



## **JAPARI SCHOOL STRUCTURE**

### **THE SCHOOL IS DIVIDED INTO EIGHT DEPARTMENTS**

<b>1. <u>HEADMASTER</u></b>
Executive Leadership, Strategic Planning, Vision and Mission, Professional Development, Department Delivery, Property Development, Governance
<b>2. <u>INTERSEN PHASE (GRADE 4 -7) AND SCHOOL MATTERS – DEPUTY HEAD</u></b>
Curriculum / School Matters: Teaching/Learning/Excursions/Camps, Assessments, Staff Appraisals, Student Leadership (Monitors/Mentors), Discipline (Detention Classes), Complaints (Parental complaints about Learner/Teacher behaviour), Learner complaints about a teacher.
<b>3. <u>FOUNDATION PHASE (GRADE R – 3) – HOD</u></b>
Curriculum, Teaching /Learning, Staff Appraisals
<b>4. <u>READING</u></b>
Academic intervention for students who present with assessed reading challenges
<b>5. <u>DIGITAL LEARNING</u></b>
Grade R-7: Network Management, Digital Provisioning and support for all staff and learners
<b>6. <u>ADMINISTRATION AND FINANCE – BURSAR</u></b>
Budgets, Salaries, Financial Management, school fee collection, Tuck Shop, Uniform Shop (Head to Toe), Admin and Ground Staff
<b>7. <u>INTERVENTION AND LEARNER SUPPORT – SENCO</u></b>
Identify and co-ordinate learner provision and support, liaise with therapists, parents, teachers, outside providers, accurate record keeping and admissions
<b>8. <u>SPORT</u></b>
All sport practices, matches, vehicles, fields, courts, and swimming pool

## **PARENT COMPLAINTS**

- The Heads of Department and teachers should never see an angry parent who is demanding a meeting without an appointment. Although we 'hear' what a parent is saying, solutions cannot be found when adults are angry. The Reception Staff will provide the complainant with a "JAPIForm", which will be followed up within 1-2 days.
- This "JAPIForm" is sent to the relevant Department Head. The Headmaster will not intervene and disempower the Departmental Head. The Department Head may escalate the matter to the Headmaster if required.
- Demand meetings of teachers, Departmental Heads and the Headmaster are not entertained at Japari School.

## **BULLYING**

Firstly : Class Teacher  
Secondly : Department Head  
Thirdly : Deputy Head  
Finally : Headmaster

## **PROBLEM WITH A TEACHER**

Firstly : Department Head  
Secondly : Deputy Head  
Finally : Headmaster

## **PROBLEM WITH RECEPTION**

Firstly : Incident Form  
Secondly : Bursar  
Thirdly : Deputy Head  
Finally : Headmaster

## **PROBLEM WITH MY CHILD'S LEARNING**

Firstly : Class Teacher  
Secondly : Department Head  
Thirdly : Deputy Head  
Finally : Headmaster

## **PROBLEM INVOLVING SPORT**

Firstly : Sports Coach  
Secondly : HOD Sport  
Thirdly : Headmaster

## **PROBLEM IN THE CLASS**

Firstly : Class Teacher  
Secondly : Department Head  
Finally : Headmaster

## **PROBLEM WITH A SCHOOL POLICY**

Firstly : Email Deputy Head: deputy@japari.co.za  
Finally : Headmaster

## **COMPLAINT ABOUT ANOTHER PARENT**

Firstly : Incident Form  
Secondly : Deputy Head  
Finally : Headmaster

## **MAKING A SUGGESTION**

Firstly : Email: info@japari.co.zaz  
Finally : Headmaster

## **A NON-CLASS RELATED PROBLEM**

Firstly : PA to the Headmaster  
Finally : Headmaster

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## **HEADMASTER**

Mr Steve Rees

## **INTERSEN PHASE (4-7) AND SCHOOL MATTERS: DEPUTY HEAD**

Mrs Ingrid Kamffer

## **FOUNDATION PHASE (R - 3) HOD**

Mrs Hayley Cockcroft

## **READING: HOD**

Ms Brenda Roberts

## **DIGITAL LEARNING**

Mr Sebastian Whyte

## **ADMINISTRATION AND FINANCE: BURSAR**

Mrs Lorraine Maratheftis

## **INTERVENTION AND PUPIL SUPPORT: SENCO**

Mrs Hayley Cockcroft

## **SPORT: HOD**

Mrs Mandy Wheeler