is important for families to build a partnership between the school, themselves and their children.



FAMILY: Ensure that your child attends school and is on time every day.

DEPARTMENT (SCHOOL): Will ensure that there is quality teaching and learning in the classroom everyday.

CHILD: Make the most of the opportunity to learn and to be taught.

What the School must supply on the first day

- Child Workbook (exercise books)
- Pens (ball pens, kokis, pencils, etc.)
- Textbooks

All no-fee schools are obliged to provide textbooks and stationery for each subject. Fee-paying schools are also obliged to provide in terms of the South African Schools Act all textbooks and stationery for all subjects. In some schools parents agree to buy textbooks and/or stationery.

The GDE, together with the Department of Social Development, provides free uniforms to selected needy children such as orphans and children who receive government grants.

PUNCTUALITY AND ATTENDANCE OF LEARNERS

- Make sure that your child attends school every day for 208 days of the school year.
- Make sure that your child arrives at school early before classes begin



and does not leave before the end of the school.

- Check if your child is at school every day.
- Contact the class teacher or principal if you suspect that something is wrong (such as playing truant, not wanting to go to school, bullying, depression, not eating, etc).
- It is a criminal offence for a child of compulsory school going age not to attend school (Compulsory school age is 7 to 15 years of age).

HOMEWORK

- Doing homework is essential for success and where possible assist and support your child.
- Take five (5) minutes to ask your child what they have learned at school each day.
- Check daily if your child has been given classwork or homework.
- Once you get all the work which your child should do at home, please do the following:
 - Make time for your child or children (support).
 - Set up a suitable space for learners to do their homework and to study
 - Monitor television viewing.
 - Don't give your child too many chores to complete.
- **Stay informed** – talk with your child's teacher. Know the purpose of the homework.
- **Help the child with time management** – set aside time each day for homework.
- Practise with your child, e.g. multiplication table.
- Be a role model for learning e.g. read newspapers, read with your child, remain committed to lifelong learning.
- Be part of what your child learns in everyday life.
 - E.g. provinces (when travelling, check the number plates of cars).
 - Measurement (when cooking involve children in measuring ingredients).

- **Show interest** in school and homework.
- Pay attention to your child's needs and help them to find the right time to commence with their homework.
- Check your child's books every couple of weeks. If the books are empty, set up a meeting with your child's teacher.

What can you do to assist your child in doing homework?

If a parent finds that a child is battling with his/her homework, they can:

- Discuss the problem with his/her teacher.
- Set up a homework group with other children on a voluntary basis.
- Get assistance from elder siblings (brothers and sisters).
- Encourage older children (grades 4 to 6) to read a story, and allow them to retell the story in their own words.
- Let your child read for fun in any language she or he prefers.
- Encourage a love for reading.
- Let your child read for you and you can also read to your child – 10 minutes each day or for an hour over weekends.

Check that there is daily written work in Numeracy, Mathematics and Mathematical Literacy for primary school children.

4. SECONDARY SCHOOL IMPROVEMENT PLAN (SSIP)

The GDE has put together a programme to support learners in underperforming high schools. These schools are those that obtained an overall matric pass rate below 70% in the previous year. The programme will start from January of each year and learners in grade 10, 11 and 12 attend every Saturday and Sunday. Learners are provided extra tuition in key subjects including Maths, Maths Literacy, Life Sciences, Physical Science, Accounting and English First Additional Language. It is the duty of parents to monitor that children attend these classes over weekends. The department also provides a feeding scheme for these learners. Last year only two thirds of the learners who were supposed to attend these classes arrived each Saturday. Help the GDE to help your child by making sure he/she attends all extra study classes.

5. PARTICIPATE AND GET INVOLVED

- Check if there are meetings scheduled for parents in your child's diary or newsletter.
- If not ask the school to provide them.
- Please attend meetings and participate in decision making.
- Ask for the Curriculum Delivery report which will indicate the following:
 - How much work has been taught.
 - Results of assessment (learning) per grade and per subjects.
- Attend all parents meetings.

5.1 EXTRAMURAL ACTIVITIES

- Check if there are schedules for sporting activities for children.
- Ask for the sporting activity schedules.
- Give your child confidence and support.

5.2 HOW DO YOU SUPPORT YOUR CHILD DURING EXAMS

- Make sure that there is a quiet place for your child to study.
- Paste the exams timetable where it seen by everybody.
- Reduce the chores your child has been given so that he/she concentrates on studying.
- Monitor how your child studies.

5.3 TEXTBOOKS

Are you aware that every textbook has a life span:

- Make sure that your child takes care of all textbooks.
- Make sure that your child returns back all the textbooks at the end of the school year.
- Make sure that you assist in returning all the textbooks at the end of the school year.
- These textbooks are the property of the department and are loaned to the children.

6. SAFETY AND WELLNESS

- No child is allowed on the school premises after hours or on weekends, unless otherwise arranged by an educator or Principal.
- Keep your child at home if they are sick.
- Your child should behave responsibly and not endanger the safety, welfare and rights of others.
- Parents need to check children's school bags for dangerous weapons, drugs or alcohol.
- In Case of Emergency (ICE) your child should have particulars of those who are readily available to help. This information should be in the school bag, diary, child books, etc, to ensure speedy assistance.

7. SCHOOLS AND PARENTAL DISCIPLINE

Schools have learner codes of conduct for learners to adhere to:

• SCHOOL

- Actively support the effort to teach children.
- Make positive suggestions and contributions to improve the school educational process and learning environment.
- Support the disciplinary constitutional structures and procedures of the school.
- Make sure children are in attendance at all compulsory functions.
- Encourage children to participate fully in school and extramural activities.

• PARENT

- Your child should respect and care for the property of the school and others.
- Your child should be on time and observe the timekeeping practices of the school.
- Your child should demonstrate a positive attitude towards the opportunity to learn.

What to do if your child does something wrong at school:

- Talk to the class teacher to check the seriousness of offence (bunking of class, failure to do homework, theft, etc).



- Stay calm and do not get carried away when your child misbehaves.
- Support both the school and your child – ask the school what you can do to help.
- Avoid physical punishment.
- Avoid focusing on the negative, rather explain how you want them to behave.
- Explain to your child if they are wrong why their behaviour is wrong.

WHAT TO DO IF THERE IS A DISCIPLINARY HEARING

- The school should inform you in writing. The letter should indicate the nature of the offence (such as absenteeism). Your child is a minor and he or she will need a representative.
- Attend the disciplinary meeting.

The end result of the disciplinary meeting might be the following: a suitable sanction that would fit the offence as contained in the school's code of conduct.

It is only the Head of Department that may expel your child from school, not the school principal. A school may suspend your child for no more than five (5) days.

ABSENTEEISM

- Children are not allowed to be absent themselves without permission.
- Parents must provide an explanation for absenteeism by supplying the school with written proof.

8. NATIONAL SCHOOL NUTRITION PROGRAMME

The aims of the programme are to give healthy and balanced meals to needy learners. It helps to develop the children's active learning capacity and increase attendance, punctuality and school achievement. The programme encourages food production and provision through food gardens that benefit both learners and members of the community that work in these gardens.

GDE feeds all children from:

- Quintile 1 to 3 Primary Schools (or no-fee paying primary schools).
- Quintile 2 Secondary Schools and no-fee paying schools.
- Quintile 4 and Primary Schools: ONLY IDENTIFIED children benefit from the programme.

This programme will be extended to all no-fee Secondary Schools on 1 April 2011.

HEALTHY AND BALANCED FOOD

Prepare a healthy and balanced diet for your child. Healthy food consists of green vegetables (cabbage, spinach) and fruit. If possible give your child healthy foods such as cereals, eggs or brown bread before she or he leaves for school. Food with sweets, fizzy drinks like cold drinks should be eliminated especially in the morning because they make your child restless and have poor concentration in class. Avoid snack foods with colouring such as spongy chips (shwam-shwam, kip-kip, etc). These foods will also affect your child's concentration at school.



SUPPORTING YOUR CHILD

Listen if your child has a problem and talk through the solution.

- Do not downplay problems that your child might have but always seek support for your child by discussing problems with their class teacher.
- Do not take over but work through a problem with your child.
- Be on their side, but still tell them if they are wrong.

9. HOW TO USE THIS BOOKLET

- Please read this booklet and discuss it in your family.
- Please get together with the families of other learners at the child's school and discuss this booklet.
- BE THERE FOR YOUR CHILD!!!!
- Support is not about money, it is about time, communication and love.

DISTRICT OFFICES CONTACT DETAILS



DISTRICT DIRECTORS	DISTRICT OFFICES	OFFICE NUMBER	CELL NUMBER	FAX
1. Babsy Matabane	JHB East	011 666 9002	083 310 1896	086 602 5211
2. Mnyamezeli Ndevu	JHB West	011 831 5300/5309	083 310 1898	011 472 1410
3. Poppy Thabethe	JHB North	011 694 9357	083 310 1852	011 339 8869
4. Regina Chabedi	Tshwane North	012 323 3386	083 310 1908	086 570 3984
5. Rachel Mekwa	Tshwane West (Acting)	012 701 5229	082 741 1807	012 725 1346
6. Lawrence Jacobs	JHB Central	011 983 2308	083 256 8352	011 933 5429
7. Ephraim Tau	Ekurhuleni North	011 746 8098	083 399 7206	011 746 8027
8. Hilda Kekana	Gauteng North	012 846 3511	083 251 3867	086 608 1500
9. Dorah Moloi	Sedibeng East	016 440 1767	073 062 2482	016 440 1787
10. Elize Froneman	Gauteng West	011 953 1313/011 660 4581	083 357 3988	011 953 4324
11. Rosa Malherbe	JHB South	011 835 2654/073 077 6693	083 579 2721	011 835 3896
12. Maureen Mthimunye	Gauteng East (Acting)	011 736 0887	079 512 2840	011 736 0805
13. Jerry Bhagaloo	Sedibeng West	016 594 9120/083 475 1633	083 310 1838	086 647 2495
14. Joe Mokhosi	Tshwane South	012 400 4801	083 258 2446	012 341 0061
15. Dan Thinane	Ekurhuleni South	011 389 6142	073 770 2422	011 389 6196

