## PRESTIGE COLLEGE

## Language Policy

Policy name

Implementation date	Contact person	Department	
2000	Principal	Executive management	
Reviewed : Nov 2017			

1.	Introduction Purpose	Language forms the basis for teaching and Learning. In a very diverse school like Prestige College where at least 17 different cultures are represented, a clear Language policy is needed. When the school was established in 1992, a parent meeting was held to discuss the options we have. Parents made it clear that they need a school where their children will be prepared for the world "outside" of school. The notion was accepted that parents would maintain their Vernacular language and culture at home and it is the job of the school to make them "world-ready" where their kids must be proficient in speaking English, as that will be the language in which they will learn. The purpose of this policy is to inform those who have to manage the school when the same questions may arise many years later into the future. This document sets out to achieve the following: 1.1 To inform newcomers to what the actual policy stipulations are. 1.2 To clear possible uncertainty or bias within the school with regards to the languages spoken and taught at the school. 1.3 To give guidance to possible conflict that could arise as a result of language issues.	
2.	Legislative framework and Definitions	<ul> <li>2.1 Section 6(2) of The South African Schools Act, No 84 of 1996</li> <li>2.2 Language in Education Policy in terms of section 3(4)(m) of the national education policy act, 1996 (act 27 of 1996)</li> </ul>	
	Scope		
3.	Roles and responsibilities:	The people directly affected by this policy: Tick appropriate block:	
		Teaching $$ Admin $$ All staff $$ Learners $$	
		staff staff	
		It is the responsibility of the SMT to make sure that the Policy provisions are followed through. All staff are responsible to make sure that the provisions are followed.	

4.	Sanctions when	If any of the policy rules are bent or broken, there will be
	policy rules are	consequences as spelled out in the conditions of service
	breached	document where the grievance process is explained.
5.	Management of	All comments, complaints and other relevant information
	information	pertaining to the Language policy will be summarized during
	collected	parent meetings to make sure any concerns are addressed by the
6	Freebration	SMT.
6.	Evaluation	This policy will be reviewed as soon as there are queries, new
	and review of	circumstances or legislation that will expect us to review this
7	policy All	policy.
/		7.1 The Language for Learning and teaching is English in every classroom from Grade 000 to Grade 12.
	organizational	
	procedures that relate to	7.2 Where other Languages are taught as a subject, (Setswana
	this policy	or Afrikaans) it is up to the teacher to decide what Language she/he will be using in class as medium of instruction. The
	this policy	SMT prefers that the teacher will use the language taught to
		get preference in those classes as it will benefit the learners
		to hear the language they are supposed to ppass at the end
		of matric, however, if the teacher finds it necessary from time
		to time to teach a topic by explaining something to help the
		learners understand better, that he/she may do so.
		7.3 Teachers may not use a vernacular language to address the
		learners in any other subject and thereby exclude learners
		who do not understand that particular language.
		7.4 Learners must be encouraged to ask questions in the
		language of learning and teaching. Only if they cannot
		express themselves well enough in English, they may ask
		other learners to express the original question on their behalf
		in the correct language of learning and teaching.
		7.5 All administrative matters must be dealt with in English. All
		correspondence, answering the telephone, marketing
		materials, invoices, reports, computer systems etc. will be
		done in English as the official language for all communication.
		7.6 Staff must be encouraged to speak English in the staffroom as
		to not exclude anybody else who do not understand their
		language. Sensitivity is needed when it comes to using the
		correct language.
		7.7 All tests and examination papers must be proof read by a
		teacher from the English Department to correct poor
		expression of questions or choice of words.
		7.8 The school magazine or any other marketing materials must
		be proofread by a senior member in the English Department.
		7.9 Learners must have the opportunity to show off their skill in
		the language by participating in debates and other languages
		competitions like spelling Bee, drama and English Olympiads.

8	General	8.1 There will have to be a special effort to teach the English
8.	General provisions	<ul> <li>8.1 There will have to be a special effort to teach the English Language to the learners in the Foundation phase and Grade R. Those learners have not necessarily been exposed to English and those learners may not be disadvantaged because of the language barrier.</li> <li>8.2 The school will adopt a special phonics programme to which all learners in the Primary school must be exposed to and where needed in the High school as well.</li> <li>8.3 Learners are encouraged to speak English as much as possible and also during break on the playground to improve their proficiency in the language, but are not forced to speak English. They should understand the benefits of speaking English to each other only for the reason of picking up a broader vocabulary and to learn from others.</li> <li>8.3 The teaching of language must get preference in all matters pertaining to timetable, phonics programmes as well as language programmes for the computer centre.</li> <li>8.4 Teachers who speak other languages in the classroom to the detriment of any other child, will be dealt with according to the grievance procedures of the school.</li> </ul>
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