



Mokopane English Combined School

Staff Handbook (2026)

Part I

Welcome

Welcome to Mokopane English Combined School. This handbook provides essential guidelines, expectations, and school procedures to support a positive and professional working environment.

School Vision and Mission

VISION :

Our school cultivates independent, self-driven learners who thrive through growth, discovery, and active participation.

MISSION;

To do more; To do it better: To make a difference

SCHOOL VALUES

- Be honest, be true to yourself, finish what you start, tell the truth
- Be patient, empathetic, tolerant and compassionate with all and at all times
- Respect other people's feelings, boundaries, property and space
- Do what you need to do when you need to do it – to the best of your ability
- Celebrate the strength in our diversity – we are strong because we are different
- Do the right thing even when none is looking

Important information for teachers

Time and Attendance

- Contractually official hours are until 15:00 In the event that sport or extra mural activities are scheduled for after school, weekends and during school holidays, each teacher should make him/herself available. All teachers are required to commit to a minimum of two afternoons per week when the need arises for extra mural/academic support which may extend beyond 15h00. Currently we are working a total of 189 normal school days BUT we SHOULD ALSO work 9 Saturdays.
- Register period starts 7h15. Gates locked at 7h00. Classes starting 7h30. This may change during the test lessons.
- Morning meetings are an important element of the day to day operation of the school and need to be informative and time constrained. If you want something discussed at the Morning staff meeting, please let the Principal, Deputy Principal or Administrator know in advance, before the staff meeting starts.
- All teachers should be at school at 6h30. (06:45-7:00 Staff meeting in staff room. (You should have signed the register which is on the admin. table) Please always ensure to be punctual for all meetings.
- Assembly starts 07:00 Gates must be locked ensuring no unauthorized entrance to the school yard.
- Staff meetings 12:15 on Friday afternoons in the staff room for all teachers when necessary. (If you missed the morning staff meeting, or you were on duty, it is your responsibility update yourself with the information posted on the Principal's Forum.)
- All teachers must be present during assembly. Each register teacher is responsible for his/her group during the assembly.

Duties

- Please check the duty timetable and Principal's Forum to see when you are on duty or on invigilation duty. If you are not at school, it is your own responsibility to arrange replacement duties.
- When on any duty, every teacher **MUST** be visible. You will receive a reflector vest which you must wear when you are on duty. It is your own personal vest and you are responsible to safekeep it, as well as sanitize it and keep it clean.
- Assembly duty teachers must move around the school area, corridors and around containers in the mornings to keep an eye on the learners.
- Tuck Shop duty teachers must be **AT THE TUCK SHOP** during breaks and after school, monitoring social distance, noise and bullying.
- Playground Duty teachers must unlock the gate themselves and accompany learners to the field. One teacher should remain at the field gate and assist the learners crossing the street. After duty the gate must be locked and teachers must walk back **WITH** the learners and not use the designated entrance.
- Any incident must be noted down in the incident books which are at reception. More serious incidents must be personally reported to the Principal, Heads and Administrator. A complete incident report must be handed to the principal afterwards.

Classroom

- It is the register teacher's responsibility to do his/her register **EVERY MORNING** and enter and not at the end of the week. Enter absentees on the school administration program SASPAC.
- During examinations, sport events or excursions, the register teacher is still responsible for his/her own register class's register record keeping.
- Keep an envelope in which you can file all sick notes from learners. This must be placed inside the learner's profile at the end of each term. Place a photo of the sick note on the principals forum. It is the register teacher's responsibility to follow up on outstanding sick notes.

- Breaks. There are separate breaks and both schools will move to field for different breaks. Learners must use the designated gates to exit and re-enter the schoolground for break during exams but during normal school hours. These gates will stay locked until the duty teacher unlocks it and should also lock it afterwards.
- You will be given a PREP file. You will also be advised on how to do the prep and subject file. Make sure you have the official documentation.
- It is the classroom teacher's responsibility to make sure that there is an evacuation displayed in his/her classroom and be visible in every classroom, preferably in the front of the class where learners can see it at all times.
- Teachers must have a separate file/book for marks even in the case of an electronic mark book.
- The online journals must be completed on a regular basis – weekly.
- All examination papers together with the memorandums, must be handed in to the allocated H.O.D. for moderation, at least 7 working days prior to the subject being written, and 3 school days before the exam date, all papers should be in the safe.
- No subject master file may be removed from the Administration office without permission. All examination papers (100%), memorandums (100%) and answer sheets (10%) must be moderated as prescribed, with a moderation sheet, and filed on the drive. These files must be uploaded onto the drive before the end of each term.
- No school property may be removed from the school grounds without the permission of the Principal. Signing out of the borrowed article/s in the asset register is not covered by the school's insurance. The particular staff member will be fully liable for any damage or theft concurred.
- All learners books must be evaluated at least once a term by the HOD or designated person. Or the Principal. This evaluation may/can cover some of the following:
 - Are learners' books marked?

- Has the work been completed as specified in the prep file?
- Was enough work covered during the period?
- Are the learners' workbooks neat and is homework controlled?
- Classrooms must be locked during break. Learners are not allowed to be unsupervised inside classrooms.
- When it is a student's birthday he/she is allowed to wear casual clothes.
- Please ensure that text books are well kept and not damaged in any way. Use a class list for the control thereof.
- Learner Profiles are kept in the main office building and should not be removed from the office. Register teachers must update profiles during the term and only complete absenteeism the day before school ends.

Communication

- Discuss with the Principal before summoning a parent by letter/phone etc. to the school for whatever reason.
- All written communication from the school MUST bear the Principal's signature.
- All letters to parents must be generated in the admin office.

Leave regulations

- Leave is granted according to the leave conditions set for educators in R.S.A and must comply with the BCEA.
- Please note that leave cannot be granted outside these set parameters. The Principal will only grant leave outside the parameters as unpaid leave.
- In the case of sudden illness or circumstance hindering a teacher from attending school, he/she must personally inform the Principal and Administrator in time, before school commence 6h30, preferably the day before.

- Other leave arrangements must be submitted to the Principal. Leave application must first be approved by the High School Head, or Primary School Heads, or Foundation Phase Head.
- Please make sure that your application form is signed by yourself and your designated head, as well as the principal.
- An application, when approved by all parties involved, must be handed to the Head of Administration (HOD administration) on the first day after returning from sick leave. Planned leave must be finalized before the leave date and forms submitted before the said date.
- Should an Educator fail to hand in a complete leave application, such leave will be noted as unpaid leave.
- If you leave the school for the day, before or during first break, it is considered as being absent for the entire day.
- If you know you are not going to be at school for any valid reason, you must complete and submit an authorized Leave Application Form BEFORE the actual leave date.
- If you are going to be absent for a period of time, you must give your H.O.D. as well as the Head and Administrator a complete breakdown of the work and work schedule for your classes before the actual leave date.
- You MUST inform the administrator that you are back at work after taking leave. If you don't,
- invigilation will automatically arrange for you.
- Please make sure the office is notified of any other arrangements you made internally for your classes. This will prevent confusion and extra arrangements.
- If you visit a specialist, you must submit a specialist's note to be entitled to sick leave. If not, it will be recorded as IPM.
- If you are away for more than 2 hours, please complete a leave form. The school needs to keep record of any leave.

- Please check your invigilation timetable and make sure you are in your classroom for invigilation and the learners are not left unsupervised.
- During invigilation, no learner should be allowed to play games or listen to music. They should be constructively busy with homework or reading.
- Teachers who need to go to town urgently during official hours, must sign the in/ out register at the admin, after obtaining permission from the Principal or Administrator
- The Official Attendance Register is kept at Reception. You MUST sign in for the morning and sign out in the afternoon. If you do not do it every day, it will be recorded as ABSENT days and your leave will be adjusted accordingly.
- Students that need to go home or leave the premises for whatever reason need to complete the time table leave request before being allowed to leave the premises. This time table leave request must be signed and approved by all teachers involved in the learner's time table for that period of time. The Principal must also sign this document before final approval is given.
- If injured on duty, and it deems necessary to claim for medical costs, make sure that the correct procedures are followed and that the medical doctor appointed by the compensation commissioner, is consulted.

Finance

- All orders for books, equipment, aids, useables, and services rendered, petty cash pay -outs to a company, must be authorized by the Principal. Once authorization is obtained, three quotes and an invoice must be handed to the Bursar. The Bursar will make the necessary arrangements for payment.
- All fundraisers must be authorized by the Principal. Please note that funds raised will not be kept for a specific group or cause, except for Grade 7 and 12,.
- This is also applicable for funds raised for as specific community project. The bursar will keep a debit sheet showing balances of specific fundraisers. All fundraisers will be audited by an appointed teacher/s. All funds are banked and may be used at the discretion of the Principal.

- Teachers are not allowed to safe keep any funds in the classroom or at any other location. All funds raised must be paid to the Bursar.
- Valuables and money must not be left in class. The school does not take responsibility for any losses or damage to personal property in such cases.
- Each register teacher must monitor his/her group during the assembly. Please check the timetable to see when you are on duty. Assembly starts at 07h00

General

- Please bring your own mug. Coffee, tea, sugar and milk will be provided by the school. The school has a well equipped kitchen where everything is available for teacher's use.

Part II

Teacher Roles, responsibilities and expectations

Maintain Discipline

- Maintain an orderly learning environment, learners should be busy with constructive or creative learning at all times
- Be well prepared for the lesson
- Prepare enrichment exercises for children that complete their work early
- Disrespectful behaviour must be dealt with immediately with the allocation of demerits or interview with the principal if serious enough.
- Feedback may be given to parents if disruptive behaviour persists for a period of a week
- An official detention book will be kept at the office.
- An official warning- and demerit book will be kept at the office. Use the guidelines to determine the type of warning and punishment.
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Maintain a Professional Relationship at all times

- Maintain a professional relationship with learners at all times
- Appropriate language to be used with learners at all times
- Avoid personal and unrelated school conversations
- Make use of proper procedure in case of any disagreement with learner/s All teachers should always act responsibly and professional towards colleagues and students.
- Teachers should not use their cell phones during class time for private business/calls. Please use break times for this, but not when you are on duty. When you are on duty DO NOT PLAY ON YOUR PHONE (Refer to Code of Conduct for Teachers) A teacher is allowed to use his/her phone to call reception from the gate to report an incident.
- Each teacher must read and sign his/her employment contract.
- It is each teacher's contractual responsibility to read all the school policies and be familiar with the contents of each one. This also applies to the teacher's code of conduct, learner code of conduct and parent code of conduct. These said policies are available on the school drive and or website.
- All teachers must comply with the CONFIDENTIALITY, PRIVACY AND INFORMATION PROTECTION policy available on the drive and as agreed in the contract of employment.
- Staff are required to be professional towards all employees, parents, visitors and learners at all times.
- All teachers must adhere to a professional dress code at all times. You are a professional and should dress accordingly. (Please refer to the guide below)
- **Appropriate Attire Includes**
 - Collared shirts, blouses, and neat tops
 - Trousers, chinos, skirts, or dresses of appropriate length
 - Closed shoes, flats, or smart sandals
 - School-branded clothing where applicable
- **Not Appropriate for School**
 - Torn or excessively casual clothing

- Clothing that is revealing or overly tight
 - Beachwear, sleepwear, or athletic wear (unless teaching sport)
 - Clothing with offensive language or images
 - Flip-flops or slippers
 - Teachers involved in sports, cultural activities, or practical lessons may dress appropriately for those activities.
 - No T-shirts without a collar. (Men& Ladies)
 - No torn jeans. (Men& Ladies)
 - No stubble beards. (Men)
 - No shorts. (Men& Ladies)
 - No revealing or inappropriate clothes.
 - No sandals (Men) General Guidelines
 - Clothing should be clean, modest, and in good condition.
 - Smart casual or formal attire is appropriate for the school environment.
 - Footwear should be safe and professional
- A Performance Appraisal will be performed at least once per year to use as a development tool.
 - Workshops will be implemented should any teacher development arise due to the outcomes of the Performance Appraisal.
 - By Law, all educators must have a valid SACE registration document and must submit it to the school. If it is a temporary registration, it is your responsibility to renew it before the expiry date and resubmit it to the school. Failing to do so may result in the cancellation of your contract.
 - By Law, newly qualified teachers or appointed teachers must submit a South African Police Clearance Certificate as well as a Sexual Offenders Register Clearance when commencing employment at MECS. For school purposes, a valid Police Clearance must be obtained every 2 (two) years

- It is your responsibility as an employee of this institution to submit all required documentation, as requested from time to time, to the office. Outstanding submissions may incur appropriate sanction.

Tests

- Test dates to be determined in advance in accordance with term plan
- Test dates should not clash
- Term tests must cover work completed in a certain unit/period of time
- Learners must know what they will be tested on - i.e. the unit or section of work to be tested
- All formal tests to be submitted to HOD three days before due date for moderation
- Maintain the highest reasonable standard for tests
- Test lessons are timetabled. Times may vary according to operational needs.

Term Plans

- Terms Plans to be submitted to the HOD within the first week of the new term
- Preliminary test contents/units and dates to be submitted with plan
- Maintain the highest reasonable standard for tests

Class Register

- Records to be kept daily
- Money collected for school purposes to be recorded in registers and given to secretary (collect a receipt)
- Registers to be completed daily on SASPAC

Classwork

- Must reflect the term plan
- Must be marked as often as may be necessary to continue with subsequent work or at least once a week
- Learners' books to be checked and signed every fortnight or earlier

- A cross section of learners' books to be sent to HOD once a term - in the second half of the term

Work Output

- The Teacher should develop schemes of work and lesson plans in line with curriculum objectives.
- Facilitate learning by establishing a relationship with pupils and by their organisation of learning resources and the classroom-learning environment.
- The teacher is responsible to develop and foster the appropriate skills and social abilities to enable the optimum development of children, according to age, ability and aptitude. The teacher should assess and record progress of pupils.
- The teachers should demonstrate commitment to professional development through interest and attendance at appropriate in-service courses as recommended by the HOD or Principal.
- Maintaining standards of student care and discipline in and outside of the classroom, through support for and implementation of the School Discipline Policy and Procedures, compilation and attention to rostered duties, e.g. Playground supervision and examination supervision.

Technical work responsibilities:

- Ensure sufficient time planned for all subjects to cover all learning in the Syllabus Core work outputs:
- Teaching should be well researched and conveyed with enthusiasm
- Taking part in school events and activities which may take place at weekends or in the evening
- Assessment, recording and feedback of pupils' development
- Working with others to plan and coordinate work

Classroom Management Requirements

AI in the classroom.

AI improves teaching and learning by enabling personalized education, automating administrative tasks, and providing real-time, data-driven feedback. It enhances student engagement through interactive, adaptive tools that cater to individual learning paces while empowering educators to focus on mentorship and tailored support. Please refer to the policy on AI in schools

Responsibilities

- Every teacher MUST keep a record of every academic extra class offered and also an attendance record for such classes.
- Teaching should be well-researched and conveyed with enthusiasm
- Ensure sufficient time planned for subjects and content complies with syllabi
- All preparation including photocopying to be completed well in advance.
- All preparation always up to date and available for security by Principal, HOD or Board of Directors
- Motivate pupils with enthusiastic, imaginative presentation and emphasis must be placed on critical thinking, application-based learning, and academic rigor.
- Preparing and marking to facilitate positive pupil development stay up to date with changes and developments in the Syllabi and attend courses as recommended by the HOD or Principal
- Taking part in school events and activities which may take place at weekends or in the evening
- Arrange and organise visits/trips for the class (liaise with HOD)
- Involvement with school plays and productions as and when required

Assessment, recording and feedback of pupils' development

- Mark books daily, books should be made available to the Principal, HOD when required.
- Books should be marked in red pen, dated by the staff member with constructive feedback/remarks

- Provide feedback to parents on a pupil's progress at parents' evenings and other meetings

Support the program for safety and well-being of the School's students

- Implement proper evaluation of student progress and systems for communicating with parents
- Work with HOD to develop and implement procedures for tracking student status and progress and for intervening early when concerns are identified
- Meet with the HOD regularly to discuss student progress, and assure and facilitate contact and follow-up with families as needed

Policies

- Please familiarize yourself with the following school policies that are available on the shared drive .
 - ACCEPTABLE USE POLICY FOR ICT
 - ASSESSMENT POLICY
 - BULLYING POLICY
 - CELL PHONE POLICY
 - CLASSROOM POLICY
 - TEACHER CODE OF CONDUCT
 - LEARNER CODE OF CONDUCT
 - DETENTION POLICY
 - COUNSELLING SUPPORT
 - EMPLOYMENT POLICY
 - EXCURSION POLICY
 - HALL PASS POLICY
 - PLAGIARISM AND ACADEMIC INTEGRITY POLICY
 - PRINTING PROTOCOLS
 - SOCIAL MEDIA POLICY
 - TRANSFORMATION AND ANTIRACISM

Students may wear plain clothes on their birthdays

A teacher will be on break-, gate and morning supervision duty. Please check the timetable to see when you are on duty.

You are expected to act in a professional manner at all times and to refrain from negative comments that belittle or offend any staff member or learner. The use of foul language is unacceptable.

Contact with any parent regarding school matters must be with the prior knowledge of the Principal.

Make sure you have the following documentation:

- Time table
- Class lists
- Text book control list
- Quarter planner – on the school website
- Syllabus
- Learning area from curriculum
- Year planning
- Weekly planning
- Duty list
- Acknowledgement document concerning school policies.

We trust your stay with us will be enjoyable and enriching and provide you with a platform to continue to grow as a person and a teacher.