



ACADEMIC POLICY

INDEX

1.	Introduction	3
2.	The aim of this policy	3
3.	General education and training phase	3
4.	Further education and training phase	3
5.	Tablets	4
6.	Subject changes	4
7.	Additional subjects	4
8.	Day-to-day programme	4
9.	Homework	4
10.	Extra classes	4
11.	Assessment: tests and examinations	5
12.	Parents' evenings	5
13.	Subject policies	6
14.	Subject meetings	6
15.	Media centre	6
16.	IT centre	6
17.	Other academic activities	6
18.	Language policy	6

1. INTRODUCTION

Midstream College's core business is education and our priority is the academics. It is the educator's task to open and not fill learners' minds.

Learners are expected to work hard and do their best. Educators are also expected to equip themselves well for their task by ensuring that they are well prepared for each lesson and that they are dedicated.

2. THE AIM OF THIS POLICY

This policy outlines the principles and procedures necessary for Midstream College to achieve academic excellence.

3. GENERAL EDUCATION AND TRAINING PHASE

The following compulsory subjects are offered in grades 8 and 9:

- English
- Afrikaans
- Mathematics
- Physical Sciences
- Life Sciences
- Business Studies
- Accounting
- History
- Geography
- Technology
- Dramatic Arts OR Visual Arts OR Music
- Life Orientation
- Computer-based reading programme (grade 8 only)

4. FURTHER EDUCATION AND TRAINING PHASE

The following subjects are available to grade 10-12 learners:

4.1 Compulsory subjects

- Afrikaans (Home Language or First Additional Language)
- English (Home Language or First Additional Language)
- Mathematics or Mathematical Literacy
- Life Orientation

4.2 Choice subjects

- Physical Sciences
- Life Sciences
- Accounting
- Business Studies
- Information Technology
- Computer Applications Technology
- Geography
- History
- Engineering Graphics and Design

- Visual Arts
- Dramatic Arts
- Tourism
- Music
- Dance
- Advanced Programme Mathematics - only as a 8th subject and does not apply for university admission.

5. TABLETS

Learners make use of tablets in the classes. All textbooks and notes are pushed to the tablets. (Please see the website for detail.)

6. SUBJECT CHANGES

Changes can be considered once subject teachers and parents/guardians have been consulted. The change should not impair the learner's future study or career options. Class sizes and the availability of staff must also be considered. All subject changes are done by the Head of Academics.

7. ADDITIONAL SUBJECTS

Eight, ninth and even tenth subjects may be taken by learners in grade 11 and 12 on condition the members of staff are available to present these subjects after hours. Learners must have an overall average of 75% at the end of grade 10 before they are allowed to take additional subjects. There is also an additional cost involved.

8. DAY-TO-DAY PROGRAMME

Midstream College follows a 7-day cycle with 7 academic periods per day.

9. HOMEWORK

Written homework is an integral part of subject teaching and should form a meaningful extension of the classroom activities. The nature and extent thereof is determined by the various subjects.

10. EXTRA CLASSES

These classes are presented on a Monday from 14:15 to 15:15 and must be booked in advance.

11. ASSESSMENT: TESTS AND EXAMINATIONS

11.1 INTRODUCTION

School based assessment comprises term tests, examinations, assignments, research, oral assessment and other tasks. This happens throughout the year. In grade 8 and 9 this assessment comprises 40% and in grades 10-12 25% of the promotion mark.

11.2 TERM TESTS

Tests are written according to a timetable on Tuesdays and Thursdays. This timetable is available on the website. The maximum time allocation is 60 minutes. If these tests are missed, a medical certificate has to be handed in to the subject teacher. Tests have to be marked, moderated and handed back within two weeks. Grade 8 to 11 tests are sent home, while grade 12 tests are kept in the learners' portfolio files.

11.3 ADDITIONAL ASSESSMENTS

Staff members have to book these assessments well in advance. They may not be written on Tuesdays or Thursdays.

11.4 EXAMINATIONS

Grades 8-11: June and November.

Grade 12: Test series during June

Preliminary examination during August/September

Final IEB examination during October/November

A detailed examination organisation document is made available to staff before the commencement of examinations. Examination timetables are made available to learners at the end of the previous term. They are also posted on the website and pushed to the learners' tablets. (All learners write on the last day of both the June and November examinations.) Examination breakdowns per subject are posted on both the website and Google Classroom.

11.5 GENERAL

All examinations are conducted in accordance with the "Examination Organisation" booklet.

11.6 ABSENTEEISM

All learners are required to write the scheduled tests and exams. (Only the Headmaster and Head of Academics can make exceptions.)

If a learner cannot produce a medical certificate (not a letter from parent/guardian) he/she will receive nil (0) for the paper.

If a medical certificate can be produced within three days of returning to school the learner is entitled to another assessment as determined by the educator.

11.7 RECORDING OF MARKS

Every educator is expected to have an Excel spreadsheet for recording the learners' marks.

After every test and examination a test analysis form must be e-mailed to the Head of Academics.

At the end of each term the marks are converted to a mark out of 100 according to the subject prescriptions and entered into the *Ed-admin* administration system.

11.8 REPORTS

Issued at the beginning of terms 2 and 3, and on the last day of the year. Year mark reports are issued during October.

12. PARENTS' EVENINGS

This offers parents the opportunity of meeting members of staff (by appointment) to discuss matters related to the learner in specific subjects. Held twice a year (beginning of terms 2 and 3). Learners make appointments on behalf of their parents with the teachers. Meetings are restricted to 10 minutes. More serious matters should be discussed by appointment at a later stage.

13. SUBJECT POLICIES

Each subject has a policy according to which the subject is taught and assessed.

14. SUBJECT MEETINGS

The subject managers chair these meetings. The frequency thereof depends on the nature of the subject.

15. MEDIA CENTRE

A fully equipped media centre is available (subject literature, reference books, magazines, newspapers, internet access and other software applications). Teachers are encouraged to refer learners to the media centre to complete assignments. A qualified librarian is available. The media centre is open during breaks and in the afternoons (Monday to Thursday) until 15:00 and on Friday until 14:00.

16. IT CENTRES

Midstream College has world-class facilities to meet the information and communication technology challenges. Teachers are encouraged to source software applications that will aid teaching and learning in their subject/learning area. The use of the IT centres is coordinated with the CAT and IT teachers or with the librarian.

17. OTHER ACADEMIC ACTIVITIES

Learners are encouraged to participate in all national subject Olympiads, the Expo for Young Scientists, the World Knowledge Olympiad and other competitions. Teachers are encouraged to arrange meaningful academic excursions for their learners. Planned excursions must be discussed with the Head of Academics before they are booked. The presentation of subject days/weeks is also encouraged.

18. LANGUAGE POLICY

Midstream College is a parallel-medium school. All subjects (depending on learner numbers) are taught in both English and Afrikaans. Learners have the choice of being taught in English or Afrikaans. The day-to-day management and running of the school is also conducted in both languages.

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