



PROSPECTUS 2024

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CONTENT

Contact Details	3
Official School Times	3
Vision and Mission	4
Character / Curriculum / Language medium	4
The School Crest & Description of logo	5
National Anthem / School song	6
Communication / Communication regarding achievements & academics	7
Cultural Activities / Sport Activities	8
Teaching staff	9 - 10
Learners: Code of conduct	10 – 11
General discipline and manners	11
School attendance & punctuality	11 – 12
RRC: Election procedures and composition	12 – 13
Misconduct: Disciplinary Code	13 – 14
Policies: Drugs	14 – 16
iPad Policy (Secondary School)	16 – 19
Policies: Social Media & Network	19 – 22
School Uniform: General / Books & School bags & iPads	22
School Uniform: Primary Girls and -Boys	22 – 23
School Uniform: High School Girls and -Boys	23 – 24
Academics: Pass Requirements: Tests / Promotion: Year-end Exams	24 – 26
Secondary School Subject Choices	26 – 27
Policy on Special Consideration during examinations	27
Prerequisites for receiving awards	28
Other services	28
Parents	29
School fees	29 – 30
How to study	31

CONTACT US

Communication with our parents is a high priority to ensure effective relationships with our valued clients: our parents and learners.

Where a parent has a specific query or problem to report, please follow the following steps:

1. Talk to the applicable teacher/coach to sort out the matter.
2. If you do not get a satisfying answer, or the problem persists, please contact the relevant principal.
3. Should you not be satisfied with the situation, thereafter, please contact the Director of School(s), who will try to sort it out, or communicate it to the School Management.

When communicating with the school staff and teachers, please always do so in a respectful manner. Teachers may not answer their cell phones (calls or WhatsApp's) during school hours – so please contact the Office Manager in case of a crisis.

Always be respectful of staff's privacy, especially after school hours. Rather send a WhatsApp text message or voice message, which the staff member can address at a suitable time.

GENERAL MATTERS, RELATIONS AND SERVICE AND ADMINISTRATION

Carina Joubert (Operations Manager)
Cell: 081 280 2497
Email : carina.j@rootsgymnasium.com

ACADEMIC ENQUIRIES AND DISCIPLINE: UPPER PRIMARY- AND HIGH SCHOOL

Johan Meyer (Headmaster & Secondary Principal)
Cell: 081 431 0075
Email: johan.m@rootsgymnasium.com

ACADEMIC ENQUIRIES AND DISCIPLINE: PRE-PRIMARY SCHOOL

Annelie Liebenberg (Primary Principal)
Cell : 081 287 4422
Email : annelie.l@rootsgymnasium.com

FINANCE

Marsan Cohen (Finance Manager)
Cell: 081 357 0166
Email: accounts@rootsgymnasium.com

MARKETING & SPONSORS

Nerine Blankenstijn (Marketing Manager)
Cell : 081 794 9823
Email : marketing@rootsgymnasium.com

SPORT & BOARDING

Jandré van Wyk (Director of Sport and Head of Boarding)
Cell: 081 424 0732
Email: jandre.v@rootsgymnasium.com

OFFICIAL SCHOOL TIMES

Pre-primary: 08:00 – 12:00
Gr 1-2: 07:45 – 12:20
Gr 3: 07:45 – 13:00
Gr 4 – 11: 07:45 – 14:20

On Fridays the school closes at 13:00 for all grades.

VISION

Roots Gymnasium envisions a Namibian school where learners, parents and the best-quality staff all collaborate, as a school family, to achieve the highest standards of educational and interpersonal excellence in the country.

MISSION

The mission of Roots Gymnasium is:

“To provide high quality, holistic education with high academic standards to learners in all grades.”

The purpose is to educate and develop the full potential of each learner through:

- the development of character and personal growth;
- the development of body, mind, and spirit; as well as
- the stimulation of intellectual, academic, and physical growth.

CHARACTER OF THE SCHOOL

The school environment reflects the excitement of successful learning within a bright and safe atmosphere of mutual support and encouragement.

The school is consecrated to Jesus Christ and based on Biblical values but is non-discriminative in terms of religion.

CURRICULUM

The school broadly follows the International Cambridge Curriculum for grade 8 – 10. Grade 0 – 7 follows the National Curriculum. This Curriculum is enriched where possible and necessary.

LANGUAGE MEDIUM

Roots Gymnasium places strong emphasis on language skills.

At junior primary school level (grades 1 to 3) learners are taught in Afrikaans. These grades offer classroom teaching.

English Second Language is presented as a compulsory subject.

English as language of tuition is gradually phased in from Grade 4 to ensure the smooth transition into English tuition in the Grade 5 year.

From grade 5 to grade 11, all tuition and examinations are in English. In the Secondary school (grad 8 – 11) English is the first language and Afrikaans is the second language.



- The oval symbolizes the holistic approach of Roots Gymnasium towards education – to not only teach learners about the academic curriculum, but teach them about **life, social skills and caring** for each other, as well as **stimulating sport and cultural activities** in the school community. It further represents the **circle of life – only in God it becomes complete**.
- The **sun** represents our **sunny country, Namibia**, also the symbol in our country's flag. Every child has a special place under the sun.
- The **young plant** with its roots firmly set in the water and soil is on the one hand representative of the development, **Roots**, where we are situated. It has further meaning: The plant **grows** optimally in its circumstances – in the same way we must learn to make the best of our circumstances. It is **not important** what happens **AROUND** us, what **matters** is what happens **INSIDE** us. Our roots are firmly set in God; therefore, we should have no fear to fly high and aspire to our dreams.
- The brown side of the **dune** is characteristic of our region in the south, and it creates the dual image of:
 - a. **unfavourable environment** (not necessarily bad – the dunes are also very beautiful)
 - b. the **soil** of the earth, that God instructed us to cultivate and produce optimal fruits – in the case of our school, the children with an enriched character that we produce as a result of our Christian-centered education.
- The turquoise side of the dune represents the rich **water source** of Stampriet and God's **living water**.

"LOGOS"

Meaning "WORD", the Word of God from which we learn our ways. The "Word of God" was first an image. "Logos" was first used by Heraclites... and his explanation for it was an image, "logos" meant "sound" In the beginning was the Sound, and the Sound was with God, and the Sound WAS God... And the Sound became Image... it became a person.

Heraclites picked up a stick from the ground to explain "logos". "The stick is basically useless, but I can do something to/with it that will make an instrument of music and healing, or an instrument of warfare and killing (a bow). This happens when the stick is connected to a piece of string (Jesus). The string brings together the 2 poles / ends / extremes to function as a unit. Jesus proclaimed a different way of understanding, by interpreting the Scriptures as LIVING it. Jesus reincarnated the Scriptures, by becoming the Living Scripture = LOGOS, putting flesh on the Scriptures, putting skin to His way of life, calling people to live life His way (Pathos), the way of great passion and conviction.

"PATHOS"

Meaning the "WAY", led by the Word. The truth, the right way to live, as Jesus taught us. Therefore we are committed to orientate people around us to live life differently, the way (pathos) of Jesus: to be forgiving, to be generous, to be honest, to be inclusive, to be gracious, to be compassionate, and to pursue faith, love, hope, wisdom, truth and peace, because it is a better way of living. Over time, when you purposefully live the way of Jesus, you become part of a community, a movement of people who have been living, exploring, discussing, sharing, and experiencing new understandings of human beings, inviting others to come along on a journey of living a better life, the way of Jesus.

"ETHOS"

"Ethos" means the fundamental character or spirit of a culture: the underlying sentiment that informs the beliefs, customs and practices of a group or society. It is the distinguishing character or disposition of a community, a corporate-intense mental state that arises subjectively, to the entire community. When something happens, everyone feels the same way. When something is violated, everyone is offended. When something is obtained, everyone celebrates.

Cultures share a common heart. We often speak of the heart as shared values. These values connect us, unify us. Hidden beneath our communal beliefs are mutually held concerns and common experiences. If a worldview is the way a community sees reality, then an ethos is the way a community feels reality. Ethos is what happens when many individuals make autonomous choices that create a unified movement. Ethos moves us when nothing else will and like nothing else will. Ethos can be described as a tribal emotion. Ethos is not only the fuel of our compassion and the fire of our passions, but also the e-motion of a community.

God' word becomes flesh through us – it changes the ethos, the way our community experiences situations. Through Jesus, the Logos becomes Pathos, the way we live, and that creates another Ethos. We strive to live in harmony in the community. We want to utilize the abilities of everyone involved in the school, in a way that we as school community help to raise up the larger community and make it a better place.

NATIONAL ANTHEM



Namibia land of the brave
Freedom fight we have won
Glory to their bravery
Whose blood waters our freedom

We give our love and loyalty
Together in unity
Contrasting, beautiful, Namibia
Namibia our country

Beloved land of savannahs
Hold high the banner of liberty
Namibia our country
Namibia, Motherland
We love thee

SCHOOL SONG

ROOTS GYMNASIUM

School Anthem

On the banks of the Auob River
Our school rises proud and tall

We learn to grow
And to trust in God
Who's always in control

As we strive for a bright tomorrow
We know the gift of today

Logos Pathos Ethos
Logos Pathos Ethos
Roots Gymnasium

Met ons harte vol van liefde
Vir ons land en vir ons volk

Hys ons vlag
Met trots en eer
In die hart van Namibië

Ons groei vlerke om hoog te vlieg
Maar ons wortels bly geanker in Hom

Logos Pathos Ethos
Logos Pathos Ethos
Roots Gymnasium

Composed by Eaton Theunissen
Lyrics written by Eaton Theunissen

COMMUNICATION

General information

We will use the following methods to relay information to parents:

- **D6:** Our main platform for communication is through our school administrative program (D6). It is an expectation that every parent / guardian downloads the D6 App on their phone. All official communication and documentation will be shared via D6.
- **Weekly newsletter (Roots Salute):** This newsletter is compiled during the week and published on D6, the school's WhatsApp group and the school's Facebook page, on Fridays. Please ensure that you read these newsletters as this is the way in which we communicate with you on a regular basis to relay information that we regard as important.
- **WhatsApp Groups:** An information group and class group will be used for informal communication and last-minute arrangements / announcements.
- **Facebook & Instagram:** Roots Gymnasium's Facebook and Instagram pages are very active, and will keep you updated on information, achievements, and photos of events.

ALL PARENTS SHOULD ENSURE THAT THEY ARE CONNECTED TO THE SCHOOL IN THESE WAYS, IN ORDER TO RECEIVE IMPORTANT AND RELEVANT INFO ABOUT YOUR CHILD AND OUR SCHOOL.

Communication regarding achievements

Every week during assembly we want to give recognition for achievements by our learners for any activities: sport or cultural, school or non-school activities. Parents must please send any information (via e-mail or written letter), as well as medals or trophies to the principal before 12:00 the day before the assembly, or as soon as possible. Please ensure that the information is as complete as possible, providing the child's name, the date, time, and the nature of the event as well as complete details about the achievement, otherwise it is difficult to give proper recognition to your child for his/her achievements. Our assemblies take place every Monday morning at 8am.

We also give recognition for these achievements on our Facebook page and in our weekly newsletter, the Roots Salute.

When a learner obtains Namibian colours for a specific sport, parents must please ensure that the governing body of the sports code provides the notification for the school in order for us to give the necessary recognition and honorary colours for high school learners.

Communication regarding academics

From grade 4 – 11 reports will be issued twice a year, June and December. A CASS mark (achievement tests, class tests, worksheet marks, assignments, etc.) is considered each semester that will form a certain % of the report mark at the end of the year. In Junior Primary, however, every term is evaluated on its own. Marks of previous terms are not carried forward to the next term.

During the year, summative assessments like projects, class tests and achievement tests will be done / written, marked, and sent home for parents to familiarize themselves with the results, sign and return to school.

At the beginning of each term, parent meetings will be conducted to discuss the student's academic achievement and progress.

At any time, parents are welcome to contact the Principal or class teacher to make an appointment to discuss a child's progress / behaviour should there be any concerns.

ACTIVITIES

Cultural Activities

It is our vision that learners must actively take part in cultural activities.

We appeal to you as parents to continuously encourage your children to participate in cultural activities. It is therefore very important not to only encourage your child to participate, but also continuously support them in this regard.

The following cultural activities are offered: Drama, Arts, Choir, Rooties Got Talent, Debating (Redenaars) and Idiomestryd.

We also offer Music and after-school Art at an additional cost.

Sport Activities

We encourage all our learners to **participate in at least one winter and one summer sports code** in a calendar year. It is of utmost importance that a learner who enters for a specific sports code remains committed for the whole season.

The following sports codes are offered for free: Athletics, Cricket, Field Hockey (boys and girls), Netball, Rugby, Horse riding therapy Grade oo – 3, Archery and Cycling (Mountain Biking).

The following sport codes cost extra: Wrestling, Ballet, Playball and Tennis.

A **Sport Planner** indicating all sports practices, games and events will be sent out via e-mail (D6) at the beginning of each term. **Sports Results**, indicating all results of the previous week as well as games for the next week will be sent out via D6, Facebook and/or newsletters. Unfortunately, especially on the terrain of sport, there are often last-minute changes to practices or matches. The Sport Coordinator will always strive to bring this to your attention ASAP, via D6 and WhatsApp.

Roots Gymnasium has a very beautiful sport attire for all the sport codes. We expect of learners to be dressed in full Roots Gymnasium sport attire when they represent the school. We encourage learners to wear the school's tracksuits before and after their participation in the different sport codes.

Important:

No member of any team may involve him/herself in an argument/fight with referees, opponents or bystanders about any decision made by a referee or other concerned parties. If a matter of dispute arises, it must be brought to the attention of the coach who will then take it upon him/herself to sort out the matter in the appropriate manner.

Our hosts must be respected and thanked afterwards for their efforts and hospitality.

Practices must be attended as arranged by the different coaches. If a practice cannot be attended for any reason, the coach must be informed beforehand or, if due to unforeseen circumstances, on the morning after the practice.

The following will apply every time teams travel to and from sport activities in one of our school buses:

- When we travel to a destination outside Stampriet, all players must drive in the bus to the match. Players are allowed to travel back home with their parents on the condition that the coach or supervisor was notified in advance.
- Punctuality – every team member must be on time for the bus. The bus will wait for nobody!
- Dress – every participant must be dressed in full Roots Gymnasium School uniform or in the full sport attire for that particular code.
- Behaviour – No learner may throw anything inside or to the outside of the bus. Nothing may be shouted to persons inside or outside the bus. Swearing is strictly forbidden. Vandalism of whatever kind will be dealt with very harshly; sitting with your feet, even without shoes, on the seats will also be seen as vandalism. Littering is also forbidden, inside as well as outside the bus.

TEACHING STAFF

Teachers share a mutual respect with their learners, talk positively about the potential of these learners, and believe all children can learn. A positive image and good reputation are bound to draw stronger learners and top teachers. This activates a positive reinforcement loop that further enhances the school's image and reputation.

Roots Gymnasium strives to recruit the best quality teaching staff, by giving them competitive compensation and by creating a positive, enjoyable environment to work in. Staff members are required to honour and maintain Christian values and norms.

Communication with our parents is a high priority, as this ensures effective relations with our valued clients: our parent and learners.

Should you need or wish to communicate with the school management, you can do so using the telephone number or the following e-mail addresses – e-mail correspondence is preferred. That way we have the information in writing and can respond accordingly.

Parents are always encouraged to sort out any concerns directly with the teacher, but when a particular problem perseveres, contact the relevant Principal to receive effective service. In written communication the name, surname, grade, and class must be mentioned with details about the matter at hand. In case of sport, please sort concerns out directly with the relevant sport coach, and then with die sport coordinator, then with the relevant Principal.

TEACHING & ADMINISTRATIVE STAFF: 2024

Name	Surname	Position	Grades	Cell Number	E-Mail address
Elizmarie	Watson	Assistant (school & boarding)	00 - 3	081 434 3698	elizmarie.w@rootsgymnasium.com
Nelri	Koekemoer	Assistant	00 - 4	081 335 7095	nelri.k@rootsgymnasium.com
Karlize	Van der Merwe	Teacher	00	081 651 9276	karlize.v@rootsgymnasium.com
Helen-Mari	Smith	Teacher	0	081 550 4952	h.smith@rootsgymnasium.com
Yolandé	Mostert	Housemistress & Teacher	1	081 262 1704	yolande.m@rootsgymnasium.com
Lientjie	Simon	Teacher	2	081 480 9957	lientjie.s@rootsgymnasium.com
Karin	Venter	Teacher	3	081 484 1884	karin.v@rootsgymnasium.com
Karmi	Fourie	Teacher	4 - 7	081 898 0339	karmi.f@rootsgymnasium.com
Leandri	Snyman	Teacher	4 - 7	081 401 8601	leandri.s@rootsgymnasium.com
Arnu	Gouws	Teacher & Boarding house assistant	4 - 11	081 626 8727	arno.g@rootsgymnasium.com
Corlia	Krügel	Teacher	1 - 11	081 291 2556	corlia.k@rootsgymnasium.com
Kari	Van der Westhuizen	Teacher	4 - 10	081 693 1107	kari.vdw@rootsgymnasium.com
Dirk	Smit	Teacher & Boarding house assistant	4 - 8	081 711 9795	d.smit@rootsgymnasium.com
Koekemoer	Ciska	HOD Arts & Teacher	4 - 11	081 315 6417	ciska.k@rootsgymnasium.com
Joubert	Snyman	Teacher	4 - 11	081 867 3222	joubert.s@rootsgymnasium.com
Careen	Von Weidts	HOD Languages & Teacher	4 - 11	081 898 1338	careen.v@rootsgymnasium.com
Isabella	De Beer	HOD Science and Tech & Teacher	9 - 11	081 737 8994	isabella.d@rootsgymnasium.com
Gary	De Beer	HOD Humanities & Teacher	4 - 11	081 737 8984	gary.d@rootsgymnasium.com
René	Adriaanse	HOD Mathematics and Commerce & Teacher	7 - 11	081 437 5030	rene.a@rootsgymnasium.com
Jandre	Van Wyk	Head of Boarding; Director of Sport; Teacher	9 - 11	081 424 0732	jandre.v@rootsgymnasium.com
Annelie	Liebenberg	Primary Principal	N/A	081 287 4422	annelie.l@rootsgymnasium.com
Johan	Meyer	Headmaster, Secondary Principal & Teacher	N/A	081 431 0075	johan.m@rootsgymnasium.com
Carina	Joubert	Operations Manager	N/A	081 280 2497	carina.j@rootsgymnasium.com
Marsan	Cohen	Financial Manager	N/A	081 357 0166	accounts@rootsgymnasium.com

Nerine	Blankenstjin	Marketing Manager	N/A	081 794 9823	marketing@rootsgymnasium.com
Anél	Meyer	Mathematics & English mentor; Agriculture consultant	1 - 11	081 431 2082	anel.m@rootsgymnasium.com
Sunette	Oberholzer	Matron	N/A	081 238 8568	N/A

LEARNERS

Learners must be committed, attentive, excited about learning in a creative, innovative, and stimulating educational environment and optimistic about their futures.

In line with the stipulation in Part III of the Education Act (Act No. 16 of 2001), learners will not be discriminated against based on race, ethnic origin, colour or creed. This applies to both admission and treatment at the school.

Code of Conduct

Roots Gymnasium learners realise their privilege to attend one of the best schools in Namibia. Learners are responsible in their conduct, and polite and respectful towards fellow learners and all authorities. Learners are loyal towards Roots Gymnasium, and always act as worthy ambassadors of the school.

A uniform value system, supported and maintained by everyone in the school community, is a requirement for success, achievement, and a happy school community.

We strive to always follow our Code of Honour:

LOVE, RESPECT, JOY, INTEGRITY, PRIDE, TRUTHFULNESS and POSITIVITY

LOVE AND RESPECT:

- for all God's creations
- for ourselves and our bodies
- for fellow learners
- for teachers
- for our parents
- for people from all walks of life.

An important aspect of the character of Roots Gymnasium is that we stand together and do things to the benefit as well as the strengthening of the school community. We do not act out of self-centeredness and for our own benefit. We are part of the Roots Gymnasium family who treat one another with the love and respect of a family. That is the greatest lesson that Jesus taught us: To love one another, to not be selfish.

Because we love our school, we are always LOYAL towards it; therefore, we protect the school's name in every situation.

We do not involve ourselves in the mockery or bullying of other learners, but we appreciate every person as a creation of God.

As part of the respect for ourselves, we are committed to take care of ourselves, our health and our well-being. We participate enthusiastically in sport, physical education and finishing classes in order to care for our bodies.

Our respect for others is shown by adhering to rules and regulations and their requests, as well as our commitment to display impeccable manners, good behaviour, and politeness towards others.

We are never arrogant or consider ourselves superior to other people.

We are committed to reach out to the community to help enrich the lives of people less privileged than ourselves and to care for animals and nature.

JOY & ENJOYMENT OF LIFE:

- We always strive to have fun together when working and learning as well as when participating in sports.
- We enjoy every day and appreciate it as a gift from God.

INTEGRITY:

We always live with integrity, display a good character and make good choices, even when we know no one is watching. Living with integrity, requires from me to be honest at all times, to acknowledge mistakes I made and rectify them.

PRIDE:

We are proud of:

OURSELVES, therefore:

- we keep ourselves, our hair, nails, and uniforms neat.
- we keep our schoolbooks neat and tidy by covering each book as prescribed by the teacher, not writing in textbooks, and not tearing out any pages.

OUR TEACHERS, therefore:

- we respect them, keep quiet in their classes, and obey their instructions.

OUR UNIFORMS, therefore:

- we adhere to the school rules and keep our uniforms neat.

OUR SCHOOL AND SPORTS FACILITIES, therefore:

- we accept co-responsibility for the neatness of classrooms, all school facilities and the school grounds;
- we do not write on desks or walls;
- we do not damage school property in any way, but rather protect it from being damaged;
- we always keep toilet facilities clean and tidy, and always leave it in the same condition that we wish to find them; and
- we report any maintenance problems to reception, in order for it to be noticed and rectified.

TRUTHFULNESS:

Our word is our honour. We can always be trusted and are honest at all times, even after we have made a mistake.

A POSITIVE ATTITUDE AND UTILIZING OPPORTUNITIES:

- We make the most of every situation.
- We always remain positive and allow that to make us grow as individuals, and enrich our lives.
- We concentrate on the solution instead of the problem.
- We participate enthusiastically in the academic classes, as well as other activities offered by the school, and utilize these opportunities to enrich ourselves.
- We dream big and follow our dreams.
- We believe in ourselves and our own abilities.
- We increase our abilities and stretch our limitations.
- We are motivated to excel and reach new boundaries.

General discipline and manners

- Learners wait in line in front of the class (directly next to the wall, standing up straight, not leaning against the wall) for the teacher to instruct them to enter the class.
- Learners enter the classroom quietly, stand behind their chairs, put their school bags on the floor, and wait for the teacher's instruction to sit after they have greeted each other.
- Learners always greet the teachers in a friendly manner inside and outside the classroom.
- When learners are sitting in class and another teacher or another adult enters the room, learners stand up quickly, wait until they are greeted and greet back before they sit again.
- When the bell rings for the end of a period, learners wait for instructions from the teacher before they pack up and leave the classroom.
- Girls always enter and leave the classroom first.
- No cell phones or other electronic devices (except calculators and iPads in grade 8 and above) may be used on the school premises. The cell phones must be switched off during school hours, including break time, and may not be visible during these times. Cell phones have proved to be an evil at school; therefore, we prefer that learners do not bring it to school. If a learner brings his/her cell phone to school, it is at his/her own risk, and the school takes no responsibility for it at all.
- Learners are not allowed to leave the school premises or receive visitors or deliveries during school hours or during break time unless permission is obtained from the Principal.
- Learners are not allowed to chew chewing gum at school.

AT THE END OF THE DAY

Announcements and a closing prayer will be done in the classroom after which learners adjourn.

BEFORE SCHOOL

School bags must be placed at the class where learners are for the first period. On assembly days it must be placed in front the class where they have their first academic lesson.

BREAK

School bags must not be left unattended during break.

School attendance, Punctuality

It is of utmost importance that every learner attends school every day and every single lesson period. In instances where a learner must represent Namibia and that learner will be absent from school, the school **MUST** be informed on a letterhead of the sports union/institution in writing to enable the school to administer the procedures that were established to the benefit of the learner. Subsequently, we have a system in place that a learner receives all the classwork and homework which was done during his/her absence.

Learners who are absent from a test or examination must provide a doctor's certificate. Failing to do so will result in a zero mark for the test or examination component.

Roots Gymnasium learners accept the responsibility of attending school and arriving punctually at the start of the school day.

- Should a learner arrive late for school, he/she must report to reception where a form will be completed (providing a reason for being late), and late comings will be kept on record. A late comer may never report to the class directly.
- In case of legitimate absence, parents phone the school to report it (before 09:00 in the morning) and send a letter or medical certificate to the Principal on the day when the learner returns to school.
- If a learner is absent:
 - on a Friday or a Monday or (of the discretion of the principal)
 - for two consecutive days or more or
 - in the case of a test or examination,
 - a **medical certificate** or death certificate must be submitted to the Principal, together with the parent's letter.
- Failure to submit a medical certificate when a learner had to write a test/exam may result in the learner obtaining a zero mark for the test/exam.
- When a learner is absent from school, it is the responsibility of the learner to collect the work that was presented in class, notes that were handed out, and homework that had to be done.
- Should a learner be unable to participate in the physical education class, an explanatory letter and/or medical certificate must be submitted to the PE teacher.
- Learners may not leave the school grounds at any time during the school day without written permission from the Principal. In that case, the parent / guardian, or person assigned by the parent/guardian, must collect the learner at reception.
- Learners who fall ill at school, must report to reception or the school nurse where they will receive medication and/or their parents / guardian will be phoned to fetch them.
- Parents are encouraged to not withdraw their children from school for any unnecessary reasons. Learners do a lot of work every day in class and when they are absent, they miss a lot.
- Learners with learning difficulties (who require additional time in examinations or a reader) must submit a valid psychological report to the relevant school principal every two years.

ROOTS REPRESENTATIVE COUNCIL

Election procedures and Composition

Start of year: Invite all Grade 6 - 11 students to attend an RRC (Roots Representative Council) election information meeting. At this information meeting, the following is to be clearly communicated by the guardian teachers and the principal:

- The role of the RRC at the school.
- The ideal profile of an RRC member.
- Duties & responsibilities expected of the RRC.
- Continuous leadership assessment.
- The chairperson of the RRC.
- The structure of the RRC.

Election procedure

- Grade 6 - 11 learners are briefed on the election procedures.
- Voting day is announced.
- List of candidate names are compiled on a voting ballot.
- Election takes place on the school terrain under supervision.
- Boys may vote for girls.
- Girls may vote for boys.
- A learner may vote for him-/herself.
- Learners vote for the indicated number of boys and girls. Should a vote have more than the allowed votes, his/her vote is disqualified/ becomes null and void.
- Votes are counted immediately after the election.
- Present: Principals and Guardian teachers.
- Votes are cross-checked.
- Total number of RRC members to be determined by school management, and the elected members will be tabled at school management to be approved.
- If a member is absent from two meetings without a valid excuse or makes him/herself guilty of neglecting duties or if his/her conduct is detrimental to the school, his/her membership may be terminated.
- Each member must sign the Oath of Loyalty and always obey it and submit him/herself to immediate dismissal if the conditions are not complied with. The following people of the school will take the final decision regarding the immediate above two bullets:
 - a) Principals
 - b) Guardian TeachersThey will not be obligated to give any explanation to any other learner or staff member.

RRC Camp

RRC members embark on a practical leadership training camp.

The RRC, the guardian teachers and the Principals vote for the Chairperson.

The full Roots Representative Council Constitution is available on the school's website.

MISCONDUCT: DISCIPLINARY CODE

The aim of the disciplinary system is to create an ordered and structured environment, not to create anxiety or fear within our learners. Learners and teachers will continuously be trained to ensure that each learner takes responsibility for his/her actions and accepts the consequent punishment when he/she transgresses. The teachers must utilize the disciplinary system to encourage and motivate the learners to cooperate in a respectful manner. Every teacher keeps a Disciplinary Record, using D6, in which transgressions are recorded and submitted to the principal. The evaluation and discussions of the Summary Record, where necessary, will be at the discretion of the Principal, subject teacher and Management.

When necessary the parent / guardian will be contacted telephonically, by email or a letter; preferably after 3 transgressions, but also when the teacher deems it necessary. Feedback needs to be recorded on the learners' file. Parents will be called for a meeting as requested by the subject teacher/s and / or the principal. Suspension will be two or three days. After suspension, the learner receives a clean slate. If a learner is suspended a second time, he/she should stay at home for five days.

At the start of every academic year, every learner will receive an Undertaking to be signed by the learner as well as his/her parents. Should a learner or parent/guardian have any complaints regarding the application of the disciplinary code, this should be communicated with the Principal.

A serious offence may result in an immediate Disciplinary Letter or suspension by the Principal. If a learner has received three suspensions in the course of a year, it indicates habitual, unsatisfactory behaviour. This will be referred to the Disciplinary Committee of the Board of Directors, assisted by the Principal. Any transgressions or offence liable to a court decision will result in an immediate suspension until the court outcome. If the court finds the learner innocent, the case will be handled according to normal disciplinary procedures.

The Disciplinary Code and Code of Conduct will be reviewed at the end of each year, and adjustments will be made where applicable, to be applied with the commencement of the following school year.

The **Roots Learner Conduct Policy** is available on request and on the Roots Website.

The following transgressions are regarded as a Minor Offence:

- homework not done / books at home
- disrespect: Teacher/fellow learner/administrative staff/cleaners
- talkative
- disobedience towards teachers/prefects/administrative staff/cleaners
- back chatting
- trivial bullying / fighting
- foul and/or vulgar language
- truancy (bunking of class)
- littering
- late-coming for school / classes
- test not signed
- disciplinary letter not returned

The following transgressions are regarded as a Serious Offence:

- serious disrespect and/or assault of a teacher/fellow learner/administrative staff/ cleaners
- discrimination of any kind (racial, sexual etc.)
- disrespect towards teachers
- disruptive in class
- vandalism
- possession and/or handling of a dangerous weapon on the school premises
- theft
- violence or fighting
- any form of pornography or immoral conduct;
- use/possession of drugs or any illegal substance in school or after school hours
- bullying (physical, emotional, verbal)
- bringing the school into disrepute

Cell phone - disciplinary action:

- 1st Infraction – Confiscation of cell phone by teacher or school personnel. Cell phone will be sent to the school Principal's office. Parents

will be notified by the Principal, the cell phone will be returned to the learner - and the learner is issued an official written warning that needs to be signed by both learner and parent/guardian.

- 2nd Infraction – Confiscation of cell phone by teacher or school personnel. Cell phone will be sent to the Principal's office. Principal returns the cell phone to a parent at end of school day and the learner is issued an official FINAL written warning that needs to be signed by both learner and parent/guardian.
- 3rd Infraction - Confiscation of cell phone by teacher or school personnel. Cell phone will be kept in safe keeping for the rest of the term. After this period it will be handed to the parent/guardian and the FINAL written remains in effect for the following term.

General Discipline procedure:

Upon enforcing our school's disciplinary policy the school makes a clear distinction between transgressions considered as Serious/Severe Misconduct vs Disruptive Misconduct and/or Academic Misconduct as listed in our school's Code of Conduct.

Our school's administrative program, D6, will be used to record violations (demerits) and recognitions (merits). Different level offences carry different weightings:

- Level 1 violations = -1
 - Level 2 violations = -3
 - Level 3 violations = -5
 - Recognitions = +3
-
- When a total of -6 demerits have been accumulated, a letter (notice) will be sent to parents informing them. The student will also need to have a conversation with the relevant principal and write a reflection essay.
 - When a total of -12 demerits have been accumulated, a letter (notice) will be sent to the parents and the student will receive a verbal warning. The student will also have a Friday afternoon reflection session (detention) with the principal from 14:00 to 16:00.
 - When a total of -18 demerits have been accumulated, a meeting with the student's parents will be requested. The student will receive a final written warning.

If found guilty of a serious transgression (once-off) or repetitive disruptive/academic misconduct, or where demerits exceed -20, the school management can, based on the severity of the transgression and previous misconduct:

1. Issue a verbal warning (placed on file for 6 months)
2. Issue a written warning (placed on file)
3. Issue a final written warning
4. Suspend the learner for a limited period.
5. Expel the learner permanently.

Please see the Roots Learners Conduct Policy for more information regarding violations, recognitions, disciplinary hearings etc.

POLICIES

All policies can be found on our website under *More - Policies*

Substance Policy

INTRODUCTION

Drugs, alcohol, cigarettes, and e-cigarettes have become a reality in our schools, even in primary schools. No individual or child is safeguarded against these evils. In these times of family trauma, peer pressure, increased lack of self-confidence amongst our youth, the school and parents need to cooperate to help our children choose against drugs and substance abuse.

Roots Gymnasium is committed to provide its learners with a holistic education, one which equips them with the values and skills to face the challenges of life and to contribute meaningfully to the broader community. We believe that the abuse of drugs and alcohol is a danger to the physical and spiritual well-being of our students and is counterproductive to the values, aims and activities of the whole school community.

The provisions of this policy document are thus designed to provide the learners, parents, teachers and others associated with the school with clear guidelines about the principles, procedures and educational programmes which will form our approach to the problem of drug and alcohol abuse.

Agreement to abide by the spirit and terms of this policy as part of the general Code of Conduct of the school is a fundamental condition for acceptance into the school and for participation in all its programmes and activities.

DRUGS, DRUG ABUSE AND CHEMICAL DEPENDENCY

The word "drug" refers to any chemical substance that has the potential of being abused. Cocaine, marijuana, alcohol and tobacco are drugs, as are aspirins, appetite suppressants and most cough mixtures. Other substances that can be abused include glue, Tippex, Thinners, Valium, Wellconal, Vesperax, Spray and Cook, Codis.

Drug abuse refers to the excessive use of a chemical substance that results in the impairment of an individual's physical, mental or emotional state of well-being.

There are three criteria as evidence of drug dependence:

1. a loss of control over the use of the substance;
2. impairment in occupational, social, physical or emotional functioning; and
3. effective or physical adaptation to the drug.

Drug abuse in the context of this policy refers not only to illegal substances but also those (such as alcohol, medicines, and household products) that are legally available.

SCHOOL POLICY

The Roots Gymnasium School Policy sets out the principles and purpose of education at the school against which its approach to problems such as those of alcohol and drug abuse must be measured. In addition, the following principles (regarding the problems of abuse and dependency) require pastoral care, education and discipline:

Prevention is better than cure:

The concept of development of the whole individual within the context of the community, is inherent in the educational ethos of Roots Gymnasium Private School and is crucial in preventing the use of drugs and alcohol. Educational programmes which help to raise awareness of the problems of abuse and dependency, and which help to build an informed, alert and caring community involve staff, parents and learners on an on-going basis.

Compassion and specialized support are essential to self-help and rehabilitation:

Education at Roots Gymnasium is as much concerned with the pastoral needs of its students as it is with their academic progress. Students need to be given assistance and support to deal effectively with their anxieties and problems no matter what they may be. Learners with problems of abuse and dependency require special forms of assistance.

The school, in association with accredited professionals and organizations will assist learners with abuse and dependency problems in establishing a programme of self-help and rehabilitation. All assistance shall be provided in a manner which is consistent with accepted professional ethics and codes of conduct, which not only honours the dignity and rights of the child, but which also recognises parental responsibility, and which serves the best interest of the school as a whole.

Disciplinary action must be just and fair:

Disciplinary measures can only be in line with holistic education if they are administered judiciously and fairly. This applies as much to the procedures for investigation as it does to the implementation of punishment. Roots Gymnasium will strictly adhere to the requirements of the Namibian Constitution and the Rights of the Child when implementing all disciplinary procedures for dealing with drug abuse and dependency.

Confidentiality:

The confidentiality of the child and family will be safeguarded at all times throughout any procedures considered in this policy.

PROCEDURES FOR DEALING WITH PROBLEMS OF DRUG ABUSE AND DEPENDENCY

The following procedures will serve as the primary guidelines for dealing with problems of drug abuse and dependency at Roots Gymnasium:

1. General:

- When there is reason to believe that a learner is selling, transporting or using drugs or alcohol, or is suffering at the hands of others who are doing so, the matter will be referred to the Principal.
- Referrals can be made by fellow students, friends, family, and members of staff.
- The Principal will take all the steps necessary to investigate the veracity and subsequent seriousness of the problem.
- In all cases where a student admits to having a problem or comes to seek help voluntarily, the school counsellor will provide assistance in determining the best possible course of rehabilitative action. A contract for rehabilitation will be drafted and signed by the student, the parental/legal guardian, and the Principal.
- The application of the contract will be based on the complete, open, and honest disclosure by the student of all drug or alcohol usage and related information. If, in the opinion of the counsellor and School Management this condition is not met, the procedures for disciplinary action as outlined in clause 2 below will be strictly applied.
- Rehabilitative action does not preclude the school from taking disciplinary action if applicable.

2. Procedures for disciplinary action:

Disciplinary action will be taken against students who sell/transport/abuse drugs at school or who come to school under the influence of drugs. This includes the possession of the provision of or dealing with illegal drugs or alcohol at school.

This also applies to any organised school outings, events or camps. Disciplinary action will also be taken against a learner failing to meet the conditions for rehabilitation as agreed upon in clause 1 above. Action will be determined according to the norms and procedures of discipline applicable at the school and may involve detention, suspension, community service or expulsion.

3. Testing for substance abuse:

If there is evidence of suspected substance abuse, Principal may request a urine and/or moor test and/or breathalyser test. No testing will be conducted without the consent of the parents or guardians, and such consent shall not be unreasonably withheld. Parents/Guardians will be

liable for the cost of testing in all cases where the results are positive. It remains the prerogative of the school to proceed with appropriate disciplinary action even if consent is withheld and where there is sufficient evidence to warrant such action.

4. Referral for police action:

Where a student is distributing and/or selling illegal drugs or alcohol at school, that student will be liable for immediate suspension and consequent expulsion. In such cases the school will contact the parents and refer the matter to the police for further investigation. The school will assist the police in their investigation at the school and will also initiate appropriate disciplinary action of its own.

5. Conduct of teachers:

The same conditions that apply to learners in the case of alcohol or drug selling/transport/abuse, also apply to teachers, as set out in the Code of Conduct for Teachers.

EDUCATIONAL PROGRAMMES

In abiding by the Code of Conduct and the ethos of the school as well as the principle that prevention is better than cure, the school will organise a range of educational events and programmes dealing with the problems of drug abuse and dependency. These could include the following:

- workshops and other informal activities including special assemblies at school;
- formal programmes for the training of interested parents, learners and teachers in basic counselling skills;
- lessons during guidance, RME and other appropriate subjects in the school curriculum;
- the provision of relevant literature and audio-visual resources accessible to teachers, learners, parents and counsellors;
- a pro-active involvement with other professional and community-based organizations committed to the struggle against abuse and dependency.

iPad policy (grade 8 – 11)

INTRODUCTION

At Roots Gymnasium we are working diligently to improve the quality, access to and responsible use of technology tools and resources. Essential to this effort is the willingness by the Roots Gymnasium leadership team to rethink teaching and learning. We are continually investing in infrastructure and services to better serve our staff, student, and parent populations.

Roots Gymnasium is expanding educational opportunities for teachers and students that will help ensure equitable access to instructional tools and resources in school and at home. Students will develop 21st century skills through the use of iPads, content-focused curriculum and collaborative technology tools.

The lessons learned and the insights gained through this effort, will provide an effective and feasible blueprint for future implementations. The policies, procedures and information within this document apply to all iPads used at Roots Gymnasium, including any other devices considered by the Administration to be subjected by this policy. Teachers may set additional requirements for use in their classrooms.

1. TAKING CARE OF YOUR IPAD:

1.1 General Precautions:

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted and disconnected carefully to prevent damage to the iPad.
- **iPads must never be left in an unlocked locker, car, or any unsupervised area.**
- Students are responsible for keeping their iPad's battery charged for school each day.
- Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
- Only labels or stickers approved by Roots Gymnasium may be applied to the iPad.
- iPads that are stolen must be reported immediately to the Police Department and class teacher.

1.2 Screen Care:

The iPad's screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure.

- Do not lean on the top of the iPad.
- Do not place anything near the iPad that could put pressure on the device.
- Do not place anything in the carrying case that will press against the device.
- Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

2. USING YOUR IPAD AT SCHOOL:

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad device. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to do so by their teacher.

2.1 iPads Left at Home:

If students leave their iPads at home, they are responsible for completing course work as if they had their iPad present. Repeat violations will result in disciplinary action.

2.2 Charging Your iPad's Battery:

iPads must be brought to school every day in a fully charged condition.

If an iPad loses charge due to use throughout the school day, charging stations are available in designated areas on campus.

2.3 Screensavers/Background Photos:

iPad wallpaper will be managed by our MDM system to ensure an appropriate image is displayed.

2.4 Sound, Music, Games, or Programs:

- Sound must be always muted unless permission is obtained from the teacher for instructional purposes.
- Music on the iPad can be used at the discretion of the teacher.
- Students are responsible for always carrying earphones.
- Students are not permitted to download applications and games which might be deemed inappropriate by Roots Gymnasium Staff.
- All required applications will be installed and managed by the school's MDM system, which includes updates and any volume license installations. This is to ensure a level of standardisation.

2.5 Printing:

- Printing will not be allowed, unless per request from the teacher. Students can work with teachers to print in instances where printing cannot be avoided.
- Should a learner request a printout, the work can be mailed/airdropped/shared with the teacher who will print it from his/her laptop.
- Printing at home will require a wireless printer, proper settings on the iPad and the correct app.

3. MANAGING YOUR FILES & SAVING YOUR WORK:

3.1 Saving to the iPad/Home Directory:

Students are responsible for saving work to any cloud-based service, iCloud, OneDrive etc. from their iPad. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

3.2 Network Connectivity:

Roots Gymnasium Private School does not guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, Roots Gymnasium will not be held responsible for lost or missing data.

It is a violation of the "Acceptable Use Policies" to use applications or third-party hardware that bypass Roots Gymnasium Proxies and filtering. Repeat violations will result in disciplinary action.

4. SOFTWARE ON iPADS:

4.1 Originally Installed Software:

The software apps originally installed during enrolment by Roots Gymnasium must remain on the iPad in usable condition and must be always easily accessible.

From time to time the school may add software applications using the MDM system for use in a particular course or class. The licenses for this software require that the software is deleted from iPads at the completion of the course.

Periodic checks of iPads will be made to ensure that students have not removed required apps. Repeat violations will result in disciplinary action.

4.2 Additional Software:

Roots Gymnasium will enrol the iPads into its MDM solution so that they contain the necessary apps for academic work. If space is needed on iPads for academic-related apps, student-downloaded/purchased apps will be removed.

4.3 Inspection:

Students may be selected at random to provide their iPad for inspection. If a student's device is requested for an inspection, passwords to unlock the device must be provided. Disciplinary action will be taken at any time if inappropriate materials are found on the device.

4.4 Procedure for Pre-loading Software:

If technical difficulties occur due to illegal or non-Roots Gymnasium installed software or apps, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software/documents deleted due to a reformat and re-image.

4.5 Software Upgrades:

Upgraded versions of licensed software/apps are available from time to time. The school MDM system will manage updates to the latest versions periodically.

4.6 Apple ID and iTunes:

Students will create a free Apple ID and iTunes account. This is the only iTunes account that should be used on the iPad.

4.7 Find My iPad:

In addition to campus security measures, "Find My iPad" must always be activated. Students must set up "Find My iPad" with their Apple ID.

5. ACCEPTABLE USE:

The use of Roots Gymnasium technology resources is a privilege, not a right.

The privilege of using the technology resources provided by Roots Gymnasium Private School is not transferable or extendable by students to people or groups outside the school and terminates when a student is no longer enrolled at Roots Gymnasium Private School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied. The Roots Gymnasium Private School Student Code of Conduct shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion of students. Where applicable, law enforcement agencies may be involved.

5.1 Parent/Guardian Responsibilities:

- Discuss the values and standards with your children that should be followed regarding the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

5.2 School Responsibilities to students:

- Connect student iPads to school Mobile Device Management system.
- Configure iPad to conform to school requirements.
- Provide Internet access at school.
- Provide Internet blocking of inappropriate materials as far as possible while utilising Roots Gymnasium Internet.
- Provide staff guidance to aid students in doing research, and academic-related activities and help ensure student compliance of the acceptable use policy.

5.3 Student Responsibilities:

- Read, understand, and follow the Roots Gymnasium iPad Policy.
- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behaviour and communication that apply to iPad/computer use.
- Technology resources shall be used in an appropriate manner that does not result in the informational damage of school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Roots Gymnasium's designated Internet System is at your own risk. Roots Gymnasium specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Physical damage to devices should be reported immediately to staff.
- Secure iPad devices against theft or loss.
- Help Roots Gymnasium protect our computer network by contacting an administrator about any security problems.
- Monitor all activity on his/her account(s).
- Students should always turn off and secure their iPad after they have finished working to protect their work and information. Securing the iPad includes storing the device out of sight and in a restricted access location.
- Should a student receive an email containing inappropriate or abusive language or questionable subject material, he/she must forward a copy to a teacher and delete the e-mail from their iPad.
- Students will not plagiarise work that they find on the Internet. (Plagiarism is taking the ideas or writing of others and presenting them as if they were your own.)
- Students will respect the rights of copyright owners.

5.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Roots Gymnasium Board Policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms or sites selling term papers, book reports and other forms of student work.
- Internet/Computer Games when class is in session or while commuting to other classrooms.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.).
- Spamming (Sending mass or inappropriate emails.)
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's Internet/E-mail accounts for financial or commercial gain, or for any illegal activity.
- Use of anonymous and/or false communication to mislead, harm, bully or harass another person.
- Students are not allowed to reveal personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behaviour.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programmes that can infiltrate computer systems and/or damage software components) of school equipment is not allowed. Disciplinary action will be taken, and students may be prosecuted to the fullest extent of the law.
- Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Roots Gymnasium web filter through a web proxy, phone tethering, hotspots, or any other means.
- Using the device on non-Roots Gymnasium provided Internet to access explicit websites and information is prohibited.

- Roots Gymnasium reserves the rights to review, monitor, and restrict information stored on or transmitted via any device connecting to Roots Gymnasium networks and to investigate inappropriate use of resources.

Skype / Facetime / Zoom is prohibited during class. No photos/videos (teachers or students) may be taken or uploaded to any site/social media. No iPad may be taken into any examination venue without permission.

5.5 Legal Propriety:

- Students must comply with trademark and copyright laws as well as all license agreements. Ignorance of the law does not equal immunity. If you are unsure, ask a teacher or parent.
- Use or possession of hacking software is strictly prohibited, and violators are subject to discipline as referred to in the Roots Gymnasium Learner Conduct Policy.
- Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

5.6 Student Conduct and Discipline:

If a student violates any part of the above policy, he/she might lose certain iPad privileges for a period determined by the administration. Senior students will also lose their senior privileges during this same period. The Roots Gymnasium administration reserves the right to modify disciplinary procedures based on the severity of the student's action. Violations of general student behaviour policies will, of course, be subject to appropriate disciplinary actions.

6. GENERAL PROCEDURES:

6.1 Forgotten Passcodes:

It is a student's responsibility to keep their passcodes in a safe place and not forget them. An iPad will be disabled after a certain number of unsuccessful attempts at unlocking the device. Once this happens, the student must take their device to iStore for reimaging. All costs of this are for the student's own account.

6.2 Downloading of Apps:

From time to time a student will be required to purchase apps for school use. Apps will firstly be approved by the Information Technology department whereafter the required apps will be communicated to the students by the teachers. Students are required to purchase these apps and provide the Invoice or Receipt from the App Store to the accounts department. The invoiced amount will then be credited to the student's school account. Any apps that are required will be installed via the MDM.

6.3. Damage on Terrain:

It is the student's own responsibility to safeguard their devices while on school terrain. Roots Gymnasium will not take any responsibility for devices being lost or damaged in any way whatsoever.

Please see our ICT policy on our website for more information.

Social Media & Network Policy

Roots Gymnasium recognises the evolution of social media as a mechanism of communication in education and a mechanism of communication in our daily lives. It has become an important and powerful tool from which huge benefit can be derived. However, if social media is not used responsibly, it presents huge risks to individuals and organisations. The negative consequences of social media use can have long-lasting repercussions. To optimise the responsible use of social media, Roots Gymnasium encourages and expects that its employees, learners and parents/guardians use social media in adherence with appropriate and acceptable practices governing such use.

While Roots Gymnasium facilitates an open and expressive environment and respects the right to free speech, it also recognises the obligation of all citizens to ensure that communications are lawful and do not cause harm to its employees, learners, parents/guardians, Roots Gymnasium and third parties.

For purpose of this policy, "social media" means any facility for online publication and commentary, including, without limitation, blogs, wikis, and platforms such as Facebook, Google Plus, Instagram, LinkedIn, Twitter, Flickr, YouTube, and any other forms of communication that may now and in future be classified or generally regarded as social media.

1.1 General

- 1.1.1 Roots Gymnasium recognises the opportunities and challenges provided for communication via social media platforms for employees, learners and parents/guardians.
- 1.1.2 This policy is to encourage employees, learners, and parents/guardians to use social media responsibly.
- 1.1.3 This policy is to empower users of Roots Gymnasium information, information systems and third-party information systems facilitated by social media platforms to understand both the benefits and potential risks related to using social media so that they may enhance their use and avoid or mitigate the associated risks.

1.1.4 Roots Gymnasium recognises that the evolution of social media is occurring at an unprecedented rate. This policy will therefore need regular review to ensure that it remains relevant, assists in the governance of the use of social media by employees, learners and parents/guardians and facilitates the continuous education of employees, learners, and parents/guardians.

1.2 Roots Gymnasium teachers shall:

1.2.1 not engage in communications with learners at Roots Gymnasium which, in the context of the educator/learner relationship, are in any manner inappropriate and shall guard against entering into communications originated by learners addressed to them which are inappropriate in any way.

1.2.2 take appropriate steps to warn learners who initiate inappropriate communications of any nature, including social media, that such communication is inappropriate and, if necessary, will follow appropriate disciplinary channels in dealing with inappropriate communications.

1.2.3 should an employee become aware of inappropriate communication between a employee and a learner, this should instantly be reported to the principal.

1.2.4 should an employee become aware of a discussion, conversation thread, posting, comment, statement or misrepresentation about Roots Gymnasium, its employees, learners and parents/guardians, the principal should be alerted about this as soon as possible. The employee should not engage in any form of communication regarding this thread or post on behalf of Roots Gymnasium unless explicitly instructed otherwise.

1.3 Social media

Roots Gymnasium employees, learners and parents/guardians using any social media platform in any manner which may link their use to Roots Gymnasium shall:

1.3.1 adhere to relevant policies, procedures and standards published by Roots Gymnasium governing the publication or reproduction of information from information security and communications by Roots Gymnasium employees.

1.3.2 if they have the authority to make such claims on behalf of Roots Gymnasium, then they must state and outline the detail of this authority in these communications.

1.3.3 if they do not have the authority, they must clearly state that the content is their own opinion and does not represent the opinions of Roots Gymnasium or any other individual at Roots Gymnasium. However, this disclaimer does not remove any potential liability for them in terms of this policy.

1.3.4 not use the Roots Gymnasium name, logo or any other information which may link the user to Roots Gymnasium without the prior written consent of the principal.

1.3.5 adhere to the terms and conditions governing the use of social media on the social media platforms that they use.

1.3.6 not communicate unsolicited communications of any type.

1.3.7 not impersonate third parties in a manner that is intended or does confuse or deceive acceptance of the communication by them.

1.3.8 Roots Gymnasium employees, learners and parents/guardians using any social media platform that may in any manner link such use with Roots Gymnasium, shall not post any information originating from Roots Gymnasium or alternatively repost/retweet any information emanating from a third person that includes:

- content that may be used for any unlawful purposes or the furtherance of illegal activities.
- any person's private information, including video nature, without prior consent of the person.
- any threads of violence or harm of any type.
- any content that amounts to hate speech. Hate speech is harmful or hateful content that discriminates on the basis of prohibited grounds such as race, religion, gender, ethnicity or sexual orientation.
- any obscene or pornographic images.
- any communication or image which may be defamatory or violates the personal rights of any party.
- any communication which is offensive, threatening, abusive, harassing, or harmful.
- any communication which infringes the intellectual property rights of any third person.
- any information that is fraudulent or untrue.
- information deemed detrimental to Roots Gymnasium or any employee, learner, or parent/guardian at Roots Gymnasium.

Remember that, even if you did not create the content, you will be responsible for material that you report, retweet, share or like on social media.

You have the right to freedom of expression, but that right may not unjustifiably infringe on the rights of others, e.g., someone else's right to a good reputation, dignity, or privacy.

2. ENFORCEMENT OF THIS POLICY

2.1 The terms of this policy shall have the force of a contractual agreement between Roots Gymnasium, its employees, learners (duly assisted by their parents/guardians) and parents/guardians.

2.2 This policy shall be enforced by those parties chosen by Roots Gymnasium to do so.

2.3 If disciplinary proceedings are appropriate, they will be conducted in terms of the disciplinary procedures in force at Roots Gymnasium at the time.

3. HELPFUL TIPS AND CONSIDERATIONS WHEN ENGAGING IN SOCIAL MEDIA

The above instructions clarify what may be and what may not be said on social media. Since Roots Gymnasium wants users to get the full benefit of social media and has therefore compiled a list of guidelines to assist users to take advantage of social media without getting into trouble.

4.1 Think before you post.

4.1.1 The speed of being able to publish your thoughts at the click of a button is both a great feature and a great downfall of social media. Remember that the Internet never forgets. What you publish will be around for a long time, so you need to reflect on it and edit your content carefully.

If in doubt about a post or if something does not feel right:

- let it sit for a while and reconsider it at a later time.
- ask someone's advice.
- simply don't post it!

4.1.2 Take personal responsibility for your words on social media.

4.2 Be yourself.

4.2.1 Be interesting and have fun but stay out of trouble.

4.2.2 Write about what you know. You may find yourself embarrassed by an expert if you comment on topics that you are not properly informed about.

4.3 Take the time to do things properly.

Quality matters. Use spell checker. If you are not design-orientated, ask someone who is whether your blog looks decent and take their advice on how to improve it.

4.4 Protect your privacy.

4.4.1 Be mindful of posting information that you would not want the public to see. There is no such thing as "privacy" on social media.

4.4.2 Be cautious about disclosing personal details online.

4.4.3 Change your passwords frequently.

4.4.4 Never click on any links that seem untrustworthy. If a friend sends you something via private message, rather confirm with them that the link is safe.

4.5 Be upfront and honest.

Do not say anything that is dishonest, untrue, or misleading. If you have a vested interest in something you are discussing, point it out.

4.6 Respect the intellectual property of others.

4.6.1 Pictures, words, videos, logos, and music are protected in terms of intellectual property laws. Just because material is freely available online, it does not mean that you may use it without permission.

4.6.2 You should never quote more than short excerpts of someone else's work and always attribute such work to the original author/source.

4.6.3 It is good general practice to link to others' work rather than reproduce it.

4.7 Be respectful of others.

4.7.1 If you speak about others, make sure what you say is factual and that it does not disparage that party.

4.7.2 Avoid arguments. Do not try to settle scores or provoke others into inflammatory debates.

4.8 Be the first to respond to your own mistakes.

4.8.1 If you make an error, be upfront about the mistake and correct it quickly. If you choose to modify an earlier post, make it clear that you have done so.

4.8.2 If someone accuses you of posting something improper, such as their copyrighted material or a defamatory comment about them, delete the content immediately and apologise. Legal disputes are expensive and rarely worth the fight.

The best advice that we can give is to learn and have fun on social media but do so responsibly. Ultimately, approach social media as you would the "real world": use sound judgement and common sense and act with integrity. Most importantly, always remember that you are an ambassador for Roots Gymnasium and specifically your school – whether you're on social media or not – and your conduct on and offline has the potential to cause damage to the reputation of not only Roots Gymnasium and its employees, other learners and parents/guardians, but perhaps even more significantly, yourself.

5. WHATSAPP GROUPS FOR PARENTS AND/OR SPORT TEAMS:

The use of a WhatsApp groups has worldwide become a very commonly used method to communicate with a group of people at the same time. Everyone gets the same message at the same time, is informed about important matters. However, WhatsApp groups also cause frustration, of which the following has been experienced by us:

- WhatsApp requires Internet access/Wi-Fi – not all parents have access to this at all times and may not receive an important message;
- WhatsApp messages that are sent as late as after 20:00 at night and as early as 06:00 in the morning;
- children who do not take responsibility to write down simple instructions or information on tests, assignments and homework in class and rely on their parents to enquire via a WhatsApp group about it;
- parents who do not read the School's Newsletter or handouts given to the learners but rely solely on the WhatsApp group for information;
- endless WhatsApp messages on the same topic as all the parents in the group want to share their views;
- parents who abuse the WhatsApp group by selling products or services on the group; and
- two or three parents who start a conversation on the group that has no relevance to the rest of the group.

At Roots Gymnasium, WhatsApp groups should be used by teachers, coaches and/or class representatives to communicate with parents. It is also used for sport teams to communicate with each other on practice times and other arrangements. Only Roots Info group are recognized by the school for official communication; therefore, we cannot take responsibility for the content and/or behaviour on chat groups. The administrator/s of the group must recognize the importance of their task and communicate and respond as soon as possible.

SCHOOL UNIFORM

All school wear will be sold at school.

Our school uniforms are unique, stunning, and stylish. It is imperative that learners always look neat in their uniform, honour it, and wear it with pride, on and off the school premises.

For certain events, we will organize beforehand what we will all wear, for the sake of uniformity.

Regular neatness inspections will be conducted in order to ensure that learners adhere to prescriptions regarding the uniforms and general neatness.

Decisions about neatness are up to the discretion of the Principal.

Uniformity contributes to sound discipline.

GENERAL:

- When a learner celebrates his/her birthday, he/she may dress in neat, casual clothes for the day. If he/she celebrates his/her birthday on a weekend, he/she can choose either the Friday or Monday to wear casual clothes.
- A learner's uniform should be marked clearly.
- No tattoos or visible body piercings are allowed.

CASUAL-WEAR DAYS:

Learners may wear casual clothes to school on specific casualwear school days e.g., for a fundraising or as part of another event on the (school) calendar like Valentine's Day.

Any casualwear day creates a relaxed spirit, but it is important to remember that all normal school rules apply on ALL casualwear days. To minimize disruption, the following rules apply:

- Hair must be tied as on any normal school day.
- Only neat, clean, tidy, and appropriate clothes will be allowed. No transparent/ revealing clothing; no strapless, spaghetti string, midriff and back revealing clothing; no very short/ very tight dresses/ skirts and pants; no (too short) shorts, no ski-pants, no dirty shoes; no tattoos or body piercing.
- No make-up will be allowed.
- No earrings or other jewellery for boys.

Books, School bags & iPads

- All schoolbooks and notes must be well taken care of.
- Textbooks should be covered in plastic.
- All textbooks remain the property of Roots Gymnasium and should be returned after having been used by the learner.
- If a textbook was damaged or lost by a learner, the parent will be responsible for the replacement of the book.
- Workbooks can be decorated as agreed upon with the subject teacher, and all books must be covered in plastic. No inappropriate covers are allowed.
- If learners misplace or lose copied notes, they must pay to have these specific notes copied again.

- - - PRIMARY GIRLS - - -

Summer uniforms:

- Khaki skorts – to fit just above the knee (not more than 10cm).
- Turquoise short-sleeve golf shirt with school crest. The golf shirt may hang out but must be tucked in if it is more than 20 cm below the waist or is worn underneath a top.
- Shoes are optional; bare feet are allowed.
- Brown colour *vellies* with short khaki socks with turquoise stripes, or light-brown, cream, beige, and tan sandals without "bling".

Winter uniforms:

- School tracksuit with brown *vellies* with brown shoelaces and khaki school socks.

- Turquoise short-sleeve golf shirt, which should be tucked in.
- For extra warmth, a learner may wear a navy second skin (with no branding on) or tight vest underneath his/her golf shirt.

Hair, nails, and make-up:

- Short hair should be worn in a neat style.
- Long hair (on the shoulder or longer) should be worn in a ponytail or plait(s), with plain navy, black, turquoise, khaki and white hair accessories.
- Hair should be clean and shiny, and not obstruct her sight.
- Fringe must be cut to 1cm above the eyebrows.
- Nails should be short (not extend beyond the fingertips) and clean.
No nail polish allowed.
- No make-up is allowed in primary school.
- No highlights or hair colour is allowed.
- Braids should be the same colour as a girl's natural hair, the ends should be tied off neatly, and not hang in the eyes.

Jewellery:

Appropriate jewellery is allowed:

- One watch with gold, silver, black or brown strap (normal size); NO smart watches.
- Medic alert bracelets.
- One pair of matching earrings, gold or silver, OR plain earrings not more than 10mm in diameter, OR plain spherical studs, OR pearl stud, not more than 3mm in diameter, worn in the middle of the earlobe. No coloured studs are allowed. No finger rings.

- - - **PRIMARY BOYS** - - -

Summer uniforms:

- Khaki shorts – to fit just above the knee
- Turquoise short-sleeve golf shirt with school crest. The golf shirt may hang out but must be tucked in if more than 20 cm below the waist or is worn underneath a top.
- Shoes are optional; bare feet are allowed
- Brown colour *vellies* with knee-high khaki socks with turquoise stripes. Or brown sandals.

Winter uniforms:

- School tracksuit with brown vellies with brown shoelaces, or brown colour vellies with knee-high khaki socks with turquoise stripes.
- Turquoise short-sleeve golf shirt which should be tucked in.
- For extra warmth, a learner may wear a navy second skin (with no branding on) or tight vest underneath his/her golf shirt.

Hair:

- Boys' hair should be clean, neat, tidy, and dry always, in a short haircut.
- A little gel is allowed, to keep hair neat, but no weird or unconventional hairstyles are allowed.
- No highlights or hair colour is allowed.

Jewellery:

Appropriate jewellery is allowed:

- One watch with normal size strap (gold, silver, red, black or brown); NO smart watches.
- Medic alert bracelets.

- - - **HIGH SCHOOL GIRLS** - - -

Summer uniforms:

- Uniform skirt – to fit just above the knee (not more than 10cm).
- White short-sleeve shirt with school crest. The shirt may hang out.
- Black school shoes with short white socks.

Winter uniforms:

- Uniform skirt with navy stockings / tights and black school shoes.
- White short-sleeve shirt, with school jersey.
- School blazer with crest and a school tie.

Hair, nails, and make-up:

- Short hair should be worn in a neat style.
- Long hair (on the shoulder or longer) should be worn in a ponytail, bun, or plait(s), with plain navy, black, turquoise, khaki and white hair accessories.
- Hair should be clean and shiny, and not obstruct her sight.
- Fringe must be cut to 1cm above the eyebrows.
- Nails should be short (not extend beyond the fingertips) and clean.
No nail polish allowed.
- No make-up is allowed.

- No highlights or hair colour is allowed.
- Braids should be the same colour as a girl's natural hair, the ends should be tied off neatly, and not hang in the eyes.

Jewellery:

Appropriate jewellery is allowed:

- One watch with any colour strap (normal size); NO smart watches.
- Medic alert bracelets.
- One pair of matching earrings, gold or silver, OR plain earrings not more than 10mm in diameter, OR plain spherical studs, OR pearl stud, not more than 3mm in diameter, worn in the middle of the earlobe. No coloured studs are allowed. No finger rings.

- - - **HIGH SCHOOL BOYS** - - -

Summer uniforms:

- Khaki shorts – to fit just above the knee
- White shirt with school crest. The shirt must be tucked in.
- Knee-high school socks with turquoise stripes.
- Brown colour *vellies*.

Winter uniforms:

- School chino with brown *vellies*, knee-high school socks with turquoise stripes.
- White shirt with school crest which should be tucked in.
- For extra warmth, a learner may wear the school jersey.
- Blazer with crest and a school tie.

Hair:

- Boys' hair should be clean, neat, tidy, and dry always, in a short haircut.
- A little gel is allowed, to keep hair neat, but no weird or unconventional hairstyles are allowed.
- No highlights or hair colour is allowed.

Jewellery:

Appropriate jewellery is allowed:

- One watch with normal size strap, any colour; NO smart watches.
- Medic alert bracelets.

ACADEMICS

Pass Requirements: Continuous assessments

A minimum of 40% for all assessments (scheduled tests, assignments, essays, practical, projects, orals etc.) is expected. Assignments, tasks, and projects not handed in on the due date will receive a zero or ungraded mark unless a medical certificate is handed in to the subject teacher concerned.

The school has a zero-tolerance policy for plagiarism (copying someone else's academic work and presenting it as your own). Please see our Academic Honesty Policy for more information on how we deal with plagiarism and other forms of academic misconduct.

JUNIOR PRIMARY EDUCATION: GRADES 1 – 3

We evaluate students on a continuous basis to build a trustworthy profile of the student with regards to the mastering of basic skills, as outlined in the syllabus. Without assessment it is impossible to determine whether students learned something.

Continuous assessment is the process used to acquire this evidence of learning.

Continuous assessment and learning are integrated and thus guides and improves the teaching and learning process.

There are 2 forms of continuous assessment: Formal & Informal. Grade 00 – 3 only uses informal assessment. This type of assessment is subdivided into *more structured* and *less structured* assessment. Both take place during lessons.

Students in grade 1 – 3 need an "E" symbol in *Afrikaans*, *Afrikaans reading*, *English*, *Mathematics* and one other subject.

SENIOR PRIMARY EDUCATION: GRADES 4 – 7

A minimum of 40 % for all scheduled tests, assignments, essays, practical, projects and orals are expected.

Assignments, tasks, and projects not handed in on the due date will receive a zero or ungraded mark unless a medical or death certificate is handed in to the subject teacher concerned.

SECONDARY EDUCATION: GRADES 8 - 11

Irrespective of grade, subject or subject level, a minimum of 40 % for all scheduled tests, assignments, essays, practical, projects and orals is expected. Assignments, tasks, and projects not handed in on the due date will receive a zero or ungraded mark unless a medical or death certificate is handed in to the subject teacher concerned.

IF A LEARNER FAILS A GRADE, HE/SHE WILL ONLY BE PERMITTED TO REPEAT THE GRADE AFTER A FORMAL CONSULTATION WITH SCHOOL MANAGEMENT. **REPEATERS ARE NOT AUTOMATICALLY ASSURED OF PLACEMENT.**

Promotion: Year-end Exams

PROMOTION PRIMARY EDUCATION GRADES 4 – 7

A learner fails if he / she obtains less than 40% for one of his / her 1st Languages.

A learner fails if he / she obtains less than 40% for two or more promotional subjects (other than his / her 1st Language).

Promotional subjects include: *Mathematics; Science; English; Afrikaans; Global Perspectives; CODE-AI; Agriculture / Consumer Sciences.*

Grade 4:

Semester 1: 20% of June exam
80% of Semester 1 CASS

Semester 2: 30% of Nov. exam
70% of Semester 2 CASS

Grade 4 Promotion mark = 20% of 1st Semester plus 80% of 2nd Semester.

Grade 5:

Semester 1: 35% of June exam
65% of Semester 1 CASS

Semester 2: 35% of Nov. exam
65% of Semester 2 CASS

Grade 5 Promotion mark = 30% of 1st Semester plus 70% of 2nd Semester.

Grade 6:

Semester 1: 40% of June exam
60% of Semester 1 CASS

Semester 2: 45% of Nov. exam
55% of Semester 2 CASS

Grade 6 Promotion mark = 40% of 1st Semester plus 60% of 2nd Semester.

Grade 7:

Semester 1: 50% of June exam
50% of Semester 1 CASS

Semester 2: 50% of Nov. exam
50% of Semester 2 CASS

Grade 7 Promotion mark = 40% of 1st Semester plus 60% of 2nd Semester.

PROMOTION SECONDARY EDUCATION:

GRADE 8

A learner fails if he/she obtains less than 40% for English 1st language.

A learner fails if he/she receives less than 40% for two or more subjects (other than English 1st language).

A learner fails if he/she obtains an average of less than 40%.

GRADE 9 - 11

A learner fails if he/she obtains less than 40% for English or Mathematics.

A learner fails if he/she receives less than 40% for two or more subjects.

Grade 8:

Semester 1: 60% of June exam
40% of Semester 1 CASS

Semester 2: 60% of Nov. exam
40% of Semester 2 CASS

Grade 8 Promotion mark = 30% of 1st Semester plus 70% of 2nd Semester.

Grade 9:

Semester 1: 70% of June exam
30% of Semester 1 CASS

Semester 2: 70% of Nov. exam
30% of Semester 2 CASS

Grade 9 Promotion mark = 30% of 1st Semester plus 70% of 2nd Semester.

Grades 10-12:

Semester 1: 80% of June exam
20% of Semester 1 CASS

Semester 2: 80% of Nov. exam
20% of Semester 2 CASS

Grades 10-12 Promotion mark = 30% of 1st Semester plus 70% of 2nd Semester. Because Grade 9 students start with a 2-year course (IGCSE) recommendations can be made for students to 'drop' certain subjects to progress into Grade 10.

Mathematics is a compulsory subject from grade 8 to 11 – only one level for grade 8, there is no option for downgrading. All students in grade 9 start with *Extended* IGCSE Mathematics. In grade 10, when entries into the external exams are done, certain students can be entered into *Core* Mathematics. Students entered into core, can only achieve up to a C-grade.

Passing Mathematics is not a requirement to pass your grade anymore. Hence, you can fail Mathematics and continue to the next grade.

- In Grade 10 you write an External IGCSE Examination which covers all of the Grade 9 and 10 content. Grade 10's will receive an International General Certificate of Secondary Education (issued by Cambridge).
- In Grade 11 only some learners will continue with AS Mathematics (Advanced Subsidiary Mathematics) – minimum requirement 'C' at IGCSE Mathematics.

AS Mathematics is for learners who want to continue with tertiary studies at universities.

NB: Promotion of students to the next grade is dealt with on an individual basis and is at the Principals' discretion.

The minimum requirement for a student to continue with a subject at AS level (Grade 11) is a 'C' grade at IGCSE.

Secondary School: Subject Choices

JUNIOR SECONDARY EDUCATION: GRADE 8

Grade 8 is seen as a foundation year. Students in grade 8 are exposed to many subjects so that they can make an informed decision when choosing IGCSE subjects in grade 9.

Compulsory subjects:

Mathematics
Integrated Science
English 1st language
Information and Communication Technology (ICT)
Art & Design
Geography
Enterprise (Accounting & Business Studies)

Electives:

Agriculture OR Consumer Sciences
Afrikaans 2nd language OR German as a foreign language.

All of these subjects are promotional subjects.

SENIOR SECONDARY EDUCATION: GRADE 9 & 10 (IGCSE)

Seven subjects must be taken.

Compulsory subjects:

Mathematics (0580) (core / extended)

Coordinated Sciences (0654) (core / extended) (double awarded subject)

English 1st language (0500)

Afrikaans 2nd (0548)

Electives:

Students will have to choose 3 subjects between the following bands:

Option band #1	Option band #2	Option band #3
Accounting (0452)	Enterprise (0454)	ICT (0417)
Physical Education (0413)	Agriculture (0600)	Art & Design (0400)
Geography (0460)	Food & Nutrition (0648)	Travel & Tourism (0471)

SECONDARY SCHOOL Policy on Special Consideration during examinations

Candidates may face barriers to assessments because of:

- a permanent or long-term disability, illness or learning difficulty like Dyslexia; and/or
- a temporary disability or illness.

We accommodate these candidates in the Secondary School, but **only after receiving a supporting medical certificate or psychological report from an Educational Psychologist, a Clinical Psychologist, or an Occupational Psychologist.**

The medical certificate must clearly indicate what the medical condition of the candidate is. Reports from Psychologists must be written in English. Medical certificates and psychological reports may not be older than **3 years**.

These candidates are accommodated in a separate classroom during internal examinations, but unfortunately not during a test series, because of logistical problems. However, during external examinations, they write in the School Hall. They will be seated separately.

Candidates that qualify for special consideration, will be allowed **extra time** during examinations. Gr 8 - 12 learners/candidates will only receive up to 25% extra time per paper.

Sometimes candidates with severe learning disabilities may require reading assistance. The candidate's reading skills must be measured in a standardised test conducted by a psychologist, and it must fall in the **below average range**.

According to the Regulations of DNEA, human readers are not allowed for Language papers. In addition, we have also experienced that readers have difficulty in reading subjects like Mathematics, Accounting, Physics and Chemistry. Practical subjects like Food & Nutrition and Design & Technology, in which skills are tested, can also not be read.

A decision was then made that **no candidate will have a reader during examinations**. However, a candidate may request the invigilator to read some words to him/her. Candidates may also use a **reading pen** as prescribed by a psychologist.

If a candidate's writing is not easy to read (illegible), a **transcript** can be produced by the school, immediately after the examination, under secure conditions. The candidate will not be involved in the production of the transcript. A teacher who is familiar with the candidate's handwriting, will produce the transcript. The transcript will be a verbatim copy of the candidate's script.

Candidates in the Secondary School can normally write independently. Therefore, **no scribes** will be used. Exceptions can be made for individual cases, when needed (or as prescribed).

PREREQUISITES FOR RECEIVING AWARDS at Primary & Secondary Prestige Prize-giving ceremonies

Please see our Awards Policy on our website (under *More - Policies*)

A. At the Academic Prize-giving (held the end of the year) the following awards are given

PRIMARY SCHOOL

1. **Grade 1 – 3**

- Good progress
- Gr. 3: Highest average in each grade

2. **Academic achievements**

Grade 4 - 7: A continuous assessment mark is used to calculate a year end mark.

- Meritorious achievement (per subject above 80%)
- Good progress (more than 5% from June to November)
- Highest average in each grade
- Dux learner in Grade 7 (must have an average above 80% to qualify)

3. **Dux learner**

The dux learner must be in Grade 7, with the highest overall percentage.

Should a learner be absent during formal academic assessments (achievement tests and/or examinations) due to national representation (Sport or Culture), death of close relative, serious illness or for exceptional reasons as approved by management, a learner may still be considered for the Academic Prize-giving, provided he/she is not absent for more than 20% of their formal assessment opportunities.

HIGH SCHOOL

B. At the Prestige Sport & Culture Prize-giving (held the end of the year) the following awards are given:

1. Cultural Achievements
2. Sports Achievements
3. Sportsman & Sportswoman
4. Principal's Award

OTHER SERVICES

Roots Gymnasium will always offer to provide services to our learners and their parents to enrich their lives and make it more comfortable, contributing to a positive attitude in our community. As part of this ideal, we already offer the following services:

School wear sales:

School wear will be sold at school.

Horse-riding therapy:

Horse-riding therapy will be offered at school for grade 00 - 3, with no additional cost to parents.

BUS SERVICE

We offer a bus transport service (at an additional cost, as indicated on our fees) from Mariental to school in the mornings and back home in the afternoons.

The bus will depart from The Padstal at 07:00 in the mornings and pick up learners at the crossroad at 07:10. There will be 3 return times: 13:00, 14:30 and 17:00, in order to accommodate the young learners and learners who do not participate in afternoon activities for that day at 13:00 & 14:30, and the 17:00 bus is for learners who join afternoon activities, or stay for extra classes after school. Should you wish to make use of the bus service, kindly complete a Bus Service Application form, which can be obtained from our Main Reception.

PARENTS

- Parents actively participate in school activities and are involved in the holistic development of their children.
- All parents are automatically members of the PTA. The committee is just the body that drives actions and facilitates communication between relevant parties, utilizing the school's communication tools. Parents are invited to participate in committee meetings, specifically if they want to contribute points for discussion.
- Parents are the primary caretakers of our children, and they co-operate as a team with the school to inculcate good moral values in our children, in accordance with Roots Gymnasium's Code of Conduct.
- Parents must be acquainted with the Code of Conduct and school rules of Roots Gymnasium, must adhere to them, and also encourage their children to adhere to them.
- Parents must always act as worthy ambassadors of the school, and they must ensure that their behaviour is never an embarrassment to the school at sports or other school events. Their behaviour must be in accordance with the Code of Conduct and should never bring the school in disrepute.
- Parents must respect teachers at all times and never talk negatively about any teacher in the presence of learners. If a parent has a problem, concern or enquiry of an academic nature, he/she can contact the teacher directly or the Principal, who will address it in an applicable manner. The Financial manager and Office manager can be consulted for matters regarding administration, relations, and finance.
- No parent may visit a teacher in class during school hours.
- No parent may reprimand or address other learners on the school premises or at school gatherings in connection with learner interactions.
- Parents must communicate any change in addresses or contact details with the school (secretary or register teacher) as soon as possible. This will prevent misunderstandings and miscommunication.
- Parents are requested to attend all parent meetings organised by the school to ensure that they obtain the necessary information relevant to their child.
- When a child must be collected from school during school hours, permission must be obtained from the Principal.
- The parent must report to reception, upon which the learner will be called from the class.

Each parent will receive a Parental Code of Conduct to sign when their child(ren) is admitted to school.

FEES 2024

REGISTRATION FEE

Non-refundable enrolment fee (payable on notice of admission)

GROUP/GRADE	FEE
Pre-Primary school This as a once-off fee that is payable upon notice of admission to guarantee placement at the pre-primary school.	N\$1 000.00
Primary school and Secondary School This is an annual fee. The first payment is payable upon notice of admission to guarantee placement at the primary or secondary school. Additional yearly payments are payable by 31 October 2024 to guarantee placement for the following year.	N\$1 000.00

SCHOOL FEES

Payable over 12 months

GROUP/GRADE	MONTHLY FEE January to December Payable before 7 th day of each month	TOTAL FOR THE YEAR	ANNUAL PAYMENT Payable before 31 January 2024
Pre-Primary school	N\$2 450.00	N\$29 400.00	N\$27 930.00
Pre-Primary school	N\$190.00 (per day)		
Pre-Primary school	N\$1 250.00 (hybrid)	N\$15 000.00	
Primary school	N\$4 970.00	N\$59 640.00	N\$56 660.00
Primary school	N\$2 550.00 (hybrid)	N\$30 600.00	
Secondary school (Grade 8 - 10)	N\$5 450.00	N\$65 400.00	N\$62 130.00

OTHER FEES

SERVICE	MONTHLY FEE 12 months	TOTAL FOR THE YEAR
Weekly boarding fee (per month - payable over 12 months and before the 7 th day of each month).	N\$3 570.00	N\$42 840.00
Weekend boarding fee (per weekend) - billed monthly.	N\$350	N/A
Bus service: Payable before the 7 th day of each month.	N\$1 430.00	N\$17 160.00
Sports and culture fund Every learner contributes N\$150/month to the SCF.	N\$150.00	N\$1 800.00
Microsoft Office Licence fee (per month - payable over 12 months and before the 7 th day of each month). NB: ONLY PAYABLE BY GR4-11 STUDENTS	N\$120	N\$1440
Eduvelopment (grades 8 - 11)	N\$60	N\$720

PAYMENT METHODS:

- ✓ Electronic bank transfers are preferred. Ensure Description: Child's Account Nr & name. In case of EFT, kindly e-mail proof of payment to accounts@rootsgymnasium.com
- ✓ CASH payments accepted.

In case of a withdrawal, at least one month's written notice must be given to the school, otherwise billing will continue until one month from the date of notice. Any student withdrawn from 1 October onwards, will be responsible for the full 12 months' school fees.

BANK DETAILS:

Roots Gymnasium
Bank Windhoek
Branch code (481471)
Acc no. 8021154554
Swift code: BWLINANX

HOW TO STUDY

1. AT SCHOOL:

- 1.1 Attend school with the determination to experience maximum academic growth and enrichment.
- 1.2 Pay 100% attention in class to explanations and assignments of teachers. If work is unclear, inform the teacher immediately.
- 1.3 Give your co-operation in class and try your best to answer the teacher's questions and to participate positively in the learning process and class discussions.
- 1.4 Use your diary effectively and copy down assignments meticulously in order to complete your work correctly every day.
- 1.5 Make sure that you have all subject and lesson materials available every period in order to guarantee personal productivity. Never come to school without your own stationery.
- 1.6 Thoroughly completed assignments and careful preparation will simplify the next day's challenges and expectations.
- 1.7 Work independently, seek your own solutions and create an optimum work ethic.
- 1.8 If absent, ensure that you get your class- and homework every day.
- 1.9 Stick to deadline dates, e.g. project work and orals.

2. GENERAL:

- 2.1 Your approach to your work should demonstrate responsibility, dedication, perseverance and gratitude.
- 2.2 Cultivate a sense of pride with the neat, thorough and systematic completion of all assignments.
- 2.3 Searching for knowledge will always remain an exciting endeavour – consult additional reference works and technology.
- 2.4 Familiarise yourself with the best and latest study techniques for every individual subject.
- 2.5 Be honest with yourself and strive to achieve optimum development of your talents and potential.
- 2.6 Try to complete all written homework during the afternoon. Never procrastinate.
- 2.7 The secret of academic success is to work regularly and correctly.
- 2.8 If you suffer from an emotional disability that impedes your study competence, you need to eliminate it. Consult your parents, a subject or guidance teacher. They will gladly assist you.
- 2.9 A sustained, routine study program, relevant study methods and the necessary dedication will guarantee academic success.

At Roots Gymnasium we firmly believe in TEAM EFFORT. Teachers, parents and learners must cooperate as a team to ensure an optimal educational experience for our learners, where their potential can be explored to the maximum and they can ENJOY SCHOOL. To achieve this, every team member must take responsibility for his/her role in order to achieve these goals.