

MOTIVATION

The need for this school was confirmed by the attendance of 60 parents, from various cultures, to a meeting held on 31 July 2007 as well as an initial interest of 85 learners.

The following needs were expressed by parents in Okahandja:

- Christian principles as basis of education
- Quality education achieved by lowering the number of pupils per class, guaranteeing individual attention.
- The school to start in January 2008.
- Implementing of government curriculum.
- Strict discipline

PREFACE

Berg-Op Academy welcomes you. We hope that your joining of this school will be a pleasant experience for you and your family. The success of the school depends on a close cooperation between you, the parent, and the school.

Berg-op Academy is a parent driven education facility, registered at the Ministry of Education, Sport and Culture. The school provides education from grade 1 to 12.

Under the conditions of the law, Berg-op Academy is a non-profitable organisation. The school is responsible for all expenses, including salaries of teachers and staff. Presently, the school makes use of building made available by two business men from Okahandja.

The school will grant acceptance inside the framework of the constitution of the Republic of Namibia.

Berg-Op Academy is based on Christian principles and strives to prepare learners to excel in their community in a dynamic way. To achieve this, a high standard of education is offered at the school.

1. VISION & MISSION

Using Biblical values and principles as basis, the vision of the school is to equip our children with stability in their lives, at the same time guiding our children inside a disciplined, happy school environment to become responsible, independent, balanced adults by-

- competent teachers;
- Afrikaans and English as medium of instruction with German as third language;
- a Christian foundation;
- an internationally recognised school certificate;
- modern teaching methods;
- sport- and culture activities;
- effective parental control management;
- individual attention;

2. Administrative Rules

2.1 Application for acceptance

Application forms are available from the school secretary.

The application must be completed in full and be accompanied by:

- the learner's latest report card as well as the previous year's final report card.
- a copy of the learner's birth certificate, passport or identity document.

Application should preferably be done before October of the preceding year.

Parents will receive a written confirmation from the school regarding the application.

Parents should not retract the learner from his/her current school before receiving a positive confirmation letter from Berg-op Academy.

2.2 School fees

School fees need to be paid once off, or in monthly instalments.

The following conditions apply:

- School fees are payable in advance, before or on the seventh of each month.
- Accounts in arrears for more than 30 days would be charged at an interest rate of 2% per month.
- All accounts older than 90 days will be handed over to debt collectors. Debt collector fees will then be the responsibility of parent.

All queries regarding school fees should be directed to the financial secretary.

Parents will receive an updated payment plan and school fees configuration at the end of each year. No reports or correspondence will be handed to parents with outstanding accounts.

2.3 School hours

School starts at 7:15 for all students.

Grade 1 and 2 adjourn at 11:30

Grade 3 and 4 adjourn at 12:30

Grade 5 to 12 adjourn 13:00

School hours apply to both winter and summer time.

Berg-Op Academy, with single exceptions, will follow the calendar of Government schools.

Please refer to the year plan of the school.

2.4 Withdrawal of pupils

On withdrawal of a learner, the School Secretary needs to be informed in writing. All school property (textbooks, library books and trophies) must be returned. The parent of the student will be liable for any loss or damage to school property.

Administrative particulars:

Postal address	P.O Box 518 OKAHANDJA
Physical address	Angelierstraat 348 OKAHANDJA
Telephone	062 - 500540
Fax	062 - 500541
Email address	berg-opacademy@mweb.com.na

3. SCHOOL UNIFORM AND GENERAL TIDINESS

3.1 Berg-Op Academy deems it very important to exude a positive image. It is expected that our students' behaviour, inside and outside of the school reflected accordingly.

3.2 School uniform for boys:

Summer wear

Black trousers-Grade 1 - 7 [short]
Grade 8 -12 [Long trousers]

Turquoise shirt (long- or short sleeved)

Black socks[long socks with short trousers]

Black school shoes

Gr 1 to 4 students are permitted to attend the school barefoot during summer months.

Prefects : School tie & white shirt

Winter wear

Black pants [long]

Turquoise shirt [long-sleeved or short sleeved]

Black socks & black school shoes

Black V-neck school jersey or black windbreaker jacket

School tie : Grade 12

Black school scarf

Gr 1 -12 : Tracksuit

High school prefects : White shirt & school tie

Blazer : Gr 10 -12 with turquoise cord.

Gr 10-12: Prefects, Colours of honour & specific achievements:

Blazer with turquoise and black cord.

3.3 **School uniform for girls:**

Summer wear

Black pleated skirt

Turquoise shirt-Gr 1- 4[tucked in]-Gr 5- 12 [hang over]

Black socks & Black school shoes

Gr 1 to 4 students are permitted to attend the school barefoot during summer months.

Prefects : White shirt & school tie

Winter wear

Black long trousers /Pleated skirt

Turquoise shirt [long-sleeved or short sleeve]Gr 1 -12

Black bobby socks & or tights[thick pantihouse]& black school shoes.

Black V-neck school jersey or black windbreaker jacket

School tie : Gr 10-12

Tracksuits : Gr 1 - 12

Black school scarf

High School Prefects : White shirt & school tie.

Blazer : Gr 10-12 with turquoise cord

Gr 10 -12 : Prefects, Colours of honour & specific achievements:

Blazer with turquoise and black cord.

SPORTWEAR

Black PT-shorts/Netball skirt

Turquoise school PT golf shirt

School tracksuit

Informal wear:

Boys: Neat shirt/T-shirt with shorts/long trousers

Grade 1 -4 : Barefoot or comfortable shoes.

Grade 5-12: Comfortable shoes

Girls :No dress, shirt or trousers above the knee.

No low-cut necklines

Grade 1 - 4 : Barefoot or comfortable shoes.

Grade 5-12 : Comfortable shoes

3.4. General tidiness

THE RESPONSIBILITY RESIDES WITH EACH PARENT TO ENSURE THAT THE STUDENT DRESSES ACCORDING TO THE RULES OF THE SCHOOL.

Guidelines to General Tidiness

Boys:

*Natural hair colour allowed.[No multiple & or extreme colours allowed.

Gel is allowed for keeping hair neat & tidy[no mo-hawks]

Punishment if these rules are not obeyed

*No child will be allowed on the stage at the annual Prize giving ceremony

*A written warning will be issued and is valid for 12 months.

*The child will have 48 hours to restore his hair black to a natural colour.

*No beard or moustache will be permitted, clean shaven only.

Haircut guidelines: Back - above shirt collar

Front- above eyebrows

Sides- above and around ears

*No jewellery [does not apply to "medic alert"bracelet]

*Plain grey or black belts only

*Nails short and clean[no nail varnish]

*No tattoos & no piercings

Girls:

*Natural hair colour allowed[No multiple & or extreme colours allowed.

*Gel is allowed for keeping hair neat & tidy[no mo-hawks]

Punishment if these rules are not obeyed.

*No child will be allowed on the stage at the annual Prize giving ceremony.

*A written warning will be issued and is valid for 12 months.

*The child will have 48 hours to restore her hair back to natural colour.

*If hair is coloured, she must stay at home until the hair is its natural colour again

*Hair reaching over shirt collar must be tied or braided

*Dark brown or black hair bands only with no decoration

*Moderate use of gel

*No make up allowed-short and clean nails

*No tattoos

*No piercings except one piercing per ear lobe

*No jewellery[does not apply to 'medic alert' bracelet]

*Signet ring allowed

*Only studs and sleeper earrings are permitted, maximum 1 per ear

*Skirts -maximum of 13cm from floor when kneeling.

Sport uniform

*Black shorts

*Turquoise school golf shirt with school emblem

*School's tracksuit.

4. Disciplinary rules

4.1 Goal

- to achieve a safe and orderly environment where each child feels comfortable to express his/herself
- to stimulate positive attitudes
- to develop self-discipline

This will require the participation of each learner and parent seeing that this is a "parent controlled School"

4.2 Disciplinary Steps

Each case will be treated according to the severity of the offence.

The following procedure will be followed in a case of a less serious offence involving schoolwork or bad behaviour:

- Step 1 A report will be brought to Managements' attention.
- Step 2 A discussion will be held with the student in office and a report will be drawn up and filed.
- Step 3 A meeting will be set up between Management and the student's parents and a written warning given.
- Step 4 A disciplinary hearing will be held with the School Management, where a student may be asked to leave the school permanently.

In case of a more severe offence procedures will begin at Step 3.

Very severe offences will be handled by School Management and as previously stated, can result in an immediate dismissal of the student.

Experience has taught us that the type of offences in Primary Schools differ, especially in severity, from secondary schools, therefore the procedures mentioned will be adjusted for the primary school to accommodate their needs.

It remains extremely important for the parents to be active in disciplining their children and to address problems brought to their attention by the school.

4.3. Classroom discipline

Respect for teachers and learners.

No bad language or swearing is allowed. Teachers and learners have to respect one another.

No pupil may walk around on the school premises or go to other classes without the permission of the teacher.

When a pupil deliberately disturbs a class or teacher, it will be regarded as undermining authority and such a pupil could be permanently expelled.

A control system has been put into place to identify patterns of undesirable behaviour and to address them accordingly. How these offences will be addressed depends on the Management Committee, School Management and Staff.

Serious offences can lead to a suspension of 7 days while the matter is investigated. It is the responsibility of the learner to catch up on schoolwork that has been missed. A pupil who continues to disregard school rules and arrangements, who behaves in an unacceptable manner and who disregards authority, may be requested by the Management committee to leave the school permanently.

The following to be regarded as serious offences, leading to permanent expulsion with immediate effect.

- x The use of alcoholic beverages, cigarettes and drugs.
- x Vandalism
- x Theft
- x Sexual harassment and promiscuity
- x Assault
- x Rebellion
- x High absenteeism
- x Continuous disregard for academic work
- x Pregnancy
- x Bad language/swearing

5. GENERAL ORDER RULES

5.1 Attendance

The school Secretary needs to be informed telephonically if a learner will not be attending school for medical or any other valid reason, even for half a day. In Primary School, Management needs a written confirmation.

In case above mentioned is not possible, the learner must present a letter, written by parent, to the teacher the following day.

A Medical certificate or doctor's letter is required when a learner is absent for longer than 2 days and during examination.

We encourage parents to arrange appointments, concerning the learners, such as doctor's appointments, after school hours. Absence can be very disruptive and can have a negative effect on the learner. A learner absent for a prolonged period due to sickness or death in the family must be brought under the attention of the School Management as soon as possible. Learner's own responsibility to find out about homework and missed work.

Only the Principal, Vice-principal and HOD can give permission to a learner to leave premises.

5.2 Textbooks

Textbooks supplied by the school and remain the property of the school, hence needs to be returned when learner leaves the school.

Textbooks need be covered with clear plastic only.

A control check stamp will be on the inside of the textbook.

Parents are urged to assist learners in caring for these textbooks. In case of lost or stolen textbooks, the replacement value is payable by parent.

Schoolbags for Gr 1 to 3 should not be smaller than 35cm x 40cm. Cold drink bottles should seal well.

5.3 Classrooms

Every class is responsible for the tidiness and care of its own classroom.

Five minutes before school adjourns, a bell will ring, indicating cleaning up in classrooms, windows to be closed and the door locked.

No learners are allowed in the class before school or during breaks.

5.4 Restroom Rules

-Don't throw toilet roles into the toilet

-Use toilet paper sparingly

- Keep restrooms clean and tidy

- All taps should be closed after use

- No food in restrooms

- Don't play in restrooms

- No writing on walls and doors

5.5. Procedure for Communicating with the School

We have a particular order system to follow when communicating with the school and request that it strictly be followed at all times.

Parents are welcome to communicate with any teacher concerning their child's progress, problems or schoolwork.

Should the problem persist after consulting the teacher or it remains unchanged, you are welcome to contact the management, be it primary, secondary or outside the curriculum.

The school Management will handle any other problems.

Contact the Head of the Management committee in writing in serious cases.

Personal meetings with the teachers will take place in the school office and not in their respective classrooms. This also applies when a parent collects his child during school hours.

Problems in this regard should be dealt with via the class representative by management.

5.6 Sickness and injury during school hours

A student that feels sick or is injured during school hours should report to the School Secretary immediately.

Due to the lack of space and personnel, we will not be able to tend to the injuries or illness and request that the parent should collect the student as soon as possible or make arrangements accordingly.

No medicine of any kind may be given to the learners.

5.7 School property

The neatness, care and protection of the school buildings, equipment and furniture are the responsibility of every student.

Schoolbags must be kept away from the walls and be carried by hand.

Any damage to school property must be reported immediately.

Damage to school property must, depending on the situation, be repaired or replaced by the learner involved.

No vandalism will be allowed.

5.8 Workbooks

Book lists will be provided to parents to buy books themselves

Workbooks can be covered with coloured or brown paper. We expect that the workbooks also be covered with plastic.

5.9 Playground

Learners are not allowed to have any visitors during school hours.

Throwing stones or any other object is strictly forbidden.

Learners are not allowed to play any games that could be dangerous or harmful to themselves or others.

Berg-Op Academy learners are during school hours and at school activities part of a group. No pairing off of boys and girls in a relationship is permitted.

Learners are not allowed to bring toys or pets to school.

Only sport equipment is allowed.

5.10. General Rules

No smoking, snuffing or drinking of any harmful substances is allowed during or after school hours.

No cell phones are allowed on premises. Learners who go to day care after school must hand in their cell phones at the day care teacher at the beginning of the school day.

Learners may make urgent phone calls from the school telephone with the teachers permission.

No wearing of clothes with sexual or political messages are allowed.

No degrading remarks towards other persons.

No unauthorised taking of another person's possessions.

No violence or aggression is allowed.

No pornography will be tolerated.

No political or unaccepted meetings are allowed on school grounds.

No tattoos & no piercings [except girls – one piercing per ear lobe.

5.11. Homework

Homework is, study work or written work related to schoolwork, which is to be done outside a formal classroom situation. **It is the responsibility of the parent to ensure that the homework is done and the teacher will control whether it is done correctly.**

A disciplined routine, concerning homework at home can ensure a positive influence on the learners' accomplishments. We encourage you as parent to expect self-discipline and punctuality from your children. Punctuality and self-discipline are important cornerstones of responsibility. Good control of homework by the parent does not interfere with encouraging independence.

5.12 Leaving the School Grounds

Only with consent from the School Management, is a student allowed to leave the school grounds during school hours.

Consent will only be given when the learner's parent requested so via telephone or in writing. Oral requests by learners will not be considered.

6. Rules for Extra mural Activities

Berg-Op Academy strives for balanced education, therefore we will not only focus on academic education but cultural and sport activities as well.

Learners are encouraged to get involved and make a positive contribution to these activities.

6.1 Sport and Cultural Activities

The following sport will be presented-

Athletics

Rugby

Netball

Cricket

Tennis

Golf

Karate

Motoring Skills

Archery

Cultural Activities

Debating

Chess

ATKV

THANK YOU FOR YOU COOPERATION