



ISASA

WEEKLY BULLETIN

17 TO 24 APRIL 2009

TABLE OF CONTENTS

CONFERENCES AND WORKSHOPS	2
• SABISA Conference 2009	2
• International Primary Curriculum	2
• Loretta Giorcelli Conference	2
• Energise Your Life!	2
INFORMATION TECHNOLOGY	3
• Licence Programme for Adobe Software	3
ARTICLES OF INTEREST	3
• Boys Need Societal Nurturing, Too	3
• Pupils under Greater Pressure	3
• Give New Teachers in South Africa More Support	4
• Why are You Shouting at Me?	4

CONFERENCES AND WORKSHOPS

- **SABISA Conference 2009**

The SABISA Conference 2008 takes place from 20-22 September at the Cape Town Convention Centre. The Conference theme is *Let's Go Eco Logic: shaping a sustainable future through education*.

All bursars and business managers at ISASA member schools are encouraged to attend this event. The registration form is available for download from the [SABISA website](#) and the [ISASA website](#).

Contact: Janis Christian. Tel: 021 874 8415, Email: sbmconf@bridgehouse.org.za

- **International Primary Curriculum**

The IPC Team is pleased to invite representatives from your school to an information meeting held in the Junior School Auditorium at St Mary's School, Waverley on Tuesday 26 May at 2:00pm.

This meeting is an opportunity to learn more about the International Primary Curriculum from a member of the IPC team from London, United Kingdom.

The International Primary Curriculum provides a cross-curricular, thematic, rigorous teaching structure designed to engage children of all abilities in today's world. The IPC can easily be aligned with the NCS (National Curriculum Statement) and is now being implemented in over 600 schools in 50 countries.

To learn more about this exciting curriculum join us at St Mary's School. We look forward to seeing you. The [Meeting Flyer](#) can be downloaded from the ISASA website.

Contact: Eva Fleming. Tel: 011 531 1889, Email: eva@stmary.co.za

- **Loretta Giorcelli Conference**

Holy Rosary School is proud to host Dr Loretta Giorcelli, the world renowned Australian Educationalist. She will be speaking on *Improving Outcomes for all Learners: Strategies for Teaching and Learning in Ethical, Effective Classrooms*.

The conference takes place at Holy Rosary School on Saturday 30 May 2009 from 9am to 4pm. At this conference Dr Giorcelli will address critical issues for the education of diverse populations in schools of the 21st Century. She will draw from her extensive international research and experience to address important issues for educators, therapists and parents.

A full conference flyer and booking form is available on the [ISASA website](#).

Contact: Brenda, Holy Rosary School. Tel: 011 457 0900, Email: brenda@holyrosaryschool.co.za

- **Energise Your Life!**

Somerset College presents the *Energise Your Life!* Conference on Saturday 12 September 2009.

Conference speakers include Jocelin Kagan and Gavin Sharples. There will also be a selection of half hour presentations on topics such as Energise your career, Energise your 'eco-friendliness', Energise your finances and Energise your relationship with your learners.

A [Conference Flyer](#) is available on the ISASA website.

Contact: Debbie Cass. Email: dcass@somcol.co.za

INFORMATION TECHNOLOGY

- **Licence Programme for Adobe Software**

Learning Curve, an ISASA corporate member, is trying to establish a schools licensing model for Adobe software that makes sense in the South African education sector

Adobe produces well-known graphics, desktop and web publishing software such as Photoshop, Acrobat and Dreamweaver. Historically this software has been priced out of the range of most schools. Learning Curve is working with Adobe to create a software licensing programme that will make their products available at much more affordable rates to South African schools.

Learning Curve would be grateful if you could take a few minutes to complete the questionnaire attached to this email. The information collected is vital in their discussions with Adobe and, if a licensing programme is agreed, could result in substantial savings on Adobe products for schools.

Contact: Simon Lee. Tel: 011 648 1331, Email: simonl@isasa.org

ARTICLES OF INTEREST

- **Boys Need Societal Nurturing, Too**

Author Michael Gurian is the father of two daughters, but he says society has paid too much attention to girls, and now it's the boys' turn. He says some boys lose interest in school, have behaviour problems or turn to violence and need direction.

The full article is available on the [USA Today](#) website.

- **Pupils under Greater Pressure**

More than 70% of teachers in England think pupils are under more pressure now than they were 10 years ago, a survey suggests.

Exam pressures and family break-up were thought to be the main stress points, the questionnaire by the Association of Teachers and Lecturers found.

The full article is available on the [BBC News](#) website.

- **Give New Teachers in South Africa More Support**

New teachers are not receiving the support they need from school management and education authorities and are left to either "sink or swim". This is according to a new study by the Human Sciences Research Council titled *Beginner Teachers in South Africa: School Readiness, Knowledge and Skills*.

The article is available on the [Independent Online](#) website. The full report is available for download from the [HSRC website](#).

- **Why are You Shouting at Me?**

E-mail or Internet etiquette, commonly referred to as **netiquette**, is a set of rules defining proper behaviour on the Internet. The term especially applies to email, or any form of online communication.

While there is no standardised set of rules that we can use as a guide, below is a short list of rules I've compiled which will assist you in effectively communicating your message to your readers in a well-natured, rather than offensive manner.

Your main objective should be to produce a message that makes for a pleasant and easy read, ensuring your readers are in a positive frame of mind by the time they've finished reading your entire message.

Keep your correspondence concise. Remember that some people pay for access to the Internet by the hour, and the longer it takes to read your mail, the more it will cost them. Recipients are more likely to ignore longer messages. Additionally, refrain from over-using graphics which substantially increase download times and command greater system resources.

Don't write entire sentences in capitals - IT LOOKS LIKE YOU ARE SHOUTING! It also makes for a difficult read.

"Smileys", or emoticons, such as:

:-) Happy
:-0 Surprised
:-(Sad
:-< Mad
:-D Laughing

should be restricted to use in personal emails. They should not be used in business emails at all.

Make things easier for the person you are corresponding with – summarise the contents of your email in the subject line. This helps people not only know what your email is about but also helps them organize and prioritize their email.

Don't CC (Carbon Copy) your message to everyone. Only those people who need to respond or need to receive your message should be copied. This is especially true in a business situation where people are receiving a lot of email and don't want to receive what they don't need. This also applies to replying to an email – when you click "Reply to All" this generally means that your response is going to go to whoever received the first email. Make sure this is what you want.

Use BCCs (Blind Carbon Copies) when sending out an email to a large group of people who do not necessarily know each other. Just like you wouldn't want your telephone number distributed on the internet, you probably wouldn't want your email address distributed, and neither do most other people.

So instead of everyone seeing all the email recipients (as they would if you were copying them) they only see their own email address and yours.

Don't write anything you wouldn't say in public. Messages are very easily forwarded (even by accident). Think carefully about what you are putting in writing – what you are saying and how you are saying it. If you feel emotional about a subject, rather wait overnight before responding to allow yourself time to look at the situation more rationally.

As a courtesy to your recipient, include your name at the bottom of your message. Even if the recipient knows who you are, they may not know that the return address belongs to you, especially if it is different from your actual name.

Make sure that you have used the correct grammar, punctuation and spelling. A message with spelling mistakes, etc. can be misunderstood. Use your built in spell-checker. Read through your email before you send it.

Do not forward chain letters. Assume that most of them are hoaxes.

Avoid long sentences. Try to keep your sentences to a maximum of 15 – 20 words, especially as email is meant to be a quick means of communication.

Answer email promptly. People send email because they want a fast response, so each mail should be responded to within 24 hours and if possible within the same working day.

Avoid using URGENT and IMPORTANT unless the message actually is urgent or important.

You should assume that email on the Internet is not secure, unless you are using an encryption device (hardware or software.) Never put in an email anything you would not put on a postcard.

Don't attach unnecessary files (especially if the person is paying for access time) as this can annoy people and bring their system down.

Personalise your email – an automatically generated message is generally not a good option without at least putting in the recipient's name.

Have good antivirus software in place. There is nothing worse than getting a virus sent along with a message.

Structure and layout is vital as it is much more difficult to read an email off screen than off paper.

Avoid using the high priority option unless it is vital. We all know what happened to the little boy who cried wolf. If you overuse the high priority option it loses its function when you really need it.

These rules and tips are especially relevant when one considers the volume of emails being sent and received.

None of the above 'rules' can actually be enforced. In the business environment it is however, easier to enforce. This can be done by creating a written email policy.

This email policy should include all the do's and don'ts concerning the use of the company's email system and should be distributed amongst all employees. Then, employees should be trained to fully understand the importance of email etiquette. Finally, implementation of the rules can be monitored by using email management software and email response tools.

In order to get the principles of netiquette known and accepted by as many people as possible, this mail and others like it, should be distributed and discussed widely. People need to learn about netiquette and how it affects them so that it can be common knowledge and practiced by all.

Wayne Diamond
MyList Manager, 2009 DiaMatrix.

Contact: Lindsay McCay. Tel: 011 648 1331, Email: lindsaym@isasa.org



TABLE OF CONTENTS

MEMBERSHIP	2
• SAHISA Council Meeting	2
ARTICLES OF INTEREST	2
• Leadership Ideas that Really Work	2
• Effective Principal Leadership in Improving Student Achievement	2
• Meet Teacher Needs First	2
PROFESSIONAL DEVELOPMENT	2
• Klingenstein Heads of Schools Programme	2
CONFERENCES AND WORKSHOPS	3
• SAHISA/ISASA Conference 2009	3
GENERAL	3
• World Earth Day	3
• Leadership Articles	4
• "Get It Right"	4
• Quote of the Week	4

MEMBERSHIP

- **SAHISA Council Meeting**

The next SAHISA Council meeting will be held on 12 May 2009.

SAHISA members who would like to raise a concern, comment or query under general are urged to either contact their Regional Chair or email same to Jenny Mundell by Monday 4th May 2009.

Contact: Jenny Mundell. Tel: 011 648 1331, email: jennym@isasa.org

ARTICLES OF INTEREST

- **Leadership Ideas that Really Work**

This is a story not a blueprint. It is the shared reflection of a fellow traveller rather than mandated direction of a leadership expert. It is testimony not theory.

The [Full Article](#) is available on the Independent Schools Council of Australia website.

- **Effective Principal Leadership in Improving Student Achievement**

Effective principals are strong educators, anchoring their work on central issues of learning and teaching and continuous school improvement. According to Mike Schmoker the combination of three concepts constitutes the foundation for positive improvement results: meaningful teamwork; clear, measurable goals; and the regular collection and analysis of performance data.

The [Full Article](#) is available on the School Improvement in Maryland website.

Contact: Jenny Mundell. Tel: 011 648 1331, email: jennym@isasa.org

- **Meet Teacher Needs First**

I believe that on a day-to-day basis, the principal must get back to basics. If teachers are our most valuable resource, then isn't it prudent to devote administrative efforts to cultivating them? Could it be as simple as the old adage, happy teachers equals happy students?

The [Full Article](#) is available on the National Association of Secondary School Principals website.

PROFESSIONAL DEVELOPMENT

- **Klingenstein Heads of Schools Programme**

The Klingenstein Heads of Schools Programme invites twenty Heads from around the world for two weeks of in-depth study and reflection among professional colleagues.

The course starts in late January and Heads examine a wide variety of educational issues and international policies. A group of prominent speakers address topical issues confronting independent school educators.

Although the application process is rigorous, it must be stressed that successful applicants will have all accommodation and time at Columbia University fully sponsored. Applicants will only be responsible for individual travel expenses.

This is a tremendous opportunity and heads are urged to make application to Klingenstein. Heads are reminded that the closing date for applications is 1 May 2009.

Application forms can be obtained through www.klingenstein.org

CONFERENCES AND WORKSHOPS

• SAHISA/ISASA Conference 2009

The annual SAHISA/ISASA conference will take place from Sunday 6th September 2009 to Thursday 11th September 2009 in Swaziland.

All Heads who are not yet members of SAHISA are encouraged to submit application forms to Jenny Mundell.

The conference promises to be inspirational. Significant progress has been made and both programme and speaker details will be communicated to all Heads as soon as these are finalised.

Marina Henwood (Conference Coordinator) is responsible for organising accommodation, transport and co-ordinating arrival and departure dates. Please do not hesitate to contact her with any queries.

Contact: Marina Henwood. Tel 00268 409 0124, Email: mhenwood@realnet.co.sz

GENERAL

• World Earth Day

World Earth Day is celebrated on 22 April 2009.

Some ideas to celebrate Earth Day:

- Wear GREEN!
- Improve the energy efficiency in your school by committing to making at least one “green change”.
- Organise a community or school clean-up.
- Take a walk in an environmentally-friendly area to appreciate what nature has to offer.
- Make a Pledge – to yourself, your colleagues, and your family – to make a difference and reduce your carbon footprint.

“There is a sufficiency in the world for man's need but not for man's greed.”
~ Mohandas K. (Mahatma) Gandhi

- **Leadership Articles**

If you have any relevant leadership articles that you would like to share with the SAHISA community you are urged to submit these to Jenny Mundell.

Contact: Jenny Mundell. Tel: 011 648 1331, email: jennym@isasa.org

- **“Get It Right”**

We try to “get it right” and communicate information that you can trust.

If we have neglected to communicate any relevant details or if you would like to contribute to the SAHISA Weekly Bulletin – please email Jenny Mundell.

Contact: Jenny Mundell. Tel: 011 648 1331, email: jennym@isasa.org

- **Quote of the Week**

Leadership is not so much about technique and methods as it is about opening the heart. Leadership is about inspiration – of oneself and of others. Great leadership is about human experiences, not processes. Leadership is not a formula or a program, it is a human activity that comes from the heart and considers the hearts of others. It is an attitude, not a routine.

More than anything else today, followers believe they are part of a system, a process that lacks heart. If there is one thing a leader can do to connect with followers at a human, or better still a spiritual level, it is to become engaged with them fully, to share experiences and emotions, and to set aside the processes of leadership we have learned by rote.

~ Lance Secretan, Industry Week, 10/12/98