

Tom Newby School

Policy Document



Extra murals

Music 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 – MUSIC ACTIVITY POLICY

Current approval date	March 2024
Date of 1 st implementation	August 2012
Dates of previous reviews	August 2013; August 2014; November 2015; November 2016; November 2017; February 2020; February 2023
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

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. Examination result that are awarded after the award process has been finalised and awards have been handed out, may be considered in the award calculations for the following year. Two years of examination results may not be combined in the event that the preceding year's result were received late and the current year's results are received on time.
14. Private lessons offered on school premises by private instructors are not automatically classified as part of the official TNS extra mural program.
15. Examination results: All choir, Marimba Band and Instrumental examination results will receive full point's recognition on condition that the examining body is a recognized one – LCM, ABRSM, TRINITY, UNISA. Refer Point j for examinations not entered through TNS.
16. Certificates issued by registered and recognized institutions for Eisteddfods and other competitions will be considered provided the participant is officially representing Tom Newby School.
17. 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 if given in the same category, only the highest award will be taken into account.)

18. A group activity is defined as any activity with more than one participant, e.g. duets.
19. Special Commitment Certificate: This certificate may be awarded to Grade 7 learners who have been active members of the music department for four, or more, years. A learner may receive this award in addition to a colours or accreditation award.
20. Should a learner be absent from the practice immediately preceding a performance, then the learner, subject to consultation with the committee, will not be permitted to participate in the performance.
21. Should a learner be absent for a group Eisteddfod or Examination performance, then the learner shall not be entitled to the points awarded to the group for its performance.

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 performances subject to attendance requirements for the extra mural activity. Refer appendix D.
- d. Member of the TNS music department for two years (not necessarily consecutive).
- e. An accumulated total of at least 35 points in the year of application.

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 performances subject to attendance requirements for the extra mural activity. Refer appendix D.
- d. Member of the TNS music department for two years (not necessarily consecutive).
- e. An accumulated total of at least 20-34 points in the year of application.

C. Accreditation Awards

1. Distinction Award

1.1 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 performances subject to attendance requirements for the extra mural activity. Refer appendix D.

1.2 Optional requirements

Candidates must meet at least one of the requirements listed below.

- a. An accumulated total of at least 30 points in the first year of participation.
- b. An accumulated total of 15-19 points in the second year of participation.

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 all official performances subject to attendance requirements for the extra mural activity. Refer appendix D.
- d. Member of the TNS music department for two years (not necessarily consecutive), 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 all official performances subject to attendance requirements for the extra mural activity. Refer appendix D.
- d. Member of the TNS music department for one year, in the year of application.

D. Special Commitment Certificate

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 performances subject to attendance requirements for the extra mural activity. Refer appendix D.
- d. Member of the TNS music department for four years or longer, in the year of application.
- e. Grade 7 learner enrolled at TNS.

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	A Singh
Activity Co-ordinator	S Reynolds
SGB Member/s	T Mkhare

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:

- Absence from any practice or performance without valid excuse.
- Absence from practice on 3 or more occasions, even with valid excuse.
- Should a learner be absent for a group Eisteddfod or Examination performance, then the learner shall not be entitled to the points awarded to the group for its performance.
- Should a learner be absent from the practice immediately preceding a performance, then the learner, subject to consultation with the committee, will not be permitted to participate in the performance.

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	
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 st Award	2 nd Award	3 rd Award	4 th Award
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Special Commitment Approved	Awarded
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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
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 performances subject to attendance requirements for the extra mural activity.	1	0
Member of the TNS music department for two years (not necessarily consecutive).	1	0
An accumulated total of at least 35 points in the year of application.	1	0
Total for compulsory criteria		

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
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 performances subject to attendance requirements for the extra mural activity.	1	0
Member of the TNS music department for two years (not necessarily consecutive).	1	0
An accumulated total of at least 20-34 points in the year of application.	1	0
Total for compulsory criteria		

Distinction Qualification (Total Score of 4 Required)

<u>Compulsory Criteria</u> (A score of 3 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 performances subject to attendance requirements for the extra mural activity.	1	0
Total for compulsory criteria		

<u>Optional Criteria</u> (A score of 1 is required)	Score (1 or 0)	
An accumulated total of at least 30 points in the first year of participation.	1	0
An accumulated total of 15-19 points in the second year of participation.	1	0
Total for optional criteria		

Compulsory Score	+	Optional Score	=	Total:
	+			

Commitment Qualification (Total Score of 4 Required)

<u>Compulsory Criteria</u>	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 official tournaments/matches subject to attendance requirements for the extra mural activity.	1	0
Member of the TNS music department for two years (not necessarily consecutive).	1	0
Total for compulsory criteria		

Affiliation Qualification (Total Score of 4 Required)

<u>Compulsory Criteria</u>	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 official tournaments/matches subject to attendance requirements for the extra mural activity.	1	0
Member of the TNS music department for one year.	1	0
Total for compulsory criteria		

Special Commitment Certificate (Total Score of 4 Required)

<u>Compulsory Criteria</u>	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
Member of the TNS music department for four years or longer, in the year of application.	1	0
Grade 7 learner enrolled at TNS.	1	0
Total for compulsory criteria		

Appendix F: Music Activity Score Sheet

Year	
Learner's name	
Class	
Final Score	

Eisteddfod Results

Result	Individual Items	Group Items	Score
Bronze	3	2	
Silver	4	3	
Gold	5	4	
Honours	7	6	
Prestige	9	8	
Trophy/Gold medal	13	12	
Runner up Trophy/Silver Medal	12	11	
2 nd Runner up Trophy/Bronze Medal	11	10	
Sub-Total A			

Eisteddfod Final Prize giving

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

Examination Results

Result	Individual Items	Group Items	Score
Pass/Commended (65 – 74%)	4	2	
Merit (75-84%)	6	3	
Honours/Distinction (85-100%)	8	4	
Sub-Total B			

Other

Description	Possible Score	Score
Head of choir or marimba band	5	
Deputy Head of Choir	3	
Festival/Concert participation (after hours):	2-5 (at committee's discretion)	
Special Performances	2-5 (at committee's discretion)	
Sub-Total C		

Score Total Calculation: A _____ + B _____ + C _____ = _____