



4.	<b>Sanctions when policy rules are breached</b>	If any of the policy rules are bent or broken, there will be consequences as spelled out in the conditions of service document where the grievance process is explained.
5.	<b>Management of information collected</b>	All comments, complaints and other relevant information pertaining to the Language policy will be summarized during parent meetings to make sure any concerns are addressed by the SMT.
6.	<b>Evaluation and review of policy</b>	This policy will be reviewed as soon as there are queries, new circumstances or legislation that will expect us to review this policy.
7	<b>All organizational procedures that relate to this policy</b>	<p>7.1 The Language for Learning and teaching is English in every classroom from Grade 000 to Grade 12.</p> <p>7.2 Where other Languages are taught as a subject, (Setswana or Afrikaans) it is up to the teacher to decide what Language she/he will be using in class as medium of instruction. The SMT prefers that the teacher will use the language taught to get preference in those classes as it will benefit the learners to hear the language they are supposed to ppass at the end of matric, however, if the teacher finds it necessary from time to time to teach a topic by explaining something to help the learners understand better, that he/she may do so.</p> <p>7.3 Teachers may not use a vernacular language to address the learners in any other subject and thereby exclude learners who do not understand that particular language.</p> <p>7.4 Learners must be encouraged to ask questions in the language of learning and teaching. Only if they cannot express themselves well enough in English, they may ask other learners to express the original question on their behalf in the correct language of learning and teaching.</p> <p>7.5 All administrative matters must be dealt with in English. All correspondence, answering the telephone, marketing materials, invoices, reports, computer systems etc. will be done in English as the official language for all communication.</p> <p>7.6 Staff must be encouraged to speak English in the staffroom as to not exclude anybody else who do not understand their language. Sensitivity is needed when it comes to using the correct language.</p> <p>7.7 All tests and examination papers must be proof read by a teacher from the English Department to correct poor expression of questions or choice of words.</p> <p>7.8 The school magazine or any other marketing materials must be proofread by a senior member in the English Department.</p> <p>7.9 Learners must have the opportunity to show off their skill in the language by participating in debates and other languages competitions like spelling Bee, drama and English Olympiads.</p>

8.	<b>General provisions</b>	<p>8.1 There will have to be a special effort to teach the English Language to the learners in the Foundation phase and Grade R. Those learners have not necessarily been exposed to English and those learners may not be disadvantaged because of the language barrier.</p> <p>8.2 The school will adopt a special phonics programme to which all learners in the Primary school must be exposed to and where needed in the High school as well.</p> <p>8.3 Learners are encouraged to speak English as much as possible and also during break on the playground to improve their proficiency in the language, but are not forced to speak English. They should understand the benefits of speaking English to each other only for the reason of picking up a broader vocabulary and to learn from others.</p> <p>8.3 The teaching of language must get preference in all matters pertaining to timetable, phonics programmes as well as language programmes for the computer centre.</p> <p>8.4 Teachers who speak other languages in the classroom to the detriment of any other child, will be dealt with according to the grievance procedures of the school.</p>
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