



St James Junior School for Girls and Boys

# Information Booklet

Established 2007



## **ABOUT ST JAMES JUNIOR SCHOOL**

### **The Founder**

Mr Leon MacLaren (1910 to 1994) founded the first St James School in London in 1975. Before this, in 1937, Mr MacLaren established the School of Economic Science (in Durban called the School of Practical Philosophy) which initially offered courses in economics and later philosophy. The aim was to teach about the principles of justice and truth and make this practical in people's lives. The sources used were first, the philosophy of Henry George, the wisdom of the Bible and Shakespeare and the philosophy of Plato. Later, following a visit to India, Mr MacLaren was introduced to the practice of meditation. The studies in the School of Economic Science flowered into the studies of literature, art, music, architecture, science and education. Upon the request of a few parents for a finer system of education for their children, Mr MacLaren guided the formation of the St James Model of Education in the United Kingdom in 1975. Since then affiliated Schools developed abroad and locally.

### **St James Junior Schools around the world**

1. John Scottus School in Ireland
2. John Colet School in Sydney
3. Erasmus School in Melbourne
4. Ficino School in New Zealand
5. Renaissance School in Trinidad
6. St James Preparatory School in Gauteng
7. Auburn House in Cape Town

### **Senior Schools**

1. St James Senior Boys School - UK
2. St James Senior Girls School - UK
3. John Scottus Senior School - Dublin

### **St James in KwaZulu-Natal**

St James Junior School for Girls and Boys is a multi-cultural, co-educational, non-denominational independent day school that is affiliated to the worldwide family of schools, catering for pupils from Grade 1 to Grade 7. The School is situated in Greyville, Durban and draws children from the local area of Morningside, Berea, as well as Bluff, Phoenix and Umlazi. St James was founded in January 2007.

## ***THE SCHOOL CURRICULUM***

The aim behind the School curriculum is to create well-balanced, happy and effective children. The curriculum addresses the physical, mental, emotional and spiritual needs of the child. Pupils are provided with fine material, and are expected to maintain high academic standards throughout their Junior School careers. St James School has a strong element of self-discipline, which goes beyond the classroom.

Our Curriculum is based on CAPS. We do, however, stretch our pupils and offer extension material that enriches CAPS in most of their subjects. Specialist teachers teach the following subjects:

- Music
- Speech and Drama
- Art
- Thinking Through Philosophy from Grade 1 - 7 (this programme is used to develop the moral and spiritual dimension of the child)
- Natural Sciences (Grades 6 and 7).
- Thinking Through Science (Practical Science and Thinking Skills for Grade 4,5,6 and 7)
- Our First Additional language is isiZulu and the Second Additional language is Afrikaans.
- Pupils are exposed to Sanskrit from Grades 4 - 7, but are not assessed.
- Sport
- Swimming

Meditation is offered to children from Grade 6, with parental consent. Should pupils require additional support to meet the demands of the curriculum, the School would recommend the services of an Educational Psychologist, an Occupational Therapist or any other professional deemed necessary. These services are at the personal cost of the parents and are motivated after thorough consultation with parents, teachers and the School Management Team. The recommendation of these professionals is considered vital to the future and progress of the student.

## ***SCHOOL GRADES AND PHASES***

***St James has three phases:***

1. Foundation Phase (Grade 1 to Grade 3).
2. Intermediate Phase (Grade 4 to Grade 6).
3. Senior Phase (Grade 7).

### **Grades 1 - 3**

A consolidation of reading, writing and spelling takes place in this phase. Students read widely, create and narrate stories and study and apply the rules of grammar.

General Knowledge is grown through theme work and children are taught to research topics, create models, thinking maps and complete projects. By working with numbers, students sharpen their understanding of number sense, number operations, mental mathematics, graphs and maps, problem solving and the properties of forms.

Life Skills is also introduced in the Foundation Phase. Sport and physical fitness is a regular feature of the Foundation Phase years and is taught weekly in a programme of Perceptual Motor Development. The children develop the core and other large muscles with an introduction to ball skills. Pupils are

transported to Swimming Lessons from January to the end of April where they follow a “Learn to Swim” Programme.

#### **Grades 4 - 6**

In addition to the above mentioned which continues in curriculum-based format for the Intermediate Phase, pupils also study Natural Sciences and Technology (laboratory based), Social Sciences, Life Orientation, Thinking Through Philosophy, Thinking Through Science and Sanskrit. Thinking Through Philosophy and Sanskrit are non examinable subjects.

#### **Grade 7**

Economic and Management Sciences and Technology form an additional part of the curriculum.

### ***SCHOOL ASSESSMENT PROCEDURES***

The purpose of Formal and Informal Assessment is to monitor the progress of a pupil throughout the course of the year. Informal Assessment occurs on an ongoing basis, whereas Formal Assessments occur on specific dates as stipulated by the Assessment Schedule for each Grade.

#### *Formal Assessment:*

##### Foundation Phase:

##### Terms 1 to 4

- Continuous Assessments across English (Home Language), isiZulu (1st Additional Language), Afrikaans (2nd Additional Language), Mathematics and Life Skills

##### Intermediate and Senior Phases:

##### Terms 1 and 3

- 1 Formal Test per subject
- Alternative Assessment (Project/Orals/Practicals/Creative Writing/Essays/Data Response or other suitable assignment)

##### Terms 2 and 4

- 1 Formal Test per subject
- Alternative Assessment (Project/Orals/Practicals/Creative Writing/Essays/Data Response or other suitable assignment)
- Formal Examinations

### ***OTHER INFORMATION***

#### **SCHOOL CLUBS**

School Clubs are offered at an additional cost and may be viewed on the school year planner.

#### **SCHOOL OUTINGS**

There are 2 outings for Grades 1 to 5 each year. Outings link to the theme for the term, or to skills that need to be developed. Grade 6 and 7 participate in overnight outings.

## **SCHOOL MANAGEMENT**

### **BOARD OF DIRECTORS**

St James is a fee-paying registered Section 21 Association not for gain. It is registered with the KwaZulu Natal Department of Education and is a member of the Independent Schools Association of South Africa (ISASA). The School Executive Board (SEB) consists of people involved in the field of education, business and finance. The SEB regularly appraise the progress and direction of the School.

### **THE SCHOOL MANAGEMENT TEAM**

The daily management of the School is conducted by the Headmistress who is supported by the Deputy Headmistress.

### **ST JAMES TEACHERS**

The teachers of St James are all fully qualified professionals. At St James, the class teacher looks after all aspects of development. The essence of the teacher-student relationship is love, trust and respect.

Typically the class teacher will teach the core subjects, whilst specialist teachers take other lessons such as art and drama . The class teacher has lunch with the class and gets to know each child very well. Regular communication is maintained with the School Headmistress on the individual progress and needs of each child at St James.

### **SCHOOL FUNDRAISING**

As a Section 21 organisation, i.e. not-for-profit School. St James needs to constantly supplement its income and relies heavily on donations and fundraising activities. School fundraising is an important part of St James school life.

### **THE SCHOOL DAY**

The school day commences at 07:45 Monday to Friday. School Assemblies are held every Monday, Wednesday and Friday morning from 07:45 to 08:00. The foundation phase ends at 13:45 Monday to Thursday. The other phases end at 14:30 Monday to Thursday. Grade 6 and 7 voluntary meditation takes place in the last 15 minutes of the school day.

***All grades finish school at 13:15 on a Friday.***

### **SCHOOL AFTER-CARE AND HOMEWORK CENTRE**

School after-care commences from 13:45 Monday to Thursday and 13:15 on Fridays. Extended After-care and homework supervision occurs from 16:00 to 17:00 daily. Please note that pupils are not taught or assisted with their homework; they are merely supervised. After-care is an additional cost and works on a term-by-term booking system. Please enquire at the School Office for more details.

## **WHAT EVERY PARENT OR CAREGIVER SHOULD KNOW ABOUT:**

### **Home Language Teaching at St James School**

Our medium of instruction is English.

### **Second and Third Languages Taught at St James**

Our first additional language is isiZulu and our second additional language is Afrikaans. Sanskrit is the third additional language. All 3 additional languages are compulsory. Sanskrit is a language famous for its grammatical perfection and wealth of literature. Writing in Devanagari script improves motor coordination and there is better control over pronunciation due to the perfect range of sounds in Sanskrit. This language is introduced to pupils in Grade 1.

### **St James Philosophy Series**

All grades receive lessons in morality, ethics and the Spirit of Man through the St James Philosophy series. This is a structured and graded series of lessons covering the great virtues and vices of mankind and is an important aspect of the Life Orientation and Literacy component of the curriculum at St James.

### **Academic Feedback Meetings**

St James provides regular feedback to parents/guardians on the academic progress made by pupils throughout the school year. The feedback is done once per term for the first three terms of the year. Written reports are issued at the end of each term.

### **Communication**

This is a vitally important component of a successful education. Please do not let any concern grow; address it as soon as possible. At St James the following methods allow for communication:

1. The School **Newsletter**, *Reach for the Stars*.
2. The School **Headmistress / Deputy Headmistress** is available to meet you at any convenient time, provided that a meeting has been booked with the Head's Personal Assistant.
3. The **Class Teacher** is available to discuss any matters of concern with you. Set up an appointment or address other issues such as illness via the message book.
4. The **Message/PTC Book** is an ideal medium for communication between the teacher, student and parent. Please read, check and sign the diary before it is returned to School.
5. Parent/Teacher **academic meetings** - these are scheduled once a term for the first three terms. Class teachers will be in touch for appointment times and meetings.
6. **Special Meetings** - these are called from time to time by the Headmistress to discuss important aspects of policy or School development. These meetings are always minuted and minutes are made available to all parents.
7. **Open Afternoon** - there are open afternoons each year. These allow new parents to walk about the School and make applications for the following year.
8. **School Reports** - there are four reports in a school year. All reports must be collected from the School Office and must be signed for.
9. **Medication** - If your child has to take medication during the school day, please complete the daily medication schedule found in the school office. All medication must be left in the school office. Kindly bring this to the teacher's attention via the message book. **No medication will be administered** unless it is written in the PTC book and left with clear instructions in the medicine box located in the office. Exceptions to this rule will be made with chronic medication eg: asthma pumps and ADD medication (concerta, ritalin), which may be administered by the class teacher and kept in class, only once a letter has been received from the parents at the beginning of each new school year giving the class teacher permission.

10. **Change of Address and Telephone Numbers** - it is imperative that any change in details is passed on to the School Office so that our records may be kept up to date.
11. **Money matters** - any money sent to the School should be delivered as far as is possible by yourself to the School Office. If you are unable to do so, please place the money in a **sealed envelope**, marked with your child's name, grade, amount and purpose, addressed for the attention of the School Personal Assistant.
12. **D6 Communicator** - Please download the school communicator. All notifications are posted on the communicator.

**ST JAMES IS A VEGETARIAN SCHOOL.** All food that is sent in for lunch and snack must be vegetarian. Lunch boxes that are sent from home must contain a sensible, healthy snack for your child. We occupy a building which is owned by The School of Philosophy, which is vegetarian in its outlook.

#### **AFTERCARE AND EXTENDED AFTER-CARE POLICY**

School after-care is offered on **Mondays to Thursdays from 13:50 to 17:00 and Fridays from 13:15 to 17:00.** This aftercare facility operates distinctly from the teaching day at St James and is managed under supervision by hired members of staff.

#### Late after-care pick-ups

Parents who make use of after-care must note the fines below in view of late pick-ups

*St James After-care Inconvenience Fines*

Up to half an hour	R50.00
After Half an hour	R100.00
After one hour	R200.00

#### **Homework Supervision in the Extended After-care (16:00 to 17:00)**

#### **Sign-out register**

Families who collect students from the School After-care must sign the daily collection register.

#### **Aftercare snackbox**

This box sent from home must contain a **VEGETARIAN** snack.

#### **HOMEWORK POLICY**

Parents must guide homework. All children need guidance with their homework. This guidance takes the following form:

- Regularity of homework means that a little done regularly is worth far more than a lot done intermittently.
- Timing guidelines are provided for homework (see below). These are, however, only guidelines. If your child is very tired or struggling to complete the homework, then it should be curtailed; however, **speak to the class teacher** as soon as possible.

- Support must be provided to your child. Sit next to them or work in the same room. Even when they are confident and work independently, **always check homework and sign** and place comments (if necessary) in the homework diary.
- Younger children need lots of praise; as they get older, higher expectations should be in place. Children need to be encouraged to work in an ordered environment - they should sit at a desk or table; they should have everything they need before starting; the room should be quiet; once started, they should work carefully and attentively for the prescribed time and then pack their bag for the next morning.

#### Homework timings per grade:

GRADE	PRESCRIBED TIMING
Grade 1	20 minutes per night
Grade 2	30 minutes per night
Grade 3	30 minutes per night
Grade 4	40 minutes per night
Grade 5	45 minutes per night
Grade 6	45 minutes per night
Grade 7	50 minutes per night

#### ***POLICY FOR CHILDREN WITH SPECIAL NEEDS***

St James **cannot educationally support** children who have special learning difficulties requiring remedial schooling or special schools. Children can be educationally supported who have been accepted into St James and develop a need for short-term interventions such as:

- Occupational therapy recommendations.
- Speech therapy recommendations.
- Educational psychologist recommendations.

**St James is not an LSEN school.**

#### ***RIGHTS AND RESPONSIBILITIES***

##### **STUDENTS**

Each student has the right to be educated in an orderly and disciplined environment. This implies that:

- Each individual has the right to develop to their full potential.
- Students shall respect one another's convictions and cultural traditions.
- Students shall respect the inherent dignity of others.
- All students shall enjoy equal treatment before the law and shall receive equal protection and benefits of the law.

##### **Guidelines for Interpersonal Relationships**

- Students must be treated with courtesy, tolerance and consideration and treat one another accordingly.
- Any form of aggressive and abusive behaviour, intimidation, bullying, victimisation, physical or verbal abuse is unacceptable.
- Students have the right to be treated with respect and have a responsibility to show respect to those in authority.



## **TEACHERS**

### The Classroom

In the classroom the teacher has the right to:

Respect, which includes:

- a. Common courtesy.
- b. Greetings.
- c. Attentiveness during lessons.
- d. Use of appropriate language at all times.
- e. No eating or chewing, or use of cell phones in class by students.
- f. A classroom environment which is conducive to learning and teaching.
- g. Students who commit themselves to the learning process.
- h. Punctual and regular attendance by students.
- i. Have their classroom and physical resources (e.g. notes, chalk boards etc.) respected by students.
- j. A graffiti and litter-free environment.

### **THE SPORTS FIELD AND SWIMMING**

On the sports field and at swimming, the teacher has the right to:

- a) Respect.
- b) The commitment of every member of the team.
- c) Conservation and maintenance of resources and equipment.
- d) Behaviour that is courteous and sportsmanlike.
- e) Players who uphold and enhance the reputation of the School at all times.
- f) Players who adhere to the dress code.

### **EXCURSIONS**

While away on excursions, the teacher has the right to:

- a) Students who, in dress, behaviour and speech, uphold the positive image of the school and its staff.
- b) Expect a parent to collect their child when contacted if the student is suspected of misconduct or in the case of illness.
- c) Expect the student to abide by the Code of Conduct.

### **RESPONSIBILITIES OF TEACHERS AT ST JAMES SCHOOL**

St James teachers must be punctual and dedicated members of staff.

Education and care of the students is their first priority.

Management and care of the classroom and its assets is the second priority.

Respect and integrity are key to good interpersonal relationships and growth of the ethos of harmony and maturity.

Transparency in all areas of teaching and learning areas, sharing of knowledge and skills are considered essential in a St James teacher.

Adherence to the School dress code.

Adherence to the non-use of cell phones whilst in the classroom.

### **RIGHTS AND RESPONSIBILITIES OF PARENTS**

All parents have the RIGHT:

- a) To expect that their children will receive sound education when accepted into

St James School.

- b) To actively participate, whenever possible, through constructive involvement in the life of the school.
- c) To expect regular reports on their children's progress or lack of progress.
- d) To attend the requested meetings.
- e) To expect teachers to monitor and regularly mark students' work.

All parents have the RESPONSIBILITY to ensure that:

- a) They provide 'daily doses' of quality, individual attention to their children.
- b) They build a positive link between home and school.
- c) The student adheres to the School's Code of Conduct.
- d) The student is punctual in his/her attendance of school in the morning with regard to sport, cultural or academic functions, in handing in homework, classwork, correction and self-study tasks.
- e) The student does not miss school unless GENUINELY ill.
- f) Students eat a nourishing breakfast before coming to school.
- g) Students attend school in their full and correct school uniform.
- h) Female students only wear one set of earrings and that male students wear NO earrings to school.
- i) The student completes the set homework and that the homework book is signed.
- j) The student has a quiet area where homework, project work, preparation for tests may be studied/completed.
- k) The school is made aware of any situation or problem which will affect their child or any other student, or members of the St James family.
- l) Provides a daily lunch and snack in keeping with the vegetarian ethos of the school. Also please send in a water bottle to school every day.
- m) All pupils are to have at least 10 hours sleep per night in order to function properly at school the following day.

### **SCHOOL ANTI-BULLYING POLICY**

The aim at St James is for children to be happy at school. To support this there has to be an atmosphere of love, friendship and security. Children who are unable to meet these requirements will be subject to disciplinary action in the form of time-outs or a school half-day exclusion. Further, on a cautionary note, children and parents must take care not to label children as bullies too quickly and emotively.

Behaviour that is causing unhappiness must be brought to the attention of the class teacher as soon as possible so as to prevent anti-socialness and a realistic restoration of friendship and security. All staff play an important role in the awareness of children's behaviour and in all aspects of school life, i.e. in the classroom, in the school toilets, on the sport's field, at the swimming pool, on school tours and excursions and most especially during break times. All staff have equal responsibility to ensure that children are playing and working within an atmosphere of love, friendship and security.

The St James approach to bullying:

1. Does the child understand what being a bully or being bullied means?
2. Do children have the necessary social and group skills to interact appropriately before the label 'bully' is applied?
3. Is the teacher *consistently* aware that a child is displaying anti-social and emotionally destructive behaviour to another?

#### ***POLICY RELATED TO MEDICAL CARE OF LEARNERS, INCLUDING PROTECTION AGAINST ABUSE***

St James is critically aware of the societal risks and threats that face all children in society locally, nationally and internationally. The Headmistress reserves the right to communicate with parents and guardians should she suspect abuse of any form in a child. In very sensitive cases, the Headmistress can unilaterally decide to seek the advice of child-care experts and medical practitioners **without the consent** of the parents or guardians wherein abuse and/or neglect is suspected.

All parents or guardians sending their child to St James School complete a *medical questionnaire* before entry into the School. Confidential medical information may be voluntarily disclosed and parents and legal guardians are encouraged to disclose, in confidence, medical information that would have an impact on the health and safety of the whole school community.

#### **Children on Medical Aid**

Parents and guardians whose children are on medical aid and emergency medical response must ensure that the details received by the School are regularly updated.

#### **Children not on Medical Aid**

In the case of medical and trauma emergencies, parents whose children are not on medical aid need to advise and update the School with details of the family practitioner and hospital that the child is regularly taken to.

**Response from St James during medical and traumatic emergencies.**

**School-based Injuries**

Nature of Injury	Response and Treatment
Minor injuries such as cuts and bruises.	First Aid by trained staff applying <b>universal precautions</b> . In the case of insect bites or heat rashes anti-histamine cream will be applied.
Injuries such as sports strains and sprains and cuts that lead to further bleeding.	First Aid by trained staff and a call to inform parents about the nature of the injury, First Aid to be administered.
Head injuries from falls off the play equipment.	Immediate assessment by trained staff member; call to the parents and a visit by the child and parent to the family Doctor. <ul style="list-style-type: none"> <li>● <b>Injury report.</b></li> </ul>
Suspected fractures and dislocations related to falls.	Immediate assessment by trained staff member; splinting of the injured area; call to the parents and a visit by the child and parent to the family Doctor. <ul style="list-style-type: none"> <li>● <b>Injury report.</b></li> </ul>
Accidents leading to a loss of consciousness.	<b>These are serious in nature. Parents are notified.</b> Children who are on medical aid and those who are not will be treated alike. Ambulance and trauma examination is warranted. The School will make the call to the ambulance service and affected child/ren will be taken to Hospital for examination. Parents not on medical aid are liable for the cost of a private examination. <ul style="list-style-type: none"> <li>● <b>Injury report.</b></li> </ul>
Childhood disorders such as epilepsy, asthma etc.	Trained staff management. Call to the parents / Ambulance call out if necessary. <ul style="list-style-type: none"> <li>● <b>Injury report.</b></li> </ul>
Human bite injuries leading to bleeding.	Immediate assessment by trained staff member; first aid; call to the parents and a visit by child and parent to the family Doctor. <ul style="list-style-type: none"> <li>● <b>Injury report.</b></li> </ul>
Measles, mumps, rubella, chickenpox and any other contagious diseases / illness	Immediate assessment by trained staff member; call to the parents. Child should be off school as stipulated by the medical practitioner. <ul style="list-style-type: none"> <li>● <b>Medical certificate needed on return.</b></li> </ul>
Swimming injuries, including near-drowning.	Trained staff management; First Aid where necessary; Call and discussion with parents. <ul style="list-style-type: none"> <li>● <b>Injury report.</b></li> </ul>

<p><u>OTHER:</u> Nits and lice; Contagious sores; impetigo Conjunctivitis (pink-eye); severe allergies</p>	<p>Immediate assessment by trained staff member; call to the parents. Child should be off school as stipulated by the medical practitioner.</p> <ul style="list-style-type: none"> <li>● <b>Medical certificate needed on return.</b></li> </ul>
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Every member of staff has basic First Aid training and can administer First Aid in mild injuries such as cuts, bruises and sprains. All members of staff can perform CPR and stabilise children until an ambulance or parents arrive. Please note that not all injuries would require a call to the parent.

#### ***POLICY FOR THE ADMINISTRATION OF PRESCRIBED MEDICATION***

When prescribed medication needs to be taken during school hours on an occasional basis, the parent or guardian should hand fill in the medicine register **in person** in the School Office. Please also note this in the message/PTC book. The medicines should be **clearly labelled** with the name of the pupil.

Inhalers for asthma should be kept out of reach and view of other students and in the bag of the owner. Inhalation must be supervised by the teacher. The inhaler must be carried on any activity outside of the school building. The School cannot be held liable for the failure to administer medication when not directly requested to do so by the parent/caregiver or guardian.

#### ***SCHOOL REFRESHMENT BREAK AND LUNCH***

A mid morning snack and lunch needs to be provided from home on a daily basis. Only vegetarian food is permitted at St James. Vegetarian food is used to encourage a variety of vegetable eating and fresh food intake.

Lunch is part of the school day and class teachers normally eat with their classes in the School Refectory. Lunch tables are set out tidily and children are encouraged to serve and look after each other during meal times.

#### **Service**

At all times, children at St James are encouraged to serve their friend, other younger children, other staff, family and friends. It is hoped that this service can grow and develop into unlimited service of society, or humanity as a whole one day.

#### ***SCHOOL OUTING POLICY***

It is the policy of St James to conduct a **risk assessment**.

#### **Outing pre-requisites are:**

- Informed consent and indemnity from parents and guardians to **each outing per term**.
- Medical risk information to be taken into consideration when on an outing.
- First Aid kits.
- Copies of Doctors and emergency numbers carried by class teachers.
- All students are expected to conduct themselves according to the School's Code of Conduct.

### ***Transportation of Children***

When hiring transport for travel, St James takes into consideration the following:

- Vehicle licenses.
- Drivers licences.
- Outer condition of vehicles.
- Inner condition of vehicles.
- Cost factor.

### ***HIV/AIDS POLICY***

#### **DUTIES AND RESPONSIBILITIES OF STUDENTS, TEACHERS, SUPPORT STAFF AND PARENTS**

No student or teacher with, or perceived to have, HIV/AIDS would be unfairly discriminated against. Students and teachers with HIV/AIDS would be treated in a just, humane and life-affirming way, taking into account the fears, objections and the rights of all parties affected. The School will adopt a fair and balanced stance in the interests of the School community.

#### **HIV TESTING: THE ADMISSION AND RETURN OF STUDENTS TO THE SCHOOL**

The School does not enforce compulsory HIV testing but encourages voluntary HIV counselling and testing of at-risk, current, prospective and returning teachers wherein the health of the teacher is affected and proper treatment needs to be undertaken.

#### **CREATING A SAFE SCHOOL ENVIRONMENT**

The School will implement universal precautions to effectively eliminate the risk of transmission of all pathogens, including HIV in the School environment (as far as it is practical). The basis for advocating the consistent application of universal precautions lies in the assumption that in all situations with potential exposure to HIV, all persons are potentially infected and all blood and body fluids and excretions, which could be stained or contaminated with blood, will be treated as potential infections.

1. Blood, especially large spills such as from nosebleeds, will be handled with extreme caution.
2. Skin exposed accidentally to blood would be cleaned promptly with water and disinfectant.
3. All bleeding wounds, sores, breaks in skin, grazes and open skin lesions would be cleaned immediately with a suitable antiseptic.
4. If there is a biting or scratching incident wherein the skin is broken, the wound would be washed thoroughly with running water and disinfectant. Blood splashes on the face (mucous membranes of the eyes, nose or mouth) would be flushed with running water for at least three minutes.
5. All open wounds, sores, breaks in the skin, grazes and open skin lesions would be covered securely with non-porous or waterproof dressing or plaster so that there is no risk of exposure to blood.
6. Cleansing and washing would always be done with running water and not in containers of water.
7. All persons attending to blood spills, open wounds, sores, breaks in the skin, grazes, open skin lesions, body fluids and excretions would wear protective latex gloves to exclude the risk of HIV transmission effectively.
8. If blood has contaminated a surface, that surface would be cleaned with fresh, clean bleach solution and the person responsible for this would wear latex gloves.
9. Other body fluids and excretions that could be stained or contaminated with blood, for example saliva, phlegm, urine, vomit, faeces and pus would be cleaned up in a similar fashion.

10. Blood-contaminated materials would be sealed in a plastic bag and incinerated or sent to an appropriate disposal firm.
11. If instruments (such as scissors) become contaminated with blood or other body fluids, they would be washed and placed in a strong bleach solution for at least an hour before drying and re-use.
12. At least two First Aid kits would be available on the School premises, and be accessible on the playground and sports field.
13. Students would be instructed never to touch blood, open wounds, sores, breaks in the skin, grazes and open skin lesions of others, nor to handle emergencies such as nosebleeds, cuts and scrapes of friends, on their own. They would be taught to call for assistance from a teacher or other staff members.

#### **PREVENTION OF HIV TRANSMISSION DURING PLAY AND SPORT**

The risk of HIV transmission as a result of contact play and sport is generally insignificant. The risk only increases where open wounds, sores, breaks in the skin, grazes, open skin lesions or mucous membranes of students and educators without HIV are exposed to infected blood. Adequate wound management in the form of application of universal precautions would be essential to contain the risk of HIV transmission during contact play and contact sport.

Therefore,

- a. No student may participate in contact sport with open wounds, sores, breaks in the skin, grazes and/or open skin lesions.
- b. If bleeding occurs during contact play or contact sport, the injured player would be taken off the playground or sports field immediately and treated appropriately. Only then may the player resume playing and only for as long as any open wounds, sores, breaks in the skin, grazes, open skin lesions remain securely covered.
- c. Soiled clothes must be changed.
- d. The same precaution would be applied to injured educators or staff members and injured spectators.
- e. Staff members acting as sports administrators or coaches would ensure the availability of First Aid kits and the adherence to universal precautions in the event of bleeding during sports participation.

#### ***COUNSELLING AND CARE***

The School will refer students and their parents to appropriate counselling services in respect of Voluntary Counselling and Testing. Confidential supportive counselling including bereavement will also be referred to appropriate services, upon consent from families.

St James reserves the right to amend and update the Information Booklet / Code of Conduct when necessary. This revised copy is applicable from 1 January 2017 and replaces all previous Parent Handbooks.