\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_We Rise\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GRANTLEY COLLEGE



Learner’s Handbook 2022

Vision and Mission of Grantley College

Grantley College strives to offer a premier high school experience, together with comprehensive learning support, in a compassionate environment.

* Quality Enriched Curriculum
* Qualified Experienced Motivated Educators
* Benchmarked CAPS Curriculum
* Comprehensive Learning Support via Small Group Programme
* Reading Recovery
* Professional Emotional and Social Support
* Holistic Extra Mural Programme

Grantley College Board

Mr C Ancer – Director Chairman

Mr M Visser – Director Financial Executive

Mrs L v Coller – Director Bursar

Mrs L Visser – Director Principal

Ms A Isaac – Member

Mr S Sim – Member

Ms S Khoza - Member

Grantley College Lead Team

Mrs L Visser – Principal

Mr R Thomas – HOD Gr 8 and 9

*Lead Member for Discipline*

Mr M Moyo – HOD Gr 10 and 11

*Lead Member for Sport and Extra murals*

Ms A Khan – HOD Gr 12

*Lead Member for Examinations and Assessment*

Mrs Y Koseelan – HOD College of Hospitality

Ms C Vellacott – Psychologist

Student Leadership Team

Prefects

Johannesburg Junior Council Members

Student Representative Council

Grantley College Ambassador

Welcome to Grantley College

It is an honour to welcome you to the Grantley College Family.

This learner handbook, is not meant to be an exhaustive guide to our school, its’ policies, procedure, rules or regulations. It is meant to be a snapshot of the ideals and values that Grantley College upholds and aspires to.

Your journey at Grantley College will most certainly have its ups and downs. However, we are here to support you in this exciting journey.

**Grit – The ability to persevere until you achieve your goal.**

You will be faced by many challenges as you travel your academic journey. We will ask you to work harder, go further, extend your comfort zone and succeed. We will ask you to persevere until you have reached your goals.

**Leadership – The ability to stand for others, protecting and guiding them**.

There is a leader in every young lady and gentleman at Grantley College. At Grantley College you will receive many opportunities to develop your leadership skills. We believe leadership is synonymous with service.

**Honour – Choosing to do the right, even when it is the most difficulty path to choose.**

Grantley College strives to instil self-control, putting others above self and choosing the high road in all circumstances.

**Kindness – Being able to walk in someone else’s shoes.**

Everywhere we go in life, we are surrounded by people who bear different burdens, and have different “mountains to climb.” At Grantley College we strive to mould young ladies and gentlemen who are tolerant, compassionate and gracious.

We trust that you will have a long and happy stay at Grantley College.

With Kind Regards

Principal Visser

New Learner Orientation Programme

At School Orientation

All new learners are invited for an @ school orientation on 12 January at 10 am – 12 noon.

Meet your teachers.

Welcome Braai

All new learners and the parents, who are beginning the year at Grantley College, are invited to a Welcome Braai on the 13 January 2022 at 5:30 pm – 7:00 pm.

This event is hosted by our Parent Association.

It is an opportunity to get to know the parent community of Grantley College.

All dietary requirements will be catered for.

No alcohol is served at Grantley College.

The Great Zoo Escape

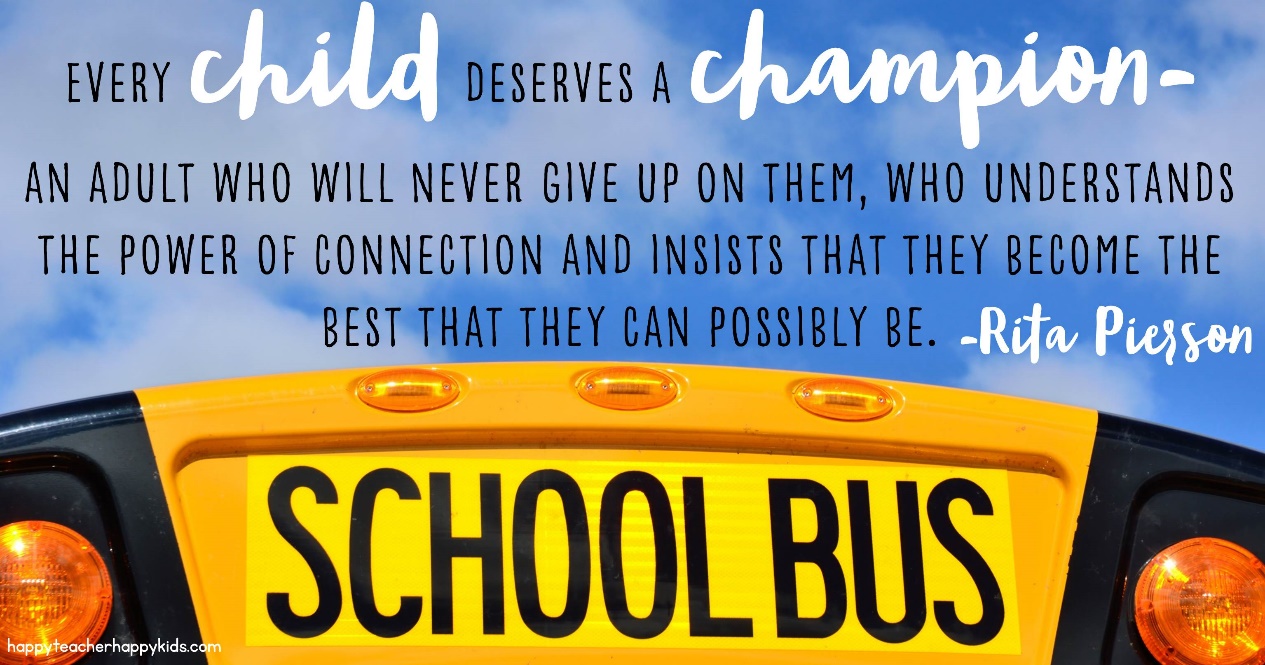
New learners are to meet at the Johannesburg Zoo at 9:00 am on 14 January.

Together with the Prefects, Student Representative Council, JJC representatives, and teachers, we will enjoy a treasure hunt and get to know each other.

A snack pack will be provided. Please bring plenty of water or juice.

Please wear comfortable clothes and running shoes.

* Please note all events are subject to the regulations of lockdown. Any postponements or cancellations will be announced in good time.



PRE -REGISTRATION 2022

Pre registration packs will be mailed to parents prior to the close of the 2021 academic year.

Parents are encouraged to complete the forms and return them to school prior to registration day.

*Should all documents be completed and returned the parent need not attend registration day*

No learner will be allowed into classes without the following documents being submitted:

* Updated details of parent and learners
* Signed financial commitment for 2022
* No learner with an outstanding account will be readmitted to Grantley College.

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**Draft School calendar**

**2022**

|  |  |  |
| --- | --- | --- |
| TERM 1 | | |
| JANUARY | | |
| 10/1 | Administration Opens |  |
| 11/1 | New Staff orientation | 10:00 am |
| 12/1 | New Learners @ school:  Meet your teachers | 10Am – 12 noon |
| 13/1 | Staff Meeting | 9:00 am |
| 13/1 | Welcome Braai  Grade 8 and new parents | 5:30 pm |
| 14/1 | Learner registrations | 7:30 am – 9 am |
| 14/1 | Orientation at the Zoo  Grade 8 and new learners | 9:00 am – 1 :00 pm |
| **17/1** | **School Opens** |  |
| **17/1** | **COH opens** |  |
| 25/1 | Grade 12 Parent Meeting | 6:00 pm |
| 27/1 | New Parent Meet the Teachers | 6:00 pm |
|  |  |  |
| FEBRUARY | | |
| 14/2 | Valentine’s Day Civies |  |
| 17/2 | Valentine’s Social | 5:30 pm – 8:00 pm |
| MARCH | | |
| 1-10/3 | Cycle Tests |  |
| 11/3 | Sports Day |  |
| 16 – 18/3 | Grade 8 and 9 Camp |  |
| 16 – 18/3 | Leadership Camp |  |
| **18/3** | **COH Closes** | **1 pm** |
| **18/3** | **School Closes** | **1 pm** |
| TERM 2 | | |
| APRIL | | |
| **5/4** | **School opens** |  |
| 5/4 | COH opens |  |
| 12/4 | Parent Meeting: Gr 8 and 9 | 6:00pm |
| 12/4 | Parent Meeting: COH | 6:00pm |
| 13/4 | Parent Meeting Gr 10 – 12 | 6:00pm |
| 14/4 | Honours Lunch | 1:30 pm |
| 15/4 | Public Holiday | 8:00am |
| 18/4 | Public Holiday |  |
| 25/4 – 3/5 | Mid Term Break closes | 1 pm |
| 28/4 | Matric Dance |  |
| * Please note this calendar is for guidance, please confirm with the calendar on D6 | | |

|  |  |  |
| --- | --- | --- |
| MAY | | |
| 2/5 | Public Holiday |  |
| JUNE | | |
| 6/6 | DRAFT Exams begin |  |
| 16/6 | Public Holiday |  |
| 17/6 | School Holiday |  |
| **24/6** | **School closes** | **1 pm** |
| **24/6** | **COH closes** | **1 pm** |
| TERM 3  JULY | | |
| 19/7 | School opens |  |
| 19/7 | COH opens |  |
| 26/7 | Parents Evening Gr 8 and 9 | 5:30 pm |
| 27/7 | Parent Evening COH | 5:30 pm |
| 28/7 | Parent Evening Grade 10 – 12 | 5:30 pm |
| 29/7 | Honours Assembly | 8:00 am |
| AUGUST | | |
|  | | |
| 4/8 | Drama Evening | 6:00pm |
| 8/8 | School Holiday |  |
| 9/8 | Public Holiday |  |
|  |  |  |
| SEPTEMBER | | |
| 28-30/9 | Grade 10 and 11 Camp |  |
| 30/9 | Grade 8 and 9 Charity Day |  |
| **30/9** | **School Closes** | **1 pm** |
| **30/9** | **COH Closes** | **1 pm** |
| TERM 4  OCTOBER | | |
| 10/10 | Matric Cocktails | To be confirmed |
| 11/10 | School Opens |  |
| 24/10 – 28/10 | COH IT Exam |  |
| 31/10 | COH Exams Begin |  |
| TBA | Final Exams Gr 12 | To be confirmed |
| TBA | Prize Giving | To be confirmed |
| NOVEMBER | | |
| TBA | Gr 8 – 11 Exams begin | To be confirmed |
| DECEMBER | | |
| 7/12 | School closes | To be confirmed |
|  |  |  |
|  | | |

A – Z of Grantley College

PROCEDURES, RULES and REGULATIONS

As with any organisation, it is necessary to have a set of procedures, rules and regulations in order that all are able to co-operate and interact beneficially. School rules are intended to establish a disciplined, purposeful and safe environment to facilitate effective teaching and learning at Grantley College.

A formal set of rules and regulations is usually unnecessary for the majority of our learners who conduct themselves sensibly and in a manner that is mutually advantageous.

A number of unwritten procedures apply from time to time.  These are always announced and explained at the School and form part hereof.  All rules are subject to annual revision.

We are satisfied that all our rules, regulations and instructions are educationally based and as such we expect all learners to co-operate with ALL of them. Nothing shall exempt a learner from complying with the school procedures, rules and regulations.

**ACADEMIC SCHOOL DAY**

* Monday to Thursday from 7:45 am to 2:45 pm
* Fridays from 7:45 am to 1:30 pm
* The day has 6 academic periods
* Period 7 may be utilised for extra lessons and extra curricula activities.
* Parents will be informed regarding the 7th period timetable.

**ANNUAL SCHOOL CALENDAR**

The Annual School Calendar is published on the D6 Communicator. Changes and additions will be communicated to parents in good time.

**ACCIDENTS AND EMERGENCIES**

* Grantley College follows a strict SHE programme and have qualified First Aid Staff members on duty at all times.
* Parent(s)/Guardian(s) are contacted immediately.  Should a doctor or hospital be required and the parent not be available, the school will refer the child to the hospital or doctor indicated on their admission form, for stabilization, whilst awaiting contact with the parents.
* Please ensure that the school is informed of changes of address and telephone numbers.

**ABSENCE**

* Please send an email to Receptiondesk@grantleycollege.co.za, to inform the school of your child’s absence. Please do NOT phone the receptionist.
* Absence can only be condoned for medical reasons or urgent private affairs.  Phone calls are appreciated, but an email or letter explaining the circumstances must be provided not later than the day on which the pupil returns to school.  The note must stipulate name, grade of the learner, the period of absence and reason(s) for absence.
* Should a learner miss a Monday or Friday, a Medical Certificate, Clinic Certificate or letter from a pharmacist on an official letterhead is required and exact dates must be provided.
* **20 days absent from school without a valid reason or medical certificate may result in deregistration**.
* Absence from school for study purposes prior to or during tests and/or examinations is NOT allowed.
* When a child misses an examination or standardised test for medical reasons, other procedures for marks are applicable.

**CELL PHONES**

* Cell phones must be handed in daily before line up. Learners in possession of their phones during school hours will be disciplined.

**Classrooms**

* Learners may not remain in classrooms before or after school or during breaks without a teacher/prefect being present. Learners who are found writing on or scratching on doors, tables or chairs will be punished. All apparatus and furniture must be treated with respect.

**COMMUNICATION AND CORRESPONDENCE**

* All communication with the School, except in cases of an emergency, should be during school hours.  Members of staff may be interviewed only by appointment
* All written communication with the School should have the parent(s)/guardian(s) name and contact telephone numbers printed below the signature.  The learner’s name, grade and class must be indicated. Emails are considered written communication. Please note that all communication must be directed to the relevant person as listed below, who will deal with the matter as quickly as possible and revert to the sender promptly.

Please direct all academic communication for

Ms Khan – Grade 12 – [Akhan@grantleycollege.co.za](mailto:Akhan@grantleycollege.co.za)

Mr Moyo – Grade 10 & 11 – [Mmoyo@grantleycollege.co.za](mailto:Mmoyo@grantleycollege.co.za)

Mr Thomas – Grade8 and 9 – **Rthomas@grantleycollege.co.za**

Please direct all Learning Support / Psychological Support communication to

Ms C Vellacott: cvellacott@grantleycollege.co.za

Mrs T Erhlich: [terhlich@grantleycollege.co.za](mailto:terhlich@grantleycollege.co.za).

The Principal is available on

Mrs L Visser : [lesleyv@grantleycollege.co.za](mailto:lesleyv@grantleycollege.co.za)

The Grantley College communicates officially via means of the

* Official school website,
* Official Facebook page,
* D6 communicator,
* Grantley Gazette

**D6 COMMUNICATOR APP**

* Grantley College subscribes to the D6 communicator as it’s means of communicating news, information, calendar events and resources with the parent body.

Please contact the reception, for information as how to download this app.

**DISCIPLINE AND DETENTION**

Discipline at Grantley College is a natural outcome of poor choices. Discipline should be constructive, should involve a meaningful conversation with the learner and always offer the opportunity to lead the learner to better self-control. Learners are encouraged to behave honourably and are rewarded for that behaviour.

* Grantley College uses the liveschoolapp as the tool for communication regarding discipline with parents. Parents are issued a personal code annually and are able to view their child’s merits and demerits weekly.
* Detention will take the form of community work – collecting litter, cleaning classrooms, washing walls, sorting storage rooms. No child will be required to do academic work during detention time.
* Parents are expected to support the school in assisting our pupils to take responsibility for their actions. Please make sure you do not arrive early and request that your child leave. We cannot be flexible on detention. This is an opportunity to build character for the future.

**DISPLAYS OF AFFECTION**

* Public display of behaviour such as kissing, embracing, holding hands or other inappropriate behaviour violates the norms of good taste and, as such, is unacceptable.  Consequences will follow for such inappropriate public displays.

**EXTRA- CURRICULAR ACTIVITY**

* A learner shall participate in the educational programmes as prescribed by the Education Department, unless exemption has been granted by the Department.
* When a learner has joined a co-curricular school activity, he/she shall fulfil his/her obligations and carry out his responsibilities in that connection, unless he/she is granted exemption by the principal/teacher for the duration of the season.  As a Grantley College learner participating in a sport offered by Grantley College, your first loyalty is towards your school.
* Learners may not enter school premises before or after school hours, or use any of the School’s facilities and equipment, including those for sport, before or after school hours without permission.
* It is encouraged that all learners, particularly grades 8 and 9 learners, be involved in a summer and winter activity – either sport, cultural and/or society.
* There are no extramural activities during term 4

**HEALTH AND SAFETY: GENERAL DUTIES OF LEARNERS**

Every pupil shall:

* Take reasonable care for the health and safety of her/himself and of other persons who may be affected by his acts or omissions;
* Not obstruct any staff member in the carrying out of their duties;
* Carry out any lawful order given to her/him, and obey the health and safety rules and procedures laid down by the Principal or by anyone authorized thereto by the Principal, in the interest of health or safety;
* If any situation which is unsafe or unhealthy comes to her/his attention, as soon as possible report such situation to the Principal or to a member of staff, as the case may be, who shall report it within twenty-four hours;
* If she/he is involved in any incident which may affect her/his health or which has caused an injury to her/himself, report such incident to the Principal or to a member of staff as soon as possible, but not later than the end of the particular school day during which the incident occurred, unless the circumstances were such that the reporting of the incident was not possible, in which case she/he shall report the incident within twenty-four hours;
* Not intentionally or recklessly interfere with or misuse anything that is provided in the interest of health or safety e.g. fire extinguishers
* All learners need to be aware of all uneven surfaces, drain coverings and wet floors.

**INITIATION**

* No form of initiation is allowed.

**ILLNESS**

* A register is kept by Administration.
* Pupils will not normally be allowed to remain in the sickbay during school hours for more than 15 minutes.  If the condition is serious, the Secretary will telephone the parent(s)/guardian(s).
* Pupils who are ill in the morning before school should not be sent to school.
* A medical certificate must be provided if a pupil misses a cycle test or an examination or a task contributing to the Year Mark. Actual dates must be specified.
* A pupil must not be sent to school on an examination/test day unless the child can remain for the full school day.  Pupils may not come to write an examination/test and then leave, or come just in time for the examination/test.  If a pupil is too ill to stay the whole day, there is an obvious risk of infection to other pupils.  No special venues can be provided.  A medical certificate must specify actual dates.

**LOCKERS**

* Lockers are available for each learner as a rental of R200-00 per year. Learners will provide their own locks; a spare key will be held in safekeeping by the Admin Office.

**LATECOMERS**

* Pupils who arrive late must report to the Reception Office. Parent(s)/guardian(s) of pupils who are late will be notified by email and three consecutive late arrivals will result in a detention. It is clearly understood, that there are times when late arrival is beyond the control of the child or parent, but this should be the exception rather than the rule.

**MY SCHOOL CARD**

* My school card is one of South Africa’s leading community based fundraising programmes, raising over R5 million a month for schools, charities and animal welfare.
* Each time you shop at participating outlets, like Woolworths, Engen, Waltons, as well as a range of local participating shops, all you have to do is swipe your My School Card and you will be supporting Grantley College. The best thing about a My School Card, is that it costs you ABSOLUTELY NOTHING.
* Enclosed is a brochure, please contact Reception, to activate your card, and start swiping. A list of participating outlets is available on request.

**MORNING LINE UP**

* Each morning school begins with line up in the courtyard at 7:50 am. Announcements will be made for the day.

**OFF-CAMPUS BEHAVIOUR**

* No learner shall in any manner bring the name of the School into disrepute.
* Behaviour on buses and in public places must be such that no inconvenience is caused to others.  The School has the right to take action whenever a learner is wearing the School uniform or part of it and his/her behaviour is such that it will bring the School’s name into disrepute.
* This will also apply when learners are not in uniform, but are in school parties or groups where they may be readily identified as pupils of the School.
* The School reserves the right to take action against learners who attend private parties or gatherings and by their behaviour bring the School’s name into disrepute. Appropriate action will be taken in the case of conduct that discredits the School in the eyes of the school community and greater community.

**OUT OF BOUNDS AREAS**

* The reception foyer is out of bounds during school hours, unless instructed by a teacher
* The Hall is out of bounds, unless the pupil(s) is/are accompanied by a teacher.
* No learners may come to the staffroom during break. Please find the teacher on duty should you need assistance.
* The stage is out of bounds, unless a teacher instructs the learner to go onto it and is present him/herself.
* The Sound and Lighting Room are out of bounds.
* Curtains and the projection screen are not to be touched or adjusted by learners, unless authorized to do so by the teacher in charge.
* The Reading Hub is out of bounds, unless the learner(s) is/are supervised by a teacher.
* The parking area is strictly out of bounds at all times. All learner must enter through the pedestrian gates, and comply with Covid-19 protocols.
* No learner may be found around the electricity installation.

**READING HUB**

* Book bags and cases must be placed in the designated areas.
* Learners are encouraged to make use of this facility.
* No eating or drinking will be allowed.
* Reasonable quiet is expected.

**SCHOOL ENVIRONMENT**

* Learners are encouraged to keep the buildings and grounds free from litter.  Litter must be placed in the bins provided.
* Where recycling receptacles are provided, learners are expected to use these facilities.
* Courtyards, passages, verandas and fields must be free of litter at all times.

**SPORT**

* All learners must participate in Physical Education.
* Grade 8 and 9 learners must do compulsory sport activities on a Tuesday.
* Grade 8 and 9 learners must do compulsory Cultural activities on a Thursday
* Those who commit themselves to play for a team may not absent themselves from practice or matches without permission.  The correct uniform must be worn at all times.
* Learners who commit themselves to a sport are expected to honour that commitment for the full season.  This involves attending all practices, fixtures and meetings including those held during the examination and test weeks.
* Learners are expected to be punctual.

**SCHOOL-SPONSORED ACTIVITIES**

* The School Rules apply to all school-sponsored activities such as school bus transportation, tours, trips, dances, meetings etc.

**T-SHIRT TUESDAYS**

* Learner wear their sports shirts, along with their sports shorts / school tracksuit pants to school on a Tuesday. Functional takkies are to be worn. School tracksuit jackets may be worn.

**TEXTBOOKS AND STATIONARY**

* A list of required textbooks will be distributed in the fourth term of the year. :
  + 1. Books may be ordered online from Bookshelf.com
    2. Purchase the textbooks at a textbook supplier such as PNA
    3. Where possible second hand books may be available and offered to learners.
* Stationary list can be found on D6

**TUCKSHOP**

* The tuckshop offers a variety of snacks and healthy meals. The tuckshop is open from 7 am each morning, for breakfast, as well as to place orders for lunch meals.
* No learner may go to the tuckshop during or between lessons.

**TELEPHONES**

* No private telephone messages will be taken for pupils by Grantley College Reception.
* A telephone is available for student use in Reception.

**UNIFORM**

* Please refer to the Uniform and Appearance Policy.

**VISITORS TO THE SCHOOL**

* Pupils may not see visitors (e.g. boyfriends/girlfriends) during school hours.
* Parent(s)/Guardian(s) who wish to consult with teachers must do so either at one of the parent(s)/guardian(s)/Teacher Meetings, or may make an appointment through the Admin office to meet the teacher.
* Parents may not consult teacher regarding their children after hours, outside the school.
* Anyone visiting the School must report at the reception office immediately upon entering the building.

**VALUABLES**

* The School cannot be held responsible for the loss of valuables/money/cell phones brought onto the school premises.
* Cash payments are discouraged. Payment via EFT, direct deposit or other means is encouraged.

**WHATSAPP GROUPS**

* A group is opened for each grade. This is used to share information on a day to day basis.
* Please note the following will not be allowed on Grantley College Whatsapp groups:
  + Discrimination of any kind
  + Rudeness and disrespect
  + Political viewpoints, memes or posts
  + Religious viewpoints, memes or posts.
* Before asking a question, please check the messages posted before.
* Whatsapp messages will not be answered by Admin or teachers after 4: 30 pm or before 6:30 am.
* Please respect the privacy of their home lives.