

# Tom Newby School

## Policy Document



## Extra murals

# Swimming 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 – SWIMMING POLICY**

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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. Only individual achievements may be used to motivate an award. Relay/Group events should not be taken into account.
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)

## B. Colours Awards

### 1. Full Colours

#### 1.1 Generic 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.

#### 1.2 Activity specific compulsory requirements

- a. Member of the TNS Swimming Team for 2 complete seasons at inter-school level.
- b. Participation in no less than 2 events at Inter Primary. (In the event that a learner

participates in more than 4 events, the 4 highest placings will be used for scoring.)

### 1.3 Optional qualification requirements

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

- a. Must accumulate a score to the equivalent of 80% or higher calculated on the point allocation table for swimming, as a member of the TNS Team. Refer appendix E.
- b. Must represent Tom Newby School at Provincial or National Level, as a member of the East Gauteng/Gauteng Team.
- c. Must represent Tom Newby School at the A-League Gala (if TNS is not participating in the official league as an A-League school) and place first in at least one event.

## 2. Half Colours

### 2.1 Generic 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.

### 2.2 Activity specific compulsory requirements

- a. Member of the TNS Swimming Team for 2 complete seasons at inter-school level.
- b. Participation in no less than 2 events at Inter Primary. (In the event that a learner participates in more than 4 events, the 4 highest placings will be used for scoring.)

### 2.3 Optional qualification requirements

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

- a. Must accumulate a score to the equivalent of 70%- 79% calculated on the point allocation table for swimming, as a member of the TNS Team. Refer appendix E.
- b. Must represent Tom Newby School at the A-League Gala (if TNS is not participating in the official league as an A-League school) and place in the top three in at least one event.

## 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. Member of the TNS Swimming Team for two seasons.
- e. Place 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> in at least one event at the Inter-Primary Gala whilst representing the TNS Team.

## 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. Member of the TNS Swimming Team for two seasons.

## 3. Affiliation Award

### Compulsory requirements

- a. Outstanding behaviour and attitude both during school hours and extra mural hours. 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. Member of the TNS Swimming Team for one season.

## 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	J Buckle
SGB Member/s	A Naicker and 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 meetings without valid excuse.
- b. Absence from more than 25% or more of practices or meetings, 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 6 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 tournaments/matches subject to attendance requirements for the extra mural activity.	1	0
Member of the TNS Swimming Team for two seasons. (Waived in 2022 due to Covid-19 restrictions on sport in 2021.)	1	0
Participation in no less than 2 events at Inter Primary. (In the event that a learner participates in more than 4 events, the 4 highest placings will be used for scoring.)	1	0
<b>Total for compulsory criteria</b>		

<u>Optional Criteria</u> (A score of 1 is required)	Score (1 or 0)	
	Must accumulate a score to the equivalent of 80% or higher calculated on the point allocation table for swimming, as a member of the TNS Team. Refer appendix E.	1
Must represent Tom Newby School at Provincial or National Level, as a member of the East Gauteng/Gauteng Team.	1	0
Must represent Tom Newby School at the A-League Gala (if TNS is not participating in the official league as an A-League school) and place first in at least one event.	1	0
<b>Total for optional criteria</b>		

Compulsory Score	+	Optional Score		
	+		=	Total:

**Half Colours Qualification** (Total Score of 6 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 tournaments/matches subject to attendance requirements for the extra mural activity.	1	0
Member of the TNS Swimming Team for two seasons. (Waived in 2022 due to Covid-19 restrictions on sport in 2021.)	1	0
Participation in no less than 2 events at Inter Primary. (In the event that a learner participates in more than 4 events, the 4 highest placings will be used for scoring.)	1	0
<b>Total for compulsory criteria</b>		

<u>Optional Criteria</u> (A score of 1 is required)	Score (1 or 0)	
	Must accumulate a score to the equivalent of 70%- 79% calculated on the point allocation table for swimming, as a member of the TNS Team. Refer appendix E	1
Must represent Tom Newby School at the A-League Gala (if TNS is not participating in the official league as an A-League school) and place in the top three in at least one event.	1	0
<b>Total for optional criteria</b>		

Compulsory Score	+	Optional Score		
	+		=	Total:

**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
Member of the TNS Swimming Team for two seasons. (Waived in 2022 due to Covid-19 restrictions on sport in 2021.)	1	0
Place 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> in at least one event at the Inter-Primary Gala whilst representing the TNS Team.	1	0
<b>Total for compulsory criteria</b>		

**Commitment 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
Member of the TNS Swimming Team for two seasons. (Waived in 2022 due to Covid-19 restrictions on sport in 2021.)	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
Member of the TNS Swimming Team for one season.	1	0
<b>Total for compulsory criteria</b>		

## Appendix F: Swimming Score Calculation

Year	
Learner's name	
Class	

The following point allocation is used to calculate performance for participation in the Inter-Schools Gala for learners representing Tom Newby School's swimming team.

Placement	Point Allocation
1 <sup>st</sup>	10
2 <sup>nd</sup>	7
3 <sup>rd</sup>	5
4 <sup>th</sup>	2

### Example of calculation

Ivan A. Float

Event	Placement	Actual Points	Possible Points
100m Backstroke	1st	10	10
100m Butterfly	2nd	7	10
Relay	2nd	7	10
<b>Total</b>		<b>24</b>	<b>30</b>

Percentage: 80% (Qualifies for Full Colours if compulsory requirements are met)

Shirley I. Swim

Event	Placement	Actual Points	Possible Points
100m Backstroke	4th	2	10
100m Butterfly	2nd	7	10
200m Freestyle	2nd	7	10
Relay	3rd	5	10
<b>Total</b>		<b>21</b>	<b>40</b>

Percentage: 53% (Does not qualify for Colours. Qualifies for Distinction Award.)

### Learner's Calculation

Event	Placement	Actual Points	Possible Points
<b>Total</b>			

Percentage = \_\_\_\_\_ %