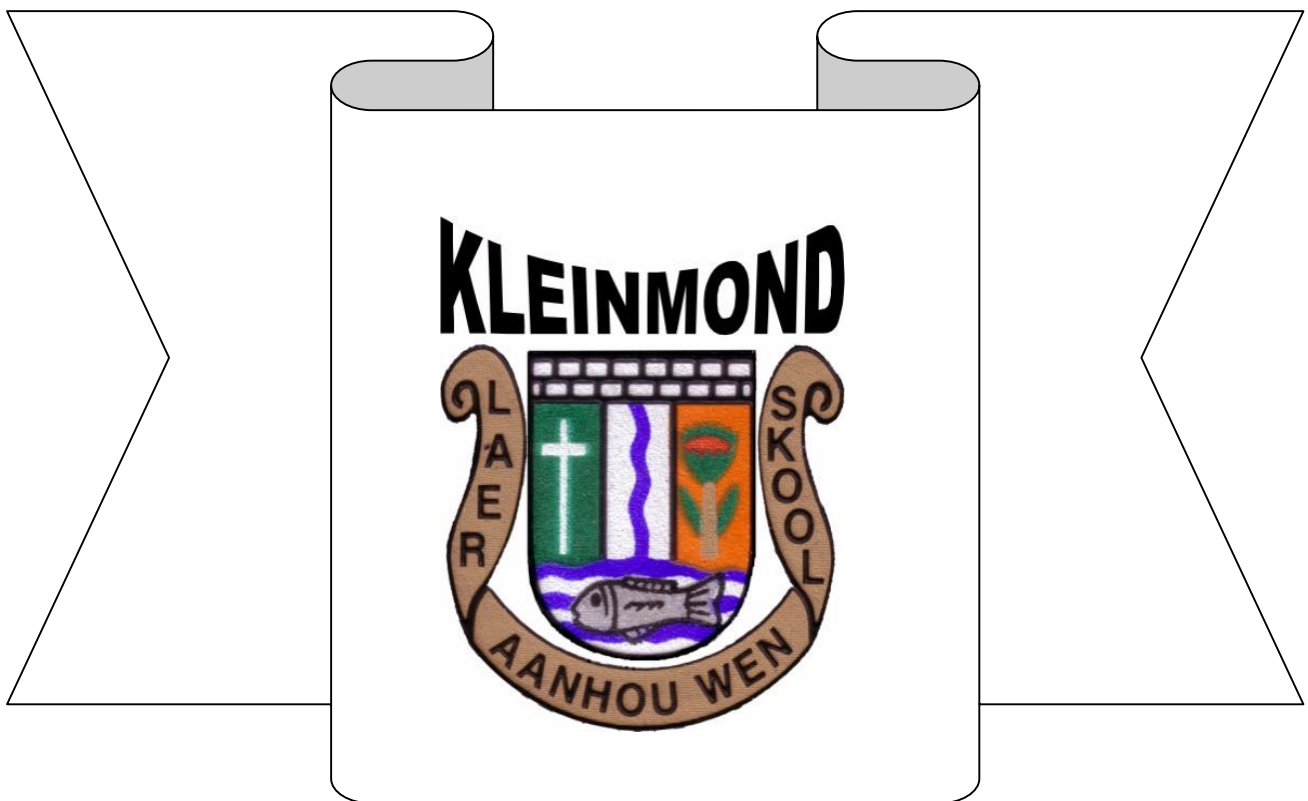


# **LAERSKOOL / PRIMARY SCHOOL KLEINMOND**



**PROSPEKTUS / PROSPECTUS  
2026**

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## 1. ETOS, VISIE EN MISSIE

### ETOS

Leerders in Laerskool Kleinmond ontvang 'n opvoeding wat gemeenskaplike waardes onderskryf. Opvoeders tree op as rolmodelle deur hul voorbeeld. Hulle openbaar liefde en lojaliteit teenoor meerderes, kollegas, die gemeenskap en leerders. Hulle is pligsgetrou, bedagsaam en verantwoordelik. Hulle respekteer ander soos hulself. Hulle het begrip en empatie en skep 'n geborge atmosfeer in die skool, waar hulle optree namens ouers en voogde.

Eerbied word betoon aan NASIONALE simbole. Die landsvlag en volkslied word in dié skool gerespekteer. Die voertaal in die skool is AFRIKAANS en ENGELS.

### VISIE

**Ons skool streef na uitmuntendheid ten einde 'n modelskool daar te stel wat gebalanseerde, gelukkige jongmense ontwikkel.**

### MISSIE

Missie

**Die missie van die gemeenskap van Laerskool Kleinmond ondersteun die visie deur:**

- **Uitmuntende onderwys waar kinders en onderwysers, met wedersydse respek, sal groei en ontwikkel tot hul volle potensiaal.**
- **Gesonde finansiële bestuur en 'n doeltreffende infrastruktuur, sodat onderwysers in 'n veilige, opvoedkundige milieu kan funksioneer en leerders holisties kan ontwikkel op akademiese-, sport-, en kultuurgebied.**
- **Die beskikbaarstelling van alle nodige hulpbronne en hulpmiddels sodat ons, ons kinders 'n omvattende uitkomsgebaseerde kurrikulum en buitemuurse program kan bied wat hul talente ten volle ontwikkel en wat tred hou met die ontwikkeling op tegnologiese gebied.**
- **Kinders toe te rus met die nodige lewensvaardighede en waardes.**
- **'n Skool te skep waarop die kinders, ouers en die gemeenskap trots en betrokke sal wees.**

**LW:** Hierna word die woord ouer gebruik om die betekenis van ouer(s) en of voog(de) in te sluit.

### Algemene kenmerke van 'n ware "Kleinmonder"

Ons leerders staan as **Kleinmonders** (Whalers) bekend en dus is dit belangrik om te weet wat van 'n **Kleinmonder** verwag kan word. Daarom, getrou aan die leuse van ons skool "**AANHOU WEN**" word die volgende by ons leerders ingeboesem:

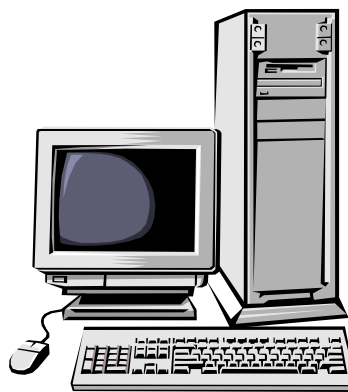
Om te kan wen en weer te kan wen moet 'n mens leer om te kan aanhou – dit is om te volhard. Algemeen aanvaarbare gedrag, goeie leerlingskap en gesonde sportmanskap, is ons trots. Selfrespek en respek vir ander mense en hulle besittings is belangrike kenmerke van ons. Weet dat elke leerder wat hiermee erns wil maak 'n "WENNER" is.

**2. ADDRESS:**

24 Main Road  
KLEINMOND 7195

Tel.nr: 028 271 3440

E-mail: hoof@kleinmondls.org.za

**3. REGISTRATION AND ADMISSION**

- 3.1 A learner who falls outside the age norm by more than two years will not be considered for admission. The age norm is the grade plus 6 years.
- 3.2 The online admission system is the ONLY official system or form that may be used by schools for admission to regular public schools in the Western Cape.
- 3.3 The online system or a printout of the online application form are therefore the only valid application forms that may be used by schools. Additional forms will be required by the school to get additional information needed by the school.
- 3.4 When parents apply, they must upload copies of supporting documentation onto the system. Schools must therefore note that within seven days, only AFTER the learner has been accepted and placed, parents will upload the supporting documentation or hand in certified printouts to the school.
- 3.5 Application for admission in relation to the enrollment of learners for the following year closes on the date determined by the WCED.
- 3.6 All applications for admission to the school on behalf of a learner must be submitted online to the WCED as well as the Headmaster.
- 3.7 The parents of the learner will be notified in writing of the acceptance or rejection of their application within a reasonable period, or within the period determined by the DH.
- 3.8 All unsuccessful applicants must notify the school and the WCED in writing within the period determined by the WCED and the School if the learner's name is to be placed on the waiting list.
- 3.9 The School will keep a proper register of all applications for admission.
- 3.10 After the principal has signed off, the successful status of an application cannot be changed.

**4. GRAAD 1 LEERDERS VAN 2026**

‘n Opedag vir die Graad 1’s van 2026 word gehou en ouers en die leerders mag dit bywoon. Die klerebank verkoop nuwe skoolrokke en sportklere, asook tweedehandse klere (skoene, truië, ens.). Die nuwe skoolklere kan aangepas en bestel word by die skool. Alle klere wat aangepas moet word, word middae van 14:00 tot 15:00 (Maandag tot Donderdag) gedoen. Kontak die skool vir ekstra inligting.

<b>5. <u>SKOOLURE:</u></b>	Graad 1	7:45 – 13:15 (Maan – Don)	Vrydae 13:00
	Graad 2	7:45 - 13:15 (Maan – Don)	Vrydae 13:00
	Graad 3	7:45 – 13:50 (Maan – Don)	Vrydae 13:00
	Graad 4 - 7	7:45 – 14:00 (Maan – Don)	Vrydae 13:00

## 6. SCHOOL UNIFORM

Neat learners contribute to better discipline, a positive school culture and school pride.

Learners' uniform and hair must always adhere to the school rules. There will be clothes and hair inspection every Wednesday.

### 6.1 SUMMER ( First and Fourth terms as will be announced)

#### Girls:

- A. School dress (belt must be in the middle) with blue underwear.  
White short-sleeved shirt  
Navy jersey or navy pull-over  
White socks and black shoes / Pupils may come to school barefoot.  
Only dark blue braids, scrunchies, Alice-bands or hair clips

#### B. Sport ONLY GRADE 1 TO GRADE 3:

**Only** on days when pupils **take part in sport or PT**

Grade 1 to 3 **who participate in sport/PT**, may come to school wearing the sport shirt and blue shorts/skirts (Tuesdays and Thursdays). Tracksuits may be worn when it is cold on sport/PT days. Normal school uniforms will be worn on the other days.

Dominant white sport shoes with white socks (track suits)

Pupils may come to school barefoot. (no bare feet with track suit)

GRADE 4 TO GRADE 7 will wear the school uniform every day and will get time to dress into sport clothes before the practice starts.

#### Boys:

- A. Short or long trousers  
White short-sleeved shirt with open collar  
Navy jersey or navy pull-over  
Long grey socks and black school shoes / Pupils may come to school barefoot.  
(short trousers – boys)

#### B. Sport ONLY GRADE 1 TO GRADE 3:

Grade 1 to 3 **who participate in sport or PT**, may come to school wearing the sport shirt and blue shorts (Tuesdays and Thursdays). Tracksuits may be worn when it is cold on sport/PT days. Normal school uniforms will be worn on the other days.

Dominant white sport shoes with white socks (track suits)

Pupils may come to school barefoot. (no bare feet with track suit)

GRADE 4 TO GRADE 7 will wear the school uniform every day and will get time to dress into sport clothes before the practice starts.

### 6.2 WINTER Subject to change / Onderhewig aan verandering (Second and Third terms as will be announced)

Rainy days: Dark blue windbreaker/ dry mac **only when it rains**

#### Girls:

- A. School dress with white long-sleeved shirt  
Navy jersey or navy pull-over & tracksuit top  
Long grey socks or black pantyhose with black school shoes

**OR**

School track-suit with white dominant sport shoes and white socks  
 White shirt with open collar  
 Only dark blue braids, scrunchies, alic bands or hair clips  
 Pupils may wear a jersey or pullover underneath tracksuit when it is very cold.

**B. Sport**

**Grade 1 to 3 Tracksuit with sportwear ( Tuesday & Thursday )**

**GRADE 4 TO GRADE 7** will wear the school uniform every day and will get time to dress into sport clothes before the practice starts.

**Boys:**

- A.** Short or long trousers  
 White long-sleeved shirt with open collar  
 Long grey socks and black school shoes  
 Navy jersey or navy pull-over

**OR**

School track-suit with white dominant sport shoes and white socks  
 White shirt with open collar  
 Pupils may wear a jersey or pullover underneath tracksuit when it is very cold.

**B. Sport**

**Grade 1 to 3 Tracksuit with sportwear ( Tuesday & Thursday )**

**GRADE 4 TO GRADE 7** will wear the school uniform every day and will get time to dress into sport clothes before the practice starts.

**6.3 Hare:**

**Meisies:** Hare moet vasgemaak word sodra dit langer is as die kraag; Lang hare in een of twee boksterte/vlegsels; slegs donkerblou linte, “scrunchies”, “Alice-band” haarrekkies en/of knippies; Hare moet altyd netjies en skoon wees; Hare mag nie gekleur of gekrul word nie; Geen hare mag gejel word nie. Hare moet nie in die oë hang nie. Wanneer 3 of meer vlegsels, poniesterte gemaak word, moet dit vasgemaak word tot 1 of 2 boksterte.

**Seuns:** Hare moet altyd netjies, kort en skoon wees. (Hare mag nie aan hems kraag raak nie en moet kort geknip wees om die ore en kuif mag nie langer wees as die wenkbroue.) Geen haarjel, haarkleur of patrone in hare gesny. Geen oorbelle vir seuns met gewone klere of op uitstappies. Geen armbandjies of hangertjies is toelaatbaar nie. Hare moet geleidelik van kort na langer bo geknip word. Geen kaal kop onder en lang hare bo word toegelaat nie.

**6.4 Grimering:**

Geen grimering van enige aard is toelaatbaar nie.

**6.5 Naels:**

Skoon en kort te alle tye. Geen naellak.

**6.6 Juwele:** Geen, behalwe meisies wat knoppies/klein ringetjies (nie groter as 10mm) in die ore mag dra. (slegs goud- of silwerkleurig, slegs een stel oorbelle) Polshorlosies is toelaatbaar. Geen

**armbandjies, ringe of hangertjies** is toelaatbaar nie. Geen slimhorlosies word toegelaat nie; om dieselfde rede as selfone.

#### 6.7 **Aankoop van skoolklere:**

Slegs skoolrokke, sportklere en skoolsweetpakke kan by die skool se klerebank aangekoop word. Skoolklere met wapens van die skool op mag nie privaat vervaardig word nie.

Die klerebank het ook tweedehandse klere beskikbaar wat skoene, truië, ens. insluit. Alle klere wat aangepas moet word, word middae van 14:00 tot 15:00 (Maandag tot Donderdag) gedoen. Kontak asb. die skool vir enige navrae.

Uitsonderings ten opsigte van skooluniform, hare, grimering en juwele sal in oorleg met die Skoolbestuurspan (SBS) en Beheerliggaam (SBL) uitgeklaar word.

**Ons doen n beroep op alle ouers om seker te maak dat leerders ten alle tye die korrekte skooldrag dra.**

## 7 **CODE OF CONDUCT**

### **Preamble**

The philosophy by which the school is run is summarised in the school's Ethos, Mission and Vision.

The aims of this Code of Conduct are therefore to establish a disciplined, purposeful school environment, dedicated to the promotion and maintenance of the learning process. Self-discipline, exemplary behaviour and love for neighbour and environment are emphasised to help establish this.

Principles contained in the Code include that all persons involved in the school serve as role players and that common values are followed, such as fairness and equity, and that the Code is dynamic and mercifully flexible. The Code recognises the basic right of every learner to be informed about it – especially regarding acceptable behaviour, the consequences of unacceptable behaviour, other rights of the individual and that the group also has rights. Other basic rights that are enshrined include that processes will be democratic, that no discrimination may occur and that the following are guaranteed:

equality, privacy, dignity, freedom of expression, safety in the school environment and free access to education (mother tongue, Afrikaans and English). Die doel is om te beklemtoon dat 'n kode van gedrag nie net reëls en straf is nie, maar 'n raamwerk vir 'n positiewe gedragkultuur, gefokus op die hele ontwikkeling van die kind, met herstellende beginsels en verhoudingbou.

In order to give expression to the policy of the school and to achieve our objectives, a Disciplinary Code is used which is supported by the School Rules and South African Schools Act and Constitution as base.

Hierdie kode is demokraties ontwikkel met insette van ouers, opvoeders om eienaarskap en samewerking te verseker.

### **Toepassingsgebied**

Hierdie kode geld:

- Op skoolterrein voor, tydens en na skoolure.
- Tydens alle skoolaktiwiteite, hetsy op of af van die skoolterrein.
- Buite skoolterrein wanneer 'n leerder identifiseerbaar is as 'n "Laerskool Kleinmonder" (bv. in skooluniform).

## **7.A. BELEID**

### **7.A.1. Sosiale aangeleenthede**

- 1.1 Leerders woon alle saalbyeenkomste by tensy ouers anders gereël het.
- 1.2 Leerders betoon eerbied aan alle denominasies.
- 1.3 Leerders respekteer almal ongeag geloof, ras of taal.
- 1.4 Waar leerders godsdienstige besware het, sal so 'n saak individueel aandag geniet.
- 1.5 Sensitiewe geslagsopvoeding sal vooraf met ouers uitgeklaar word voordat leerders daaraan blootgestel word.

### **7.A.2. Algemene gedrag**

- 2.1 Leerders respekteer alle volwassenes en tree hoflik teenoor hulle op binne en buite die skool.
- 2.2 Leerders respekteer hulle mede-leerders en sal hulle nooit geestelik of liggaamlik leed aandoen nie.
- 2.3 Leerders is nie oneerlik nie en vertel nie leuens nie.
- 2.4 Leerders maak hulle nie skuldig aan vandalisme nie en respekteer hul omgewing en ander se eiendom.
- 2.5 Leerders respekteer hul eie liggaam en gebruik nie alkohol, dwelms of enige rookgoed nie.
- 2.6 Geen leerder sal 'n selfoon gedurende skoolure in besit hê nie behalwe in spesifieke omstandighede waarvoor toestemming gevra is. Selfone wat gesien of gehoor word tydens skooltye, sal afgeneem word, 'n briefie ingevul word en ouers moet dit self by die skool kom haal.
- 2.7 Leerders tree altyd op as waardige ambassadeurs wanneer hulle die skool buitemuurs verteenwoordig en hulle gedrag getuig altyd van ware sportmanskap.
- 2.8 Geen pornografie van welke oorsprong of aard word by die skool toegelaat nie.
- 2.9 Ons tel selfs ander se gemors op om ons skool skoon en veilig te hou.
- 2.10 Ouers meld by die kantoor aan om afsprake te maak en/of om goedere af te gee en mag nie in klastyd direk na klasse gaan nie, asseblief!

### **7.A.3. Akademie, kultuur en sport:**

- 3.1 Leerders doen niks wat hul akademiese vordering of die van hul mede-leerders sal benadeel nie.
- 3.2 Leerders woon gedurende die kwartaal daagliks die skool by en ouers moet grondige redes verstrek indien hulle afwesig is [in hierdie verband neem asb. kennis van skoolreël 7.C.1.].
- 3.3 Skoolaktiwiteite geniet voorrang bo ander aktiwiteite.
- 3.4 Leerders strewende altyd daarna om hul beste prestasie op akademiese, kulturele en sportgebied te lewer.
- 3.5 Leerders strewende na lojale betrokkenheid/deelname en neem aan minstens een sportsoort per jaar deel.

### **7.A.4 School Guidelines for Parents on Student Use of Artificial Intelligence (AI)**

At Laerskool Kleinmond, we embrace the use of technology, including Artificial Intelligence (AI), as a tool for learning and exploration. However, we are equally committed to upholding our core values of honesty, authenticity, and integrity.

To help our students use AI responsibly, we have established the following guidelines for both students and parents.

#### **4.1. When AI Use Is Allowed**

Teachers will clearly state in the assignment or task instructions when AI tools (such as ChatGPT, Grammarly, or image generators) may be used.

Students must follow the teacher's directions carefully and use AI only within the limits described.

#### 4.2. When AI Use Is Not Allowed

If an assignment does not mention AI, students may only use it as a learning aid or research resource—for example, to check understanding, explore ideas, or improve writing.

Students may not use AI to generate answers or complete work that they then submit as their own. Doing so misrepresents their learning and is considered unethical.

#### 4.3. Accountability and School Values

Submitting AI-generated work as one's own is a breach of academic integrity and is not in line with the school's values.

Students who misuse AI will be held accountable under the school's academic honesty policy.

#### 4.4. Supporting Responsible Use at Home

Parents are encouraged to discuss responsible AI use with their children and reinforce the importance of authentic learning.

When unsure whether AI is permitted, students should ask their teacher before using it for an assignment.

By following these guidelines, we can help students build both digital literacy and ethical responsibility, ensuring they are well-prepared for the future while staying true to our school's values.

### 7.B.1 DISSIPLINÊRE KODE

- 1.1. Skoolreëls is duidelik uiteengesit en is beskikbaar vir leerders en ouers.
- 1.2. Leerders en ouers is ten volle ingelig oor die skool se reëls en dissiplinêre prosedures.
- 1.3. Reëls word konsekwent en op dieselfde wyse geïnterpreteer en toegepas deur alle opvoeders.
- 1.4. Leerders moet tydens 'n dissiplinêre proses die geleentheid kry om hul saak te stel.
- 1.5. Dissipline kan slegs deur 'n opvoeder toegepas word indien hy/sy in die klas was tydens 'n vermeende oortreding, of indien sodanige oortreding deur 'n prefek of klaskaptein aangemeld word, of ook indien leerders self 'n klag by die opvoeder sou lê.
- 1.6. Opvoeders moet onmiddellik, wanneer die klok lui, na leerders beweeg.
7. 1.Ouers se volle samewerking word verwag.

Die leerderrekord bevat 'n leerder se naam en 'n lys van alle moontlike oortredings in vier kategorieë. Hierdie rekord is in die kantoor beskikbaar vir elke opvoeder se gebruik.

### 7.B.2 TRANSGRESSIONS:

#### CATEGORY 1:

- ◆Disturbances ◆Forget PT clothes etc. (not allowed to go and fetch it)
- ◆Late in class without excuse ◆Absent without permission ◆Not handing in letters/ tear-offs
- ◆School uniform not according to dress-code (use discretion) ◆Regular absenteeism – no letter from parent, doctor or pharmacist / Clinic ◆Leave class without permission ◆Littering
- ◆Eating in class ◆Unacceptable untidy work ◆ Classwork books and text books not covered. ◆ Wrong headbands and earrings ◆ bracelets

#### CATEGORY 2:

- ◆Repetition of category 1 transgressions ◆ Classwork book with homework not at school
- ◆Homework not done/ not done satisfactorily ◆Tasks not handed in ◆Arrogance/

unacceptable, rude behaviour/ challenging/ daring ♦ Fighting ♦ Intimidation ♦ Undermine authority ♦ Letting down group/ team (parents not responsible) ♦ Unacceptable behaviour in public in school uniform ♦ Unacceptable behaviour during school functions ♦ Disobedience and disrupting class ♦ Swearing and unacceptable language ♦ Appearance (dyed hair/ unacceptable hair styles/ jewels/ painted nails/ make-up) ♦ Writing on tables and desks ♦ Tell lies ♦ Obscene signs ♦ Bringing dangerous objects to school ♦ Cell phone seen or heard during school activities

### **CATEGORY 3:**

♦ Repetition of category 2 transgressions ♦ Seriously unacceptable behaviour  
 ♦ Intentional damage to school property ♦ Racism ♦ Not attending detention  
 ♦ Undermine authority of educators ♦ Dishonesty - copying tests ♦ Smoking ♦ Degrading graffiti  
 ♦ Unacceptable language/ behaviour towards any religious/cultural group ♦ Cell phone used during school activity

### **CATEGORY 4:**

♦ Repetition of category 3 transgressions ♦ Stealing and being in possession of stolen goods  
 ♦ Drugs and alcohol usage and being in possession of such substances ♦ Sexual harassment and abuse ♦ AWOL ♦ Chronic absenteeism ♦ Gang related activities ♦ Pornography ♦ Vaping

## **7.B.3 PROSEDURE**

3.1 Kategorieë tel punte. Kategorie 1 tel 1 punt, kategorie 2 tel 2 punte ens.

3.2 Na 6 kategorie 1 punte, 3 kategorie 2 punte of 1 kategorie 3 + 3 word 'n leerder op detensie geplaas.

3.3 Leerders op detensie sal Donderdae briefies huis toe kry om ouers in te lig van detensie Vrydae.

Oortredings sal ook op die briefie verskyn. Ouers moet die brief teken as erkenning van ontvangs en terugstuur skool toe die volgende dag. Indien die brief nie terugkom, word die leerder weer op die volgende detensie gesit.

3.4 Na die eerste detensie word 'n leerder na 6 verdere punte op detensie geplaas.

3.5 Enige oortreding na die derde detensie word 'n afspraak met ouers gemaak en op 'n plan van aksie besluit.

3.6 Wanneer 'n leerder 30 punte op sy/haar rekord het sal daar 'n spesiale skoolhoofdetensie wees waar die leerder op 'n Saterdagoggend 2 ure detensie sal sit by die skool onder toesig van die skoolhoof. (9:00 – 11:00)

3.7 Indien die leerder weer 6 punte kry, sal 'n tugverhoor gehou word om hierdie onaanvaarbare gedrag op 'n amptelike vlak aan te spreek.

3.8 Na 'n kategorie 4 oortreding word 'n dissiplinêre verhoor so gou as moontlik gehou.

3.9 Alle oortredings word daaglik per briefie na die kantoor gestuur waar alle rekords op 'n databasis gehou word. (Rekords is te alle tye volledig.)

3.10 Kategorie 3 en 4 ernstige oortredings sal telefonies aan ouers oorgedra word. Rekords word daaglik op 'n databasis aangeteken

3.11 Ernstige oortredings sal ouers gekontak word om summier die leerder wat oortree het van die skoolgronde te verwyder waarna die dissiplinêre komitee die beslissing sal kommunikeer.

3.12 Elke kwartaal word met 'n skoon rekord begin behalwe kategorie 3 wat oorgedra word na die volgende kwartaal. Indien 'n leerder nie detensie gesit het aan die einde van 'n kwartaal nie, sal die detensie gedoen word met die 1ste detensie van die volgende kwartaal. Alle oortredings word op rekord gehou vir die hele jaar. By kategorie 3 en 4 oortredings kan 'n dissiplinêre verhoor plaasvind.

3.13 Die skoolhoof kan die aard van oortredings verander volgens diskresie.

3.14 **Ouers moet asseblief hulle samewerking gee t.o.v dissipline.**

3.15 Ouers moet asseblief nie aantekeninge op detensiebriewe maak nie, maar liever die skool skakel vir 'n afspraak. Leerders kry die kans om vrae oor die punte op detensiebrief te vra as dit op 'n Donderdag gegee word.

3.16 **Tugverhoor:** By Kategorie 4 of na die 3de detensie. Ouers kry skriftelike kennisgewing 5-7 dae vooruit. Leerders kan getuies roep en getuienis betwis. Besluite fokus op herstel (bv. vergoeding, gemeenskapsdiens) waar moontlik.

### **DETENSIE: VRYDAE**

**Vanaf 13:00 tot 14:00 (13:00 to 14:00 gedurende eksamentyd) op Vrydae**

Verpligte aktiwiteite of soos opvoeder besluit onder toesig. Geen huiswerk.

### **PROUD WHALER – POSITIVE POINTS**

Teachers may use their professional discretion to award points to learners for demonstrating the core values of Respect, Integrity, Diligence, Accountability, and Service.

When a learner has accumulated 6 points, they will receive a Proud Whaler button.

After earning 3 buttons, the learner is awarded a BLUE PROUD WHALER badge.

Once the learner earns an additional 6 buttons, they will receive a RED PROUD WHALER badge.

This system is designed to recognise and reward positive behaviour that goes above and beyond the expected standards.

### **ONDERSTEUNING**

- Leerders met herhalende oortredings word na die Onderwysondersteuningspan (OOP) verwys vir 'n Individuele Onderwysontwikkelingsplan (IOOP).
- Mentorskap en gemeenskapsprogramme word aangebied om gedrag te verbeter soos elke saak verlang. Bv. Berader, maatskaplike dienste en ander ondersteuningstrukture.

## **7.C SCHOOL RULES FOR LEARNERS**

**Purpose:** To materialize the values included in the Code. To create a positive environment for learning. To define conduct as either acceptable or not. To further educational goals.

### **1. SCHOOL ATTENDANCE AND DAILY PROGRAM:**

- 1.1 I attend school every day of the school term.
- 1.2 I am on time for school every day.
- 1.3 If I am not at school for a very good reason my parent/guardian will inform the school.
- 1.4 If I am sick, the school will be notified and a letter will be brought when I return to school. If I am sick for 3 days or longer, I will bring a doctor's certificate.
- 1.5 Should I feel sick or get hurt at school, I will report to the office and if necessary they will call my parents to come and fetch me. They must complete a sick leave register at the office.
- 1.6 I do not leave the school grounds without the permission of the principal.
- 1.7 It is my responsibility to catch up on any work that I have missed if I am absent from school. I am solely responsible for my notes.
- 1.8 Every day I come to school prepared, because I know that I am not allowed to go home or make any phone calls with regard to the above.

**2. APPEARANCE AND CONDUCT:**

- 2.1 I am proud to be a “ Laerskool Kleinmonder” and so I wear the correct school uniform every day.
- 2.2 My school uniform is always neat and clean and I wear it with pride.

**3. IN THE CLASSROOM:**

- 3.1 I shall do my homework every day.
- 3.2 I shall obey and respect the educator and accept his or her authority in all that is right.

**4. OUTSIDE THE CLASSROOM:**

- 4.1 If I come to school on my bicycle, I will not ride on the school grounds, because I know this can be dangerous.
- 4.2 I will park my bicycle in the bicycle rack and leave the other bicycles alone.
- 4.3 I will do my part in keeping the school building, changing rooms and the school grounds neat and tidy.
- 4.4 I will not run in the corridors or around corners and no-running areas for I might knock somebody over.
- 4.5 I will not play on the grass in front of the school.
- 4.6 I will not play with any ball in the square in front of the school or on the stoeps or in any class.
- 4.7 Only Grade 1 – 2 may play on the Jungle Gym under supervision on allocated days.

**5. ACCEPTABLE BEHAVIOUR INSIDE AND OUTSIDE THE CLASSROOM:**

- 5.1 When the bell rings at the beginning of the day I shall move to the lines and take my place there. I shall stand quietly and wait for the second bell.
- 5.2 I shall walk in line to my class without talking.
- 5.3 After break I will move promptly to my classroom and fall in line in front of my class without playing or talking.
- 5.4 I do not chew gum, because it is a bad habit.
- 5.5 I do not bring dangerous objects or weapons to school.
- 5.6 I do not throw objects at other children.
- 5.7 I do not play dangerous games.
- 5.8 I do not use obscene language or swear.
- 5.9 During break, I play on the part of the playground as prescribed, because smaller children may be injured if they play among older and bigger children.
- 5.10 I may not be in the classroom during break, without the educator’s permission.
- 5.11 I must respect the teachers, groundsmen, my classmates and the grade 7 committees.
- 5.12 I shall not take anything that belongs to someone else, or copy during tests or exams.
- 5.13 I shall not fight or make rude signs to anyone.
- 5.14 I shall treat members of the opposite sex with respect, whether an adult or a child.
- 5.15 I shall not belong to any gang or take part in any gang activity.
- 5.16 I shall not make myself guilty of intimidation or bullying.

**All my possessions will be marked. The staff do not accept any responsibility for any loss.**

**6. PROCEDURE FOR PARENTS: CYBERBULLYING OR INAPPROPRIATE CONTENT ON CELL PHONES**

6.1. Incidents Occurring During School Hours or School Activities

If any cyberbullying, harassment, or inappropriate content is discovered or takes place during school hours,

or while students are participating in school-related activities, it must be reported to the school immediately.

Parents or students should:

Contact the school office or a designated staff member (e.g., principal, counselor, or teacher) as soon as possible.

Provide details and, if appropriate, screenshots or evidence of the incident.

The school will:

Investigate the matter in accordance with its code of conduct and anti-bullying policy.

Take appropriate disciplinary and/or supportive action to ensure the safety and well-being of all students involved.

## 6.2. Incidents Occurring Outside of School Hours or Off School Grounds

If the incident occurs outside school hours, off school property, or is unrelated to school activities, it should be reported directly to the cell phone owner and/or the parents or guardians involved.

Parents are responsible for:

Monitoring and managing their child's use of personal devices.

Addressing inappropriate behavior or content shared privately outside of school time.

The school is not responsible for any activity that takes place on students' personal devices outside of school hours or school supervision.

## 6.3. Exceptions: When the Incident Affects a Student's Ability to Attend School

If cyberbullying or online behavior that occurs outside of school negatively impacts a student's well-being, safety, or ability to return to school, the matter must be reported to the school.

In such cases, the school will:

Support the affected student(s).

Work collaboratively with parents to address the issue.

## **7. GRIEVANCE PROCEDURE**

**If your child comes home with a problem or if you feel unhappy about an incident at school or school work that is not to your satisfaction, please follow the following procedure:**

### **Step 1:**

Listen to your child. Avoid accusations. Listen with an open mind. Make a note of what you want to discuss with the educator or principal. Make an appointment after school hours and be on time. After stating your case, listen to the other side.

### **Step 2:**

Stay calm at all times. Do not hesitate to give your point of view. Be prepared to listen where your child is at fault. Do not hesitate to share information that might shed light on the problem. Ask what will be done about the matter and insist on feedback. If this interview is with the principal, discuss the possibility of having an interview with the educator present.

### **Step 3:**

If you are not satisfied with the feedback, go back to the principal. State your expectations. The principal will give you feedback.

### **Step 4:**

If you are still not satisfied, contact the circuit manager. Explain your complaint. Give specific evidence. Ask the circuit manager for feedback and further plan of action. If you are not satisfied with the feedback, contact the circuit manager again.

### **Step 5:**

If the situation is not solved to your satisfaction, contact the Director of the Overberg district.

If you feel uncomfortable with the above procedure, contact the chairperson of the Governing Body to take action on your behalf. Contact numbers of all the above people are available at the office.

All the problems at the school are referred back to the principal to solve. Therefore it is important to bring any problem, however insignificant, to his/her attention.

**Please do NOT do any of the following as this only makes the matter worse.**

- 1. Contact other parents and discuss your problem with them.**
- 2. Make a list of all the problems that you and others have had over a long period of time.**
- 3. Talk to other educators about your problem with a specific educator.**
- 4. Wait for months until there is a long list of problems and then discuss all the problems at once, even problems relating to events in previous years.**
- 5. It is pointless in contacting the Minister of Education or the Director directly, as he/she will only refer the problem back to the principal and you will be back at square one.**

## **8. SAALPROSEDURE**

- 8.1 By elke klas moet die klasopvoeder toesig hou.
- 8.2 Elke opvoeder stap saam met sy/haar klas na die skoolsaal. Opvoeders sal toesien dat stilte gehandhaaf word.
- 8.3 Die skoolhoof kom binne en nadat hy/sy die leerders gegroet het, staan hulle op aandag vir die sing van die Volkslied.
- 8.4 Aan die einde van die saalbyeenkoms staan die leerders op aandag terwyl die Skoollied gesing word. Stilte en orde sal gehandhaaf word tydens die verdaging.

Aan die einde van elke kwartaal sal 'n saalbyeenkoms gehou word waar die drie top akademiese leerders in die Graad 4-7 balkies sal ontvang wat hulle die volgende kwartaal mag dra. Vir Graad 1-3 sal top 10 sertifikate uitgedeel word. Die kwartaal se sport- en kultuurtoekennings sal ook dan oorhandig word. Daar sal aan die einde van die vierde kwartaal 'n prysuitdeling plaasvind vir Gr 1-6, waar die top 10 leerders aangekondig word en die top drie sal boekpryse ontvang. Jaarlikse toekenning van akademiese en prestige bekere sal ook daar uitgedeel word.

Na die bogenoemde prysuitdeling vind die prysuitdeling / formele afskeid van die Graad 7's plaas. Ouers word genooi om die geleentheid by te woon. Die top 10 leerders sal aangekondig word en die top drie sal boekpryse ontvang. Jaarlikse toekenning van akademiese en prestige bekere sal ook daar uitgedeel word.

## **9. AFWESIGHEID VAN LEERDERS**

Ouers word vriendelik verwys na die **GEDRAGSKODE** – onder die opskrif: **SKOOLREËLS** Paragraaf 7.C.1. Skoolbywoning en daaglikse program word volledig bespreek.

Dit is baie belangrik om daarop te let dat alle afwesighede op rekord gehou sal word en leerders na 'n volgende graad vergesel. Let ook op die bepaling dat dit die leerder se eie verantwoordelikheid is om huiswerk/agterstallige werk in te haal asook die bekom van die nodige aantekeninge.

Graad 4 tot graad 7 leerders mag nie op Donderdae (toetsdae) afwesig wees sonder 'n skriftelike, mediese bewys nie. As 'n leerder meer as 10 dae aaneenlopend afwesig is, mag hy/sy van die register verwyder word en moet ouers heraanzoek doen vir toelating.

LW: 'n Nuwe beleid van die WKOD verplig ons om baie gouer en strenger op te tree. 'n Gereelde patroon van afwesigheid sal by die plaaslike maatskaplike werker en by die Wes-Kaaponderwysdepartement aangemeld word volgens departementele voorskrifte.

## **10. BOOK SUPPLY AND OTHER LEARNING MATERIAL**

10.1 The school provides all textbooks.

10.2 The homework book is provided by the school @ R50,00 each and is compulsory for all Gr.4-7 learners. It contains the school rules, dress code, etc. No other diary may be used.

10.3 Writing books and other supplies are purchased by the parents. (see 12.1 Stationery)

10.4 Textbooks are returned at the end of the year.

10.5 If textbooks, reading books and library books are not in a satisfactory condition or are lost, the **costs** associated with this will be **recovered from the parent**.

## **11. COVERING OF BOOKS:**

All textbooks and class workbooks **must be covered with plastic**.

## **12. SKRYFBEHOEFTE**

12.1 Alle nodige skryfbehoeftes (skryfboeke en benodigdhede) is leerders se verantwoordelikheid.

12.2 Ouers moet gereeld toesien dat leerders se skryfbehoeftes volledig is.

12.3 Lyste van skryfbehoeftes (Graad 2 tot 7) word deur opvoeders voorsien.

12.4 Skryfbehoeftes is ook by plaaslike besighede beskikbaar en moet vroegtydig bestel word.

12.5 Alle skryfbehoeftes moet gemerk word.

12.6 Alle Graad 1 skryfbehoeftes moet by die skool aangekoop word in 'n pakket.

Dit is 2 dae voor die skole amptelik begin die nuwe jaar, beskikbaar. (na 10:00)

## **13. SKOOLFONDS VIR 2026 (Onderhewig aan veranderinge in 2027 / Subject to change)**

13.1 Jaarliks word die skoolfondsgelde tydens die Begrotingsvergadering deur die Beheerliggaam en ouers vasgestel en is maandeliks betaalbaar. Skoolfonds vir 2026 beloop R16 060,00 per leerder (goedgekeur op die Begrotingsvergadering - 23/10/2025). The father and mother and/or guardian(s) (where applicable) of every learner are jointly and separately responsible for school fees in respect of such a learner.

Kleinmond Laerskool charges school fees as permitted by the SA Schools' Act. The school fee for the year is R16 060,00 but may be paid in one of the ways as listed below. We are a fee-paying school and

pay 11 salaries in 2026 to ensure quality education. We need committed parents to help us with school fees and fundraisers to meet our commitment to our parents.

As vergunning kan ouers die skoolfonds op een van die onderstaande maniere betaal.

## **DIFFERENT PAYMENT OPTIONS:**

- (a) Single payment: R15 257.00 (i.e. R16 060,00 less an early payment discount of R803.00 = 5%). This option is only valid if payment is received before or on 28 February 2026.

- (b) Stop order or internet paymnet: 11 monthly payments of R1 460,00 payable from January to November 2026. No discount applicable.
- (c) Cash or card payments must be made at the financial secretary's office before 14:00 at Laerskool Kleinmond. 11 monthly payments of R1 460,00 are payable from January to November 2026. No discount applicable.
- (d) Quarterly: 4 instalments of R4 015.00 payable within the first week of every term. No discount applicable.

13.1.1 **Stop order**: Ouers moet asseblief voor 31 Januarie 2026 **by hul bank** reëlings tref vir aftrekkings van R1 460,00 per kind per maand. Afskrifte van u reëling met u bank moet by die skool ingehandig word.

13.2 **EFT**: 'n Bewys moet asb. aan die skool ge-epos word.

Epos: finansies@kleinmondls.org.za

**Enmalige skoolfonds** kan verkieslik per internet of per debietkaart betaal word. Sien 13.1 (a)

### 13.3 **Bankbesonderhede**:

Rekeninghouer: Laerskool Kleinmond

NEDBANK, Kleinmond, Takkode: 131505

Tjekrekeningnommer: 147 002 4845

Gebruik asb. u kind se **FAMILIEKODE** soos op die rekeningstaat verskyn as verwysing en **NIE** 'n naam en/of van nie!

### **MAAK ASB. SEKER DAT U DIE REGTE VERWYSING GEBRUIK!**

13.4 Skoolfonds kan ook kontant of per kaart op skooldae by die skool se finansiële beampte inbetaal word. (Skool beskik oor kaartfasiliteite.)

Die finansiële sekretaresse is elke dag by die skool beskikbaar vir betalings.

**Ure: 07:30 – 14:00**

### 13.5 **Aansoek om korting**:

a. Ouers wat probleme het met die betaling van skoolfonds, mag om **vrystelling** of **gedeeltelike vrystelling** aansoek doen. Aansoekvorms (Bylae A) is vanaf 1 Februarie 2026 by die finansiële sekretaresse beskikbaar. Aansoeke moet volledig wees met alle dokumentasie voordat 'n besluit geneem word. Alle wettige pleegsorgouers moet jaarliks die skool voorsien van die hofdokumente. **Aansoek sluit op 28 Februarie 2026.**

b. Alle aansoeke vir kortings sal individueel oorweeg word en aansoekers sal skriftelik van die Beheerliggaam se besluit verwittig word.

c. Alle aansoeke moet volgens die Skolewet **jaarliks** ingedien word.

#### 14. **BUITEMUURSE PROGRAM**

- Kultuur:** Skaak, Koor en Eisteddfod - word deur die skool aangebied.  
Pottebakkerij, Musiekklassie, Ballet, Perdry, Danslesse en Drama word privaat aangebied.
- Sport:** Atletiek / Mini-krieket / Krieket / Rugby / Netbal / Sportvaardighede/ Tennis word deur die skool aangebied.  
Gholf, Jukskei, Karate word deur klubs aangebied.
- Maandae:** Skaak (Begin eers in Februarie) Tennis, Koor
- Dinsdae en Donderdae:** Sport deur skool aangebied
- Woensdae:** Didaktiese hulp/klasse aangebied deur klasopvoeders en assistente.
- Vrydae:** Detensie, Koor

*Notas:* 1. Aan die begin van elke seisoen moet leerders kies waaraan hul wil deelneem. Moedig asb. u kinders aan om aan ten minste een aktiwiteit per seisoen deel te neem.

2. Alle kontaknommers van privaat afrieters kan by die skool verkry word.

#### 15. **REMEDEÏRENDE ONDERWYS EN DIDAKTIES**

Vir remediërende behoeftes word voorsiening gemaak deur privaat terapeute. U kan die skool skakel vir meer inligting. Didaktiese klasse (ekstra klasse) word op Woensdae aangebied of soos deur die opvoeder gereël.

#### 16. **LEERONDERSTEUNINGSOPVOEDER**

‘n Leerondersteuningsopvoeder (LSO), Me. Miné Jordaan van die Overberg Distrikskantoor is twee keer per week (Maandae en Woensdae) by ons skool vir ondersteuning aan leerders ten opsigte van geletterheid en gesyferdheid tydens skoolure.

#### 17. **BEHEERLIGGAAM**

Alle aspekte rakende die Beheerliggaam word in aparte bylae hanteer en is beskikbaar by die skool.

SKOOLHOOF: Ester Groenewald

OUERS: F. Groenewald (Frans) - Voorsitter, Fondsinsameling & Ouerkommunikasie  
L. Duvenage (Lieve) – Sekretaresse  
A. Botes (André) - Geboue en Terrein  
M. Cooper (Melany) - Ouerskakeling en OOV  
Tertius Strydom - Tesourier

OPVOEDERS: Raymond van Wyk – Sport, Kultuur en Veiligheid  
Charlize Laing - Kurrikulum

NIE-OPVOEDER: E. Le Roux (Erika) - Admin & Kommunikasie

## **18. OPVOEDERS**

<b>SKOOLHOOF:</b>	Ester Groenewald <i>hoof@kleinmondls.org.za</i>	
<b>DEPARTEMENTSHOOFDE:</b>	Raymond van Wyk (Gr. 5) <i>raymond.vw@kleinmondls.org.za</i>	Charlize Laing (Gr. 7) <i>charlize.l@kleinmondls.org.za</i>
<b>OPVOEDERS:</b>	<b>GRONDSLAGFASE</b>	
	Mientjie Malan (Gr. 1) <i>mientjie.m@kleinmondls.org.za</i>	Delene Nel (Gr. 1) Fasehoof <i>delene.delenenel@gmail.com</i>
	Carolien Meyer (Gr. 2) <i>carolienlouise@gmail.com</i>	Cherie Gelderblom (Gr. 2) <i>cherie.gelderblom@gmail.com</i>
	Marlize Kruger (Gr. 3) <i>marlisekr@gmail.com</i>	Denusha Nicolas (Gr. 3)
	<b>INTERMEDIÛRE FASE</b>	
	Amanda Swart (Gr. 4) <i>amanda.s@kleinmondls.org.za</i>	Alyssa Schulenburg (Gr. 4)
	Riëtte Rossouw (Gr. 5 ) <i>rrkleinmondls@gmail.com</i>	Johané Venter (Gr. 5) <i>johanejv@icloud.com</i>
	Raymond van Wyk (Gr. 5) <i>raymond.vw@kleinmondls.org.za</i>	
	Du Toit Jordaan (Gr. 6) <i>dutoit.j@kleinmondls.org.za</i>	Niel Visser (Gr. 6) <i>teacherwdaniel@gmail.com</i>
	<b>SENIOR FASE</b>	
	Alisha vd Westhuyzen (Gr. 7) <i>alisha.vdw@kleinmondls.org.za</i>	Charlize Laing (Gr. 7) (DH) <i>charlize.l@kleinmondls.org.za</i>

### **18.1 NASORG:**

Privaat nasorgfasiliteite is gedurende skoolkwartale beskikbaar op die skoolgronde:

Maandae tot Vrydae vanaf 13:15 tot 17:00.

Hierdie nasorg bied uitstekende toesig oor akademiese aktiwiteite, 'n stimulerende omgewing, baie speelplek en is binne bereik van leerders se buitemuurse aktiwiteite.

**Navrae: Me. Carin Truter – Sel. 079 151 2352**

## **19. DIGITALE KOMMUNIKASIE**

Hiermee duidelike riglyne vir hoe die skool, ouers, opvoeders en leerders digitaal met mekaar kommunikeer om **professionele en veilige** kommunikasie te verseker.

### 19.1 Algemene Beginsels

Digitale platforms (soos WhatsApp, e-pos en sosiale media) word slegs vir skoolverwante kommunikasie gebruik.

Alle boodskappe moet hoflik, professioneel en in lyn met die Persoonlike Inligtingsbeskermingswet (POPIA) wees.

Geen aanstootlike, negatiewe of onvanpaste inhoud word geduld nie.

### 19.2 WhatsApp-groepe

Alle WhatsApp-groepe sal 'broadcasting' groepe wees.

Slegs die opvoeder plaas amptelike boodskappe.

Geen debatte, klagtes of negatiewe opmerkings oor personeel, ouers of leerders nie.

Vrae of probleme moet privaat aan die opvoeder of kantoor gerig word.

Uit respek vir onderwysers se tyd moet kommunikasie tussen skoolure (07:00 tot 16:00) geskied en glad nie oor naweke nie.

### 19.3 E-poskommunikasie

E-pos is die voorkeurkanaal vir formele kommunikasie.

Maak die onderwerp duidelik en sluit jou kind se naam en graad in.

Opvoeders reageer binne 2 werksdae, tensy dit dringend is.

Moenie tydens onderrigure bel nie – maak eerder 'n afspraak via e-pos of die kantoor.

### 19.4 Sosiale Media

Die skool gebruik sy amptelike platforms vir positiewe publisiteit en aankondigings.

Geen foto's of inligting oor leerders mag sonder toestemming gedeel word nie.

Negatiewe opmerkings oor die skool of personeel op sosiale media word as 'n oortreding van die gedragskode beskou.

Klagtes moet volgens die Grieweprosedure hanteer word.

### 19.5 Digitale Veiligheid

Die skool bevorder verantwoordelike gebruik van tegnologie.

Selfone, slimhorlosies en elektroniese toestelle mag nie tydens skoolure gebruik word sonder toestemming nie.

Die skool aanvaar geen verantwoordelikheid vir verlore of beskadigde toestelle nie.

## 20. **ALGEMEEN**

20.1 Leerders moet, indien moontlik, soggens in die Hoofstraat voor die skool (klein hekkie) of in die systraat (Voetgangers alleenlik!) afgelaai word vir u kind se veiligheid. Die skool se hekke sal oop wees tot van 7:30 tot 7:45. Daarna word dit om veiligheidsredes toegemaak en ouers / besoekers moet die klokke lui en hulself aanmeld by die sekretaresse.

**Geen voertuie word tydens skoolure op die terrein toegelaat nie.**

**Geen ouer mag direk na 'n klas gaan nie.**

20.2 Tweeweeklikse omsendbriewe word op Vrydae op die grade se WhatsApp-groepe gelaai.

20.3 Leerders trek van tyd tot tyd gewone klere (civvies) aan teen betaling vir ekstra inkomste vir die skool en dit sal deur die WhatsApp-groepe van die klas- verteenwoordigers versprei word. Maak asb. seker dat u kind netjies en van pas aangetrek is. Dogters se hare moet steeds vasgebind wees.

20.4 Dit is ouers se verantwoordelikheid om **indien adresse/selfoonnommers verander**, die sekretaresse daarvan in kennis te stel. Ingeval van nood, gebruik ons die nommers wat op ons boeke is.