

HOËR TEGNIESE SKOOL - WELKOM TECHNICAL HIGH SCHOOL - WELKOM



Skoolhoof/Principal:
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CIRCULAR 1/2020

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At the beginning of 2020 we want to take the opportunity to wish all our parents a blessed and prosperous year. Let's take this year on with faith in our Heavenly Father and believing that He will provide for us.

1. Welcome to all our new Tekkies

We want all the new Tekkies and their families to feel welcome in Tekkie land! It is our main priority to ensure that your son will be ready for the future! May your involvement with THS Welkom be a happy and successful experience.

2. Discipline at school

Discipline is the cornerstone of performance in academics, culture and extra-mural activities. The school management team as well as the staff had a meeting where the general discipline of the school was discussed. **IT IS IMPORTANT THAT ALL THE STAFF AND LEARNERS ADHERE TO ONE PROCEDURE TO IMPROVE DISCIPLINE IN THE SCHOOL.**

THE DISCIPLINE PROCEDURE BEFORE A CLASS COMMENCE IS AS FOLLOWS:

- Learners must be on time for their class! After the second bell the learner will not be allowed into class.**
- Learners will stand orderly and quietly in front of the class if there is space.
- Learners should enter the class orderly and quietly.
- Learners should be placed alphabetically in class and may only be moved by the teacher.
- All learners stand quietly next to their desks. Learners are greeted and then they may sit and take their books out.
- Only when the bell rings and the relevant teacher gives permission, the learners should leave the classroom orderly.
- No learner may leave the classroom without the consent of the teacher. (Send card should be used)
- No learner may eat or chew in a class.
- No learner may operate a cell phone during class. No earphones are allowed on the school premises!!!
- No learner will be allowed to go to the bathrooms during class time, only in emergencies.

3. School fee payments

With your regular payments of school fees during 2019, the grace from above and healthy financial management, we were able to survive the year. Once again it is important and we ask that you pay your child's school fees punctually even though times are tough.

There is specific legislation that makes the payment of school fees compulsory for those who can afford it. There is legislation that provides for people who are in need of full/partial exemption of these fees due to financial constraints. Please let us see to it that we all stay within the legislation. **Applications with regard to exemption of school fees must be done yearly. The applications must be finalised before the end of March 2020. No late applications will be considered.**

Any information in this regard can be obtained from the financial office.

1. School fees are R12 000,00 per year or R1 200,00 per month for 10 months.
2. The whole amount before the end of March 2020, 10% discount.

4. Safety and security

We want to maintain a secure area where our learners can play, learn and develop. Please take note of the following:

- **All visitors to the school must report at reception.**
- Entries and exits are monitored
- Learners may leave the school grounds only if they have been signed off by a head of grade or if they are fetched by the learner's parent or if the parent has given the learner consent in this regard.
- Any learner's bookcase may be searched at any time if reasonable suspicion arises and in cases where incriminating evidence exists, strict lawful action will be taken.
- Learners damage and break the concrete security fence at the railroad side to gain access to the school. A gate was erected to gain access! Only the one entrance gate in Volks Road may be used, not the main gate!

4.1 Vehicles and motorcycles

Learners who come to school with vehicles or motorcycles must have a license as well as a parking ticket from HTS to park on the school grounds. The vehicle or motorcycle should be roadworthy. It is not a right but a privilege to park vehicles on the grounds!

The vehicle or motorcycle must be parked immediately in the designated areas when the learner enters the school grounds in the morning.

Learners may not drive around the site during breaks and after school. No learners may gather at the vehicles or motorbikes. No loud music may be played from cars. If learners do not adhere to this, they forfeit the privilege of parking their vehicles or motorcycle on the school grounds.

5. Textbooks/reading classes

Despite of notices and text messages about the **R650,00** payments, there were parents who did not comply. This also complicates the task of getting textbooks as quickly as possible to the learners. **We ask you to visit the financial office to make an arrangement if necessary.**

This is a reminder that textbooks, drawing boards and all resources are lent to the learner with the intention that learners use them respectfully. All textbooks must be covered neatly and be handed in at the end of the year in the same condition as they were received. **Books that are lost or damaged must be paid for.**

Repayments of textbooks that were lost during 2019 and recovered can **only** be collected by parents.

6. Overalls/drawing instruments

The wearing of overalls/dustcoats in the workshops is compulsory for safety reasons as well as the protection of school clothes. Furthermore, it is understandable that your child can only be involved in a meaningful way in a subject like Engineering Graphics and Design, if he has the correct drawing instruments at hand. Drawing equipment is lent to the learner with the intention that learners use them respectfully. **Drawing equipment that is lost or damaged must be paid for.**

7. School hours/Study aid class

A huge problem at school is the fact that learners are late for school and do not do their homework diligently. Therefore, the academic performance is affected. **Please make sure that your son is on time for school. If he is late after the second time, he will not be allowed to enter the premises for that day! Monitoring will be done by a Head of Department and recorded on the SASAMS system.**

School hours will be as follow:

07:40 – 14:00 on a Monday

Tuesday, Wednesday and Thursday will be as follow:

07:40 – 13:50 Teaching time

14:00 – 15:00 Study aid class for learners

14:00 – 15:45 Sport period

07:40 – 14:00 on a Friday

8. Sport period/participation

We expect learners to attend at least one sport- or cultural activity because we know what value it has for your child. Participation in sport also declined during the last year and therefore not all available learners participated in sport.

9. School assessment plan 2020

Attached is the school assessment plan for the year. All assessment dates will be given to the learners by the teachers. Please assist the teachers by making sure that your son hands in all his tasks/projects and PAT'S as indicated. Test and examination dates are also indicated. Please make sure that your son adheres to the dates indicated.

Assessment tasks and PAT's must be handed in on/before the due date. Any assessment tasks and PAT's handed in late, will not be accepted or marked by the educator. (Code of Conduct)

LEARNERS MUST SIGN FOR RECEIPT AND SUBMISSION OF ALL TASKS AND PAT'S

10. Criteria for the implementation of promotion and progression requirements for grade 10–12

This criteria is as follows: (Circular E35 from DBE)

- a) The learner must have failed to satisfy the promotion requirements of either grade 10 or grade 11, and repeated either grade 10 or grade 11;
- b) The learner must have passed the Language of Learning and Teaching and another three of the seven subjects offered;

- c) The learner must have attended school on a regular basis. Absenteeism in excess of 20 days without a valid reason, will disqualify the learner from being progressed;
- d) The learner must have complied with the prescribed School Based Assessment (SBA) requirements for that academic year. (All SBS marks must be handed in)

A learner must satisfy all the criteria above to be considered for progression to the next grade.

11. Stationery

We urge you as a parent to ensure that your son has the necessary stationery, for example; blue pen, pencil, eraser, ruler, highlighter etc.

12. Parent meetings

Compulsory parent meetings will take place the second week of each term. You as a parent are accountable to attend the meeting. During the meeting, the grade head will provide feedback on the academic and general problems. You will have the opportunity to collect your son's report and to engage with the subject teachers.

13. Appointments by parents

If you, as a parent/guardian, want to speak to a staff member, make an appointment. All management team members are available during the first period by making an appointment with them. (08:00-08:45) No teacher will speak to you during class time.

14. Invitation

We herewith invite all parents to contact the school in regard to any problems you want to discuss.

Tekkie greetings



**PJH SWANEPOEL
PRINCIPAL**