



Penryn College

Scholar Academic Policy

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November 2024	Michael Eisen (Executive and College Head) Natalie Jones (College Deputy Head)	

1. Identity

Penryn College is an Independent Co-Educational School, operating within the legislature pertaining to Independent Schools in the South African Schools Act. The College scholars write the National Senior Certificate Examination, examined by the Independent Examinations Board (IEB) and accredited by Umalusi.

2. Affiliations

Penryn College is affiliated with ISASA (The Independent Schools Association of Southern Africa), IEB, SAHISA (The South African Heads of Independent Schools of Southern Africa), SABISA (South African Bursars Association of Independent Schools of South Africa), Round Square and associated with the Methodist Church.

3. Academics

Penryn College aims to provide an education in which each scholar is encouraged to achieve personal academic excellence. This means that each scholar is expected to achieve beyond what they perceive as their potential. As such, the College is committed to providing an education that facilitates independence of thought, critical reasoning, perseverance, self-regulation and intrinsic motivation, thereby preparing our scholars to be lifelong learners.

To facilitate academic excellence it is imperative that each scholar is viewed holistically. In order to develop the scholars into well-rounded individuals, scholars are expected to

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participate in the College's community service programmes, cultural endeavours and team sports. Scholars are encouraged to develop an active faith through our Methodist Chapel Services. Scholars are also afforded opportunities to develop a global understanding of our world through exchange programmes and overseas conferences associated with Round Square and community outreach programmes.

Consequently, our scholars are encouraged to become globally effective citizens, contributing to their communities and participating fully in a 21st Century World.

4. Academic Staff

All teaching staff are required to have the minimum tertiary degree/diploma and/or professional qualification. All full-time teachers are required to be registered with SACE (South African Council for Educators) and to adhere to the SACE code of ethics. Teachers still completing their professional qualifications are required to be in possession of a temporary SACE registration.

Academic staff are organised into subject specific departments. Some staff may be required to teach across two departments. The College Deputy Head of Academics oversees the continuity, integration and standardisation of the academic programme across the College.

Academic staff are encouraged and expected to participate in IEB endeavours. Examples include serving as markers for NSC examinations, applying for roles as moderators, examiners and sub-examiners. Teachers are required to remain current with educational developments and professional growth. Making use of professional development opportunities is a requirement. Staff training and Professional Development is on-going throughout the year.

5. Curriculum Delivery

5.1 Curriculum Compliance and Implementation

Penryn College adheres to the South African National Curriculum Statement through the implementation of CAPs in the GET Phase and the SAGs (Subject Assessment Guidelines - through the IEB) in the FET Phase.

A Head of Subject/Department is appointed to oversee the effective running of each academic subject. The Head of Subject/Department in conjunction with the teachers in that department are required to develop and manage an effective learning programme for the subject. This is overseen by the College Deputy Head of Academics.

5.2 Academic Standards: Benchmarking, Support and Extension

Scholars applying to Penryn College are required to write an entrance test in English and Mathematics prior to entry into the school. The purpose of this is to ensure that the scholar can participate meaningfully in the learning programme of the school leading to at least a National Senior Certificate.

Penryn College Grade 12 Scholars write the NSC examinations offered by the IEB.

Internal academic standards at Penryn College are maintained at a level that facilitates the development of the competencies outlined in our academic goals. Assessments are used to monitor the progress of each scholar, the cohort of scholars and the value of our learning programmes. The scholars' progress is reported on four times a year. Qualitative evaluation of the progress of the scholars is done on an ongoing basis throughout the year through formative and summative assessments. Quantitative analysis of results is conducted after the June and November examinations for Grade 8 - 11 and after June and Preliminary Examinations for Grade 12 scholars.

Scholars in need of additional academic support have access to support lessons, with subject teachers, in the afternoons. Scholars in need of more formal learning interventions have access to the school Social Worker and Educational Psychologist on site.

Where necessary, teachers will provide additional support in the form of Saturday Classes/Workshops, extra lessons and either Spring School or Winter School for the Grade 12 scholars in preparation for the NSC examinations.

FET Phase scholars with an interest in and suitable academic performance are encouraged to enrol in Further Studies Mathematics and English (both of which are offered through the IEB).

5.3 Timetable

Penryn College operates on a 7-day cycle with 7 academic periods per day. The time immediately after lunch is designated for support on a Tuesday and Thursday. One Chapel Service, one Assembly and one "Clubs" Period is scheduled per week.

5.4 Language of Teaching and Learning

Penryn College is an English Medium school. As such, all classes, with the exception of first additional and second additional languages, are offered in English. All scholars are required to take English as their Home Language subject.

South African citizens and immigrants who have studied in South Africa since before Grade 7 are required to take a First Additional Language. Penryn College offers Afrikaans, isiZulu and Siswati as First Additional Languages.

Immigrants have access to French or Portuguese as a Second Additional Language Level.

5.5 Accommodations

Scholars eligible for accommodations are required to undergo the required tests, as stipulated by the IEB Policy and Procedure for Accommodations, and go through the application process. Accommodations of up to a maximum of 5 minutes/hour of additional time may be granted internally until such time as the IEB has approved accommodations.

Once the IEB has approved/declined the accommodation applications, these decisions will be final and will be supported by Penryn College.

Eligible scholars will be granted additional time for formal Tuesday assessments, and where absolutely necessary, a human reader/scribe may be used for formal Tuesday assessments. In Grade 12, scholars will be granted all approved accommodations for all School-Based Assessments as required by the IEB. This implementation is in line with the IEB Annexure B: Implementation Policy and Procedure for Accommodations.

5.6 Subject Changes

Scholars may only change subjects in consultation with their parents, the College Deputy Head of Academics and relevant teachers. A maximum of two subject changes in Grade 10, and one subject change in Grade 11, are permitted. No subject changes are permitted in Grade 12 as per Umalusi requirements.

6. Assessment and Promotion

6.1 Assessments

Penryn College scholars are assessed formatively and summatively throughout the year in accordance with the learning programme developed in each subject. An assessment calendar is developed for each term to ensure a fair spread of assessments across the term. Where practicably possible, no more than two summative assessments are scheduled per scholar per day.

The SBA requirements for each subject area are used as a guideline for assessment purposes. Appropriate taxonomic levels are recorded for formal assessments to ensure that the spread of the level of questioning in assessments is fair.

Examinations for Grades 8 - 11 are conducted in June/July and November. For Grade 12 scholars, internal examinations are conducted in June/July and August/September. These examinations are set to an internal timetable which is drawn up by the Deputy Head: Academics. Internal assessments are set by subject teachers or at cluster level. Assessments are marked by relevant subject teachers. All assessments undergo both pre- and post-moderation internally, and where applicable externally or at cluster level.

6.2 Promotion Requirements

Penryn College adheres to the national promotion requirements. As per the national promotion requirements, a scholar may be condoned upon consultation with the College Head, College Deputy Head of Academics and subject teachers. There may be conditions applicable to these condonations. Condoned promotions are limited to ONE per phase (i.e. GET and FET). For example: A Grade 9 scholar who does not meet the national promotion requirements in Mathematics, may be condoned to Grade 10 on condition of taking Mathematical Literacy. this would be viewed as a condonation in the GET phase.

6.3 Parent - Teacher Communication

A parent-teacher meeting is held twice annually for every grade. This allows for feedback and discussion regarding the individual scholar's progress.

Where a scholar has under-performed in an assessment, the teacher will notify the parents/guardians via email to ensure the parents are aware of the academic progress of their child. Where a pattern of non-performance is identified the College Deputy Head will make contact with the parents/guardians to ensure all parties are aware of the scholars' academic progress and can work together to a better outcome.

6.4 Reporting

Progress reports, including a subject mark for each subject and an indicator of classroom behaviour and academic endeavour, are issued to all parents in the first term and to all parents of Grade 8 - 11 scholars in the third term. Parents of Grade 12 scholars will receive a third term report with a final Grade 12 mark which is indicative of the SBA mark which will be sent to the IEB and weighted accordingly with their final NSC examination results.

In Term 2, parents of all scholars and in Term 4 parents of Grade 8 - 11 scholars, will receive a full progress report including subject marks and a comment on the progress of their child in each subject. Included in these reports is a tutor comment which gives insight into the overall experience of the child at Penryn College.

The final promotion result in the Term 4 report is weighted in accordance with the national guidelines.