



134 RONALD AVE CNR 1ST RD LINBRO PARK
P O BOX 134 LINBRO PARK 2065
TEL: (011) 608-3260 FAX: (011) 608-4027
E-MAIL: kingsschool@kslp.org.za

The King's School Linbro Park Learner Support Policy

1 PURPOSE

The purpose of this policy is to provide a framework to the management of The King's School Linbro Park for providing learners with support services during their enrolment at The King's School Linbro Park.

2 PLACEMENT & ASSESSMENT

- **Placement and Needs Assessment** – Upon acceptance to The King's School Linbro Park, learners will be asked to complete a placement and needs assessment process. This process will also take into account prior learning in determining placement and identifying any special needs. (See The King's School Linbro Park Learner Access Policy for more details)
- **Orientation** – Upon acceptance to The King's School Linbro Park, new learners will be taken through an orientation process to help the learners to get to know the people, culture and rules of the school. This process will also include multiple opportunities for the new learners to ask questions and to give feedback on the orientation process.
- **Learner Progress & Assessment** – Learners and parents will be kept informed regarding the learners' progress through each year and from year to year. Assessment will be done according to the principles of outcomes-based education with additional skills training and assessments added at the discretion of the educators. Based upon these assessments, individual educators will make decisions on which learners may need additional academic support in the form of extra lessons or remedial lessons.

3 PERSONAL DEVELOPMENT

- **Behaviour Modification / Discipline** – Discipline will be maintained at all times during school hours. This discipline must focus on developing the learners' skills in making positive choices to manage their own behaviour and relationships. (See The King's School Linbro Park Classroom Management Plan for more details)
- **Learning Support Programmes** – Learners will be given assistance in developing healthy study habits and skills.
- **Life Skills Programmes** – An integrated life skills development programme will be offered to learners. This programme will include emotional coping skills, health and hygiene skills, communication skills, interpersonal relationship skills and entrepreneurial skills.

4 LEADERSHIP DEVELOPMENT

- **Student Leaders** – Each year a group of leaders will be chosen from among the Grade 11 class to serve in various leadership capacities during the following year. The

Principal or the Head of Student Affairs will establish the criteria for selection and will guide the selection process.

- **Advocacy** – Each year, individual grades from Grade 1 through Grade 12 will nominate one male and one female representative to serve on the Student Representative Council (SRC). The SRC will meet regularly to discuss issues raised by the student body and to formulate recommendations. These recommendations will then be presented to the Principle or the Head of Student Affairs by the chairpersons of the SRC. The chairpersons will also be responsible to disseminate communication from the Principal to the student body through the student representatives.
- **Leadership Development** – The King’s School Linbro Park will offer a leadership development process beginning in the preschool and continuing through Grade 12. The outcomes of this programme will be learners who have had multiple opportunities for gaining leadership experience and skills and who are prepared to step into leadership positions both in the school and after leaving the school.

5 RESOURCES

- **Library & Multimedia Centre** – Learners at The King’s School Linbro Park will have access to a library and multimedia centre on the school campus. These facilities will be available during break times and after school for those learners needing to gather information. These facilities will also be available for educators in preparing lesson material and in making use of multimedia resources as teaching aids.
- **Equipment** – Learners at The King’s School Linbro Park will also have access to a variety of other equipment, including computer systems and other learning tools for use in projects or learning activities.
- **Internet & Email** – Learners at The King’s School Linbro Park will have access to internet and email facilities for educational purposes only. This access will be granted only under supervision and only at specified time periods.

6 CAREER GUIDANCE

- **Career Guidance and Counselling** – Career guidance and counselling will be available to all Grade 11 and Grade 12 learners at The King’s School Linbro Park. These services will be offered on a voluntary basis. There will also be a resource centre available where learners will have access to information on a variety of career and study options.
- **Work Experience** – As part of the career guidance process, Grade 11 and Grade 12 learners will be encouraged to participate in a work experience programme facilitated by the career guidance teacher.

7 SPORT & CULTURE

- **Extra-murals** – A large range of extra-mural programmes will be offered which will cater for a variety of interests among the learners. Learners will be required to participate in at least one weekly extra-mural activity.
- **Multicultural programmes** – A variety of cultural experiences will be offered to learners for the purpose of providing cross-cultural interaction and learning.
- **Language** – The primary medium of instruction at The King’s School Linbro Park is English.
- **Cultural & Sports Development Outside the School** – Learners are also encouraged to participate in sport and cultural activities and events outside of school.

8 SPECIAL NEEDS

- **Academic** – When an educator observes a learner having difficulty academically, the following steps will be taken:

- The material will be re-taught to see if the learner simply missed a key learning opportunity.
- If the problem persists, other educators who educate the child will be consulted in order to determine the extent of the problem.
- A meeting with the learner's parents will then be arranged to discuss the situation, identify the possible causes of the problem, and plan a course of action.
- If necessary, the learner will be referred for extra lessons, in-house remedial therapy, or external special educational programmes.
- **Extra Lessons** – For those learners who have been identified as needing extra academic assistance, educators will recommend extra lessons. These learners will have the option of attending extra lessons offered by educators from The King's School Linbro Park or by external educators arranged by the parents or learners themselves.
- **Remedial** – Remedial lessons are available to learners who have been identified as having special needs. These lessons are facilitated by a qualified remedial educator.
- **External Referrals** – Where necessary, learners may be referred to external specialists in a particular field of remedial education.
- **Emotional** – When an educator observes a learner have difficulty emotionally, the following steps will be taken:
 - The educator will approach the child and inquire about the problem and seek to help the learner to solve the problem
 - If the problem persists, other educators who educate the child will be consulted in order to determine the extent of the problem.
 - If the problem continues to interfere with the learner's ability to function at school, permission will be sought from the learner to approach the parents and the Head of Student Affairs to get involved in helping to solve the problem.
 - Learners are free to approach educators or the Head of Student Affairs on their own to seek counselling.
 - If necessary, the learner may be referred to an external counsellor.
- **Physically Challenged** – The King's School Linbro Park has undertaken to make our facilities as friendly as possible for the physically challenged, but cannot guarantee full accessibility to physically challenged learners.

9 HEALTH & SAFETY

- **Sick Bay** – There is a sick bay available to all learners if needed. The procedure for utilising the sick bay is as follows: Learners must be given permission by one of their educators to report to the administrative office of the school if not feeling well. The administrative office staff will issue the learner with a sick bay pass after which the learner may go to the sick bay. If necessary, the staff will contact the learner's parents to come and fetch them from the school. The learner must return the sick bay pass to the office before returning to class or leaving for the day.
- **First Aid** – A first aid kit will be available in the school at all times during the school day. A first aid kit must be available during any sporting activity and on every outing involving learners from the school.
- **Emergency Procedures** – Every teacher in the school must be given a list of procedures to follow in the case of an emergency. Emergency procedures must be posted in every classroom in the school. Periodic drills must be run to ensure readiness of learners and staff to respond to an emergency.
- **HIV/AIDS Policy** - For details, see The King's School Linbro Park HIV/AIDS Policy.
- **Bullying Policy** – For details on the procedures used to address bullying in the school, see The King's School Linbro Park Bullying Policy.

10 ADMINISTRATION

- ***Student/Parent Database*** – The administration office of The King’s School Linbro Park will keep an up-to-date electronic database of all learners and parents. An alumni contact list for past learners and parents will be kept for ongoing communication from the school.
- ***Qualitative & Quantitative Research*** – In keeping with the concept of Whole School Development, ongoing research will be conducted to gather information to be used in evaluation and planning to further enhance the educational experience for learners and educators.
- ***Financial Aid*** – At the discretion of the principal, reduced fees may be offered to individual learners or families who can demonstrate financial need.
- ***Bursary Programme*** – An externally sponsored bursary programme will offer bursaries to learners and families who meet the criteria established by the board of trustees of the school. A monitoring process will also ensure that recipients of bursaries continue to meet the criteria for this programme. If a learner or family fails to maintain eligibility for the programme, the school fees for that learner or family will revert to their normal level.

11 PARENTS

- ***Parent Support Programme*** – Parent evenings will be held periodically to provide information to parents useful in supporting their children in the school. Parent meetings will be scheduled at the time that learner reports are made available to provide feedback that parents can use in encouraging and motivating their children at the school. Individual educators will contact parents when necessary to pass on information on individual learners’ progress or problem areas to assist parents in addressing any problem areas or enable parents to encourage further improvement.
- **PTA** – The King’s School Linbro Park Parent Teacher Association exists to facilitate communication between the school and parents of learners in the school. The school will use feedback gathered from parents to enhance the educational environment in the school.