

## ONDERSTEUNINGSDIENSTE / SUPPORT SERVICES

Die volgende ondersteuning is beskikbaar vir alle leerders in die Hoër Meisieskool La Rochelle. Neem asseblief kennis en maak ten volle gebruik van die geleentheid.

### EMOSIONELE ONDERSTEUNING:

1. Geregistreerde Berader vir onmiddellike aandag en raadpleging.
2. Portuur-afrigters (o.l.v. Hoof: SGOS) in die Portuurhulpkamer.
3. Kanale vir dissiplinêre gevalle: Meld aan by graadhoof → Skoolbestuurspan → Skoolbeheerliggaam.
4. Die Skoolhoof hanteer, waar moontlik, krisisgevalle onmiddellik. Andersins word sake na die Adjunkthoof verwys.
  - Leerders kan sonder afspraak die skoolhoof se kantoor voor skool of tydens 1ste pouses besoek;
  - Ouers, leerders en personeel kan langer afspraak maak via die sekretaresse.
  - Ouers kommunikeer eers deur middel van e-posse en telefoonoproepe om afspraak oor onderwyser- en vak-aangeleentheid te maak.
5. By die koshuis meld kosgangers aangeleentheid aan by die Superintendent en die Hoof: Leerdersake, terwyl ouer-aangeleentheid deur die Koshuisbestuurder hanteer word.

### AKADEMIESE ONDERSTEUNING:

1. Vakkeuses- en vakveranderinge word deur die Assesseringskoördineerder hanteer.
2. Leerondersteuning (bv. ekstra tyd, amanuensis) word by die Hoof: Leerderondersteuning aangemeld en deur haar bestuur.
3. 'n Assesseringsprogram word deur die Assesseringskoördineerder en die vakhoofde in die 1ste twee weke van die kwartaal aan die leerders beskikbaar gestel en word ook op die Communicator geplaas.
4. Die eksamenrooster word 'n maand voor die geskeduleerde eksamen deur die Assesseringskoördineerder beskikbaar gestel.
5. Gr. 12-leerders ontvang ekstra verpligte onderrig elke Dinsdag vanaf 19:00 tot 21:00. Die rooster word aan die begin van die jaar aan die gr.12's en hul ouers uitgestuur. 'n 6de periode per week is ook

The following support is available for all learners at La Rochelle Girls' High School. Please take note and make full use of the opportunities.

### EMOTIONAL SUPPORT:

1. Registered Counsellor for immediate attention and counselling.
2. Peercoaches (under the leadership of Head: SBST) in the Peercoach Room.
3. Channels for disciplinary matters: Report to Grade Head → School Management Team → Governing Body.
4. Where possible, the Principal handles crises situations immediately. Otherwise matters are referred to the Deputy Principal.
  - Learners may visit the principal's office without appointments before school, or during 1st breaks;
  - Parents, learners and staff members can make longer appointments via the secretaries.
  - Parents first communicate via e-mails and phone calls to make appointments regarding teacher and subject-related issues.
5. At the hostel, boarders refer matters to the Superintendent and the Head: Learner Issues, while the Hostel Manager handles issues regarding parents.

### ACADEMIC SUPPORT:

1. Subject choices and subject changes are handled by the Assessment Co-ordinator.
2. Learner support (eg. extra time, amanuensis) is reported to and managed by the Head: Learner Support.
3. An Assessment Programme is made available during the 1<sup>st</sup> two weeks of the term to the learners by the Assessment Co-ordinator and Subject Heads and is also placed on the Communicator.
4. The examination timetable is made available by the Assessment Co-ordinator a month before the scheduled examination.
5. Gr. 12 learners receive compulsory extra tuition every Tuesday from 19:00 till 21:00. The timetable is made available to the Gr. 12's and their parents at the beginning of the year. A 6<sup>th</sup> period per week for

op hul rooster ingewerk vir ekstra hulp.

6. ALLE VAKKE: Personeel is elke dag beskikbaar tot 15:00 as leerders ekstra hulp benodig – leerders moet net vooraf met die onderwyser reël. Leerders moet die vrymoedigheid neem om vrae in die klas te vra. *As jy te skaam is, doen dit aan die begin of einde van 'n periode. Maak van "peers" gebruik (jou maats leer ook baie as hulle aan jou verduidelik!)*
7. Vakkeuses en Loopbaan-oriëntering:
  - Wêreld van Werk deel van Lewens-oriënteringkurrikulum vir gr. 8 - 12;
  - Gr. 11-leerders doen projek oor "job shadowing";
  - Met die oog op vakkeuses, word gr. 9-leerders ekstern getoets. Die toetse word deur die skool gesubsideer en die ouers ontvang terugvoering oor die toetsuitslae sowel as die kriteria vir toelating tot tersiêre inrigtings.
8. Sommige vakgroepe maak gebruik van Google Classroom vir leerder-ondersteuning.

extra support is also worked into their timetable.

6. ALL SUBJECTS: Should learners seek extra help, members of staff are available until 15:00 everyday – learners need to arrange with the teacher beforehand. Learners must feel free to ask questions in class. *If you are too shy, ask before the time or after the class. Make use of your peers (your friends also learn a great deal when they explain to you!)*
7. Subject Choices and Career Orientation:
  - World of Work part of Life Orientation Curriculum for gr. 8 - 12;
  - Gr. 11 learners do a project on "job shadowing";
  - With regards to subject choices, the Gr. 9 learners are tested externally. The tests are subsidised by the school and parents receive feedback about test results, as well as the criteria for admission to tertiary institutions.
8. Some subjects groups make use of Google Classroom for learner support.