

## **POLICY**

### **LEADERSHIP DEVELOPMENT SYSTEM (LDS)**

The Gr. 6 children attend an adventure camp in the third quarter. During this camp, they are given the opportunity to develop their leadership skills. For the duration of 4 terms, each child will serve on 4 different committees. Their first term of service will start at the beginning of the fourth quarter in grade 6.

#### **There are 7 service groups, namely:**

- Recycling
- Multimedia
- Support
- Catering
- Security
- Terrain
- Care & Hygiene

#### **Selection of children for different service groups:**

- The boys and girls are listed separately and alphabetically.
- It will be taken from no. 1 then every tenth child will be put in a group, e.g. pupils 1, 10, 19, 28, 37, etc. Then also from no. 2 every tenth learner, e.g.: children 2, 11, 20, 29, etc.
- There are 7 service groups that are also placed alphabetically.
- The first group of children will be placed in the first service group, second in the second, etc.
- The two divisions will take place in the same way, with the difference that the number of children ( in their numbers) will be in a draw. The number to be drawn, e.g. 36 then become 1 and everyone will then move down accordingly.
- No children are favored or disadvantaged on this basis.
- During the quarter, the child is assessed twice.

**Leadership Development System  
Assessment**

Committee: \_\_\_\_\_

Teacher: \_\_\_\_\_

1. Responsibility	2. Punctuality	3. Group work	4. Service quality		5. Attitude
6. Innovative thinking	7. Trustworthy	8. Consistent action	1 Poor	2 Below average	3 Average
			4 Good	5 Excellent	

Name of child	1	2	3	4	5	6	7	8	Total
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									

### **Evaluation of children:**

Cum Laude award criteria:

1. Certificate of Participation: 20 - 24 points
2. Certificate of Achievement: 25 - 29 points
3. Merit Certificate: 30 - 31 points
4. Platinum: 32+ points  
Maximum total: 40 points
5. As soon as a child gets 32 marks, a holistic assessment will take place at the end of the third quarter. Then we assess his achievements in academics; sports and culture. It will be done by Ms. A Botha (Academy); Ms. L Grobler (Sport) and Ms. F Cilliers (Culture). The child will be given an average out of 20, which will be added to the marks out of 40 and converted to percentage.  
Platinum: 80 - 85.99%  
Honour scroll: 86% +
6. Nominations for specific trophies are done by the coordinators of the seven committees and School Management Team.

### **Criteria for removing a child from the Leadership Development System:**

1. Three warnings from the Council Coordinator, each written in writing and signed by the parents as acknowledgment.
2. A fourth warning will be issued in writing by Ms. C Luddick or Ms. A Botha (Head of Department) and the parent signs it as acknowledgment as well.
3. A fifth warning is issued in writing by Mr. HF Coetzee, informing the parents that their child may not participate in the Leadership Development System any more.
4. If a child receives 300 D-merit points, a disciplinary hearing is held and if found guilty - the child is immediately removed from the system and no further assessment will take place.

## Recycling:

**Committee coordinators: Ms. L Grobler and Ms. L Botes**

The committee offers the child the opportunity to develop in the following areas:

- People skills
- Responsibility
- Honesty and reliability
- Endurance

Area	Duties
Recycling in classes	<ol style="list-style-type: none"><li>1. Collection of papers.</li><li>2. They must make awareness posters quarterly.</li><li>3. Integrate art with recycling by making an artwork from recycled material (from which all learners from the school will benefit.) One project per quarter.</li></ol>
Recycling during sport events	<ol style="list-style-type: none"><li>1. Children are encouraged to recycle in the correct bins. (Separate bins for paper, glass, can and plastic.)</li><li>2. Recycling awareness posters for major sporting events.</li></ol>
Recycling on the playground	<ol style="list-style-type: none"><li>1. To encourage other children to recycle in the correct bins. (Separate bins for paper, glass, can and plastic.)</li><li>2. The committee is responsible for sorting these recycling bins twice a week at the cages during breaks.</li></ol>
Recycling cages	<ol style="list-style-type: none"><li>1. Children are divided into 2 groups: 1 group for Mondays and another group for Thursdays. They must report at the recycling cages at 06:45. From there, they must carry the dustbins to the parking area of the senior playground.</li><li>2. They sort the material neatly into the correct cages.</li></ol>

**Multimedia:****Committee coordinators: Mr. F van Wyk; W Booysen and J Roos.**

The committee offers the child the opportunity to develop in the following areas:

- People skills
- Responsibility
- Honesty and reliability
- The ability to work with valuable equipment
- Endurance

Area	Duties
Hall	<ol style="list-style-type: none"><li>1. Children ensure that the hall is ready for a function, session or meeting.</li><li>2. During the register period, members must ensure that the hall is clean and tidy for assembly.</li><li>3. Members help children to enter and exit the hall.</li><li>4. Girls:<ol style="list-style-type: none"><li>a. Work with projector and transparencies.</li><li>b. Sit in the front so that discipline can be maintained by them.</li></ol></li><li>5. Boys:<ol style="list-style-type: none"><li>a. Prepare the equipment before and after assembly in the hall. (This means that the piano, microphone, projector etc. must be set up.)</li></ol></li></ol>
Sound room	<ol style="list-style-type: none"><li>1. Members must store and dispose of equipment before and after assembly.</li><li>2. Members handle sound equipment during assembly.</li><li>3. Neatness:<ol style="list-style-type: none"><li>a. Cleaning, dusting and repacking.</li></ol></li></ol>
Assembly block	<ol style="list-style-type: none"><li>1. 2 members handle the sound equipment in the morning at the assembly block.</li><li>2. Other members join their classes.</li></ol>
Computer centre	<ol style="list-style-type: none"><li>1. Boys and girls take turns to keep the computer centre neat. Sweep, dust and keep room tidy.</li></ol>

**Support:**

**Committee coordinators: Ms. M Booyse and Ms M Haarhoff**

The committee offers the child the opportunity to develop in the following areas:

- People skills
- Responsibility
- Honesty and reliability
- Endurance

Area	Duties
Support class	<ol style="list-style-type: none"><li>1. Members will be given the opportunity to learn more about children with special needs and the handling of such children.</li><li>2. They can serve as "tutors" in periods when they are on a visiting class.</li><li>3. "Big brother / sister" program - each child is paired with a child in the support class.</li><li>4. Breaks - can help with supervision.</li><li>5. They can help supervise during sports events / recreational opportunities.</li></ol>
Food parcels	<ol style="list-style-type: none"><li>1. Members will be given the opportunity to learn more about the sensitive management of reporting and identifying needy children.</li><li>2. They help with the distribution of food parcels.</li><li>3. They support the teacher with the maintenance of order.</li></ol>
Social care with regard to the children of Laerskool Warmbad	<ol style="list-style-type: none"><li>1. Collection of personal care products (shampoo, soap, toothpaste, toothbrushes, roll-on, etc.)</li><li>2. Identify children who are outcasts.</li><li>3. Collection and distribution of stationery.</li></ol>
Social care in the community	<ol style="list-style-type: none"><li>1. Members themselves arrange excursions to a particular institution. (Old age home, Huis Tekna, Huis Talje, Hospital)</li></ol>

**Catering:**

**Committee coordinators: Me F Cilliers and N Kruger**

The committee offers the child the opportunity to develop in the following areas:

- People skills
- Responsibility
- Honesty and reliability
- Creative planning and presentation. Coordinating school functions.
- Endurance

Area	Duties
Staff birthdays	Decorate the classroom. Make birthday cards.
Serve coffee during break	Draw up the time table.
School functions	Children are hand-picked for different tasks.
End of term teacher surprise	Decorate the staff room. Bring snacks / platters. Clean afterwards.

**Security:**

**Committee coordinators: Mr. F Botha and JD du Preez**

The committee offers the child the opportunity to develop in the following areas:

- People skills
- Responsibility
- Honesty and reliability
- The ability to work with money
- Endurance

Area	Duties
Gates	1. School area <ul style="list-style-type: none"><li>• Close the gates at 07:15 in the morning</li><li>• Close the gates at 13:00 on Mondays to Thursdays and 13:10 on a Friday.</li></ul> 2. Functions <ul style="list-style-type: none"><li><input type="checkbox"/> Assist with parking and gate control.</li></ul>
Grounds	1. Grounds inspection in groups of 2 - 6:30 each morning. Time table per week. (walk around and report) 2. Before and after school and during breaks - report irregularities immediately. 3. Taxi duty after school until 13:00.
Stoepe	1. Keep eyes and ears open during class change, talk to peers to walk in lines, to keep left and to walk fast. Point Service. Time table. 2. Before and after school and during class change, these children do duty on the turns of the stairs to ensure order and discipline.
Plan of emergency	Inspection of classrooms after plan of emergency is executed, under supervision of Mr. Botha and Du Preez.



**Terrain:**

**Committee coordinators: Ms. Du Plessis; C Klopper; S Gernandt and Mr. T Botes**

The committee offers the child the opportunity to develop in the following areas:

- People skills
- Responsibility
- Honesty and reliability
- The ability to work with money
- Endurance

Area	Duties
Junior- and senior playgrounds	1. Assist with supervision at the Junior and Senior playgrounds.
Functions at school e.g. Orators, Cultural events, 'sokkies'	1. Assist in hosting the event. 2. Show the guests to their places. 3. Keep the terrain tidy and neat.
Assembly- juniors and seniors	1. Start the day with a spiritual message. 2. Assist with discipline until teachers arrive.
Hall presentation	1. 5 min.

**Care and hygiene:**

**Committee coordinators: Me C Luddick and A Liddle**

The committee offers the child the opportunity to develop in the following areas:

- People skills
- Responsibility
- Honesty and reliability
- Endurance

Area	Duties
Gr. 1 Open Day	General orientation and assistance.
Functions	<ol style="list-style-type: none"><li>1. Bathrooms are checked before and after meetings.</li><li>2. Problems are reported.</li></ol>
Sport activities	<ol style="list-style-type: none"><li>1. Bathrooms are checked before and after a meeting.</li><li>2. Problems are reported.</li><li>3. During the meeting, check whether there is enough toilet paper available.</li><li>4. Issues are reported.</li></ol>

## Recycling

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1 Responsibility	Does not complete tasks	Complete some tasks	Complete only expected tasks	Complete the tasks that are expected and uses initiative	Tasks are completed with enthusiasm and initiative
2 Punctuality	Does not show up. No excuse.	Shows up late without an excuse.	Mostly punctual and makes an excuse when late.	Punctual.	Never late.
3 Group work	Cannot function in a group.	Poor group work.	Works well in a group and complete tasks.	Works well in a group and sometimes takes the lead.	Takes the lead and helps others.
4 Quality service delivery	No service delivered.	Only does what is expected. Needs constant encouragement.	Does what is expected and more.	Does his/her best.	Takes the lead and helps others.
5 Attitude	Negative and uninvolved.	Helps, but with a negative attitude.	Helps, sometimes negative.	Positive in general.	Always positive.
6 Creative and innovative thoughts. Leadership.	Does not want to take the lead. No initiative.	Does not take the lead, shows some initiative.	Takes the lead when it is expected.	Takes the lead.	Takes the lead in all situations with a positive attitude towards everyone.
7 Reliability	Not involved.	Reliable under supervision.	Reliable, but does not want to take responsibility.	Reliable.	Always reliable. A mainstay who never disappoints.
8 Consistent performance and sustainability.	No interest.	Minimal interest.	Shows interest, but sometimes negative.	Always tries his/her best with positivity.	Always positive, friendly and motivates others.

Multimedia

	1	2	3	4	5
1 Responsibility	Does not show up or complete tasks.	Shows up but doesn't complete tasks.	Starts with tasks to be noticed.	Complete tasks often.	Complete tasks and is always involved.
2 Punctuality	Does not show up.	Sometimes on time.	Often late.	Often on time.	Always on time and ready.
3 Group work	Allows others do the work.	Helps sometimes if asked.	Helps with the minimum.	Helps, bur doses everything alone.	Helps in the team.
4 Quality service delivery	Incomplete and sloppy.	Tries to deliver service, fails due to ignorance.	Tasks are completed partly, needs lots of reminders.	Tasks are completed without hesitation.	All tasks are completed thoroughly and neatly.
5 Attitude	Hides, does not want to speak. Bad influence on group.	Makes jokes and does not complete tasks.	Helps half-heartedly.	Positive, helps willingly. Very quiet.	Always positive and involved. Motivates others and speaks to others politely.
6 Creative and innovative thoughts. Leadership.	Always waits for instructions and shows no initiative.	Does nothing extra.	Completes some tasks every now and then.	Likes what he/ she are doing and cooperates.	Looks for opportunities, has new ideas. Helps others.
7 Reliability	Not reliable at all.	Not reliable.	Somewhat reliable	Mostly reliable.	Always reliable.
8 Consistent performance and sustainability.	Changes daily.	No fairness.	Actions with regards to right and wrong are not correct.	Acts fairly and differentiates between right and wrong.	Always acts in favour of the group. Sets a good example.

## Support

	1	2	3	4	5
1 Responsibility	Does not perform tasks.	Performs some tasks, completes nothing	Completes some tasks, but nothing more than what is expected.	Complete tasks, takes some initiative.	Always completes all tasks with enthusiasm. Responsible.
2 Punctuality	Does not show up, no excuses.	Late without excuses.	Just on time with an excuse.	Always early.	Early and ready to help.
3 Group work	Cannot work in a group.	Follower. Can sometimes work in a group.	Works well in a group.	Can take the lead, but is more comfortable with following.	Takes the lead, helps others.
4 Quality service delivery	None, even with encouragement.	Tries, fails due to ignorance.	Quality service when interested.	Tries hard to give his/her best. Always willing to help.	Outstanding.
5 Attitude	Negative.	Helps, but negative.	Depends on activity, sometimes positive, sometimes negative.	Positive. Tries to do his/her best.	Positive and motivates others.
6 Creative and innovative thoughts. Leadership.	Shows no initiative. Does not want to take the lead.	Little initiative. No attempt to take the lead.	Shows initiative. Will take the lead if under pressure.	Shows initiative and helps others. Will take the lead when there is an opportunity.	Shows initiative at all times. Takes the lead in all situations.
7 Reliability	Not reliable. Cannot fulfil obligations.	Reliable with small things. Needs supervision.	Reliable to a certain extent. Does not want any responsibility.	Reliable. Likes responsibility. Becomes wary soon.	Very reliable. Completes tasks with self-confidence and can take the lead.
8 Consistent performance and sustainability.	Shows no interest.	Shows some interest. Doesn't complete tasks properly.	Some enthusiasm. Often negative.	Tries his/ her best. Lack leadership.	Always gives his/ he best. Positive, motivates others.

**Catering:**

	1	2	3	4	5
1 Responsibility	Cannot depend on him/her at all.	Unacceptable dereliction of duties in 3/more situations.	Situation evaluated based on merit. Dereliction of duties twice.	One-time failure to perform duties. Exception.	Responsible, Any given task is performed.
2 Punctuality	Always late. Being late is a habit.	Late on 3/more occasions. Often has an acceptable excuse. Handle on merit and credibility.	Late on 2 occasions.	Single exception.	Never late. Always shows up early and ready.
3 Group work	Not accepted by the group. Outsider. No social skills.	Does his/her part, unpopular.	Works in a group, but there is underlying potential conflict on a regular basis.	Some situations where conflict arises.	Respected and followed by the group spontaneously.
4 Quality service delivery	Truant. Work is neglected. No pride.	Performs tasks to get it done.	Average performance of the task. Nothing impressive.	Good work, no leadership.	Every task is performed with pride and to the best of his/ her ability.
5 Attitude and neatness	Nonchalant. Not bothered by warnings or reminders.	Influenced easily. Shows remorse when addressed.	Sometimes positive/ sometimes negative.	Pleasant attitude, not a strong influence on the group.	Always maintains a positive attitude and motivates the group to give their best.
6 Creative and innovative thoughts. Leadership.	Shows no leadership or vision.	Minimal leadership traits. Not approved by the group.	Many ideas but not well thought through. Forced leadership.	Will occasionally take the lead. Not sustainable.	Spontaneously takes the lead. Excellent suggestions that are practically feasible.
7 Self-confidence to speak in public.	Not able to speak in front of an audience.	Shy and uncertain. Sluggish attitude.	Somewhat uncertain. Willing to speak in front of an audience.	Does the task well.	Comfortable speaking in front of an audience. Excellent self-confidence.
8 Consistent performance and sustainability.	Behaviour is often questioned. Problem situations dominate.	Unacceptable behaviour, but sometimes reacts positively to reminders.	Repeated negative actions. Easily influenced. Shows potential.	Occasional negative actions, mostly good.	Actions are irreproachable and stand out above the rest.

**Terrain:**

	1	2	3	4	5
1 Responsibility	Play. Not on duty-post. Involved with fights. Does not show up at functions. No respect toward adults.	Maybe 1-2 times on duty-post. Does not make excuses. Slips / stays away.	On duty half of the time. Makes excuses if he/she can't attend functions.	On duty most of the time. Handles conflict well during breaks.	Always on duty. Involved at functions. Respectful. Loyal toward duties. Handles conflict really good.
2 Punctuality	Never on time. Always late/ never shows up.	Stays away without an excuse. 2-3 times late.	Half of the time on time for duty. Late – once with an excuse.	Mostly on time.	Always on time – 5-10 minutes in advance.
3 Group work	Does not accept any authority. Can't function within a group. Fights with members. Does not accept the group leader.	Works together only in the early stages. Chooses to rather be with friends.	Average cooperation.	Fits in with group. Accepts the group leader. Delivers positive ideas.	Works well together with group. Can take the lead. Initiative.
4 Quality service delivery	Cannot work with children. Shouts. Bad language / swearing. Hurts / bullies children.	Shouts at children occasionally. Does not do tasks properly.	Works well with children. Sometimes tasks are not completed properly.	Handles children well. Almost always on duty.	Very good self-discipline. Good with children. Puts others before him/her self.
5 Attitude	Does not care about leadership. Negative. Wants to be in another group. Complains.	Will be positive for a day. Needs encouragement to change attitude. Complains less.	Attitude mostly positive. Gets tired of duty-post.	Almost never complains. Positive. Tries hard.	Enthusiastic. Does everything without complaining. Loyal to group. Positive. Encourages others.
6 Creative and innovative thoughts. Leadership.	Does not want to take the lead. No initiative.	Does nothing extra.	Completes some tasks every now and then.	Likes what he/she is doing. Cooperates.	Shows initiative at all times. Takes the lead.
7 Reliability	None.	Small minor tasks only.	Partly reliable.	Reliable.	Very reliable. No supervision needed.
8 Consistent performance and sustainability.	Behaviour is questioned.	Reacts only towards reminders.	Flexible behaviour.	Lack of leadership but tries his/her best,	Actions are irreproachable. Motivates others,

## Caring and hygiene

	1	2	3	4	5
1 Responsibility	Does not complete tasks.	Completes some tasks.	Completes only the expected tasks.	Completes tasks and uses initiative.	Tasks are completed with enthusiasm and initiative.
2 Punctuality	Always late / does not show up.	Sometimes on time.	Mostly punctual.	Punctual.	Never late. Shows up early and ready.
3 Group work	Outsider. No social skills.	Does his/her part, but is unpopular.	Works well in a group.	Can take the lead, but is more comfortable with following.	Respected and followed by the group spontaneously.
4 Quality service delivery	No pride. Truant.	Tries to deliver a service, fails due to ignorance.	Average performance. Nothing impressive.	Good work but no leadership.	Every task is performed with pride.
5 Attitude	Nonchalant. Negative approach.	Makes jokes. Influenced easily.	Helps half-heartedly.	Pleasant attitude. Quiet.	Maintains a positive attitude and motivates the group to give their best.
6 Creative and innovative thoughts. Leadership.	Shows no vision.	Waits for instructions.	Somewhat uncertain.	Shows no initiative. Will take the lead when provided with the opportunity.	Shows initiative at all times. Takes the lead.
7 Reliability	Not reliable at all.	Reliable under supervision.	Reliable, but does not want to take responsibility.	Reliable.	A mainstay who never disappoints.
8 Consistent performance and sustainability.	No interest.	No fairness. Minimal interest.	Completes task in rushed manner.	Lack of leadership is an obstacle.	Consistent. Stands out above the rest.



## Security

	1	2	3	4	5
1 Responsibility	Never on duty.	Shows for duty, negative.	Occasionally on duty.	Completes tasks, some initiative.	Tasks are completed 100%
2 Punctuality	Makes a habit of being late.	Often late. Offers excuse.	Just on time.	Late, but it is the exception.	Always on time. Punctual.
3 Group work	Cannot function in a group.	Follower.	Works well in a group.	Comfortable with following. Shows potential.	Takes the lead.
4 Quality service delivery	No service delivered.	Only does what is expected.	Does what is expected and more.	Does his/her part.	Outstanding quality.
5 Attitude	Negative and uninvolved.	Helps. Moans a lot.	Depends on activity. Sometimes positive, sometimes negative.	Helps willingly.	Always positive. Motivates others.
6 Creative and innovative thoughts. Leadership.	No innovative ideas.	Ideas, but rejected by the group.	Support ideas of others.	Some practical ideas.	Present practical ideas which are accepted by the group.
7 Reliability	Not reliable at all.	Relatively reliable.	Reliable, supervision needed.	Reliable.	Reliable at all times.
8 Consistent performance and sustainability.	Changes daily.	Moody, experiences ups and downs.	Average performance.	Tasks are performed consistently.	100% commitment.

**ACADEMICS      SPORT      CULTURE**

- ❖ Maximum of 20 points
- ❖ Done once – third quarter
- ❖ Coordinators and SMT

MARKS	0	1	2	3	4
ACADEMY	Below 50%	50 – 59%	60 – 69%	70 – 79%	80+%
PARTICIPATION	None	1 activity. No endurance.	2 activities	3 activities	4 / 5 activities
MOTIVATION	No motivation	Little motivation	Needs motivation	Self-motivated OR can motivate others	Self-motivated AND motivate others
DECISION MAKING	No initiative	Ideas are not thought through	Follower	Good ideas. Little support of the group.	Own ideas. Practical. Support of the group.
LEADERSHIP	None	Shadow-leader	Average leader	Forced leader	Natural leader