



Mabela Intermediate School

Bolketlo Village Motebang Road QwaQwa Tel/Fax: (058) 789 4104 P.O. Box 5801 Phuthaditjhaba 9866

POLICY ON STARTING TIME

Name of policy: School Starting Time

Objective: to minimize late coming by teachers and learners and ensuring that learning and teaching start with minimum disruption as agreed in parents meeting and SGB.

Procedure

When: all educators and learners are expected to be within the school premises at 7h30.

All educators are expected to have signed the time register before 7:30

It implies that a late coming register will be signed together with the official time register.

How: The top management will be allocated on weekly basis to control and monitor late coming both teachers and learners.

What: Gates will be closed at 7:45.

Mondays and Fridays school starts at 7:30 assembly to 7:45.

First period starts at 7:50 to 14:10 on the above mentioned dates.

Wednesday starts 7:30 to 13:20 periods reduced by 5minutes (sports activities 13:10 to 14:10)

Tuesdays and Thursdays starts 7:30 to 14:10.

Teachers are to honour all their periods.

Permission cards must be issued to learners to minimize learner's movement outside the classrooms.

A tool will be provided and learners who appear (late-coming) more than 5 times, a parent will be called.

Time off/ early departure

- Permission must be obtained for early departure.
- Time off register/ time book together with departmental time book must be signed.
- Report early if you will have to leave during working hours.
- Arrange and leave activities with your HOD to keep learners busy during your periods.

Extra expectations

- Be at school in time and in class on time
- Perform your duties holistically.
- Be honest and dedicated.

Signed by:

Principal: _____

SGB Chairperson: 28-06-2018

Educator: 28/06/2018

SMGD: _____

DATE: _____

