

# REQUEST FOR PROPOSALS

**Humansdorp Primary School: Administration &** Resourcing (Development of school policies)

RFP #: E & SD 01/2025  CLOSING DATE: Friday, 23 May 2025, 17h00	TO BE SUBMITTED TO: Kouga Windfarm Community Development Trust (KWFCDT) ON EMAIL BELOW
PROJECT: HUMANSDORP PRIMARY SCHOOL: ADMINISTRATION & RESOURCING (DEVELOPMENT OF SCHOOL POLICIES)	INFO@KWFTRUST.CO.ZA

## **OBJECTIVE**

The Kouga Wind Farm Community Development Trust in partnership with the Eastern Cape Department of Education seeks a service provider to develop school policies for the new primary school in Humansdorp. The school policies will be used as a framework that guides the school's educational, administrative and operational functions.

In alignment with the strategic imperatives of establishing a new primary school, the formulation and implementation of essential policies is critical to ensure smooth operations, creation of a supportive learning environment and overall alignment with the school's vision and objectives.

## **DELIVERABLES**

The service provider is required to develop essential school policies for Humansdorp Primary School, a new fee paying, English LOLT primary school in Humansdorp.

The service provider may recommend ad hoc policies over and above the policies prescribed below:

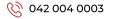
## 01. Trauma-informed discipline policy

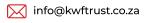
The trauma-informed discipline policy should address the following items:

Principles of a Trauma-Informed Discipline Policy

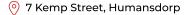
- **Understanding Trauma** 
  - Definition: Recognise that trauma can result from various adverse childhood experiences such as abuse, neglect, household dysfunction and other stressful events.
  - Impact on Learners: Understand that trauma can affect learners' emotional regulation, behaviour and ability to concentrate and learn.











## KOUGA WIND FARM

## COMMUNITY DEVELOPMENT TRUST

- Creating a Safe and Supportive Environment
  - Physical Safety: Ensure the school environment is physically safe, with clear rules and expectations.
  - Emotional Safety: Provide an emotionally safe atmosphere where learners feel respected, valued and understood.
- Training and Professional Development
  - Staff Training: Provide ongoing professional development for teachers, education assistants and staff on the effects of trauma and strategies for supporting trauma-affected learners.
  - Awareness: Educate staff about signs of trauma and appropriate responses to learners' behaviour.
- Building Strong Relationships
  - Trust and Rapport: Encourage staff to build trusting relationships with learners, emphasising empathy and understanding.
  - Consistency: Maintain consistent routines and expectations to provide a sense of stability for learners.
- Implementing Restorative Practices
  - Restorative Justice: Use restorative justice practices to address conflicts and misbehaviour, focusing on repairing harm and restoring relationships rather than punitive measures.
  - Conflict Resolution: Teach and model effective conflict resolution skills.
- Providing Support Services
  - Counselling and Support: Offer access to counsellors and social workers to provide support and interventions for trauma-affected learners.
  - Individualised Plans: Develop individualised support plans for learners with significant trauma histories, involving collaboration with families and external agencies if necessary.
- Encouraging Positive Behaviour
  - Positive Reinforcement: Focus on positive reinforcement and recognition of good behaviour rather than solely punishing negative behaviour.
  - Behavioural Interventions: Implement behavioural interventions that are sensitive to learners' trauma histories.
- Involving Families and the Community
  - Family Engagement: Engage families in the process, providing them with resources and support to understand and address their child's trauma.
  - Community Partnerships: Collaborate with community organisations and services to provide comprehensive support for learners and families.

#### 02. School Finance Policy

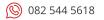
The school finance policy should address the following items:

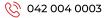
- Legislative Framework
- Roles and Responsibilities
  - School Governing Body
  - Principal
  - SGB Treasurer
  - SGB Finance Committee
  - Finance Officer
  - SGB Procurement Committee
- Budget Process
- Income (receiving, receipting, recording and banking of money)
- Expenditure
  - Requisition
  - Payments
- Internal Financial Controls
- Asset Register and Stock Control
- Financial Statements
- Annual Auditing
- Petty Cash

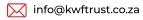
#### 03. School Safety Policy

The school safety policy should include the following items:

- Legislative Policy Framework
- Creating a Safe School Environment
  - Access to School Premises











## KOUGA WIND FARM

## COMMUNITY DEVELOPMENT TRUST

- Weapons and Drugs
- Buildings, Grounds and Infrastructure
- Control of Learners (late coming, during breaks, drop-off and pick-up points)
- Child Protection and Care
- School Activities
- Management of Threats to School Safety
  - School Violence
  - Bullying
  - Gangsterism
  - Abuse and Sexual Abuse
  - Initiation Practises
  - Confidentiality
- Coordinating Structure for School Safety
  - Composition of School Safety Team
  - Roles and Responsibilities
- School Governing Body
- Principal
- Staff
  - School Safety Officer
  - Peer Mediators
  - Learners
- · Reporting and Accountability

#### 04. Language of Instruction Policy

The school's language of instruction policy should include the following items:

- Legislative Framework
- Language of Learning and Teaching
- Protection of Rights of Enrolled Learners
- Language of Assessment
- Language of Communication
- Promotion of Multilingualism
- Languages as Social and Cultural Media

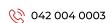
## 05. Transport Policy

A school learner transportation policy should include the following items:

- Responsibility of SMT
  - Ensuring that there is written permission from parents to transport their children.
  - Making sure that vehicle operators have the correct vehicle licenses, are licensed drivers andmregistered with the relevant government department.
  - Checking that vehicles transporting learners have roadworthy certificates.
  - Doing checks on vehicles' safety.
  - Checking that the correct number of learners are allowed to be passengers in the vehicle.
  - Checking that every learner has a seatbelt.
  - Making sure there is a passenger list of all learners being transported.
  - Having copies of learners' details in case of an accident.
- Responsibility of Drivers these include having:
  - A professional driving permit;
  - An ID indicating name, ID number, type of vehicle they are permitted to drive, and the name of the owner or holder of the operating licence;
  - A first-aid certificate:
  - An advanced or defensive driving qualification;
  - Another responsible adult accompanying the driver (if necessary);
  - A letter of agreement from parents copies of these must be in the vehicle at all times; and
  - A description of the route to be travelled.
- Responsibility of Parents
- Responsibility of Learners
- Procedures in Case of an Accident

## 06. Procurement Policy

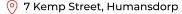












## **COMMUNITY DEVELOPMENT TRUST**

## 07. Recruitment Policy

A recruitment policy should be in line with DoE guidelines and should include:

- Advertising process
- Application process and procedures
- Sifting Process
- Interview process
- Roles & Responsibilities of Interview Committee
- Procedures during Interviews
- Procedure after Interviews
- Roles of the Eastern Cape Department of Education upon receiving recommendations from the School **Governing Body**
- Independent Interviewing Committees
- The role of Observers and Resource persons
- Ratification by the School Governing Body
- Recommendation and the decision of the Head of Department to appoint
- Records

## 08. Establishment of a School Trust

## PROPOSAL SUBMISSION REQUIREMENTS

- Profile
  - Profile of similar work/projects
  - Minimum of three references reputable references
- - Breakdown of costs and payment plan
- Timeframe
  - Detail the phases of work, linked to the project

Guidelines and application forms can be downloaded <a href="HERE">HERE</a>. Enquiries can be directed to <a href="info@kwftrust.co.za">info@kwftrust.co.za</a>.











