



## RHENISH GIRLS' HIGH SCHOOL CULTURAL POLICY

### 1. Purpose

The purpose of this policy is to:

- a. Govern the cultural areas offered by Rhenish Girls' High School (RGHS) and the manner in which the various cultural codes will be managed;
- b. Ensure at all times that learners are given equal opportunity to participate in their cultural activity of choice, are treated fairly and attain their full potential;
- c. Promote fair conduct at all times.

### 2. Guiding Principles

In all age groups and cultural areas the following guiding principles will be adhered to:

- a. Cultural excellence will be sought **ALONGSIDE** committed participation;
- b. Respect, good manners and appropriate dress code in all the cultural areas;
- c. Zero tolerance of foul language and inappropriate behaviour by learners, teachers or staff at practices or in performance situations;
- d. The encouragement of wider learner participation in cultural areas through the provision of appropriate cultural opportunities for less talented learners.

### 3. Structure and appointment of instructors/teachers

All cultural areas will be overseen by a Cultural Co-ordinator who will not necessarily be involved in instruction. The Cultural Co-ordinator will report to the School Principal. The Cultural Co-ordinator is responsible for ensuring that the cultural policy is effectively implemented and adhered to. The following will apply:

- a. Each cultural area will be assigned a liaison educator;
- b. An instructor will be appointed to each group;
- c. The instructor so appointed must have the relevant expertise, knowledge, experience and commitment required to carry out the responsibilities effectively;
- d. Where educators do not have the required attributes to perform the role of an instructor or where a special set of skills is required, instructors may be hired from members of the general public;
- e. Instructor positions where applicable must be advertised and potential instructors must apply for the position;
- f. The Cultural Co-ordinator will do the required background and profile check and compile a tentative shortlist. The possible candidates will be presented to the Principal and the SGB (Cultural) member. Interviews with the prospective instructors may be requested prior to appointment.

### 4. Cultural areas

The following cultural areas are offered:

Choir  
Orchestra

Debating, UN Debating  
Public Speaking

Tech Team



Marimba  
Chess

Interhouse Plays  
Siyaphambili

## 5. Age Grouping

Participation in sport or a cultural activity is seen as a form of development. For Grade 8 and Grade 9 learners it is therefore compulsory to participate in at least one sport and one cultural activity. The following principles will apply to age grouping:

**Choir:** open to all Grades

**Orchestra:** open to all Grades

**Marimba:** one performing band (preference given to Senior learners Gr 10 – 12) and one other band (open to all Grades)

**Chess:** open to all Grades

**Junior Debating:** Grade 8 and 9

**Senior Debating:** Grades 10 – 12

**Junior Public Speaking:** Grade 8 and 9

**Senior Public Speaking:** Grades 10 – 12

**SAIIA Quiz:** Gr 10 - 11

**Poetry for Life:** Gr 10 – 12

**WCED Public Speaking:** Gr 11 – 12

**Strand Rotary Oratory Competition:** Gr 8 - 12

**Interhouse Plays:** open to all Grades, participation according to House, but Grade 12s are limited in their involvement because of their demanding academic course

**Siyaphambili:** open to all Grades

**Tech Team:** open to all Grades

## 6. Selection

**Choir:** Auditions

**Orchestra:** Auditions

**Marimba:** Auditions

**Chess:** Players will earn a place in the team based on skill. Any new player may challenge a team member for their place. This will be arranged with the liaison.

**Debating:** based on participation and performance (Speaker points)

**Public Speaking:** qualify through participation and selection in initial internal round (at Rhenish Girls' High School)

**SAIIA Quiz:** qualify through participation in initial internal round (at Rhenish Girls'



High School)

**Poetry for Life:** qualify through participation in initial internal round (at Rhenish Girls' High School)

**WCED Public Speaking:** qualify through participation in initial internal round (at Rhenish Girls' High School)

**Strand Rotary Oratory Competition:** internal interhouse competition

**Stellenbosch Eisteddfod:** paid participation

**Interhouse Plays:** This requires actors, writers, directors, stage managers, costume designers, make-up artists, technical crew and any other supporting role. Playwrights, directors and actors undergo the following selection process:

- **Writers** - Learners must submit a synopsis of the story they want to write, as an individual, pair or group. All writers must be Rhenish learners and all writing teams must be part of the same house. Based on this synopsis a story (that best suits the theme) will be chosen.
- **Directors** – Learners must submit a short essay motivating why they think they should be directing the play for their house. Based on this essay they may or may not receive a “callback” interview.
- **Actors** – Learners must sign up for an audition, which will happen when the script has been finalised. During the audition the director and writer will choose the cast based on their vision for the production.
- A **signed agreement** confirming commitment for participation is required. Non-compliance without a valid reason will lead to withdrawal from the play, as well as loss of eligibility for the following year.
- **Technical crew** – see Tech Team (below).

**Siyaphambili:** qualify through participation and performance

**Tech Team:** volunteer for the various positions – no selection process is required.

## 7. Practice Attendance

Attendances at practice are compulsory and the following will apply:

- a. Learners must notify their instructor a day in advance in person, or in writing with a letter from their parent/guardian if they want to be excused from practice. A relevant reason must be included;
- b. When a learner commits to an activity they cannot withdraw without a legitimate reason.

## 8. Code of Conduct

All instructors and participants will adhere to the code of conduct attributable to them, namely:

### **Instructors:**

- a. Instructors must be present punctually for practices and in good time for events.
- b. No cultural practice may be cancelled.
- c. If an instructor is unable to attend practice or an event, 24 hours' notice must be given to the Cultural Co-ordinator so that an alternative arrangement can be



- made;
- d. No smoking or the use of cell phones during practice or performances will be allowed;
  - e. The instructor is obliged to accommodate as many of the participants in a performance as possible in order to promote the development of all the participants;
  - f. Instructors will be expected to dress appropriately for practices and events;
  - g. Good manners and respect for the performers, opponents and the adjudicators are essential;
  - h. No public or private criticism of the adjudicator/s will be allowed. Such behaviour could result in the instructor being removed from the position as instructor.

#### **Performers/participants:**

- i. All participants are to be committed and reliable;
- j. Good manners and respect for fellow participants, the instructor/s, opponents and the adjudicator/s are essential;
- k. Any disagreement with the adjudicator/s can only be addressed through the cultural area captain after the event;
- l. Participants must dress according to the school's dress regulations for practices and events. If participants are not dressed in the correct attire, they will not be allowed to participate in the event;
- m. NO foul language or slandering of fellow participants, instructors, opponents or adjudicator/s will be allowed;
- n. Participants will report as stipulated by the instructor/s for practices and events;
- o. Participants who do not adhere to the code of conduct could be removed from the cultural activity and not be allowed to participate in any school cultural activities.

**Parents:** Parent support and attendance at cultural events forms an important part of the RGHS cultural ethos. Parents are therefore expected to:

- p. Support school cultural activities in a positive manner;
- q. Not to use foul language, smoke in the vicinity of the performers, criticize the performers, instructors, opponents or adjudicators;
- r. Actively demonstrate good manners at all times.

## **9. Channels of Communication**

The Channels of communication are:

- a. Activity Head (if applicable) ~ Instructor ~ Liaison Teacher ~ Cultural Co-ordinator ~ SGB Cultural Representative ~ School Principal~ SGB;
- b. Concerns or enquiries must be addressed through the correct channels depending on the severity of the concern;
- c. RGHS strives to maintain open channels of communication where fairness towards all participants is held in the highest regard;
- d. Results of events must be sent to the Communication Officer for publication by the Head of that activity within 24 hours of the event;
- e. Results and feedback from all cultural areas must be sent to the SGB Cultural Representative timeously before quarterly SGB meetings. Head ~ Liaison Teacher ~ Cultural Co-ordinator ~ SGB Cultural Representative ~ SGB.



## 10. Tours

A touring group is first and foremost representing RGHS. The following will apply to tours:

- a. Any request to take part in festivals/competitions or go on tour must be made through the Cultural Co-ordinator who must then obtain approval for the tour from the School Management Committee, Finance Committee and SGB.
- b. For local events/tours the approval must be obtained at least 3 months prior to the proposed departure date; for international tours the approval must be obtained at least 12 months prior to the departure date;
- c. The financial implication of international tours is significant – for parents and for other school fund-raising events – and must be seen as the exception rather than as the rule;
- d. The approval process for each tour must include (but may not be limited to) an itinerary, a budget showing the full cost of the tour, a detailed plan of how the funds are to be raised and which educators and instructors (group management) will be leading the tour party;
- e. In respect of international tours, the group management leading the tour must depart and return with the touring party. If they wish to break their itinerary and depart and/or return on different dates to those of the touring party, they will not be considered as part of the touring party and will not benefit from any fund-raising;
- f. In selecting the group management to lead the touring party, preference will be given to educators and instructors involved in the cultural area. No nepotism will be condoned;
- g. No smoking or consumption of alcohol will be allowed by any member of the group management in the presence of the participants and under no circumstances are any participants allowed to smoke or consume any alcohol. This includes while being transported to the tour destination;
- h. As far as possible, the entire touring party is to be accommodated together and at all times the group management is required to know the whereabouts of each and every participant; however, it is recognized that touring groups may be hosted by host families. In such circumstances the group management must ensure that they know where each learner is staying and they have a contact number of the host family;
- i. Local tours can be arranged for any age group as festivals and tournaments etc are arranged by age group category. Generally, participants within the age group are eligible for selection;
- j. International tours can be arranged for any age group but preference will be given to the participants from the senior sections of the cultural activities.
- k. Performers who enjoy a full or partial School Fees exemption and/or who are in arrears with paying their school fees will not be eligible to be selected for international tours;
- l. Where local tours require road transport in excess of 8 hours, air travel should be considered for safety reasons.

## 11. Technical Team Services

Technical team function and purpose



- a. To provide sound and lighting for school events such as assemblies, cultural events etc.
- b. The learners are operators and not technicians. They can only work with what they have and if a system is not working they cannot be expected to fix it.
- c. They are not DJ's, announcers, MC's etc nor are they expected to provide music or anything extra for a function.

#### Procedure

Either procedure 1 or procedure 2 to be followed in order to request service provided by The Technical Production Crew

#### PROCEDURE ONE:

- Collect request form available on the drama board outside Mrs Mouton's classroom.
- Fill out form; providing all detail, as listed on the request form.
- Return completed request form to Mrs Mouton; minimum of 5 school days, prior to the event.
- The head and/or vice head of The Technical Production Crew will check daily with Mrs Mouton whether forms have been submitted.
- Head and/or vice head of Technical Production Crew will make necessarily arrangements for providing service for a particular event, as requested.
- In acceptance of commitment: Technical Production Crew member(s); responsible for carrying out service at event, must fill in acceptance of commitment form, available from Mrs Mouton.

#### PROCEDURE TWO:

- Send an e-mail to The Rhenish Girls' High Technical Production Crew; provide detailed information regarding the event and if special equipment is required. Refer to request form; available on the drama board outside Mrs Mouton's classroom to ensure all details required for booking service provided by The Technical Production Crew, is provided.
- E-mail requesting service provided by The Technical Production Crew to be sent 5 school days prior to the event.
- The head of the Technical Production Crew will daily check for e-mails.
- All e-mail requests will be acknowledged on delivery, but confirmation will be given within 48hrs of the request received. (To be discussed with Mrs Mouton and Technical Production Crew members).

## 12. Cultural and Service Awards

The awards should be carefully considered and approved by a Cultural and Service Awards Committee. The Cultural and Service Awards Committee shall comprise the Principal, SMT Member, liaison teachers and Cultural Co-ordinator. Cultural and Service awards should be awarded in accordance with the criteria contained in Annexure – Cultural and Service Awards Criteria. These should be assessed and updated annually.



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### 13. Conclusion

The cultural policy must be assessed and updated annually and the SGB must consider suggestions or positive criticism that is brought to its attention by staff, instructors, learners or parents. The cultural policy must be available to all parents, staff, learners and instructors. This could be done on the school website.

Deviation from the cultural policy and the cultural awards criteria will only be considered in exceptional cases. All parties must be consulted with and the proposal must be to the benefit of the learners as well as the school. The final decision will be made by the principal of the school.