

Christ Church Preparatory School and College

A member of ACSI (Association of Christian Schools International),
ISASA (Independent Schools Association of Southern Africa) and
IEB (International Examination Board)



Handbook for Learners and Parents

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Message from our Staff

Christ Church Preparatory School and College exists to provide a Christian philosophy of education to your child. We trust that you have chosen our school to help you fulfil your responsibility as parents to provide both God-centred and Christ-honouring education for your children. The task and responsibility of the home in raising children and educating them, is firmly established in the Bible (Exodus 12: 26-27 and Deuteronomy 6: 6-7).

The Christian school is an extension of the home and therefore the teacher stands in the place of the parent. The teacher is to exercise the authority in the classroom that a parent could and learners are to obey their teachers as they would respect and obey their parents.

Christ Church Preparatory School and College exists to equip young men and women to grow in the fear of the Lord, living lives committed to Him as they develop knowledge, skills, character and leadership for a life of service in society.

The school's motto is "To Serve and to Lead" and our Core Values are:

- ❖ Centrality of Christ
- ❖ Authority of the Bible
- ❖ Christ-likeness
- ❖ Partnership
- ❖ Academic Excellence
- ❖ Stewardship
- ❖ Servant Leadership
- ❖ Maximising Individual Potential

History and Vision

There is a critical need for balanced, quality Christian education in our country. The purpose of **Christ Church Preparatory School and College** is to offer a high standard of education that possesses academic excellence, spiritual depth and moral integrity. We believe that education cannot take place in a moral-vacuum. The School will consequently have a strong Christian foundation and ethos.

We recognise that education is not limited to academic learning; there must be a holistic perspective in our methods. The school is therefore committed to providing a healthy balance of academic, physical, spiritual, emotional and social development for its learners.

Christ Church Preparatory School commenced in January 1997 with Grade R. In 2006 we started the pre-primary section with pre-school and Grade R, as well as Grades 1-7. Christ Church College opened in 2005 with Grade 8. 2009 saw our first group of matriculants.

Primary education is not only vitally important in adequately preparing a learner for high school, but it has long been recognised that these formative years have a critical influence in the life-long development of the learner. We are therefore committed to providing a structured, disciplined and safe environment for the formative development of our learners.

Not only will there be hands-on involvement by the staff and leadership of the school, but parents will be expected to be involved and committed to the education of their children. You can certainly be assured of our whole-hearted commitment to the education of your child.

Educational Philosophy

OUR GOALS

- To produce young men and women who will have a Christian world view and clear Biblical values.
- To develop the whole child, physically, intellectually, socially, emotionally and spiritually within a Christian context.
- To provide a high academic standard throughout the educational process.
- To create an environment in which learners achieve a high level of motivation and achievement within their individual abilities.
- To teach life skills and provide a context for optimal cognitive development.
- To maintain firm discipline with clearly defined standards of behaviour, inculcating a respect for parents, teachers, fellow learners and country.
- To prepare learners for further educational endeavours and to encourage the establishment of Biblical values and a Christian world view.

OUR METHODS

- Nationally qualified teaching staff
- National government curriculum
- A variety of cultural and extra-mural activities
- Various life-skills subjects and training in computers
- A variety of sporting activities
- Biblical principles, values and discipline

Pre-Primary Programme

In the pre-school, we will have a maximum of 20 learners per class.
3 caregivers - 1 qualified teacher for each class and 1 trained assistant for Gr 0, and 1 each for the Gr 00 and Gr 000 classes.

Learners should arrive between 07h30 and 08h00 and school will finish at 12h30 daily.

The school aims to provide a good balance between formal and informal activities. Attention is paid to the all-round development of the learner. We recognise that the programme needs to encompass the spiritual, emotional, social, academic and physical areas.

The school programme will include:
music, bible time, creative activities, language and number activities, in and outdoor supervised play.

Parents are to provide their children with a healthy tea-time snack.

Junior Primary, Senior Primary, Junior High & Senior High Programme

Christ Church Preparatory School and College, like most private schools, uses the national curriculum which we develop and flesh out according to our own Christian ethos.

The school aims to provide a good balance between formal and informal activities. Attention is paid to the all-round development of the learner. We recognise that the programme needs to encompass the spiritual, emotional, social, academic and physical areas. The school programme will include:

Daily / Weekly Themes:

Planned according to learners' interests, different backgrounds and cultures.

Differentiation:

Grouping of learners within a particular class according to their needs, experience and maturity.

Learner Assessment:

Continuous observation and assessment throughout the year to monitor each learner's progress.

A formal report is issued to parents at regular intervals. Identification of problems, and referral to independent professionals and/or therapists where necessary.

Learning Support Programme:

Development of programmes, by a qualified remedial specialist, promoting the maximum potential from learners with specific learning needs.

Conditions of Acceptance at our School

Christian Obligation Of Conduct

1. At least one parent of the learner must be a committed, practising Christian, supported by a letter of commendation from their church minister. As the school policy requires parents to be committed practising Christians, all parents are required to show evidence of an ongoing Christian commitment and lifestyle. Failure to continue in this commitment will result in the learner's registration being reviewed by the Board.
2. Both parents will be required to come for an interview which will be conducted by a member(s) of the Board of Governors. The learner will be required to undergo an assessment by the class teacher.

AGE

1. Pre-School (Gr 000) the learner needs to be at least 3 turning 4, in the year in which they want to attend CCPS.
2. Pre-School (Gr 00) the learner needs to be at least 4 turning 5 in the year in which they want to attend CCPS.
3. Grade 0 - must be at least 5 turning 6 in the year in which they want to attend CCPS.
4. Grade 1, the learner needs to be at least 6, turning 7 in the year in which they want to attend CCPS.
5. A certified copy of the learner's birth certificate or ID document to accompany the application.

ACADEMIC CRITERIA

No learner shall be admitted to any level unless they have successfully completed the entrance assessments or evaluation appropriate to that level.

A learner must be seen to be benefitting from the teaching of the school.
If progress is not satisfactory, alternative or supplementary education will be required.

DISCIPLINE

A disciplined environment is essential for effective learning to take place.

Serious misdemeanours or persistent infringement of school rules will require the parent to make alternative plans for their child's education.

Discipline is what is done FOR a student, not what is done TO him/her. If your child comes home complaining about a policy or discipline, please follow the following procedure:

Give the staff the benefit of the doubt in front of your child before checking up with the staff member concerned. We're sure you don't want a disagreement to be used to divide parent and teacher.

Realise that your child's reporting may be emotionally biased and may not include all the information.

Realise that the school has reasons for all rules and that they are enforced without partiality.

Support the school and meet with the teacher for all the facts.

The discipline will be firm, consistent, fair and tempered with love. Our staff maintains standards of behaviour in the classroom through kindness, love and genuine regard for the learner. However, when disciplinary action becomes necessary, it will be firmly carried out, tempered by good judgement and understanding. God's Word is very clear:

"Obey them that rule over you, and submit yourselves"
Hebrews 13:17

"Children obey your parents in all things for this is pleasing to the Lord."
Colossians 3:20

NB Please remember that the attitude and actions which you adopt with regard to regulations and discipline will send a very strong signal to your child. If you are perceived by the child to be "side-stepping" inconvenient regulations, they will assume that they too may do this, and our ability to run an ordered community will be seriously undermined.

GENERAL

All learners admitted to the school will be on probation for two terms.

Parent involvement with the school is a pre-requisite for the school to function effectively. Parents are required to attend school functions, Parent/Teacher meetings and Parents' Evenings.

Whilst learners are in the care of the school, the Headmaster/Mistress is in Loco Parentis (including consent to medical treatment, operations and anaesthetics); who will consult the parents where, in his opinion, this is possible.

Parents undertake to give the school one full calendar term's written notice or, in lieu thereof, to pay a full calendar term's fees before removing the learner from the school, irrespective of the reasons for removal.

Parents undertake to absolve Christ Church Preparatory School, the Board of Governors and the staff for any loss or damage to property or any injury whatsoever to learners whilst in the care of the school. The Board of Governors shall be entitled to review or amend conditions of enrolment upon one term's written notice.

Parents agree that upon receipt of such written notice such amended conditions shall be binding as if incorporated herein. The decision of the Board of Governors is final.

Financial Information

PAYMENT OF FEES

Fees are payable in advance. (Preferably by direct transfer or cheque). A 5% discount is offered for fees paid annually in advance. Late payments will result in an automatic R125 fine per child. See attached late policy document for further information.

FEES FOR 2011

For direct deposits: Standard Bank, Midrand Branch 00115500

Account N^o: 202490130 - Christ Church Preparatory School

Please use the reference which the school gives you each time you make a direct deposit.

Application Fee

Application Fee (non-refundable) - R425,00 per learner (R275,00 per sibling) to accompany each learner's application.

ENROLMENT FEE

Grade 00 and 000

A non-refundable enrolment fee of R8000 for registration in 2012 (R8600 for 2013) needs to be paid to secure the child's place once the child has been accepted. Arrangements can be made to pay off 50% of the balance. A discount is given for 2nd and 3rd learners.

50% of the total fee is payable by 31 March or within 14 days of acceptance. This amount will be forfeited should the enrolment be withdrawn after receiving the acceptance letter. The remainder of the enrolment fee is due to be paid by the end of June preceding the year of enrolment or by the first day of school for late enrolments.

The enrolment fee is partially refundable if the child leaves within the first three years at the school. One quarter is deducted per completed year. After the child has been at the school for 3 years, no further refund in respect of the enrolment fee is applicable; provided that if parents wish the child to move up to grade 0, but the child is not accepted after assessment and the parents remove the child from the school as a result of the non-acceptance, then the full enrolment fee paid will be refunded.

Grade 0 and higher

A non-refundable enrolment fee of R8000 for 2012, (R8600 for 2013) for registrations for Grade 0 and higher, needs to be paid once the learner has been assessed and accepted. This payment must be made within fourteen days of acceptance so as to secure the learner's place at the school. A discount is given for 2nd and 3rd learners.

50% of the total fee is payable by 31 March or within 14 days of acceptance. This amount will be forfeited should the enrolment be withdrawn after receiving the acceptance letter. The remainder of the enrolment fee is due to be paid by the end of June preceding the year of enrolment or by the first day of school for late enrolments.

The enrolment fee is partially refundable if the child leaves within the first three years at the school. One quarter is deducted per completed year. After the child has been at the school for 3 years, no further refund in respect of the enrolment fee is applicable.

School Supplies

A consumable fee is charged in December of each year for the following year. This covers the majority of stationery, textbooks and school outings or visits by outside companies (eg. theatre shows) at the school.

See application forms and schedule of school fees herewith.

Hours of Operation

Office Hours

Monday to Thursday 07h45 to 16h00.

Fridays 07h45 - 14h45

School Hours

Pre-School

08h00 - 12h30. Learners may be dropped off from 07h15 and collected no later than 13h00, after which time they will be booked into aftercare.

Grade R

07h45 - 12h30. Learners may be dropped off from 07h15 and collected no later than 13h00, after which time they will be booked into aftercare.

Grades 1 - 2

07h45 - 13h15. Learners may be dropped off from 07h15 and collected no later than 13h30, after which time they will be booked into aftercare.

Grades 3 - 6

07h45 - 13h30. Learners may be dropped off from 07h15 and collected no later than 13h45, after which time they will be booked into aftercare.

Grade 7 - 12

07h45 - 14h20. Learners may be dropped off from 07h15 and collected no later than 14h45, after which time they will be booked into aftercare.

Early Arrivals

The gates are usually open from 07h00 and learners are allowed to enter the building and place their bags outside their respective classrooms. Other than the pre-primary classes, no learner is allowed in class until the bell rings for commencement of the school day.

Lunch

Learners must eat their lunch at first break before being allowed to go out onto the playground. We encourage parents to pack a healthy lunch box. No fizzy drinks or sweets are allowed.

Yearly and Term Calendar

The yearly calendar for next year is usually finalised by June of the current year and a term calendar is sent out to each learner at the beginning of each new term. All events (compulsory and voluntary) are provided in the homework diary which each learner is supplied with at the beginning of the academic year.

2012 SCHOOL CALENDAR

1st term	11 January – 5 April Public Holiday	Half-term Human Rights Day	12h00 Thurs 23 February Return to school Tuesday 28 Feb Monday 21 March
2nd term	7 May - 8 August	Half-term	Normal closing Friday 22 June Return to school Monday 2 July
3rd term	10 September - 7 December	Half-term	12h00 Thurs 18 October Return to school Tuesday 24 Oct

Aftercare Centre

The aim of our Aftercare Centre is to provide care for Christ Church Pre, Prep and College learners in a Christian environment, at affordable rates, while at the same time covering running costs.

Aftercare operates from the end of the school day to 17h30 sharp during the term. The pre-school section operates from the pre-school block, the primary school is based in the multi purpose hall and the mini-hall in A Block is used for the College.

Learners can enjoy a relaxed and secure environment which offers stimulating activities, ranging from drawing with crayons, reading books, building puzzles and games, to playing outside on the jungle gyms, or with balls, and enjoying other outside activities, such as the sandpit.

Priority is, however, given to homework where a dedicated team of staff is always on hand to help, listen and advise. No aftercare is complete without food and no-one misses snack time, where a healthy treat is served. In the pre-school section a lunch is served and the learners are given an opportunity to rest. A lunch needs to be supplied for learners in the Prep School and College.

To make use of our aftercare facility, please enrol your children at the centre. Learners can be enrolled for full day or until 15h30; for the full week or part thereof, or on an ad hoc basis. When using aftercare on an ad hoc basis, please notify the centre as early as possible to facilitate catering. Aftercare can also be provided for your children while they wait for siblings to finish school and extra-murals. Fees are payable at the end of the month and will be included with your school fees. Enrolment forms and further information can be obtained from the centre.

Attendance

Late Arrivals

Any learner who arrives at the school late, must report to the office first, with their parent, for a Late Slip, and then go to class as quickly as possible, or on assembly days, slip into the auditorium quietly and join the class.

Absenteeism

Regular attendance is essential for success at school. Parents should please phone the office when their child is not going to be at school owing to illness. This is to be followed up by a note from the parent when the learner returns to school. If a learner is away from school for three days or more, a medical certificate is also required to be presented to the class teacher.

Should your child be absent on a day when a test or examination is to be written, a doctor's note must be produced otherwise your child will get zero for that test or examination.

The learner is responsible to make up missed work. Learners must not leave the school for appointments or any other reason without first notifying the class teacher and the school office. Whilst it is not encouraged, the office requires advance written notice requesting permission for a learner to be out of school for an extended family holiday. However, in line with accepted educational principles, the Board of Governors lays down that permission *may not* be granted for learners to be absent in order to go on holiday.

Learners who are to be permanently excused from any sports or clubs must produce a doctor's certificate, which must be handed to the Sports Department.

To facilitate the organisation of sports and clubs, learners who are not able to fulfil their commitment on any specific day must inform the relevant teacher with an excuse note signed by the parent/guardian before the commencement of the activity concerned.

Leaving School during the Day

All learners must leave the school with a parent. In the event that a learner is to be collected by another authorised adult, a note is to be sent to the teacher, or a phone call made to the school office in this regard. When picking learners up to leave early, parents are asked to come to the school office where they will need to sign a register stating that they are taking the learner. The teacher will send the learner to the office as this prevents unnecessary class disruption.

Parents are encouraged to make dental and medical appointments for their children outside of school hours, but should it be necessary for a learner to leave the school property during school hours, a letter should be given to the teacher.

Grace period

Generally, unless otherwise specified, a 15 minute grace period is allowed after school and also when extra-murals end, in which to fetch your learners. Any learners remaining are then booked into aftercare. This is done for their safety and wellbeing.

Learner Services

Learner Support Co-ordinator

Learners who are not able to fully cope with the regular curriculum may receive assistance from the Learner Support Co-ordinator after the necessary assessments have been carried out.

Media

Each class has one regularly scheduled Media period per week. More library visits occur depending upon assigned class projects. Learners are permitted to sign out a book and keep it for a one week period.

Parent / School

GENERAL BEHAVIOUR ON SCHOOL PREMISES

Christian standards of courtesy, respect, kindness are to be practised at all times.

Learners are always to be on their best behaviour and a credit to their uniform when both inside and outside the school premises.

Learners should always greet teachers and adult visitors to the school. Learners will stand up when adults enter the room. Learners are to say 'please' and 'thank you' where appropriate.

Learners should be courteous and make way for visitors and staff on the corridors and doorways.

Unless they are accompanied, learners are not to remain inside classrooms during breaks or before and after school, and the toilets are not to be played in.

Learners are not to run in the corridors and are to keep left when walking along the corridors.

No learner is to fight, provoke other learners, throw objects, play dangerous games or behave in an inappropriate way.

The consumption or possession of chemical substances, narcotics, drugs or alcohol is strictly prohibited on school property, at school or when representing the school.

Parent/Learner and Staff Relationships

Christ Church Preparatory School and College seeks the support of the parents in the training of their child. This is a shared responsibility based on Biblical principles and communication and we view our relationship as a partnership.

Both parents will be required to attend such meetings as the school staff deems necessary to the advancement of the learner's education.

Attitude

There may be times where your child will experience disagreements with and opposition to our standards. Such times may cause misunderstanding between home and school. Parents are requested to co-operate with staff on such occasions and to contact the teacher to discuss the matter.

If the matter is not resolved between the parents and teacher, please contact the principal if and when such situations arise, thus avoiding unprofitable "car park" discussions with unnecessary third parties.

School Newsletters

A school newsletter is emailed to parents every Thursday. On an ad hoc basis we also have "The Head's Lines" which get sent out periodically. This is usually of a more important nature and specifically sent from the Principal.

Volunteer Programme

Volunteering parents play a very valuable role in our school. We welcome all efforts on the part of our volunteers to assist and support our staff and learners. This comes in many forms, from the Fundraising Committee, to listening to the Junior Primary learners read.

HEALTH INFORMATION

First Aid Policy

When minor accidents occur that do not appear to require medical attention, parents may be contacted by phone or note to make them aware of the incident. If the accident appears more serious, the parents are contacted and requested to come to the school. The decision will rest with the parent, in consultation with school staff, to decide on the need for medical attention. In the case of serious accidents, learners will be transported to the nearest hospital or doctor and parents notified. Where parents cannot be reached, a decision about the type of medical attention required will be made on the learner's behalf.

Learner Illness

If a learner is too ill to remain in class, school staff will contact the parents to see if the parents can take the learner home. In the event that parents cannot be contacted, are unable to collect the learner, or if the illness is not of a serious nature, the learner may rest on the bed if space is available. The emergency contact for the ill learner is only made if the parents cannot be reached and the learner is too ill to rest comfortably at school.

Medication

Requests can be made to the class teacher for medications to be administered to learners. The medication will be kept in the office and must be in the original container, labelled with the learner's name, the dosage and times. If it is a prescription medication, the pharmacy label must be intact and the label must have an expiry date. If the label is not legible or is missing, or if there are medications mixed in the same bottle, the medication may not be used. Staff may not provide over-the-counter-drugs (i.e. Panado, Disprin) to learners. Any such medications must be sent by parents to the office staff, as outlined above.

Immunisation

It is strongly advised that learners complete the recommended immunisation during their Grade R year.

School Uniform

1. The correct and complete school uniform is to be worn at school and at all school functions, visits and excursions.
2. The school uniform is to be worn complete, neat and tidy, with shoes polished, shirts tucked in and socks pulled up.
3. The correct and complete clothing is to be worn by learners participating in sports or extra-mural activities.
4. The complete and correct school uniform or sports clothing is to be worn when coming to or leaving school.
5. All clothing, sports equipment, cases etc, are to be clearly marked with the learner's full name.
6. Girls' hair is to be neat, clean and if long, tied back away from the face, with a navy or white ribbon or bauble. No fancy or ornamental clips. No highlights or hair dye is allowed. No gel allowed.
7. Boys' hair is to be neat, clean and short. No hair over the ears, eyes or collar. No gel or modern hairstyles eg. a "step". No braids, highlights or hair dye is allowed. No gel allowed.
8. No jewellery is to be worn except for watches and allergy bracelets. If your daughter has pierced ears, only plain round studs, with no stones in, are to be worn. Nail varnish, mascara or any other make-up is disallowed.
9. Please clearly label EVERY ITEM with your learner's name.

Uniform Supplier

All school items available from the uniform shop which is on the premises at the school.

Pre-School - Grade R

No uniform. Shoes or sandals should be worn to school. Learners are required to wear a hat with a wide brim (not cap) which offers adequate sun protection. A jersey or track-top should always be included for chilly days. Girls should not wear cut off t-shirts and their torsos should be completely covered at all times. Takkies, shorts or tracksuit pants for sports days.

Primary School - Grades 1 - 6

BOYS: Summer

- Green golf shirt.
- Wide brim, floppy navy-blue hat - **up to Grade 3**
- Regulation grey school shorts (no belts).
- Regulation plain grey knee-high socks.
- Regulation black lace-up school shoes.
- Long-sleeve V-neck navy-blue jersey.

BOYS: Winter

- Long-sleeve or short sleeve green golf shirt.
- Tracksuit trousers.
- Long-sleeve V-neck navy-blue jersey and/or CCPS windbreaker.

GIRLS: Summer

- Green golf shirt.
- Wide brim, floppy navy-blue hat - **up to Grade 3.**
- Navy-blue skirt, navy-blue panties.
- Plain white ankle socks.
- Black T-bar / "Baby Doll" shoes.
- Long-sleeve V-neck navy-blue jersey.
- Hair ties / ribbons - navy-blue, white, black or brown.

GIRLS: Winter

- Long-sleeve or short sleeve green golf shirt.
- Tracksuit trousers or navy-blue skirt (as for summer).
- Navy blue socks to be worn with tracksuit trousers.
- Navy-blue tights, school opaque or knitted.
- Long-sleeve V-neck navy-blue jersey and/or CCPS windbreaker.

BOYS and GIRLS

- Navy blue sleeveless pullovers may be worn, but not as part of the formal uniform. i.e. not for outings; photographs etc.
- **NB: The sport tracksuit MAY NOT be worn as part of the school uniform.**

SPORT - BOYS

- White round neck t-shirt.
- School sports tracksuit is an optional purchase.
- Floppy hat or school peak cap.
- Navy-blue boxer shorts.
- School socks as per uniform.
- White tennis/takkies/running shoes.

SPORT - GIRLS

- Navy blue quantec shorts.
- Floppy hat or school peak cap.
- School sports tracksuit is an optional purchase.
- White round neck t-shirt.
- White tennis/takkies/running shoes.

Cricket Matches

- White school golf shirt.
- Navy blue cricket hat.
- White boxer shorts.
- White long socks.

Netball Matches

- White sports top (plaid collar).
- Blue netball skirt.
- White socks.
- White takkies.

Soccer Matches

- Blue soccer jersey & shorts.
- Long white socks.

Athletics

- Girls: Top as for netball and blue Quantec shorts.
- Boys: White school golf shirt and navy blue shorts.

Swimming

- Girls: Navy blue costume and white cap.
- Boys: Navy blue speedo and white cap.

COLLEGE - Grades 7 - 12

BOYS:

- Christ Church College tie and school blazer.
- Long-sleeved white shirt.
- Regulation grey school long trousers with either a grey self-belt or black belt.
- Regulation plain grey knee-high socks or grey ankle socks.
- Regulation black lace-up school shoes.
- Long-sleeve V-neck navy-blue jersey. (under blazer)
- **Matric boys only** - white V-neck jersey. (under blazer)

GIRLS: Summer

- White blouse with school badge.
- Grey 6 panelled skirt.
- Christ Church College blazer.
- Plain white ankle socks.
- Black T-bar / "Baby Doll" shoes or lace-up shoes.
- Long-sleeve V-neck navy-blue jersey. (under blazer)
- **Matric girls only** - white V-neck jersey. (under blazer)
- Hair ties / ribbons - navy-blue, white, black or brown.

GIRLS: Winter

- Blouse as for summer.
- Christ Church College blazer.

- Skirt as per summer uniform with black opaque tights or grey long trousers and grey socks.
- **Matric girls only** - long sleeved white shirt.

BOYS and GIRLS

- Navy blue sleeveless pullovers may be worn under blazers.

SPORT - BOYS

- White round neck t-shirt.
- School sports tracksuit - optional.
- Navy-blue boxer shorts.
- Grey school socks.
- White tennis/takkies/running shoes.

SPORT - GIRLS

- White or navy round neck t-shirt.
- Navy blue quantec shorts.
- School sports tracksuit - optional.
- White school socks.

Athletics

- Girls: Top as for Netball.
Blue quantec shorts.
- Boys: White school golf shirt
Navy blue shorts.

Swimming

- Girls: Navy blue costume and white cap.
- Boys: Navy blue speedo and white cap.

Cricket Matches

- White long cricket pants.
- White school golf shirt.
- Cricket hat - Navy Blue School hat.
- White socks.
- Cricket boots.

Netball Matches

- White sports top (plaid collar).
- Blue netball skirt.
- White socks.
- White takkies.

Soccer Matches

- Blue soccer jersey and shorts.
- Long white socks.

Homework Policy

We believe that homework is an essential part of the educational process of each of our learners. The following is essentially a guideline as to what is expected from the learners in this regard. When questions arise in your mind as to content or quantity, please feel free to discuss the matter with the teacher concerned.

When learners are given memory verses to learn, adequate time must be given to memorisation each day.

It is essential that “[His] word is written on [their] hearts”.

Grade R

From the third term, the learners will be given wordless books to take home each week. The learners will need to spend time with parents developing a story around the pictures. The purpose here will be to develop sequencing techniques and encourage the use of creative vocabulary. Further information will be communicated to Grade R parents in the 3rd term.

Grade 1

Reading: Monday to Thursday (10 - 15 minutes per day).

Spelling: Only starting in the 2nd term.

Provided once a week for a test on Friday (10 - 15 minutes of learning per day).

Maths: Only from 3rd term. Occasionally

Grade 2

Reading: Monday to Thursday (10 - 20 minutes).

Spelling: Provided once a week for a test on Friday. (10 - 15 minutes of learning per day).

Grade 3

Reading: Monday to Thursday (15 - 20 minutes).

Spelling: Provided once a week for a test on Friday (15 - 20 minutes of learning).

Maths: Monday to Thursday (15 - 20 minutes). Not always given.

Afrik: Occasionally.

Grade 4 - 6

As per homework timetable issued at the beginning of the year.

PLEASE NOTE

It is not our intention to burden the learners with homework, therefore, when the learner has spent the recommended time on homework and is still not finished, the parent should sign off and indicate the time target as having been met. Learners will be given a week's notice to study for tests in the Senior Prep. Maths diagnostic assessments may require completion on a weekly basis.

College

The emphasis at high school is on teaching learners proper time management. Therefore, there is no prescribed amount of homework per learning area, per day or week. Learners should:

- plan on spending between two to three hours per day on homework;
- attempt, as far as possible, to complete homework on the day on which it is issued;
- schedule time slots for a future date on which to complete homework if unable to complete it on a given day. (*Most* homework is not given for the next day, but generally anything from two days to two weeks, or more, in advance and can easily be managed with carefully planning.)

A term calendar is issued at the beginning of each new term and it outlines all scheduled tests and examinations for the term. Teachers reserve the right not to remind learners of tests, but rather encourage learners to take responsibility for their studies and ask the teacher for clarity, in the event of any uncertainty. Please assist your learner by placing this calendar in a high profile position in your home, e.g. on the fridge door(!) and by diarising important dates on a family calendar or in your own diary.

Teachers reserve the right to schedule additional tests during the term, which will not be included on the calendar. In such cases, learners will be given at least one week's notice before any test is written and will be instructed to note the test date in their homework diaries. Please check your child's homework diary for test dates if he/she is forgetful.

Please assist your child with completing research assignments in a disciplined fashion by helping him/her to draw up a work schedule with deadlines and encouraging him/her to adhere to it. Please assist him/her to set realistic goals.

In the event of a dispute about excessive homework, please prepare a detailed report of all the homework tasks given to and completed by your child over a three week period, as well as the dates and amount of time, in hours, during which your child was kept busy and submit this to the teacher concerned. If no action is taken during the following three weeks, please submit the original and an updated report to the College academic administrator for review. The same procedure would apply should you be of the opinion that your child is being given insufficient homework.

Please remember that school is primarily an academic institution and your child may need to review his/her extra-curricular activities if he/she does not have the required time in his/her day to complete homework.

Please also remember that adolescents have a tremendous need for sleep as their bodies are undergoing great physical changes. Please ensure that your child does not stay up very late in the evening as he/she will not be able to function adequately in class the next day. No adolescent should stay up later than 21h00 on a school night.

Please assist your child's teachers in helping him/her to derive maximum benefit from his/her school experience.

General Information

Visitors

All visitors are asked to report to the main school office. Parents are requested not to bring forgotten homework, sports kit, lunch and the like to school. We have many parents working far from the school and those learners who have "stay-at-home" parents are at an advantage should they be able to have someone to drop off forgotten items for them. We try to instil a sense of responsibility within your learner. If your learner has forgotten their lunch, you can rest assured that the rest of the class is encouraged to share their lunch. Classroom interruptions can become very disruptive, so if a visit to a classroom is desired, please make arrangements through the teacher who will notify the office of your visit if necessary.

Fire Drills

Learners are to walk quickly and without talking to the assigned area and must listen for any instructions.

Lost & Found

Found articles are put into the plastic storage boxes inside the aftercare hall. Please make sure all items are labelled, as this makes it easier to return the goods. Unclaimed articles are displayed at the end of each term. All unclaimed lunch boxes, bottles, socks and casual clothing will be sent to a charity thereafter. Good quality school clothing will be put into the second-hand shop.

School Photos

Individual, sibling, class & sport photos are taken each year. Details for parents who wish to purchase packages of photos will be sent home prior to the photographs being taken.

Sport

Sport

Sport is compulsory at school for ALL learners.

Gr 0 Kidzcoaching This is done during school by an outside
 (1 lesson per week) Coach.

Gr 1 Kidzcoaching This is done by an outside coach assisted by
 teachers.
 Learners have 1½ hrs per week of sport.
 (Monday - during school)
 (Tuesday 13h30 - 14h00)
 (Thursday 13h30 - 14h00)

Grade 2-12

This is formal coaching. We do have outside coaches, but teachers are also required to assist where necessary. All learners are required to attend the general session. Squad training is a team practice.

See Extra-mural timetable.

Extra Curricular Activities

A number of extra curricular programmes are on offer. These are not compulsory and will all take place after normal school sport hours. There may be a cost involved to these lessons and they are considered to be private coaching lessons.

Cricket

Coaching sessions can be arranged with Wally Helliwell on 082 858 3987.

Tennis

Marius Germishuizen offers tennis lessons on a Friday afternoon. This is strictly on a first come first served basis, as space is limited. Speak to Mrs Twaddle.

Cycling

A cycling club has been started and is run by parents. There is no cost involved, but learners are to bring their own bikes and helmets. For their safety, a policy of "no helmet, no ride" will be enforced. Road safety, basic bike maintenance, bike handling skills and riding skills will be covered. As the club progresses, learners will be encouraged to participate in organised fun rides. Gr 4 and upwards only.

Music

Various private music lessons are offered. Please contact the Music Department for more details.

Ballet

Contact Mrs Marie Sadie on (011) 805 3853.

Closing Remarks

We are not able to anticipate every possible situation for inclusion in our handbook. However, we feel that all situations can be addressed by the application of Christian principles.

We expect that some of our statements will change from time to time, and perhaps some policies will be changed even before the printing of the next edition of this manual.

We are confident that both the parents and the learners will support our attempts at organising and operating our school for the highest benefit of all. We will inform learners and staff when changes occur in our policies, and will attempt to keep the parents as well informed as possible.

Prayer is an integral part of our school's life. The staff and learners have regular times of devotions, and we sincerely request that the parents pray often for our school -- for their learners and their teachers. "The prayer of a righteous man is powerful and effective." James 5:16, (NIV).