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PRIMARY SCHOOL WALVIS BAY (Incorporated association not for gain) 21/95/0111

SCHOOL POLICIES AND GOVERNANCE PROCEDURES: REGULATORY GUIDE

SCHOOL OPERATIONS AND GOVERNANCE POLICY

1. MAIN OBJECTIVE

The primary purpose of the school is to provide learners with quality education, rooted in Christian and national values, and delivered in accordance with the Namibian Constitution, education legislation, ordinances, and both national and international educational needs.

2. VISION

“To become the preferred school of excellence through holistic quality education.”

3. MISSION

“To pursue our school of excellence aspirations through Christian values, sound customer relations, responsive academic, sport, and cultural offerings, as well as qualified and engaged employees for the growth of our children and community.”

4. CORE VALUES

- Citizenship
- Integrity
- Respect
- Caring
- Responsibility
- Fairness
- Trustworthiness

5. A) LEGAL AND POLICY FRAMEWORK

The operations of the school are further guided by internal policies, which are drafted and reviewed by school management. These policies are aligned with high-level legal frameworks, including:

- The Namibian Constitution
- Basic Education Act 3 of 2020
- Labour Act 11 of 2007
- Affirmative Action (Employment) Act 29 of 1998
- Social Security Act 34 of 1994
- Companies Act 28 of 2004

Directors: C Theron (School Director) A Hartung (Chairman), R Rickerts,
J Lestrade, I Blaauw, P Alweendo, A Shitatu, A Humphries, L Rentzke

- The NamCode: The Corporate Governance Code for Namibia
- Articles of Association

B) INTERNAL POLICIES AND PROCEDURES

The school has a comprehensive set of internal policies that govern various aspects of its operations. These include but are not limited to:

INTERNAL ADMISSION POLICY: Governs the criteria, procedures, and requirements for learner admissions and re-admissions.

FINANCE POLICY: Regulates school fee structures, payment plans, and financial responsibilities.

COMMUNICATION POLICY: Outlines the procedures for internal and external communication between the school, parents, and staff.

ANTI-BULLYING POLICY: Defines the steps to prevent, report, and address bullying within the school community.

CCTV POLICY: Governs the use of CCTV for safety and security purposes, ensuring compliance with privacy regulations.

INTERHOUSE POLICY: Regulates the structure and operation of interhouse competitions, focusing on fair participation and sportsmanship.

DEBRIEFING POLICY: Provides guidelines for conducting debriefing sessions after major events or activities involving learners or staff.

LEARNER CODE OF CONDUCT: Establishes the behavioral expectations for learners, outlining disciplinary procedures for violations.

STAFF CODE OF CONDUCT: Sets forth the ethical and professional standards expected of all school staff, including teachers and support personnel.

PARENT CODE OF CONDUCT: Sets forth the ethical and professional standards expected of all school parents and guardians.

RECRUITMENT POLICY: Governs the recruitment and selection process for hiring staff, ensuring equal opportunity and compliance with employment laws.

These policies are drafted in alignment with the school's vision and mission, ensuring that the school operates effectively and ethically, while upholding high standards of education and governance

6. MANAGEMENT PRINCIPLES

The Board of Directors (BoD) is accountable for the responsible management of all school assets and liabilities. The BoD ensures that teaching processes adhere to the approved procedures set by the Ministry of Education, Arts and Culture, while upholding the school's standards of excellence.

The BoD has the following responsibilities:

- Enforce school rules, including fee collection and learner admissions.
- Review and revise rules, admission, and re-admission criteria as needed.
- Oversee all school operations in line with its objectives, and exercise powers not prohibited by law or the company's Articles of Association.
- Implement decisions made at general meetings without affecting the validity of prior lawful actions.

7. ADMISSION REQUIREMENTS

The Board of Directors determines the school's admission criteria on behalf of the parents. These requirements are subject to change, and the final decision on applications lies with the BoD.

8. Grievance Procedures

Parents and teachers are expected to follow the outlined grievance procedures:

- **Academic/Class-related**
 1. Class Teacher
 2. Phase Head/HOD
 3. Academic Head
 4. School Director
 5. Board of Directors (in writing)
- **Staff-related**
 1. Staff member/Teacher
 2. Phase Head/HOD
 3. Academic Head
 4. School Director (in writing)
 5. Board of Directors (in writing)
- **Sport-related**
 1. Sport Coach
 2. Head of Sport
 3. School Director (in writing)
 4. Board of Directors (in writing)
- **Policy-related complaints**
 1. Complaint/Suggestion form (RICK form)
 2. Board of Directors (in writing)
- **General Complaints (e.g., Parent or Reception issues)**
 - Parent-related:
 1. Complaint/Suggestion form (RICK form)
 2. Management Team
 - Reception-related:
 1. Head of Reception
 2. School Director (in writing)
 3. Board of Directors (in writing)



9. GENERAL MEETINGS

In compliance with the Namibian Companies Act and relevant laws, the Annual General Meeting (AGM) and other general meetings are scheduled by the BoD and chaired by the Board's Chairman.

10. CONTINUOUS REVIEW AND COMPLIANCE

The school's internal policies undergo regular review to ensure alignment with legal frameworks, including the Basic Education Act, Labour Act, and other statutes, to maintain compliance and governance standards

