



KINGSWAY HIGH SCHOOL

VISION STATEMENT

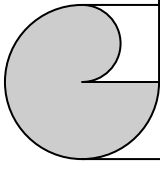
The family school of preference
through distinction.

MISSION STATEMENT

To empower and inspire young
men and women to move
boldly into the future.

VALUES

Honesty, respect, responsibility
and loyalty in the spirit of
our Motto Ut Prosim -
to be of service.



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KINGSWAY HIGH SCHOOL

SECTION A - INTRODUCTION

Kingsway High is an English-medium, co-educational high school situated 2 km north of the Amanzimtoti business centre and less than a kilometre from the shores of the Indian Ocean. It has modern well-equipped buildings and particularly extensive playing fields, and is designed to cater for over a thousand learners. It has a reputation for sound scholastic achievement and an enviable record in the sporting and cultural fields. It has consistently achieved a Matriculation pass rate close to 100% and aims to develop, to the fullest extent, the academic, social and physical potential of every learner. The teaching staff provides a secure, positive environment for learning and the school is well known for its pleasant and friendly atmosphere. In keeping with the modern trend the school has Section 21 status, enabling all parents, through involvement in the Governing Body and its committees, to play an active role in ensuring the best for their children.

SCHOOL BADGE

The white shield is divided into four by a green cross representing our green heritage. In each quadrant is a red motif. The first is the Lamp of Knowledge and Sacrifice. In the second quadrant are three stars representing the three C's - Character, Citizenship and Courtesy. The third motif is the Fleur de Lys, a symbol of service to others. It embodies the school motto. The final symbol is the Anchor, depicting security and steadfastness of purpose.

A BRIEF HISTORY

The school was named in honour of Dick King and his epic ride along the coast (mention is made of this in the school song) and there were four Houses - Chard, King, Lindley and Ross - all commemorating people who epitomised the school motto: Ut Prosim (That I may be of Service).

The original Kingsway High School buildings were in Dartnell Crescent, south of the Amanzimtoti river. Built on a hill, the school commanded a fine view along the coast towards Durban, and was regarded as a showpiece. Building was completed in early 1953. The first learners, formerly at Warner Beach High School, which was then closed down, commenced their studies in the brand new school at the beginning of the second term of 1953. Mr D G Truscott was the first Headmaster.

In 1971 a new school was built north of the river. It was originally meant to house boys, while the original Kingsway was to be a girls' high school. However, before this could be implemented, a new decision was taken to make the original school a Junior High School and the new school a Senior High. The school thus split at the beginning of 1972, with Mr A E Larkin as the Principal of Kingsway Junior High (Standards 6 and 7) and Mr P Bazley as Principal of Kingsway Senior High (Standards 8, 9 and 10). In 1975 it was decided to make each school a full, co-educational high school and thus a new name had to be found for the school south of the river as it was felt that the senior high school (although not in the original buildings) should retain the name and traditions. The "old" school became Amanzimtoti High School.

Kingsway High celebrated its Golden Jubilee in 2003.

Our vision is to be the family school of preference through distinction.

The Kingsway mission is to empower and inspire young men and women to move boldly into the future.

Our values are honesty, respect, responsibility and loyalty in the spirit of our motto "Ut Prosim" to be of service.

STAFF STRUCTURE

ACADEMIC STAFF

Principal: Mr. G. Harrison

Deputy Principals: Mrs V. Brits
Mrs L. Cogan

Heads of Department

Teachers

SUPPORT SERVICES

Senior Secretary:	Mrs L. Cole
Secretaries:	Mrs H. Meredith
	Mrs K. Cox
Librarian:	Mrs J. Weber
Financial Secretary:	Mrs G. Symons
Debtors Controller:	Mrs B. Rainbird
Bursar:	Mrs C. Smit
H.O.D. Sports:	Mrs K. Barnes
Sports Assistant:	Ms K. McKenna
Grounds & Buildings Manager:	Mr J. Maritz

Laboratory Technician

General Assistants

Each subject has a Subject Head who is usually a Head of Department or a Senior Teacher. Each Grade has a member of management and an assistant, appointed by the Principal, to see to the pastoral care of the learners in that standard.

The academic staff are State-paid employees and when the necessity arises, additional teachers are employed and paid from school funds. This maintains an equitable learner- teacher ratio.

CLASS DIVISIONS

The Grades are subdivided into registration classes dependent upon the number of learners in each grade. In Grade 8 and 9 the top two classes are graded according to ability and the rest are mixed ability.

In Grades 8 and 9 each class is taught as a unit and its membership seldom varies from subject to subject.

In Grades 10, 11 and 12 actual teaching group sizes depend upon subject choices and learner ability, thus class membership varies from one period to the next. Learners do however, have a “base” class called their registration class.

GOVERNING BODY

Kingsway High is a State school with a Governing Body. The Governing Body which consists of the Principal and twelve elected members including parents, educators, non-educators and learners, has considerable statutory power. The Governing Body is the mouthpiece of the parents; it keeps a watching brief on the well-being of the school and the maintenance of the grounds and buildings. It is deeply involved in the planning of policies and has the power to levy school fees and enforce payment thereof. Staff appointments are part of its portfolio as are items such as uniforms, operating times, discipline and finances.

COUNSELLING

The Counselling Department at school is concerned with helping teenagers to adjust to high school, to mature, to cope with problems and decision-making techniques. A child entering the school at the beginning of Grade 8 is very different physically, emotionally and socially from the young school-leaving adult, and the 5 years of growth and development are often not easy for the teenager. Individual counselling is available to all learners, either before school, or during breaks and after school. If a crisis develops the learner may speak to the counsellor (Mrs Schroder) during lessons with the teacher's permission.

Life Orientation lessons are held during the normal school day and registration classes discuss topics suited to their needs. Grade 8 learners learn to cope with the high school environment and Grade 9's are helped to choose their final FET phase school subjects. Grades 10, 11 and 12 lessons are mainly geared to career counselling and the making of informed decisions for future tertiary education and employment. Physical education is a compulsory assessment component in this phase.

Every Grade 12 learner has the opportunity of a private interview after school with his/her parents and the counsellor to draw together the information gained from the writing of various interest, personality, aptitude and values tests. We believe that this service is invaluable to the school leaver. We also have an excellent careers library in addition to other activities such as our "Careers Expo."

Since the state has cut back on all its Psychological Services the school has come to an agreement with Ferguson & Maulson to provide consultation and other therapeutic services when necessary.

Our aim is to provide a caring and informed service to the learners.

SECTION B – FINANCE AND FEES

TEXT BOOKS AND STATIONERY

The Department of Education has supplied some of the textbooks for the learners to use. To insure the return of these books a refundable deposit is levied. The remainder of the textbooks and stationery are purchased by the learner.

Booksellers will be on the premises the week before school opens in the new year.

FINANCE COMMITTEE

The funds received from school fees are administered by the Finance Committee on which both staff and parents are represented. The Committee is chaired by a Governing Body member.

System controls operate to ensure that the funds are both invested and spent wisely.

SCHOOL FEES

The school derives income from two major sources

1. The State:

The State pays some staff salaries and makes a Norms and Standards allocation of about R160 000 p.a. to cover all other expenses.

2. The Parents:

To ensure the maintenance of reasonable standards, parents have had to pay increasingly higher fees. There is no indication that this pattern will change. Parents experiencing genuine financial hardship must approach the Governing Body which will treat their requests in strictest confidence. An application form for total or partial exemption from school fee payment is available from Mrs Rainbird. Please note the school fees are due in full at the beginning of the year. If you are going to use the alternatives offered by the school, debit orders, etc you must inform the school accordingly.

The criteria set up to qualify for a 10% discount:

1. All school fees from previous and current years must be paid up to date by the end of the year.
2. Payment in full before the end of the first term. There will be no exceptions.

The criteria set up to qualify for R200,00 discount:

1. All school fees from previous and current years must be paid up to date by the end of the year.
2. A Debit Order must be instituted to run from February to November. Dates of Debit Order either 15th, 25th of the month or the last day of the month. The Debit Order must be met every month to qualify for the discount. One unpaid debit order and no discount will be given, so please ensure that there are sufficient funds in your account to meet this commitment. After 9 consecutive payments a discount of R200,00 will be given in November.
3. Nine post-dated cheques must be lodged with the school for either January to October or February to November. The cheque MUST be dated for the same date every month. If one of the cheques is unpaid by the bank then the final months discount will be forfeited and full payment will be due.
4. Nine monthly payments via internet banking on the same day of the month plus last payment in November.

Only the above methods of payment qualify for a discount.

Only part payment of fees from a December bonus will be accepted, as payment for school fees must be done on a monthly basis. Those parents wishing to pay per term, or those parents wishing to pay the balance of the fees in December, must notify Mrs Rainbird, in writing before the end of January.

It is essential that you adhere to whatever method you decide on in order to save any embarrassment to yourself and child/children.

GROUP ACCIDENT INSURANCE SCHEME FOR LEARNERS

It is strongly recommended that this cover, against unforeseen accidents, is taken out as it has proved invaluable in emergencies particularly where no medical aid cover is available. Information regarding the scheme, together with the premiums for the year, is sent to parents at the beginning of each year.

SECTION C – DISCIPLINE

The school's ethos is rooted in a belief in firm sensible and consistent discipline. It is the aim that ultimately this discipline will be self-imposed. The Code of Conduct ensures the smooth running and maintenance of the standards of which the school is proud.

Transgressions of the rules are handled in a just manner and discipline is not repressive. Other forms of correction include periods of detention and 'community service'. Where necessary, learners are referred to the counsellor. Routine transgressions are dealt with by all teachers and prefects, with more serious cases being referred to the management of the school. In many instances parents will be notified or contacted. In extreme cases of misconduct, suspension from the school will be considered, pending the holding of a disciplinary committee tribunal hearing by the Disciplinary Tribunal of the Board.

CODE OF CONDUCT

This reflects the views and collective will of the parents, educators and learners on how the learners should conduct themselves.

Rules cannot be written to cover every aspect of school life, and above all, learners are expected to use common sense, and to conduct themselves in school and out, in a manner which will bring credit to the school.

The aim is to create a learning environment for all to achieve to the best of their ability.

The rules exist entirely to ensure that the school functions harmoniously and efficiently.

TYPES OF DETENTIONS

FRIDAY DETENTION

Friday detention (the debit system) is one form of punishment used at Kingsway High School. The number of debits given for various offences is specified in our code of conduct. Five debits constitutes a Friday Detention from 14:30 – 15:30

Once a learner has accumulated 5 debits, a detention slip is printed by the teacher in charge on a Monday morning and placed in the registrar's pigeonhole to be handed out during registration or the next day. Learners have to sign for their detention slips as proof of receipt.

Parents will acknowledge the detention slip by signing the detention slip, and this slip is then handed to the teacher in charge during registration of the Friday detention.

The duration of detention is 1 hour after registration has taken place and learners have settled into silence.

NB: Detention takes priority over all other commitments unless a letter in writing is received from parents informing the teacher in charge of a previous appointment.

Failure to attend detention will result in a one day suspension.

LATE DETENTION

If a learner is late for school, without a valid written excuse from a parent, he/she will attend late detention on that same day in the classroom of the teacher in charge at second break on the same day.

PREFECT DETENTION

The Prefects run this detention in a designated venue during second break. As the Prefects do not have the authority to use the debit system, they may issue Prefect detention to a learner for the following reasons for example, out of bounds, disrespectful to Prefects, continual uniform offences, misbehaving in assembly, not obeying Prefect instructions etc.

COMMUNITY SERVICE

Community Service is the punishment for a letter of warning. It is held on a Friday afternoon for 1½ hours and is controlled by the Prefect Body and the teacher in charge. Learners are expected to perform general maintenance tasks improving the school property and the school in general, for example litter, weeding, etc.

SECTION D – SCHOOL UNIFORM

GIRLS UNIFORM

(N.B. All items must be of approved pattern. No advertising Logos)

(a) WINTER UNIFORM:

- Blazer - bottle green with school badge. Skirt - bottle green of prescribed length i.e. no shorter than 10cm above the knee.
- Long pants, mid-grey NOT charcoal grey or stretch. Available from Woolworths or The Tailor in Amanzimtoti.
- Shirt, white, long sleeves. (Summer shirt not acceptable)
- Tie, as specified.
- Stockings, skin coloured or short white socks. Grey socks when wearing long pants.
- Shoes, black plain bar type - those known as "school shoes".
- Jersey, bottle green.

(b) SUMMER UNIFORM

- Skirt - bottle green of prescribed length i.e. no shorter than 10cm above the knee.
- Shirt, white with green trim, open neck, short sleeves, with school badge on pocket, worn untucked.
- Shoes, black plain bar type - those known as "school shoes".
- Socks, short white.
- Jersey, bottle green, or tracksuit top.

NOTE

- Mixing of winter and summer uniform is not permitted
- Blazer and jersey should be shorter than the skirt.
- A blazer must be worn with a tie and long sleeve shirt only. There must be 2 buttons on the front of the blazer. These must be fastened all times outside the classroom. (Blazers may be removed during breaks)
- Long pants may only be worn with a blazer and tie.
- Socks and stockings may be worn together. Socks must be turned down.
- Foundation garments must be white or beige.
- The winter uniform may be worn in summer particularly on cold days.
- The official tracksuit is a compulsory item and is worn to sport functions, matches and tours, when writing exams and Wednesday and Thursdays when the school is in winter uniform.

GIRLS APPEARANCE

(a) HAIR

- Hair must be tied up if it touches the collar.
- No pieces may hang across the face and loose hair must be clipped back.
- No dyed/highlighted hair.
- No dreadlock, wigs and weaves are allowed.
- Girls may not tie their hair into bunches all over their heads.
- Only green, red, white, brown (for brown hair) or black (for very dark hair) hair bands are allowed. No *fancy* hair bands, hairgrips.

(b) GENERAL

- Only one plain stud (gold/silver) per ear, in the lower part of the lobe.
- No jewellery is allowed, e.g. no chains, armbands etc are permitted.
- Nails may not be seen, if looking from the palm of the hand.
- Only clear nail varnish.
- No makeup is allowed, e.g. no eyeliner, false eyelashes or mascara are permitted.

BOYS UNIFORM

(N.B. All items must be approved pattern. No advertising logos)

(a) WINTER UNIFORM

- Blazer, bottle green with school badge. Flannels, mid-grey not charcoal. Black or grey belt with small buckle.
- Shirt, white, collar and long sleeve.
- Tie, as specified.
- Socks, grey.
- Shoes, black, plain leather, lace-up - those known as “school shoes”.
- Jersey, bottle green (V-neck) or tracksuit top.

(b) SUMMER UNIFORM

- Flannels, mid-grey not charcoal or regulation shorts, mid-grey. Black or grey belt with small buckle
- Socks, grey socks or long grey socks with shorts.
- Shirt, white, short sleeves with school badge.
- Shoes, black, plain leather, lace-up - those known as “school shoes”.
- Jersey, bottle green, V-neck, long sleeve; and or
- Tracksuit top.

NOTE

- A blazer must be worn with a tie and long sleeve shirt only. There must be 2 buttons on the front of the blazer. These must be fastened all times outside the classroom. (Blazers may be removed during breaks)
- The winter uniform may be worn in summer particularly on cold days.
- Short pants may not be worn with winter uniform.
- White vests/T shirts may not be visible under summer shirts.
- The official tracksuit is a compulsory item and is worn to sport functions, matches and tours, when writing exams and Wednesday and Thursdays when the school is in winter uniform.

BOYS APPEARANCE(a) Hair

- Hair cut above the eyebrows and above the ears. Not thick/curly.
- Gelled hair must be combed flat.
- No hair extensions, wigs and no Afro hairstyles.
- Clean-shaven. (No side burns, beards or moustaches).
- Side burns must be cut above the pixie part of the ear.

GENERAL FOR BOTH SEXES

(a) ID CARDS

- ID cards must be visible at all times for security purposes.
- Learners who leave their ID cards at home must apply for a temporary card with Mrs. Phungula before school.
- Defaced ID cards must be replaced from the finance office.
- Nothing may be attached to the ID card or clip.
- Learners are not allowed to enter an examination venue without an ID card.

(d) GENERAL

- Any garments not part of the uniform may not be used and/or worn.
- Official Kingsway High Scarf may be worn with winter uniform only and on Saturday sports with the official Kingsway Tracksuit.
- No plasters covering earrings, and definitely no pieces of hairbrush in the holes.
- Learners attending school functions are required to wear full school uniform unless otherwise instructed.
- Learners with KZN or SA Blazers/jackets, may wear these on a Friday.
- The school operates a thrift shop where parents may acquire new and certain second-hand uniforms items at reduced prices. Phone Mrs Francis 031 916 1979.
- Items of uniform and sports attire are obtainable from Gem Stores in Durban, Limbro Schoolwear, Clairwood, and the school.

CO-CURRICULAR DRESS REQUIREMENTS

PHYSICAL EDUCATION DRESS REQUIREMENTS

Shirt:	Boys: Kingsway sports shirt, white with embroidery badge on front and green inlay on collar and green piping on sleeve. Girls: Kingsway sports shirt, white with embroidery badge on front and green inlay on collar and green piping on armhole. No sleeve.
Short:	Green school baggies or quantec shorts (no labels)
Costume:	School costume and <u>red</u> swimming cap. (refer swimming)
Tracksuit:	Official tracksuit worn with sports shirt and sports shoes

ATHLETICS AND CROSS COUNTRY

Practice:	PE kit
<u>Meetings:</u>	
Shirt:	Red, green and white vests Green crop top if necessary (must be supplied by learner)
Shorts:	Green running shorts ONLY green ski-pants
Socks:	White socks and running shoes.

BADMINTON

Practice:	PE Kit
<u>Matches:</u>	
<u>Girls:</u>	
Dress:	Green dress
1 st Team:	Red dress
Socks:	Short plain white socks.
<u>Boys:</u>	
Shirts:	Kingsway sports shirt
Shorts:	Green baggies
Socks:	Short plain white socks.

BASKETBALL

Practice:	PE kit.
<u>Matches:</u>	
Shirt:	Green and white reversible sheen vest
Shorts:	Green and white sheen shorts (available from thrift shop).
1 st Team:	Red and White reversible kit

CANOEING

Shirt:	Green canoeing vest
Shorts:	Black cycling pants

CRICKET

Practice:	PE kit
<u>Matches:</u>	
Shirt:	Kingsway High sports shirts
Pants:	U14 - Green shorts Other teams- White long pants
Socks:	Hockey socks
Caps:	Green
<u>1st Team:</u>	
Shirt:	Kingsway High 1 st team sports shirts with red inlay
Pants:	Long white pants
Caps:	Red caps.

CYCLING

Shirt: White/green cycling shirt
 Shorts: Black cycling shorts
 Shoes: Cycling shoes

GOLF

Shirt: Kingsway High sports shirts
 Pants: Long pants in light Khaki
 Caps: Red caps with KHS embroidery on front

HOCKEY BOYS

Practice: PE kit

Matches

Shirts: Kingsway green sheen sport shirt
 Shorts: Green baggies
 Socks: Bottle Green with white, red and white stripe.
 1st Team:
 Shirt: Kingsway red sheen shirts
 Shorts: Black shorts
 Socks: Red socks with white, green and white stripes.

HOCKEY GIRLS

Practice: PE kit

Matches

Dress: Green dress
 Socks: Bottle Green with white, red and white stripe.
 1st Team:
 Dress: Red sublimated kit
 Socks: Red socks.

NETBALL

Practice: PE kit

Matches

Dress: Green dress
 Socks: White socks
 Shoes: Netball shoes
 1st team:
 Dress: Red sublimated kit
 Socks: White socks
 Shoes: Netball shoes

RUGBY

Practice: PE kit or old Kingsway rugby jerseys.

Matches

Shirt: School rugby jersey
 Shorts: White boxer shorts
 Socks: School rugby socks.
 1st Team:
 Shirt: Red sublimated kit
 Shorts: White boxer shorts
 Socks: Red socks

SOCCER

Practice: PE kit

Matches:

Shirts: Kingsway green sheen sport shirt

Shorts: Green baggies

Socks: Bottle Green with white, red and white stripe.

1st Team:

Shirt: Red sheen sport shirt

Shorts: Black shorts

Socks: Red socks with white, green and white stripe.

SOFTBALL

Practice: PE kit

Matches:

Shirt: Kingsway High sheen sports shirt

Pants: White mid-calf pants

Socks: Hockey socks

Caps: Green caps with K.H.S on front

SURFING AND BODYBOARDING

Costume: School team costume or green school baggies.

Rash vest: White, green or red.

SWIMMING

Girls: Kingsway bottle green T back costume with red and white inlaid strip on sides. Green crop top may be worn under costume if necessary.

Boys: Bottle green speedo costume with red and white inlaid strip on sides.

TOUCH RUGBY

Shirts: Kingsway green sheen sports shirt.

Shorts: Green baggies

1st Team:

Shirt: Red sheen sport shirt

Shorts: Black shorts

Socks: Red socks with white, green and white stripe.

VOLLEYBALL

Practice: PE kit

Matches:

Shirt: Kingsway green sheen sports shirts

Shorts: Green baggies or school tracksuit pants (only for girls).

Socks: White socks.

1st Team: Red 1st team kit

WATERPOLO

Girls: Kingsway bottle green waterpolo costume with zip at the back and red and white inlaid strip on sides. Green crop top can be worn under costume if necessary.

Boys: Bottle green speedo costume with red and white inlaid strip on sides.

1st Team: Approved 1st team costume.

SUPPORTERS KIT

Shirt: Kingsway High School sport shirt with tracksuit top or jersey

Pants: Long blue denims jeans

Socks: Socks

Shoes: Takkies

TRACKSUIT

- The official Red and White striped tracksuit with tackies and socks may be worn at all sporting functions and matches.
- It may be used to travel to a sporting event.
- If the learners do not have a tracksuit they must wear full school uniform.

GENERAL

- Home matches: Kit with blazer or tracksuit.
- Full school uniform is also required for certain sports activities and outings.
- 1st Team jackets may be worn by 1st team players in all sports. Swimmers and Athletes may wear 1st team jackets when they have participated for the team for three consecutive years.
- If for any reason correct uniform cannot be worn on a particular occasion, the parent should write a note to the Headmaster explaining the circumstances.
- First teams may wear step-out kit as approved by the headmaster whilst travelling.

SECTION E – ACADEMICS

Kingsway High School adheres to the following curriculum:

GRADE 8 AND 9	NQF Level 1	Senior Phase of General Education and Training (GET) Revised National Curriculum Statement
GRADE 10	NQF Level 2, 3 and 4	Curriculum Assessment Policy Statement (CAPS)
GRADE 11 and 12	NQF Level 2, 3 and 4	Further education and training (FET) National Curriculum Statement Leading to the National Senior Certificate (NSC)

G.E.T PHASE

(Grades 8 and 9)

The learners follow an Outcomes Based Education system in Grades 8 & 9. In this curriculum knowledge has been integrated with the goals and values of social justice, equality and democracy interwoven and combined in broad learning areas:

Languages, Mathematics, Natural Sciences (NS) Technology (TECH), Social Sciences (SS), Economic and Management Sciences (EMS), Arts and Culture (AC) and Life Orientation (LO). Outcomes-based education emphasises that effective teaching leads to concrete learning (outcomes) by learners.

F.E.T. PHASE

(Grades 10, 11 & 12)

The learners receive a general formative education based on a broad curriculum that is organised into subjects. These are linked to the NQF organising fields of knowledge and therefore various fields and disciplines in the world of work. This is a 3 year course leading to the National Senior Certificate, a NQF Level 4 Qualification.

The learner will study four compulsory subjects:

- 2 Languages - English and Afrikaans or IsiZulu
- Life Orientation, Mathematics or Mathematical Literacy
- The learner will select and study a further 3 subjects from our subject package as published.

The assessment programme will be published for all grades at the beginning of the year and distributed to all parents.

Under the package system subjects are arranged in “lines” as follows:

- LINE 1: English Home Language.
- LINE 2: Afrikaans First Additional Language, isiZulu First Additional Language.
- LINE 3: Mathematics, Mathematical Literacy.
- LINE 4: Life Sciences, Physical Science, Tourism.
- LINE 5: Accounting, Dramatic Arts, Engineering Graphics and Design, Geography, History.
- LINE 6: Computer Applications Technology, Business Studies, Geography, Hospitality Studies, Life Sciences, Visual Art.
- LINE 7: Life Orientation.

Whether any particular package is actually offered depends on several factors, the most important of which are:

1. Sufficient Enrolment:

For a subject already on offer, a minimum of 25 learners in any one grade is necessary.

2. Availability of Staff.

Clearly a vital factor. There is an acute shortage of teachers in some subjects.

3. Suitability of the Learner.

Learners must be guided into a wise choice of package for the F.E.T. Phase. Choices of package must be on sound educational grounds. During their Grade 9 year learners are counselled in this matter, and a subject prospectus describing subject requirements and syllabuses is available to parents and learners.

NON-EXAMINATION SUBJECTS

1. RELIGIOUS EDUCATION

Parents who for any reason do not wish their children to participate in Christian based programmes or assemblies should communicate their fully motivated wishes in writing to the Headmaster.

2. PHYSICAL EDUCATION

Physical education is compulsory as part of the Life Orientation curriculum and assessment contributes to the term marks. Exemptions may be given:

- (a) permanently – for those who are certified by a medical practitioner as being unfit to participate in physical education activities. The school must be provided with a copy of the medical certificate.
- (b) temporarily – for those who are in some way temporarily incapacitated. Application for such temporary exemption must be made by the parent, in writing to the Headmaster, who may call for a medical certificate if he deems it necessary.

SECTION F - ASSESSMENT

The following system is used to assess the learners' academic progress during the course of a year:

GRADES 8 AND 9

The assessment in Grades 8 and 9 is based on the principles of the outcomes based education (OBE) model. The main purpose of assessment in GET (General Education and Training) is for individual growth and development and not only for promotion decisions. Continuous assessment will be used throughout the year (terms 1 – 3) as well as summative examinations in June and at the end of the year.

CBA: Class Based Assessment

GBA: Grade Based Assessment

1. Term 1: CBA: Marks earned in activities, tests, assignments, etc in the 1st term.
GBA: Marks earned in standardised tests.
This result counts for 20% of the final promotion mark.
2. Term 2: CBA: Marks earned in activities done in the second term.
GBA: Examinations on work done in the first half of year written end May.
This result counts for 35% of final promotion mark.
3. Term 3: CBA: Marks earned in activities done in the third term.
GBA: Marks earned in standardised tests.
This result counts for 20% of the final promotion mark.
4. Term 4: CBA: Marks earned in activities done in the fourth term
GBA: Examinations on work done in the second half of the year written in November
This result counts for 25% of final promotion mark.

NOTE: A final report reflecting the position for the entire year is sent to parents at the end of Term 4.

A learner must have made satisfactory progress in ALL Learning Areas in order to progress to the next grade. This means that more than half of the Learning Outcomes of each of the learning areas must be satisfied.

PROGRESSION/ PROMOTION OF LEARNERS IN GRADES 8 AND 9

A learner will only progress if the following achievement requirements are satisfied:

- At least 40% in one of the Official Languages offered & Mathematics;
- At least 30% in the other Official Language; and
- At least 40% in four other Learning Areas.

GRADES 10 AND 11

1. Term 1: CBA: Marks earned in tests, assignments, etc. in the first term of the year.
GBA: Marks obtained in standardised tests.
This result counts for 15% of the final promotion mark.
2. Term 2: CBA: Marks earned in activities done in the second term.
GBA: Examinations on work done in first half of year written in May.
This result counts for 30% of final promotion mark.
3. Term 3: CBA: Marks earned in activities in the third term.
GBA: Marks obtained in standardised tests.
This result counts for 10% of the final promotion mark.
4. Term 4: CBA: Marks earned in activities in the fourth term.
GBA: Full examination on all work to date.
This result counts for 45% of the final promotion mark.

NOTE: A final report reflecting the position for the entire year is sent to parents at the end of Term 4.

PROMOTION OF LEARNERS IN GRADES 10 AND 11

To obtain promotion in Grade 10 and 11 a learner must achieve 40% in three subjects, one of which is an official language at home language level, and 30% in three subjects.

GRADE 12

1. Term 1: CBA: Marks earned in activities tests, assignments, etc. in the first term of the year.
GBA: Marks obtained in control tests.
This result counts for 20% of the final mark.
2. Term 2: CBA: Marks earned in activities done in the second term.
GBA: Examinations on work done in first half of year written in May.
This result counts for 40% of the final mark.
3. Term 3: Marks earned in the Trials examination.
This result counts for 40% of the final mark.

In Grade 12 a year mark (CASS), consisting of GBA (June Examination and Trials) and CBA (Mark Orders) will constitute 25% of the final matriculation mark.

NSC PROMOTION REQUIREMENTS

To obtain the National Senior Certificate, a learner must achieve 40% in three subjects, one of which is an official language at home language level, and 30% in three subjects.

REPORTS

Full examination and term reports are taken home by the learners at the end of each term.

SECTION G – CO-CURRICULAR ACTIVITIES

Participation in co-curricular activities contributes immeasurably to the emotional, social and physical development of the child and it is expected of all pupils to participate in at least one summer and one winter sport as well as one cultural activity for the year.

The school offers a full range of sports and societies. These are as follows:-

<u>SPORT</u>		<u>TERMS</u>	<u>SPORT</u>	<u>TERMS</u>
1. Action Netball		1 & 3	12. Hockey	2
2. Aerobics		1	13. Indoor Hockey	1
3. Athletics		1 & 3	14. Netball	2
4. Badminton		1 & 2	15. Rugby	2
5. Basketball:	Girls:	1 & 2	16. Soccer	3
	Boys:	1 & 4	17. Softball	3
6. Canoeing		1 to 4	18. Surfing & Body Boarding	2 & 3
7. Chess		2	19. Swimming	1 & 4
8. Cricket	Girls:	1	20. Social Swimming	1 & 4
	Boys	1 & 4	21. Touch Rugby	1 & 4
9. Cross Country		2	22. Volleyball	1 & 2
10. Cycling		1 to 4	23. Waterpolo	1 & 4
11. Golf		1, 2 & 3		

CLUBS AND SOCIETIES (all Terms)

1. Art Club	11. Journalism/School Magazine
2. Alpha	12. K F C (Kingsway for Christ)
3. Choir	13. Maths Club
4. Crazy Craft/Cooks Club	14. Media Centre
5. Drama Club	15. Muslim Students Association
6. First Aid	16. Poetry Club
7. Healthy Eating Club	17. Photographic Club
8. Hindu Students Association	18. Public Speaking & Debating
9. Interact Club	19. Sound & Lighting
10. Junior Achievers	20. T A D A (Teenagers against drug abuse)

SECTION H- GENERAL NOTES

1. SCHOOL HOURS:

07h40 - 14h15

2. ATTENDANCE AT SCHOOL

Parents have a moral obligation to see that their children attend school regularly. Absence can only be condoned in the case of illness.

In all cases of absence a letter of explanation addressed to the Headmaster, must be brought by the child on his/her first day back which is handed to the Registrar.

Doctor's certificates are required for absence during all examinations.

Appointments for doctors, dentists, etc. should be arranged for times outside of school hours.

Applications for learners to leave school before the close of the school day must be made in writing as telephone calls are a security risk. The HOD of the grade makes the necessary arrangements.

If the learner is unavoidably late, the parent should write a note, or telephone the school secretary.

Learners who do not return to school after the final examinations, and do not contact the school are required to reapply for admission for the following year.

The school is allowed to remove a learner from its register after 10 days unaccounted absence.

3. HOMEWORK

Each learner in Grades 8 - 11 has a homework notebook into which the homework details are written. Parents are requested to sign the homework notebooks - but only once they have ascertained that the homework has been done. This does not mean that parents are to supervise homework or to assist in the doing of it, but only to satisfy themselves that a genuine attempt has been made to do what has been set.

4. LEADERSHIP

The school has structured different leadership roles for the senior learners taking cognisance of their individual talents. These include the Representative Council of Learners, Prefects, Mentors, Career Monitors, Abelusi, Sports Co-ordinators and Learner Image Advisors.

Additional leadership positions exist including the Library monitors, Green Scorpions, class captains, sports captains, and club chairpersons.

In an attempt to extend and develop the learners' leadership abilities, courses are arranged for different standards making use of the expertise of outside bodies, as well as the staff of Kingsway High School.

5. 9-DAY CYCLE

To cut down on the disruption caused by frequent changes of class, and to allow more time for in-depth study, Kingsway follows a 9-day cycle. Each day is divided into 5 lessons with two breaks.

6. LEARNER TRANSPORT

Most of our learners travel privately to school but some use trains and buses. Train Timetables can be obtained at local stations.

We are fortunate however that a private company runs a service as outlined below. The timetable does change on a regular basis. Please contact the company for current times.

Singhs Tours: (039) 9795447 or (039) 9795633 (phone/fax)
Dass Bus Services (Isipingo area)

SECTION I – COMMUNICATION

Kingsway High School encourages a close communication and co-operation between parents and teachers in any matters relating to the education and general welfare of the learners.

The Principal has delegated responsibility and has full confidence in his management team. Each grade has a H.O.D. and Assistant Grade Head to administer the respective grade with their registrars. All concerns can therefore be directed to the H.O.D. of the grade who will refer to the Principal if necessary. Parents are asked not to communicate directly with teachers.

Methods of communication:

1. CORRESPONDENCE

All correspondence, regardless of the topic, should be addressed to the Headmaster. Parents should refrain from communicating with members of staff or prefects without the Headmaster's knowledge. All letters must include the date, name and admin number of the learner.

2. SMS

The school does send short abbreviated messages of an urgent nature to keep parents informed. Please provide the finance office with your cellphone details.

(Essential during emergencies)

3. SCHOOL COMMUNICATOR

A internet facility to use at home or work to keep you fully informed, updated and providing resources for parents and learners to use.

Enquire at the finance office for the downloadable CD or download from the internet directly.

(Essential during emergencies)

4. NEWSLETTER

Once a term letters of general newsworthy events or achievements to keep everyone informed are sent home with the learner.

5. PARENTS' EVENINGS

Grades 8 - 11 have a parents' evening in the second or third terms. At these evenings, the parents have the opportunity to meet the teachers of their children on a one-to-one basis.

A Grade 12 information evening is held early in the first term to tell parents of some aspects concerning the Grade 12 year, e.g. orals in the languages, practical examinations etc. The Grade 12 parents' evening is held later in the year to review progress.

A Grade 9 subject choice information evening is held during the third term.

6. INDIVIDUAL INTERVIEWS

Since the time which each parent has to see teachers is limited at the parents' evenings the school is quite prepared to set up additional interviews between parents and teachers at any stage of the year. There is a member of the School Management Team in charge of each of the grades. To arrange an interview, telephone the school secretary and ask for an appointment with the person in charge of the grade. It is at this interview that arrangements can be made to see individual teachers.

7. REPORTS

Reports on the academic achievements of learners are sent home at the end of each term.
(See "Assessment".)

8. CHANGE OF ADDRESS

Parents are asked to advise the school immediately of any change of address or telephone number (including business numbers).

9. CONTACT NUMBERS

Telephone No:	031 903 2353/4/9
Bursar:	031 903 4797
Fax No:	031 903 6811
School Address:	Private Bag X20007 Amanzimtoti, 4125
E-Mail:	khstoti@kingsway.co.za
Web address:	http://www.kingsway.co.za
For all sport queries	Phone/fax/messages
Sports Office:	031 903 2036