

SCHOOL DAY ARRANGEMENTS

1. SCHOOL HOURS

- Mon.-Thu.: 7:20 – 13:35.
- Fri.: 7:20 – 13:00.
- On the first day of the year school will start at 08:00.
- Learners assemble at their register classes at 7:15 each morning (except for Wednesdays).
- On Wednesdays, learners line up in front of Die Japie on the B-field for a joint opening.
- The school gates close at 7:20 for vehicles and reopen at 13:00.
- Latecomers may only enter on foot and will be logged in by a staff member on duty.
- Strict security will be maintained at the gates during school hours. No person will be allowed onto the grounds without prior arrangements or a valid appointment.

2. CLASS CHANGES

- Changing between classes must happen orderly and quickly.
- A 5 minute change-over time is given between periods. A second bell will ring to signal the start of academic time. After the academic bell, negative points may be awarded for being late to class.

3. BEFORE SCHOOL AND BREAK

Before school:

- No learner may be behind the gymnasium, behind the G block, in or near the cars, at Voorspoed Hostel or at the A field pavilion.

Break:

- There is a junior break (grades 8 and 9) and senior break (grades 10-12) from Mondays to Thursdays. The first two weeks of the year and on Fridays, grades 8 and 12, and grades 9 to 11 will have breaks together when requested by the student council.
- All learners must be on the lawns in front of the school or on the B-Rugby field during break.
- No learner may be on the passages during break.
- Learners may not be in a classroom during break without the supervision/permission of a teacher.
- No learner may be behind the gymnasium, behind the G block, in or near the cars, at Voorspoed Hostel or at the A field pavilion.
- Learners should respond promptly to the bell after break and move to class.

4. ABSENCES/SIGNING OUT

- According to the document E35 of 2015 by the Department of Basic Education, a learner must attend school daily.
- Parents will automatically receive an SMS if a learner is absent.
- If a learner is/has been absent parents should provide a valid excuse and reasons. (Per letter, email, WhatsApp, etc.)
- If a learner is absent for 10 days without a valid excuse, the grade head will make an appointment with parents. Negative marks for chronic absenteeism will be entered after interview takes place and every 10 days thereafter.
- If there is no improvement in school attendance, a law enforcement officer will be asked to make a home visit in accordance with the SA Schools Act.
- No learner may leave the school premises during school hours if he / she does not have the necessary prior permission and sign-out slip.
- Learners who have valid appointments must bring a written request from parents in advance and submit it to reception, or the parent must send an email to mhsadmin@middles.co.za.

- No person will be allowed to sign out a learner without prior arrangements.
- If a learner becomes ill during the school day, they can only be signed out after reception has contacted the parents. (See cellphone policy)
- Appointments (dentists, doctors, etc.) must be arranged for after school hours as far as possible.
- Parent/guardian must sign the learner out in the sign-out book at reception. If someone other than the parent/guardian comes to sign the learner out, the receptionist will call the parents to confirm.
- Sign-out slip: the pink slip is given to RCL, the white slip is shown at the gate when leaving campus and is kept with the learner.
- If a learner signs out before 10:00, the learner will be marked absent for the day.

5. LEARNER COUNCIL AND RCL

- Leaders are elected by staff and students. It is, therefore, expected of learners to respect the leaders at all times and to execute all instructions.
- Representative Council of Learners (RCL) is elected in class context by learners in class and they also act as class leaders.
- In both cases certain nomination criteria applies.
- Learners' Council and RCL may enforce school rules and have negative marks read in.
- See RCL policy on page 19 and Learners' Council Policy on Page 21.

6. ELECTRONIC/MOBILE DEVICES (CELL PHONES, EAR PHONES, SMART WATCHES)

- No electronic devices may be used during school hours, from 7:15 to 13:35.
(Cell phones may only be used to make payments during school hours).
- After 13:35, electronic devices may not be used during any formal school activity or function (e.g. a prize giving), unless permission has been given.
- If a learner is found using his/her electronic device or if it is visible, it will be confiscated.
- If a device is confiscated, the incident will be recorded in a register and the device will be locked in the school safe. Negative marks will also be read in according to the merit system.
- If a learner refuses to immediately hand over his/her device, the learner will be suspended for 5 full school days. Parents will be contacted immediately to fetch the learner. Learner must still write all tests and hand in assessment tasks during the suspension period. No other school activities may be attended.
- The device may be bought back from the school fees office at the end of the school day for a fine of R500 or it will be kept for a week (7 days). (The SIM card may not be removed.)
- Devices may be collected from the principal's office at the end of the day.
- If a learner needs to contact his/her parents due to illness or other reasons, this must be done through the administrative office.

7. SOCIAL MEDIA

- The Protection of Personal Information Act applies. Any personal information that can identify a person cannot be shared on any public forum without the permission of the person.
- The inappropriate use of a mobile device (pornography, cyber bullying, swearing, including inappropriate taking or distribution of pictures/videos/sound recordings) will result in immediate disciplinary action according to disciplinary system.
- The content of a learner's mobile device may be searched if any misconduct is suspected.

8. SMOKING OR IN POSSESSION OF CIGARETTES, VAPES, ETC.

- Schools are smoke free areas according to the SA Schools Act; under no circumstances is smoking or vaping allowed.
- Cigarettes and vapes will be confiscated and destroyed.

- The parents of learners who are in possession of vapes or cigarettes, and the parents of learners who are in his/her presence will be contacted immediately to fetch the learner/s, who will then be suspended for two full school days. Learner must still write all tests and submit assessment tasks during the period of suspension. No other school activities may be attended.

9. INFORMATION

Information can be accessed on the following platforms:

- The school's social media pages: Facebook and Instagram

Facebook:



Instagram:



- Google calendar



- Register class WhatsApp group
- WhatsApp channel



- Web site



10. CAFETERIA

- No learner may visit the cafeteria during class time.
- The cafeteria is cashless.
- Purchases can be made by bank card or Japiekaart. The Japiekaart can be purchased at the cafeteria for R50 and money can be loaded onto it at the cafeteria, with a bank card.
- Pre-orders can be made on the Order App and paid for by 22:00 the previous day, or ordered and paid for at the Cafeteria before school (6:30-7:15).

11. GENERAL

- If you leave the school, you must get a form from Mrs van Nieuwenhuizen. This form must be completed in full, and all textbooks and study guides must be handed in. Only then will you receive your transfer card.
- Stairs that may only be used for going up: G-block middle stairs and the stairs at E1/A40.
All other stairs may be used for going up or down.
- The passage going past the staff room may only be used by staff and Grade 12's.
- Learners may not play music on campus with loudspeakers or other devices without written permission. Devices will be confiscated.
- No personal sales may take place on the school premises.
- No delivery of food from town is allowed during school hours.
- When you have supervision, you must go to the supervised class with your bag and do school work.
- If you need to leave the class, you must be in possession of a teacher pass.

SCHOOL GROUNDS AND PROPERTY

1. NEATNESS AND CARE

- Littering is forbidden
- The using of fire extinguishers and hoses is prohibited except in the case of an emergency.
- No school property may be damaged or written on.
- Textbooks must be covered and looked after. Damage of textbooks or any other school property will be for the learner's account.

2. BATHROOMS

- Bathrooms at pavilions must be used before school, during break and after school.
- During school hours:
 - Girls: Gr. 12: E block (Next to Mrs. Le Roux's class)
 - Gr. 8-11: Girls bathrooms closest to class
 - Boys: Gr. 12: E block (Quad)
 - Gr. 8-11: Boys bathrooms closest to class
- Bathrooms must be kept tidy at all times.
- No overcrowding in or near bathrooms.
- Use bathrooms like civilized, educated people.
- Only one learner per cubicle at any time.

3. LEARNERS WITH VEHICLES

- Only learners with a legal driver's license may drive to school in their own vehicle with the school's permission. A parking disc must appear on the windshield. Parking discs are available at the school fees office for R30. A valid license must be shown when purchasing a parking disc.
- Learners with vehicles may only park next to the netball courts.
- Learners may only leave the school in their own vehicles during school hours if a sign-out slip can be shown.
- No learner may be in or near cars during school hours or breaks.

ACADEMICS

1. EIGHT PERIOD FOR GRADE 12'S AND EXTRA LESSONS

- Compulsory eighth periods will be followed by Grade 12's, according to a timetable, as required.
- Extra classes/consulting hours can be arranged if required.

2. CLASS AND SUBJECT CHANGES

- Changing to another class will only be permitted in exceptional cases.
- Subject changes are only permitted at the beginning of the first to third term.
- Change of subject forms may be obtained from Mrs. Van Nieuwenhuizen and completed fully. Old and new subject teachers, as well as parents must sign the form.
- Learners must produce their new timetables before being admitted to new subjects.
- Learners need to catch up as quickly as possible at their own cost.

3. ASSESSMENT PROGRAM

- **Grades 8 - 11**
 - o In Term 1 and 3 control tests will be written
 - o At the end of term 2 and 4, learners will write exams on all work done to date.

• Grade 12

- o In Term 1 control tests will be written
- o At the end of term 2, 3 and 4, learners will write exams on all work done to date.

4. TESTS AND EXAMS

- Bags / cell phones / pencil bags / smart watches may under no circumstances be with learners during the test / examination sessions.
- All assessment tasks (PAT tasks included) must be handed in in order to write final exams.
- No learner will be permitted to write an examination at the end of the year if the textbook for the subject/s has not been handed in or paid for.
- No learner may write control tests or exams earlier, except in exceptional cases and only if the times overlap with the session in which the paper is written.
- Learners must leave the school grounds or be back in the hostel 30 minutes after the end of a test or exam session.

5. CONCESSIONS

(EXTRA TIME, READERS, SCRIBE, TYPE, SEPARATE VENUE, SPELLING)

- Departmental guidelines must be followed for concessions. Only learners with the correct application forms and a report from an educational psychologist will be accommodated. Applications must be handed in annually before the end of February.
- Concessions are valid per phase: Senior phase - Grades 8 and 9; FET phase - Grades 10 to 12.
- Mrs. Smit is the coordinator of all concessions and candidates with special requests.
- The school will make use of trained people for concessions.
- Market related costs will be charges for which parents are responsible.
- Costs for 2026: Separate venue – R100 per paper
 Reader and scribe – R120 per hour.

6. MARKS

- If a learner is absent for an assignment without an official excuse (e.g. doctor's letter), the learner will receive 0 for the assignment.
- If a learner presents an official excuse:
 - o learner should write as soon as possible when he / she is back at school,
 - o If the learner does not write, he / she is marked absent for the assignment, and the assignment is disregarded when calculating his / her term mark.
- If a learner submits a task late, 20% of the total score is deducted. For each subsequent school day that a task is late, a further 10% will be deducted for the next 8 days. After that, the task is no longer marked and the learner thus earns 0.
- Plagiarism will not be tolerated.
- A learner who was absent for a control test or exam will not be taken into account for the Top 10.
- The Top 10 will be announced for each term and will be determined by the average of the 7 full time / time table subjects.

7. PASS REQUIREMENTS

• Grade 8 and 9

- o Home Language - 50%
- o First Additional Language – 40%
- o Mathematics – 40%
- o Of the remaining six subjects, 40% must be obtained in three and 30% in two. One of these subject may be failed.

• **Grade 10 – 12**

- o Home Language – 40%
- o Of the remaining six subjects, 40% must be obtained in two and 30% in four. One of these subjects may be failed.
- If a learner is absent for more than 20 days, without a valid reason, the learner will not be considered for progression to the following grade.

8. PARENTS' EVENINGS

- There are academic parents' evenings during at the beginning of the second and third terms.
- The first parents' evening takes place at the beginning of the second term after reports have been handed out. There will be two parent evenings: one for grade 8 and 9 learners where staff can be seen in the hall and one for grade 10 to 12 learners where staff can be seen in their classes.
- The second parents' evening takes place at the beginning of the third term where all staff can be seen in their classes.
- Learners should preferably accompany parents to parents' evenings so that problems can be addressed with the learner.
- Parents of learners who fail will be notified quarterly, and requested to attend parents' evening.

9. SUBJECTS OFFERED IN GRADE 10-12

• **Compulsory subjects**

English Home Language
Life Orientation

Afrikaans First Additional Language
Mathematics OR Mathematical Literacy

• **Choice subjects (3 of the following subjects must be chosen)**

Visual Art
Accounting
Consumer Studies
Geography
Computer Application Technology (CAT)
Physical Sciences
Agricultural Technology

Design
Business Studies
Tourism
Information Technology (IT)
Life Sciences
Agricultural Management Practices
Engineering, Graphics and Design

FUNCTIONS/SCHOOL EVENTS

At all below-mentioned functions there will be staff on duty for 15 minutes after the function. Thereafter the learners are to go to the security office inside the school premises at the main gate. No learner may wait outside the school premises.

1. EVENING FUNCTIONS

- Only for MHS learners unless arranged otherwise.
- Type of function determines whether or not school uniform is required.
- The hall should be left tidy after use.

2. SPORT EVENTS

- Participants must wear their official sportswear or Middiedrag during events, as arranged beforehand.
- Only school tracksuits are allowed, no other tracksuits.
- Learners attending sports events as supporters must wear full school uniform.

3. COMPULSORY FUNCTIONS

- All home games. (Learner council and Grade 8's to remain until the end)
- Derby against HTSM
- Alzu Tour de Farm (Grade 9).