

Tom Newby School

Policy Document



Extra murals Special 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 – SPECIAL AWARDS POLICY

Current approval date	March 2024
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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"> 1. South African Schools Act No. 84 of 1996 2. Constitution of South Africa, Act No. 108 of 1996 3. Gauteng Schools Education Act, No 6 of 1995 4. Regulations for safety measures at Public Schools 5. School code of conduct 6. Child Care Act 1983 (No. 84 of 1996) 7. School dress code 8. TNS Code of Conduct 9. TNS Extra Mural Activity Policy 10. Doe Publication: Values and Human Rights in the curriculum 11. White Paper on Safety and Security: September 1998 12. School Records Management Guidelines
Application and Scope	<ol style="list-style-type: none"> 1. Management Team 2. All personnel 3. Principal 4. Parents, including the School Governing Body 5. Learners taking part in extra-curricular activities
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

- a. The Colours Committee consists of at least the following members:
 - The principal,
 - An SMT member,
 - Relevant activity co-ordinators and
 - A member of the SGB, if required (provided his/her child is not being considered for an award in the relevant activity).
- b. The following special awards exist:
 - Proficiency Colours (Ornate Scroll)
 - Protean Colours (Honours Blazer)
 - Dignitas (Square scroll)
- c. Special awards may be issued at any time during the year.
- d. Each submission for an award must be accompanied by a Motivation form. This form should be completed by the relevant coach.
- e. Attainment at previous schools will NOT be taken into consideration when awarding colours to new learners.
- f. Only one award per activity may be awarded in any given year.
- g. A learner may be re-awarded the same special award in a subsequent year if the same level of achievement is obtained in the Dignitas category.
- h. The Protean award may only be issued to a learner once during their enrolment at Tom Newby School.
- i. One Full Colours Award may be equated with two Half Colours Awards when consideration is being given to nominations for Proficiency Colours.
- j. 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.

B. Special Awards Policy

Three categories of special awards exist at Tom Newby School: Proficiency, Protean and Dignitas.

1. Proficiency Award

The purpose of this award is to acknowledge ongoing achievement in a specific Tom Newby School official activity.

Compulsory Requirements

Learners must meet the following requirements for each Award level, based on the following point allocation:

Half Colours Award = 1 Point

Full Colours Award = 2 Points

Proficiency Award 1

Requirement: A minimum total of 3 points

Blazer Display: Proficiency Ornate Scroll inscribed with emerald green 'Culture, Academics or Sport'.

Proficiency Award 2

Requirement: A minimum total of 6 points

Blazer Display: Proficiency Ornate Scroll inscribed with silver 'Culture, Academics or Sport'.

Proficiency Award 3

Requirement: A minimum total of 9 points

Blazer Display: Proficiency Ornate Scroll inscribed with gold 'Culture, Academics or Sport'.

Proficiency Award 4

Requirement: A minimum total of 12 points

Blazer Display: Re-award of Proficiency Ornate Scroll inscribed with gold 'Culture, Academics or Sport'.

Hall Display: Plaque on permanent display in Hall Foyer

NOTE: ONLY THE HIGHEST AWARD MAY BE WORN FOR EACH ACTIVITY CODE. ALL PREVIOUS PROFICIENCY SCROLLS MUST BE REMOVED. ONLY THE ORIGINAL COLOURS/HALF COLOURS AWARD AND THE CURRENT PROFICIENCY AWARD SHOULD BE DISPLAYED ON THE BLAZER.

2. Protean Award

The purpose of this award is to acknowledge excellence in all-round achievement in Tom Newby School official activities and academic achievement.

Compulsory Requirements

Learners must meet the following requirement: Must have been awarded full colours in at least three of the Tom Newby School mission and vision components: Sport, Culture, Academics and Community Service. Accomplishments need not be attained in the same year, but they must have been awarded during the learner's Grade 4-7 school career at Tom Newby School.

The Protean motivation form attached to this policy must be submitted to the committee, by the learner's Register teacher, in consultation with the relevant coaches/trainers.

3. Dignitas Award

This award is issued at the discretion of the committee, in consultation with relevant organisations and coaches. It is specifically designed to acknowledge achievement in activities that are not offered as part of the official Tom Newby School extra-curricular program.

Compulsory Requirements

- a. Outstanding behaviour, attitude and sportsmanship.
- b. Dedication, loyalty and full commitment to Tom Newby School.
- c. Dedication, loyalty and full commitment to the equivalent Tom Newby School activity with perfect attendance at practices and matches (subject to valid absenteeism).
- d. Participation in the Dignitas activity for one full year prior to the year of application for award.

Optional Requirements

Learners must meet **at least one** of the following requirements:

- a. Equivalent of representing SA at an officially recognized event in the year of application for award.
- b. Equivalent of representing an officially recognized Provincial team at National level in an officially recognized competition for two years (not necessarily consecutive).

Appendix A: Committee for current year

Principal	G Mynhardt
SMT Member	B De Bruyn
Activity Co-ordinator	Head of activity and Activity coach/trainer
SGB Member/s	A Naicker

Appendix B: Behaviour

The following criteria may result in an 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 C: Attendance

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

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

Appendix D: Proficiency Award 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 to the committee.
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	

Scores:

Colours Award (Half/Full)	Activity	Year of award	Points
Total points for current year			

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

Proficiency Approved	1 st Award	2 nd Award	3 rd Award	4 th Award
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Appendix E: Protean Award Motivation Form

1. This form should be completed, on behalf of participants, by the Sport co-ordinator and submitted to the committee.
2. Supporting documents should be available if requested.
3. **The original signed motivation MUST be placed in the learner profile for future reference.**
4. **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	

Compulsory criteria

Full Colours Award Activity	Year of award
1.	
2.	
3.	

Signatures

Principal: G Mynhardt

Signature		Date	
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SMT member: _____

Signature		Date	
-----------	--	------	--

Sport co-ordinator: _____

Signature		Date	
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SGB member (When required): _____

Signature		Date	
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Award record

Protean Award Approved	Yes	No
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If 'no', please motivate:

Appendix F: Dignitas Award Motivation Form

5. This form should be completed, on behalf of participants, by the relevant register teacher and submitted to the committee.
6. Supporting documents should be available if requested.
7. **The original signed motivation MUST be placed in the learner profile for future reference.**
8. **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	
Activity for which award is being requested	

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

Dignitas Award Approved	Yes	No
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If 'no', please motivate:

Dignitas Half Colours Qualification (Total Score of 5 Required)

<u>Qualification Criteria</u> (If activity is offered by TNS)	Comment		
	Yes	No	N/A
Dedication, loyalty and full commitment to the equivalent Tom Newby School activity with perfect attendance at practices and matches (subject to valid absenteeism).			

If 'no', then the learner does not qualify for the award. Enter this reason as a motivation for not approving the application.

If 'yes' or 'N/A', then provide the information required below.

<u>Compulsory Criteria</u> (A score of 4 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.	1	0
Participation in the Dignitas activity for one full year prior to the year of application for award.	1	0
Total for compulsory criteria		

<u>Optional Criteria</u> (A score of 1 is required)	Score (1 or 0)	
Equivalent of representing SA at an officially recognized event in the year of application for award.	1	0
Equivalent of representing an officially recognized Provincial team at National level in an officially recognized competition for two years (not necessarily consecutive).	1	0
Total for optional criteria		

Compulsory Score	+	Optional Score		
	+		=	Total: