



Laerskool Marietjie van Niekerk

Kommunikasie beleid

Leerder na Onderwyser

Leerders word aangemoedig om hul vrae, bekommernisse of probleme eerste met hul klasonderwyser of vakonderwyser te bespreek.

Voorbeelde sluit in:

- Skoolwerk
- Gedrag
- Afknouery
- Emosionele probleme

Onderwyser na Graadhoof / Fasehoof

Indien die aangeleentheid nie deur die onderwyser opgelos kan word nie, verwys die onderwyser dit na die toepaslike graadhoof of fasehoof (bv. Grondslagfase of Intermediêre Fase). Die graadhoof monitor leerderprestasie en gedrag binne die graad, en ondersteun personeel waar nodig.

Fasehoof na Adjunkhoof

Sake wat steeds nie opgelos is nie, word verder geneem na die adjunkhoof.

Adjunkhoof na Skoolhoof

Ernstige of skoolwye aangeleenthede word na die skoolhoof verwys.

Die skoolhoof neem finale besluite en tree op as verteenwoordiger van die skool teenoor die publiek en die onderwysowerhede.

Skoolhoof na Skoolbeheerliggaam (SBL)

Kwessies rakende beleid, finansies, infrastruktuur en beheer word met die SBL bespreek.

Die SBL neem besluite oor skoolontwikkeling en hou toesig oor die uitvoering van beleid.

Kommunikasie met Ouers

Die skool handhaaf gereelde en oop kommunikasie met ouers deur middel van: Oueraande, Rapporte, WhatsApp-groepe / SMS / E-pos, Amptelike skoolbriewe

Belangrike Riglyne

- Geen ouer, leerder of personeellid mag die hiërargie van kommunikasie oorslaan nie, behalwe in noodgevalle.
- Alle kommunikasie moet professioneel, respekvol en diskreet hanteer word.
- Kwessies moet so vinnig as moontlik op die toepaslike vlak opgelos word.

SKOOLURE

Maandae-Donderdae 07.30-13.35

Vrydae 07.30-13.00

TELEFOON

017 647 1481/1571

EPOS

admin@laerskoolmvn.co.za

SCHOOL HOURS

Monday - Thursday 07.30-13.35

Fridays 07.30-13.00

TELEPHONE

017 647 1481/1571

EMAIL

admin@laerskoolmvn.co.za



Laerskool Marietjie van Niekerk

Communication Policy

Learner to Teacher

Learners are encouraged to first discuss their questions, concerns, or problems with their class teacher or subject teacher.

Examples include:

- Schoolwork
- Behaviour
- Bullying
- Emotional problems

Teacher to Grade Head / Phase Head

If the matter cannot be resolved by the teacher, it is referred to the appropriate Grade Head or Phase Head (e.g. Foundation Phase or Intermediate Phase).

The Grade Head monitors learner performance and behaviour within the grade and supports staff where needed.

Phase Head to Deputy Principal

Matters that remain unresolved are escalated to the Deputy Principal.

Deputy Principal to Principal

Serious or school-wide matters are referred to the Principal.

The Principal makes final decisions and acts as the representative of the school to the public and educational authorities.

Principal to School Governing Body (SGB)

Issues relating to policy, finances, infrastructure, and governance are discussed with the SGB. The SGB makes decisions regarding school development and oversees the implementation of policies.

Communication with Parents

The school maintains regular and open communication with parents through: Parent evenings, School reports, WhatsApp groups / SMS / Email, Official school circulars

Key Guidelines

- No parent, learner, or staff member may bypass the communication hierarchy, except in emergencies.
- All communication must be professional, respectful, and confidential.
- Issues should be resolved as quickly as possible at the appropriate level.

SKOOLURE

Maandae-Donderdae 07.30-13.35

Vrydae 07.30-13.00

TELEFOON

017 647 1481/1571

EPOS

admin@laerskoolmvn.co.za

SCHOOL HOURS

Monday - Thursday 07.30-13.35

Fridays 07.30-13.00

TELEPHONE

017 647 1481/1571

EMAIL

admin@laerskoolmvn.co.za