

# *Polly Shorts Academy*

## *School Constitution*



### **NAME OF THE ACADEMY**

This constitution applies to Polly Shorts Academy, herein referred to as “The Academy”

### **STATUS**

The Academy is registered under Impak as a tutor centrum, the registration was completed 19 November 2013 and the academy operates under Licence Number H4839, the academy is also a registered (PTY) Ltd.

The constitution is subject to the constitution of South Africa and any provincial legislation.

### **OUR MISSION**

Polly Shorts refers to perseverance to be showcased by the teacher and taught to the learner with learning difficulties, achieving educational excellence and reaching individual potential through creating a desired learning environment. Polly Shorts refers to the steepest hill in the Comrades marathon and encompasses the following attributes:

- Perseverance
- Camaraderie
- Dedication
- Selflessness
- Ubuntu

### **OUR VISION**

Our vision is to improve each of the learner’s performance through understanding the learner’s capabilities and develop the learner by challenging the learner and through support by maintaining the learner teacher ratio of 12 to one.

The academy’s vision is that every learner should enjoy high quality education which will enable the learner to participate and contribute economically and socially.

The academy’s further vision is to get involved in community projects, this initiative was developed in the latest strategic planning session of 2016.

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### OUR AIM

Our aim at the academy is to assist learners to achieve improved results by;

- building his/her self-belief.
- Creating the desired learning environment.
- Understanding each child and creating the desired programme.
- Continuously strive to improve our strategies of teaching.
- Liaising with parents highlighting;
  - ❖ Child's requirements in additional assistance.
  - ❖ Advise on methods to support learning.
  - ❖ Additional therapy as necessary.
  - ❖ Remedial assistance through a LSEN class.
  - ❖ Assist learner to achieve improved results by building his/her self-belief.
- Assess each child to understand their individual requirements.
- Interactive and one on one approach.
- Individual assistance during lessons.
- Reward the learner for success either academically or emotionally.

At the academy, we believe in building self-confidence and learner development of our learners by promoting active participation in the below mentioned extramural activities;

- Drama lessons.
- Extra classes in Mathematics and Reading through Stimulus Maksima.
- Development of children's physical fitness, we promote healthy living and develop motor skills that are necessary for future scholastic achievement. For this we make use of Kwanda Kinetics' qualified Biokinethisists.
- Guitar lessons by Swallow 15 Music Company

### OUR GUIDING PRINCIPLES

- Keeping the learner to teacher ratio at 12: 1
- CAPS Curriculum with learner support.
- Achieving excellence in all we strive for.
- Improved social skills of the learners
- Continuous assessments by making use of ANA and/or Schonell tests.
- Employment of teachers with exceptional teaching skills.
- Continuous improvement of learner programmes.
- Bi Annual meeting with parents to obtain useful information on service delivery.

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### **LANGUAGE OF OUR SCHOOL**

Polly Shorts Academy is a Bilingual institute providing education in both Afrikaans and English. This however does not exclude learners from other language groups provided they are conversant in either the Afrikaans or English language of our teaching and learning at the academy.

### **SCHOOL GENDER**

We are a co-educational academy offering young learners a valuable environment in which they can practice the required skills necessary in the present world. We further offer a well-balanced social life by presenting learning in a boys and girls school.

### **OUR SCHOOL RELIGION**

Polly Shorts Academy is a Christian academy offering schooling to Christians learners. However, freedom of conscience is practised and, with the concurrence of the Headmaster, attendance at religious observances is voluntary.

### **ADMISSION**

The academy's admission policy is determined by the directors of the school as well as the teachers of Polly Shorts Academy addressed during our annual strategic planning session, guided by the relevant national and provincial legislation, this appears in a separate document.

### **ACADEMY DISCIPLINE**

Students and staff discipline is conducted and managed by the academy principle and managing director. The staff discipline is in accordance to the Basic Conditions of Employment Act No. 75 of 1997 and the learners discipline is in accordance to the South African Schools Act, Act No. 84 of 1996, national and provincial legislation and the academy's code of conduct.

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### **MANAGEMENT OF THE SCHOOL**

The academy is managed by directors and teachers who are part of various committees. There is no governing body.

### **SCHOOL BUDGET, FINANCIAL RECORDS AND STATEMENTS**

- The Managing Director must establish an Academy Fund into which all money received by the Academy must be paid, and open a banking account.
- Each year the Managing Director must prepare a budget which shows the estimated income and expenditure of the Academy for the following financial year.
- The Managing Director must delegate signing powers to persons who may authorise payments from the Academy Fund in terms of the approved budget.
- The Managing Director must keep records of the funds received and spent by the Academy, and of its assets, liabilities and financial transactions.
- All financial documents to be sent monthly to the Academy's accountant for processing and verification.
- A business review meeting will be held at least twice per financial year with the Academy's accountant.

### **COMMITTEES**

The following committees are active and assist with the general management of the Academy;

- Health and Safety Committee
- Strategic Planning Committee
- Marketing Committee
- Initiatives Committee

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### OWNERSHIP OF THE SCHOOL

The academy is fully owned by its directors who are actively involved in the management of the academy.

### ORGANISATIONAL STRUCTURE

Director Operations and Principal - Mrs. Jaqueline Freise

Managing Director - Mr. Rainer Freise

Assistant - Clementine Lebeko

Teacher Grade R & 1 - Mrs. Niki Rust

Teachers Grade 2 to 3 - Mrs. Gerda Grobler

- Mrs. Alida Grobler

Teachers Grade 4 to 6 - Mrs. Yolanda Hurter

- Mrs. Sorika Loubser

Teachers Grade 7 to 9 - Ds. Yolande de Lange

- Mrs. Judy Viljoen



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### The Academy Organogram

