

Christ Church Preparatory School and College

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



Handbook for Pupils and Parents

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Message from our Staff

Christ Church Preparatory School and College exists to provide a Protestant based 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 pupils are to obey their teachers as they would respect and obey their parents.

Christ Church Preparatory School and College exists to equip individuals to grow in Christian faith, to build Godly Character, to maximise their potential and to use their gifts in service to 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 Protestant 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 pupils.

Christ Church Preparatory School opened 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 pupil for high school, but it has long been recognised that these formative years have a critical

influence in the life-long development of the pupil. We are, therefore, committed to providing a structured, disciplined and safe environment for the formative development of our pupils.

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 pupils 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 pupils and country.
- To prepare pupils 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 pupils per class. Pupils should arrive between 07h15 and 07h45 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 pupil. 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 pupil. We recognise that the programme needs to encompass the spiritual, emotional, social, academic and physical areas. The school programme will include:

Pupil Assessment:

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

A formal report is issued to parents at regular intervals. These will identify problems and refer to independent professionals and/or therapists where necessary.

Learning Support Programme:

Development of programmes, by a qualified remedial specialist, promoting the maximum potential from pupils with specific learning needs will be implemented when and if necessary.

Conditions of Acceptance at our School

Christian Obligation Of Conduct

1. At least one parent of the pupil must be a committed, practising Protestant based 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 pupil'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 pupil will be required to undergo an assessment by the class teacher.

Age

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

Academic Criteria

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

A pupil 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 pupil, 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 that 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 pupil. 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 pupils 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 pupils 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 and levies, before removing the pupil 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 pupils 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 And Levies

Fees and levies 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 R150 fine per child. See attached late policy document for further information.

Fees

For direct deposits: Standard Bank, Midrand Branch 00115500

Account N°: 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) - R500, 00 per pupil (R300, 00 per sibling) to accompany each pupil's application.

ENROLMENT FEE

Grade 00 and 000

A non-refundable enrolment fee of R12800 for 2019 (R13450 for 2020) 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 pupils.

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, or part thereof. 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 R, 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 R and higher

A non-refundable enrolment fee of R12800 for 2019, (R13450 for 2020) for registrations for Grade Rm and higher, needs to be paid once the pupil has been assessed and accepted. This payment must be made within fourteen days of acceptance so as to secure the pupil's place at the school. A discount is given for 2nd and 3rd pupils.

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, or part thereof. 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 (e.g. theatre shows) at the school.

See application forms and schedule of school fees and levies herewith.

Hours of Operation

Office Hours

Monday to Thursday 07h00 to 16h00.

Fridays 07h00 - 15h30

School Hours

Pre-School

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

Grades 1 - 6

07h45 - 13h30. Pupils 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. Pupils may be dropped off from 07h15 and collected no later than 14h45, after which time they will be booked into aftercare. Every Wednesday, the academic day ends at 13h30, and they can be collected no later than 13h45, after which time they will be booked into aftercare.

Early Arrivals

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

Lunch

We encourage parents to pack a healthy lunch box. No fizzy drinks or sweets are allowed. Tuckshop operates at break and after school. Grade 1-3 pupils must pre-order from the Tuckshop via their register teachers.

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 pupil at the beginning of each new term. All events (compulsory and voluntary) are provided in the homework diary which each pupil is supplied with at the beginning of the academic year.

2019 SCHOOL CALENDAR

1 st Term	16 January - 12 April Public Holiday	Half-term Human Rights Day	12h00 Thursday 21 February Return to school Tuesday 26 February Thursday 21 March
2 nd Term	7 May - 8 August Public Holiday	Half-term	Normal closing Friday 28 June Return to school Monday 8 July Monday 17 June
3 rd Term	9 September - 6 December Public Holiday	Half-term School closed Heritage Day	12h00 Thursday 24 October Return to school Tuesday 29 October Monday 23 September Tuesday 24 September

Aftercare Centre

The aim of our Aftercare Centre is to provide care for Christ Church Pre, Prep and College pupils 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 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.

Pupils 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 pupils are given an opportunity to rest. A lunch needs to be supplied for pupils in the Prep School and College.

To make use of our aftercare facility, please enrol your children at the centre. Pupils 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 and levies are payable at the end of the month and will be included with your school fee account. Enrolment forms and further information can be obtained from the centre.

Attendance

Late Arrivals

Any pupil 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.

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 pupil returns to school. If a pupil is away from school for three days or more, a medical certificate is also required to be presented to the class teacher. An email will be sent to both parents to advise that the pupil has been recorded as absent. This email is sent in the interest and safety of all our pupils.

Should your child from Grade 4-12 be absent on a day when a test or examination is to be written, a doctor's note must be produced.

The pupil is responsible to make up missed work. Pupils 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 pupil 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 pupils to be absent in order to go on holiday.

Pupils 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, pupils 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

In the event that a pupil 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 pupils 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 pupil. The teacher will send the pupil to the office as this prevents unnecessary class disruption. Pupils who walk home or make use of Uber must be issued with an exit pass.

Parents are encouraged to make dental and medical appointments for their children outside of school hours, but should it be necessary for a pupil 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 pupils. Any pupils remaining are then booked into aftercare. This is done for their safety and wellbeing.

Pupil Services

Pupil Support Co-ordinator

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

Media (Prep School Only)

Each class has one regularly scheduled Media period per week. More library visits occur depending upon assigned class projects. Pupils 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.

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

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

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

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

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

No pupil is to fight, provoke other pupils, 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/Pupil 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 pupil's education.

Attitude

There may be times when 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 News and Communication

The school communicates with parents via the D6 Communicator, and all parents are urged to download it. In addition, parents must log onto ADAM, which is an online system giving parents access to up-to-date records of their child's marks, attendance and merits. School reports must be accessed via Adam at the end of term.

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 pupils. This comes in many forms, from the Fundraising Committee, to listening to the Junior Primary pupils 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, pupils 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 pupil's behalf.

Pupil Illness

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

Medication

Requests can be made to the class teacher for prescribed medications to be administered to pupils. The medication will be kept in the office and must be in the original container, labelled with the pupil'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 pupils.

Immunisation

It is strongly advised that pupils 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 pupils 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 pupil's full name.
6. Girls' hair is to be neat, clean and if longer than collar length, tied back away from the face, with a navy or white ribbon or bauble or same colour as hair. No fancy or ornamental clips. Hair may be dyed with the finished colour being subtle, blended and natural looking. Hair extensions and braids may be worn. No gel allowed.
7. Boys' hair is to be neat, clean and short. No hair over the ears, eyes or collar. No gel or hair dye is allowed.
8. No jewellery is to be worn except for watches and allergy bracelets. If your daughter has pierced ears, only plain small 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 pupil's name.

Uniform Supplier

All school items available from the uniform shop which is on the premises at the school. The uniform shop is open from 07h00 to 08h00 on every Monday to Thursday.

Pre-School - Grade R

No uniform. Shoes or sandals should be worn to school. Pupils are required to purchase the school hat from the uniform shop. This will be kept at school. 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

GIRLS: Summer

- White blouse with school badge
- 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

- White blouse with school badge
- Navy blue skirt
- Navy-blue tights, school opaque or knitted.
- Long-sleeve V-neck navy-blue jersey and/or CCPS windbreaker
- **N.B. Girls MAY NOT wear tracksuit pants.**

BOYS: Summer

- White collared shirt with school badge
- Navy blue Bermuda shorts (specific to the school)
- Navy blue school socks (with teal and red stripes)
- Regulation black lace-up school shoes
- Long-sleeve V-neck navy-blue jersey
- Wide brim, floppy navy-blue hat - **up to Grade 3**

BOYS: Winter

- White collared shirt with school badge
- Long-sleeve V-neck navy-blue jersey and/or CCPS windbreaker
- Long navy blue trousers (specific to the school)
- Navy blue school socks (with teal and red stripes)
- Regulation black lace-up school shoes

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 quantec 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 or navy blue 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: School athletics vest and navy blue quantec shorts

Swimming

- Girls: Navy blue costume and white cap
- Boys: Navy blue speedo or jammers 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) and matric scarf
- 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** - white V-neck jersey. (under blazer) and matric scarf

BOYS and GIRLS

- Navy blue sleeveless pullovers may be worn under blazers

SPORT - BOYS

- White round neck t-shirt
- School sports tracksuit - compulsory for teams
- Navy blue quantec 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 - compulsory for teams
- White school socks

Athletics

- Girls: Top as for Netball
Navy blue quantec shorts
- Boys: School athletics vest
Navy blue quantec shorts

Swimming

- Girls: Navy blue costume and white cap
- Boys: Navy blue speedo or jammers 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

Tennis Matches

- Girls: As for netball matches
- Boys: White golf shirt
Navy blue quantec shorts
White socks
White takkies

Homework Policy

We believe that homework is an essential part of the educational process of each of our pupils. The following is essentially a guideline as to what is expected from the pupils 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 pupils 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 pupils will be given wordless books to take home each week. The pupils 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.

Prep

The purpose of homework in the Prep School is to entrench a **habit** of study on a daily basis, and to develop within each pupil the following:

- Self-discipline
- Work Ethic
- Time management skills
- Ownership of work
- Goal setting
- To teach students that learning takes place everywhere - at home as well as school.

- To consolidate concepts taught or **EXTEND** upon a theme.

The full Prep Homework Policy can be found on the D6.

College

This is a summary of our practices. For full information please see the Academic Assessment Policy on the D6.

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

- plan on spending two hours per day on prep work, homework, or studying;
- attempt, as far as possible, to complete homework on the day it is issued;
- schedule time 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, and can easily be managed with carefully planning.*)

Teachers will place instructions, for any task for marks, on the D6 communicator. This does not include work which a child was given time to do in class but did not finish, that is the child's responsibility to make a record of.

A cycle test schedule is issued at the beginning of each new term and it outlines all control tests and the term planner contains the examination dates. Teachers should encourage pupils to take responsibility for their studies and ask the teacher for clarity. Wherever possible our teachers will place a scope on the D6 a week before the assessment takes place. Please assist your pupil by placing the test schedule in a high profile position in your home and by diarising important dates on a family calendar or in your own diary.

Teachers reserve the right to schedule additional assessments during the term, which will not be included on the schedule. In such cases, pupils 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 Deputy for review.

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.

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 pupils 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 pupil. If your pupil 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

Pupils 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, class and sport and culture photos are taken each year. Cost of the basic package is included in the Consumables Levy. Purchase of sport and culture photographs is optional.

Sport

Grade 1-12

This is formal coaching. We do have outside coaches, but teachers are also required to assist where necessary. All pupils are required to attend two sessions per week. In addition to this, all pupils will have Physical Education lessons. These lessons take place during the school day.

See Extra-mural timetable.

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 pupils will support our attempts at organising and operating our school for the highest benefit of all. We will inform pupils 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 pupils have regular times of devotions, and we sincerely request that the parents pray often for our school -- for their pupils and their teachers. "The prayer of a righteous man is powerful and effective." James 5:16, (NIV).