JAPARI SCHOOL STRUCTURE

THE SCHOOL IS DIVIDED INTO EIGHT DEPARTMENTS

<table>
<thead>
<tr>
<th>Department</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td><strong>1. HEADMASTER</strong></td>
<td>Executive Leadership, Strategic Planning, Vision and Mission, Professional Development, Department Delivery, Property Development, Governance</td>
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<tr>
<td><strong>2. INTERSEN PHASE (GRADE 4 - 7) AND SCHOOL MATTERS – DEPUTY HEAD</strong></td>
<td>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.</td>
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<tr>
<td><strong>3. FOUNDATION PHASE (GRADE R – 3) – HOD</strong></td>
<td>Curriculum, Teaching /Learning, Staff Appraisals</td>
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<td><strong>4. READING</strong></td>
<td>Academic intervention for students who present with assessed reading challenges</td>
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<td><strong>5. DIGITAL LEARNING</strong></td>
<td>Grade R-7: Network Management, Digital Provisioning and support for all staff and learners</td>
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<tr>
<td><strong>6. ADMINISTRATION AND FINANCE – BURSAR</strong></td>
<td>Budgets, Salaries, Financial Management, school fee collection, Tuck Shop, Uniform Shop (Head to Toe), Admin and Ground Staff</td>
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<tr>
<td><strong>7. INTERVENTION AND LEARNER SUPPORT – SENCO</strong></td>
<td>Identify and co-ordinate learner provision and support, liaise with therapists, parents, teachers, outside providers, accurate record keeping and admissions</td>
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<tr>
<td><strong>8. SPORT</strong></td>
<td>All sport practices, matches, vehicles, fields, courts, and swimming pool</td>
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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 “JAPI Form”, which will be followed up within 1-2 days.

- This “JAPI Form” 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.za
Finally : Headmaster

A NON-CLASS RELATED PROBLEM
Firstly : PA to the Headmaster
Finally : Headmaster

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 Whyle

ADMINISTRATION AND FINANCE: BURSAR
Mrs Lorraine Maratheftis

INTERVENTION AND PUPIL SUPPORT: SENCO
Mrs Hayley Cockcroft

SPORT: HOD
Mrs Mandy Wheeler

Updated December 2019