

# Tom Newby School

## Policy Document



## Extra murals

# Cultural Activity Awards

IF YOU WOULD LIKE CLARIFICATION ON ANY ASPECTS OF THIS POLICY, PLEASE  
DIRECT YOUR ENQUIRY OR COMMENT, IN WRITING, TO THE SCHOOL  
GOVERNING BODY, C/O THE SCHOOL PRINCIPAL.

**TOM NEWBY SCHOOL**  
**EXTRA MURALS – CULTURAL ACTIVITY POLICY**

Current approval date	March 2024
Date of 1 <sup>st</sup> implementation	August 2012
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Date of most recent amendment	February 2023
Effective date	1 March 2024
Date of next review	January 2025
Approved by	The School Management Team and School Governing Body
Custodians	Principal, extra mural coaches and sport co-ordinator
References and Legislation	<ol style="list-style-type: none"> <li>1. South African Schools Act No. 84 of 1996</li> <li>2. Constitution of South Africa, Act No. 108 of 1996</li> <li>3. Gauteng Schools Education Act, No 6 of 1995</li> <li>4. Regulations for safety measures at Public Schools</li> <li>5. School code of conduct</li> <li>6. Child Care Act 1983 (No. 84 of 1996)</li> <li>7. School dress code</li> <li>8. TNS Code of Conduct</li> <li>9. TNS Extra Mural Activity Policy</li> <li>10. Doe Publication: Values and Human Rights in the curriculum</li> <li>11. White Paper on Safety and Security: September 1998</li> <li>12. School Records Management Guidelines</li> </ol>
Application and Scope	<ol style="list-style-type: none"> <li>1. Management Team</li> <li>2. All personnel</li> <li>3. Principal</li> <li>4. Parents, including the School Governing Body</li> <li>5. Learners taking part in extra-curricular activities</li> </ol>
Committee Composition and Teams	Refer Appendix B for current composition

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## Abbreviations, acronyms and definitions

Terms	Abbreviations/ Acronyms	Definitions
Activity co-ordinator		Means the staff member/s who have been appointed to oversee a specific extra-mural activity at our school.
Curriculum Assessment Policy Statement	CAPS	Means the minimum required curriculum content, skills and assessment set out by the Education Department.
Coach/Trainer		Means any person who guides a component of the extra-mural programme at our school
District Office	D.O.	Means the Benoni district office of the Gauteng education department
Educator		Means any person who teaches learners at our school
Foundation Phase	FP	Means learners in Grades 1-3
Gauteng Department of Education	GDE	Means the education department in charge of schools and education in Gauteng Province
Department Head	DH	Refers to the educator appointed to serve as a leader of particular grades/subjects at our school.
Intermediate Phase	IMP	Means learners in Grades 4-6
Intersen Phase	IP	Means learners in Grades 4-7
Learner		Means any child registered to receive education at our school
Member of staff		Refers to any person working at the school
Parent		means – a. the biological or adoptive parent or legal guardian of a learner; or b. the person legally entitled to custody of a learner; or c. the person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) and (b) towards a learner's education at school
Physical Education	PE	Refers to the physical skills component of the Life Skills curriculum as defined in CAPS
Principal		Refers to an educator appointed or acting as the head of the school
Senior Phase	SP	Means learners in Grades 7
Tom Newby School	TNS	Tom Newby School
School		Refers to Tom Newby School
School Governing Body	SGB	Refers to the body responsible for governance at our school
School Management Team	SMT	Refers to the Principal and DHs employed at our school.
SGB Member		Means a member of our SGB elected in accordance with SASA and the Regulations
South African School's Act/Act	SASA	Means the South African Schools Act No 84 of 1996 as amended
Sport co-ordinator		Refers to the staff member/s who has officially been appointed to co-ordinate the extra-mural programme at the school.

## A. General Information

1. The Colours Committee consists of at least the following members:
  - The principal,
  - An SMT member,
  - Relevant coaches and
  - A member of the SGB, if required (provided his/her child is not being considered for an award in the relevant activity).
2. Colours are usually awarded at the final assembly in the term in which the activity ends.
3. Each submission for an award must be accompanied by a Motivation form. This form should be completed by the relevant coach.
4. Attainment at previous schools will be taken into consideration when awarding colours to new learners.
5. Only one award per activity may be awarded in any given year.
6. A learner may be re-awarded the same colours award in a subsequent year if the same level of achievement is obtained.
7. One Full Colours Award may be equated with two Half Colours Awards when consideration is being given to nominations for Proficiency Colours.
8. The Principal reserves the right to issue or withhold an award with justifiable cause. In such cases, the Chairman of the Governing Body should be included in the process and a written motivation must be filed in the learner profile.
9. The following colours awards exist:
  - Half Colours (Square Scroll)
  - Full Colours (Blazer Braiding)
10. The following accreditation awards exist:
  - Affiliation (Certificate)
  - Commitment (Certificate)
  - Distinction (Certificate)
11. The following special awards exist (Refer Special Awards Policy):
  - Proficiency Colours (Ornate Scroll)
  - Protean Colours (Honours Blazer)
12. A learner who qualifies for an award will receive due consideration irrespective of age or grade.
13. Eisteddfod entries made through private organisations and not processed or trained at Tom Newby School will be allocated 75% of the points awarded provided these submissions are approved by the Colours Committee. This scoring system applies to outside activities as well as examinations.
14. Examination results will receive full point's recognition on condition that the examining body is a recognized one – LCM, ABRSM, TRINITY, UNISA. Refer Point I for examinations not entered through TNS.
15. Certificates issued by registered and recognized institutions for Eisteddfods and other competitions will be considered provided the participant is officially representing Tom Newby School.
16. Where more than one award is issued in the same category, the highest score will be awarded, i.e. If a Trophy and Prestige award have been earned then the trophy score will be awarded. This also applies to the Final Eisteddfod Prize Giving (where more than one award is given in the same category, only the highest award will be taken into account.)
17. A group activity is defined as any activity with more than one participant, e.g. duologue, choral verse, small group poetry, etc.

## B. Colours Awards

### 1. Full Colours

#### Compulsory requirements

- a. Outstanding behaviour and attitude both during school hours and extra mural hours. Refer appendix C.
- b. Dedication, loyalty and full commitment to Tom Newby School and to the extra mural activity as offered by Tom Newby School.
- c. Satisfactory attendance at practices and all official tournaments/matches subject to attendance requirements for the extra mural activity. Refer appendix D.
- d. Participation in Cultural Activity for two years (not necessarily consecutive).
- e. An accumulated total of at least 35+ points in the year of application provided at least 2 individual Prestige Awards for items presented has contributed to the score.

### 2. Half Colours

#### Compulsory requirements

- a. Outstanding behaviour and attitude both during school hours and extra mural hours. Refer appendix C.
- b. Dedication, loyalty and full commitment to Tom Newby School and to the extra mural activity as offered by Tom Newby School.
- c. Satisfactory attendance at practices and all official tournaments/matches subject to attendance requirements for the extra mural activity. Refer appendix D.
- d. Participation in Cultural Activity for two years (not necessarily consecutive).
- e. An accumulated total of at least 20-34 points in the year of application provided at least 1 individual Prestige Award for items presented has contributed to the score.

## C. Accreditation Awards

### 1. Distinction Award

#### Compulsory requirements

- a. Outstanding behaviour and attitude both during school hours and extra mural hours. Refer appendix C.
- b. Dedication, loyalty and full commitment to Tom Newby School and to the extra mural activity as offered by Tom Newby School.
- c. Satisfactory attendance at practices and official tournaments/matches subject to attendance requirements for the extra mural activity. See appendix D.
- d. Participation in Cultural Activity for two years (not necessarily consecutive).
- e. An accumulated total of between 15 and 19 points in the year of application provided at least 1 individual Honours award has contributed to the score.

## 2. Commitment Award

### Compulsory requirements

- a. Outstanding behaviour and attitude both during school hours and extra mural hours. Refer appendix C.
- b. Dedication, loyalty and full commitment to Tom Newby School and to the extra mural activity as offered by Tom Newby School.
- c. Satisfactory attendance at practices and official tournaments/matches subject to attendance requirements for the extra mural activity. See appendix D.
- d. Participation in Cultural Activity for two years (not necessarily consecutive).
- e. Participation in at least 2 recognised Eisteddfod items or cultural activities at TNS in the year of application.

## 3. Affiliation Award

### Compulsory requirements

- a. Outstanding behaviour and attitude both during school hours and extra mural hours. Refer appendix C.
- b. Dedication, loyalty and full commitment to Tom Newby School and to the extra mural activity as offered by Tom Newby School.
- c. Satisfactory attendance at practices and official tournaments/matches subject to attendance requirements for the extra mural activity. See appendix D.
- d. Participation in Cultural Activity for one year in the year of application.

## Appendix A: Sample attendance register

Extra Mural: \_\_\_\_\_  
 Year : \_\_\_\_\_

Practices		Dates					
Name	Class						

Matches/Performances/Events		Dates					
Name	Class						

## Appendix B: Committee for current year

Principal	G Mynhardt
SMT Member	B De Bruyn
Activity Co-ordinator	C Lubbe
SGB Member/s	C Croucamp

## Appendix C: Behaviour

The following criteria may result in application for an award being denied:

### **Kudo Loss**

- Term 1: Loss of 20 Kudos or more
- Term 2: Loss of 30 Kudos or more
- Term 3: Loss of 40 Kudos or more
- Term 4: Loss of 50 Kudos or more

### **Tracking Sheets**

40 or more entries in the term during which the award is being considered.

## Appendix D: Attendance

The following criteria may result in application for an award being denied:

- a. Absence from practices or matches without valid excuse.
- b. Absence from more than 25% or more of practices or matches, particularly in a team sport/activity.

## Appendix E: Motivation Form

1. This form should be completed, on behalf of participants, by the relevant coach and submitted to the Sport Co-Ordinator.
2. Supporting documents should be available if requested.
3. The Sport Co-Ordinator should gather all the relevant submissions and present them at the Awards Meeting.
4. **The original signed motivation MUST be placed in the learner profile for future reference.**
5. **A copy of the signed motivation form MUST be stored in a master file that is controlled and kept safe by the School Sport Co-ordinator (this responsibility extends to and includes all extra-mural awards).**

Year	
Learner's name	
Class	
Date of Birth	
Age Group (e.g. U9)	
Coach/Trainer/Teacher	

### Signatures

Principal: G Mynhardt

Signature		Date	
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SMT member: \_\_\_\_\_

Signature		Date	
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Sport co-ordinator: \_\_\_\_\_

Signature		Date	
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SGB member (When required): \_\_\_\_\_

Signature		Date	
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### Award record

Award Approved	Full Colours	Half Colours	Distinction	Commitment	Affiliation
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Proficiency Approved	1 <sup>st</sup> Award	2 <sup>nd</sup> Award	3 <sup>rd</sup> Award	4 <sup>th</sup> Award
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**Full Colours Qualification** (Total Score of 5 Required)

<u>Compulsory Criteria</u> (A score of 5 is required)	Score (1 or 0)	
Outstanding behaviour and attitude both during school hours and extra mural hours.	1	0
Dedication, loyalty and full commitment to Tom Newby School and to the extra mural activity as offered by Tom Newby School.	1	0
Satisfactory attendance at practices and all official tournaments/matches subject to attendance requirements for the extra mural activity.	1	0
Participation in Cultural Activity for two years (not necessarily consecutive).	1	0
An accumulated total of at least 35+ points in the year of application provided at least 2 individual Prestige Awards for items presented has contributed to the score.	1	0
<b>Total for compulsory criteria</b>		

**Half Colours Qualification** (Total Score of 5 Required)

<u>Compulsory Criteria</u> (A score of 5 is required)	Score (1 or 0)	
Outstanding behaviour and attitude both during school hours and extra mural hours.	1	0
Dedication, loyalty and full commitment to Tom Newby School and to the extra mural activity as offered by Tom Newby School.	1	0
Satisfactory attendance at practices and all official tournaments/matches subject to attendance requirements for the extra mural activity.	1	0
Participation in Cultural Activity for two years (not necessarily consecutive).	1	0
An accumulated total of at 20-34 points in the year of application provided at least 1 individual Prestige Award for items presented has contributed to the score	1	0
<b>Total for compulsory criteria</b>		

**Distinction Qualification** (Total Score of 5 Required)

<u>Compulsory Criteria</u>	Score (1 or 0)	
	1	0
Outstanding behaviour and attitude both during school hours and extra mural hours.	1	0
Dedication, loyalty and full commitment to Tom Newby School and to the extra mural activity as offered by Tom Newby School.	1	0
Satisfactory attendance at practices and official tournaments/matches subject to attendance requirements for the extra mural activity.	1	0
Participation in Cultural Activity for two years (not necessarily consecutive).	1	0
An accumulated total of 15-19 points in the year of application provided at least 1 individual Honours award has contributed to the score.	1	0
<b>Total for compulsory criteria</b>		

**Commitment Qualification** (Total Score of 5 Required)

<u>Compulsory Criteria</u>	Score (1 or 0)	
	1	0
Outstanding behaviour and attitude both during school hours and extra mural hours.	1	0
Dedication, loyalty and full commitment to Tom Newby School and to the extra mural activity as offered by Tom Newby School.	1	0
Satisfactory attendance at practices and official tournaments/matches subject to attendance requirements for the extra mural activity.	1	0
Participation in Cultural Activity for two years (not necessarily consecutive).	1	0
Participation in at least 2 recognised Eisteddfod items or cultural activities at TNS in the year of application.	1	0
<b>Total for compulsory criteria</b>		

**Affiliation Qualification** (Total Score of 4 Required)

<u>Compulsory Criteria</u>	Score (1 or 0)	
	1	0
Outstanding behaviour and attitude both during school hours and extra mural hours.	1	0
Dedication, loyalty and full commitment to Tom Newby School and to the extra mural activity as offered by Tom Newby School.	1	0
Satisfactory attendance at practices and official tournaments/matches subject to attendance requirements for the extra mural activity.	1	0
Participation in Cultural Activity for one year	1	0
<b>Total for compulsory criteria</b>		

## Appendix F: Cultural Activity Score Sheet

Year	
Learner's name	
Class	
Final Score	

### **Eisteddfod Results**

Result	Individual Items	Group Items
Bronze	0	0
Silver	1	1
Gold	3	2
Honours	4	3
Prestige	5	4
Winner Trophy/Gold medal	9	7
Runner up Trophy/Silver medal	8	6
Bronze Medal/ 3 <sup>rd</sup> place Trophy	7	5

### **Eisteddfod Final Prize giving**

Result	Individual Items
Trophy winner for Grade	10
Other Trophies	6
Medals	4

### **Examination Results (Speech and Drama only)**

Result	Individual Items	Group Items
65 – 74%	3	2
75-84%	5	3
85-100%	6	4

### **Art**

Criteria	Score
At Committee's discretion	1-4 _____

### **Performing Arts**

Criteria	Score
School Play (At Committee's discretion)	1-4
Public Speaking/Debating (At Committee's discretion)	1-4
School Performances (At Committee's discretion)	1-4
Other (At Committee's discretion)	1-4

### **School Quiz Team**

Criteria	Score
Participation at Inter-School Quiz	3
First Place at Inter-School Quiz	7
Second Place at Inter-School Quiz	5
Third Place at Inter-School Quiz	4