School policy
burden or blessing

PRESENTED BY: Dr. Andre Smith
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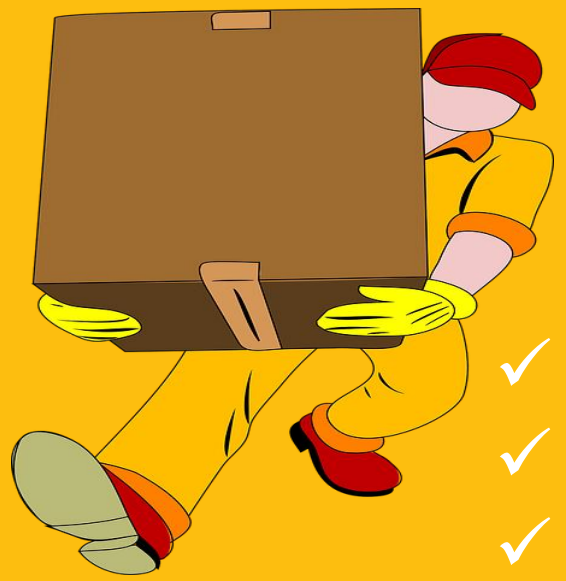
THE CHANGE IN EDUCATION



Policy:
a burden or a blessing

- ✓ What is policy?
- ✓ Which policies is NB!
- ✓ Developing a policy

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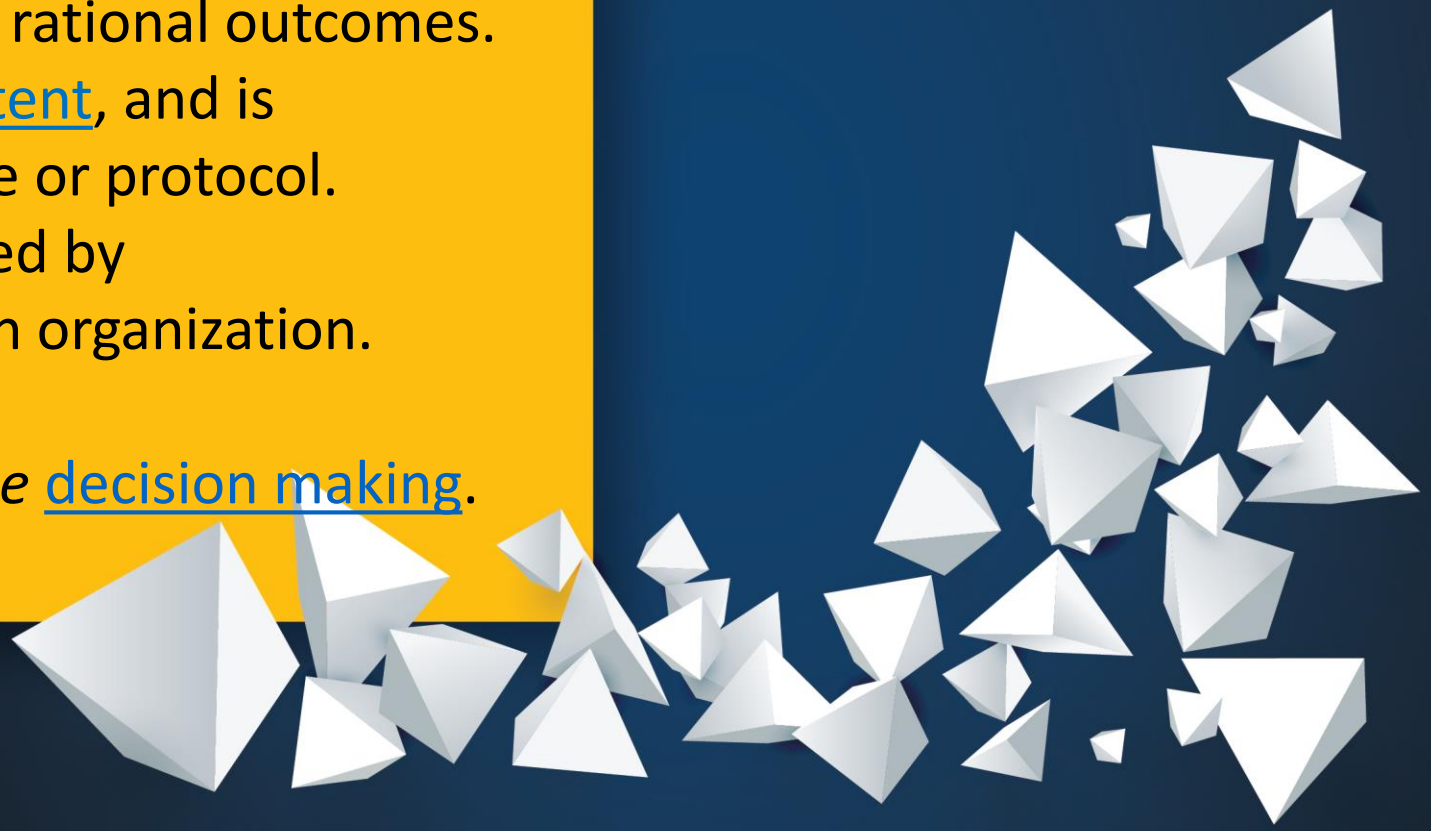
COMPANY POLICIES
SICK DAYS
We no longer accept a doctor's note as proof of sickness. If you are able to go to the doctor you are able to come to work.
PERSONAL DAYS
Each employee will receive 104 personal days a year. They are called Saturday and Sunday.
VACATION DAYS
All employees will take their vacation at the same time every year. Vacation days are as follows: January 1, Memorial Day, July 4, Labor Day, December 25.
THANK YOU
MANAGEMENT

What is policy?

DEFINITION

A **policy** is a deliberate system of principles to guide decisions and achieve rational outcomes. A policy is a statement of intent, and is implemented as a procedure or protocol. Policies are generally adopted by a governance body within an organization. Policies can assist in both *subjective* and *objective* decision making.



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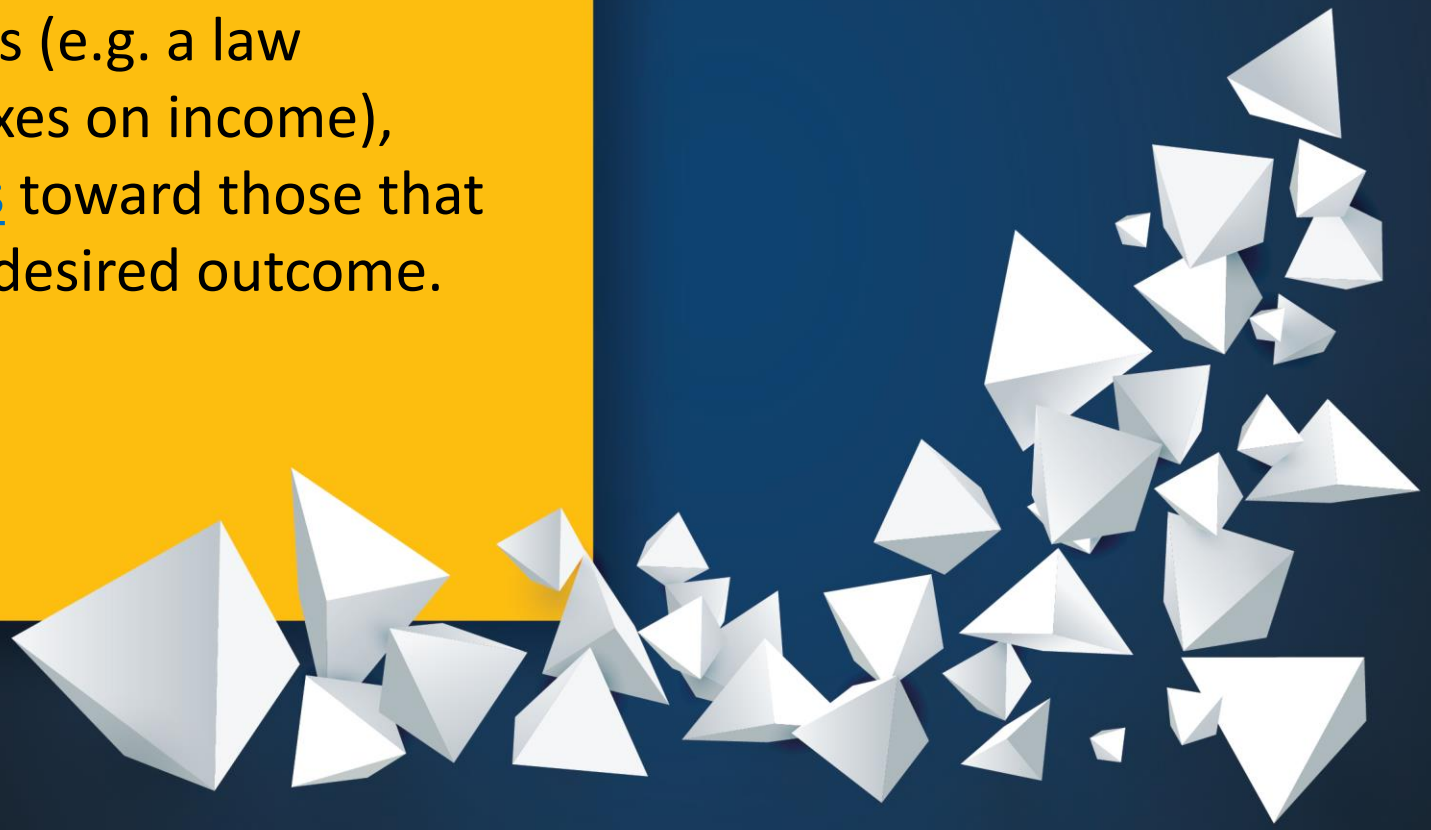
DEFINITION (cont)

Policy differs from rules or law. While law can compel or prohibit behaviors (e.g. a law requiring the payment of taxes on income), policy merely guides actions toward those that are most likely to achieve a desired outcome.



KEY ELEMENTS

- ✓ deliberate
- ✓ principles
- ✓ statement of intent
- ✓ governance
- ✓ decision-making
- ✓ not rules or law
- ✓ guides actions

Policy, Procedure, Directive?

- ✓ **“Policies”** are written explanations that describe principles, requirements, standards and limitations. It shows you *what to do*.
- ✓ **“Procedures”** are written documents with specific information on *how to do* something.
- ✓ **“Directives”** are written documents that further describe or explain policy and procedure. Furthermore narrative description and examples that can help with application thereof.

What is policy

How does policy help your school

- Framework for implementation of actions
- Enhance efficiancy
- Provide consistency
- Implementation of legal and other requirements
- Instrument for development

Who is responsible for school policy?

- SMT or SGB?
- Updating of policy
- Department of Education
- Generic policies
- SGB organisations e.g. Fedsas

Which policies is NB

Types of policy

- ✓Non-negotiable policies
- ✓Other policies

Non-negotiable policies

- ✓ Admission policy
- ✓ Financial policy
- ✓ Language policy
- ✓ Maintenance policy
- ✓ Code of Conduct – learners, staff, SGB
- ✓ Safety and security
- ✓ Constitution of the SGB
- ✓ Religion
- ✓ Covid-directives

- These policies are non-negotiable as they are necessary for a school's being and continued existence.
- It is also obligated by law and/or the Department of Education.

Other policies

- ✓ Academics, e.g. internal moderation, homework, assessment, marking, etc.
- ✓ Sport
- ✓ Culture
- ✓ Prize-giving
- ✓ Staff policies, e.g. clothing, appearance, staff fund, etc.
- ✓ RCL
- ✓ Aftercare
- ✓ Hostel
- ✓ Transport
- ✓ Social media
- ✓ Learner health, e.g. HIV/Aids, first aid, medicine, learner pregnancy, drug prevention, vaccinations, etc.
- ✓ Electronic meetings and decisions/resolutions

These policies are used to regulate the daily/ weekly/yearly running and organisation of the school

NB!!!

- ✓ Some policies are subject to departmental policies and regulations
- ✓ **All policies are subject to law!**

Relevant Acts, laws, regulations and directives

- ✓ Constitution of South Africa
- ✓ National Education policy Act, 27 0f 1996
- ✓ South African Schools Act, 84 of 1996
- ✓ Employment of Educators Act, 76 of 1996
- ✓ South African Council of Educators Act, 31 of 2000
- ✓ Disaster Management Act, 57 of 2002
- ✓ National Department of Education regulations
- ✓ Norms and Standards for the Language Policy in Public Schools Act, 1997
- ✓ Provincial Department of Education directives
- ✓ Other relevant documents regulating policy

Developing a policy

Principles for developing a policy

- ✓ Clear and understandable
- ✓ Concise and to the point
- ✓ Action-directed
- ✓ Common language
- ✓ Gender neutral
- ✓ Format and style
- ✓ Language

How to develop a policy

- ✓ Identify the problem or issue that needs to be addressed
- ✓ Make sure a new policy is necessary
- ✓ Determine which help will be needed
- ✓ Get a *policy team* together
- ✓ Obtain information from internal units and external organisations concerning related policies
- ✓ Develop the policy taking into account the guiding principles and format or style the school uses
- ✓ Circulate the draft policy with the relevant groups, e.g. SMT/SGB
- ✓ Present the final draft to SGB for approval of the policy
- ✓ Distribute and implement the approved policy

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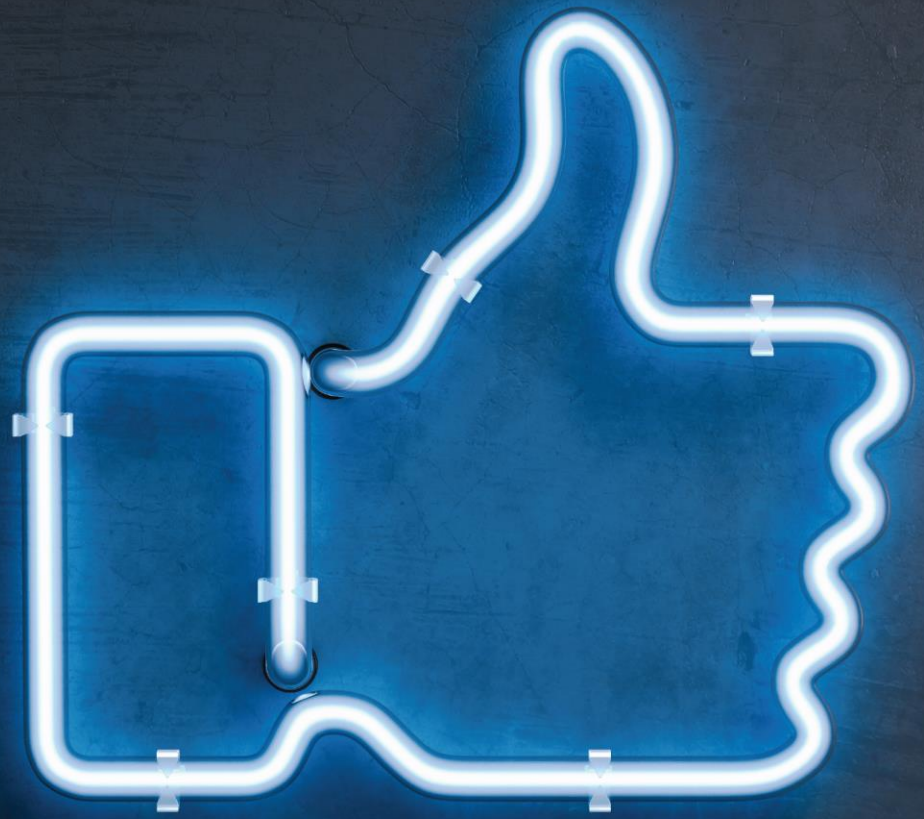

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