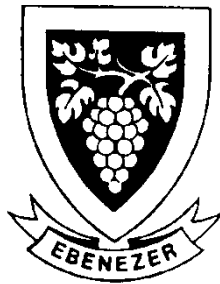


RHENISH PRIMARY SCHOOL



2012 Information Brochure

School Address: Rhenish Primary School
Doornbosch Street
Krigeville
Stellenbosch 7600

Telephone Numbers: 021-883 3152
021-883 3166

Cell Phone Number: 082 3723150
(For sport outings and excursions only)

Fax Number: 021-887 1750

e-Mail Addresses: rhenish.sec@mweb.co.za (Secretaries)
rhenish.burs@mweb.co.za (Bursar)
rhenishsport@mweb.co.za (Deputy / Head of Sport)
rhenish@mweb.co.za (Principal)

Website: <http://www.rhenishprimary.co.za>

Principal: Mrs Anne Tarr

Deputy Principal: Mr Neil Pretorius

Heads of Department:

- Foundation Phase Mrs Shelley Young
- Senior Primary Phase Mr Noel Petersen

School Secretaries: Mrs Shelley Nell
Mrs Adrienne Whitley

Bursar: Mrs Marion Pina

Acting Caretaker: Mr Nolan Siebritz

Cleaners: Mr Johannes Jantjies
Mr Riaan Jooste
Mr Tanswell Wenn

Reception Class Assistants: Mrs Antonet Malgas
Mrs Gail Siebritz
Mrs Maria Zona

Contents

A.	Brief History of the School	page 3
B.	Vision and Mission Statement	page 4
C.	Ethos and Values	page 5
D.	School Houses	page 5
E.	Admission	page 6
F.	Language Policy	page 7
G.	School Hours	page 7
H.	Fees	page 8
I.	Discipline Policy and School Rules	page 9
J.	Grade 7 Monitor / Prefect System	page 15
K.	Cell Phones	page 16
L.	School Etiquette	page 16
M.	Uniform	page 17
N.	Academics	page 23
O.	Extra-Mural Activities	page 31
P.	Service to the Learners	page 42
Q.	Learners' Safety	page 43
R.	Health Programme	page 44
S.	Parent Representation	page 45
T.	2012 Educators	page 47

A. A BRIEF HISTORY OF THE SCHOOL

The Rhenish School was founded in 1860 by the missionaries of the Rhenish Society, as the first girls' boarding school in the Cape Colony. The school opened on 1 May 1860 in a building in Alexander Street belonging to the Rev. P.D. Luckhoff. The first principal of the school, which started with eight children, was Miss Bertha Voight.

In 1862 the Rev. Terlinden bequeathed to the school, a single storey house on the Braak, which later became the double storeyed building now housing the P.J. Olivier Art Centre. It then had an enrolment of 29 boarders and 18 day scholars.

It was largely due to the efforts of the Rev. J. Weber that Rhenish survived and remained self-supporting during difficult times in the country. He served on the committee for nearly 40 years and his descendants have retained their links with the school ever since.

The school was taken over by the Government in 1901 and four years later the foundation stone of a new building, alongside the building bequeathed by Rev. Terlinden, was laid and the building was officially opened as "The Rhenish Girls' High School" on 10 February 1906. In 1958 when the High School moved to its present location in Krigeville this building became the Rhenish Girls' Primary School, with Miss M.W. Archibald as the first principal. In 1958 there were 205 children enrolled at the Primary School. In 1966, when Miss Archibald retired after 7 years as principal of the school, 318 children were enrolled at the school.

In 1967 Miss R. van Dijk was appointed as the next principal of the Primary School. In September 1984 the Primary School moved to its present buildings in Krigeville. Miss van Dijk retired at the end of 1984, after 18 years as principal of the school. At the end of 1984, 250 children were enrolled at the school.

A new era began for the Rhenish Primary School in 1985 when the school became co-educational and Mr Bruce W. Niland was appointed as the first headmaster of the school. He retired after 27 years loyal service as headmaster on 31 December 2011. At present there are more than 650 children at the school.

In spite of the many changes and advances that have been made to keep abreast of trends in education, Rhenish Primary School still remains steeped in history, tradition and its English ethos.

2010 was the school's 150th year of existence. We are indeed "Rooted in the Past and Positioned for the Future".

The Rhenish motto remains, "*Ebenezer*" - *Hitherto hath the Lord helped us.*

B. VISION:

The vision of Rhenish Primary School is to nurture the balanced development of body, mind and spirit, leading to the fulfillment of each individual's potential within the broader community in all its diversity.

MISSION STATEMENT:

The realisation of our vision will be achieved by:

- Ensuring that the educators are well qualified to teach the various learning areas.
- Providing a staff with a high degree of professional integrity.
- Providing a safe, caring and happy environment which is conducive to learning.
- Maintaining realistic class sizes conducive to optimal learning.
- Teaching skills for effective living in a changing world.
- Encouraging learners to give of their best, whether academically, appreciation of music, artistic endeavour, honour on the sports field, or coping with the trials and tribulations of growing up.
- Maintaining a balanced approach to academic, cultural and sporting activities.
- Providing stimulation and challenge for both the talented and less talented learners.
- Recognising and praising effort and excellence.
- Empowering the learner to cope with both success and failure.
- Encouraging the child to persevere and to fulfill his/her holistic potential. Success for the individual is prized.
- Encouraging the development of those interests and skills which contribute to a fuller enjoyment of life.

C. ETHOS AND VALUES

Standards

We require learners to maintain high standards of behaviour. Courtesy, tolerance, and personal integrity are esteemed qualities.

Potential

We aim to fulfil the academic potential of every child, and encourage the development of those interests and skills which contribute to a fuller enjoyment of life.

Success

We encourage learners to give of their best, whether academically, appreciation of music, honour on the sports field, artistic endeavour, or coping with the trials and tribulations of growing up. Perseverance is highly respected at Rhenish Primary School. Responsibility is nurtured. Success for the individual is prized.

Caring

The quality and integrity of its staff is the essence of a good school. Our dedicated academic staff contribute to extra-curricular enrichment in many different ways.

Working together

Academic and pastoral interest in all the children ensures close contact with parents. We encourage parents to be fully informed and involved in the education of their children.

Community Care Projects

We strive to make the children aware of the various needs in the community. Thus each term, community projects are undertaken.

D. SCHOOL HOUSES

There are three School Houses. These are:- Terlinden House (*Green*); Weber House (*Red*) and Van der Stel House (*Yellow*). Once a child is allocated to a House, all family members are also allocated to the same House, even if it is years later when a child joins the school! If both parents attended Rhenish, then the eldest child, if a boy, will be placed in his father's house. If the eldest child is a girl, then she will be placed in her mother's house. All additional children will be placed in the same house as the eldest child.

Terlinden House is named after Rev. Terlinden, Weber House after Rev. Weber and Van der Stel House after Simon van der Stel, the founder of Stellenbosch.

All children are required to have a "House" T-shirt, in the colour of their House, to enable them to identify with their House and participate in Inter-house activities. These T-shirts are available from the PTA shop.

E. ADMISSION

1. MINIMUM AGE FOR ADMISSION TO THE PRE-RECEPTION CLASS

To be admitted to one of our Pre-Reception classes, a learner must turn **five** years old during the year.

2. MINIMUM AGE FOR ADMISSION TO THE RECEPTION CLASS

To be admitted to one of our reception classes, a learner must turn **six** years old during the year. **A child shall not attend a reception class, without the Western Cape Education Department's approval, after the end of the year in which he/she has reached the age of six years.**

3. MINIMUM AGE FOR ADMISSION TO GRADE ONE

To be admitted to one of our Grade One classes, a learner must turn **seven** years old during the year he or she is in Grade One.

4. COMPULSORY AGE FOR SCHOOL ATTENDANCE

Sections 50(c)(ii) of the Education Affairs Act of 1988 states that it **is compulsory for children to attend school (Grade One) in the year in which they turn SEVEN years old.** If parents wish to deviate from this rule, written permission must be obtained from the Western Cape Education Department.

5. ATTENDANCE AT SCHOOL

Regular attendance by the child is essential to his/her educational progress, therefore absences should be kept to a minimum. Wherever possible, dental or doctor's appointments should be scheduled **after** school, but preferably during the **vacations** or **weekends**. (See School Rules 8, of 8.1 Attendance and Participation.)

When a child is absent from school or an extra-mural activity, an "excuse note" from the parents must be presented to the secretaries' office (for absence from school) or to the educator responsible for the particular activity (for absence from an extra-mural activity).

Please note that the educators cannot be expected to be responsible for "making up" ground missed due to prolonged absences from school. Parents may need to organize private extra lessons. If learners are absent from school for a few days it is again their responsibility to find out what they need to "catch up", and to do so as soon as possible.

F. SCHOOL'S LANGUAGE POLICY

Rhenish Primary School is an English Medium Primary School. Although all tuition is done through the medium of the English language, the school promotes multilingualism.

G. SCHOOL HOURS

1. SCHOOL TIMES

Mondays to Fridays:

Warning bell	07:40
School starts	07:45
First break	09:33 to 09:53
Second break	11:41 to 12:01
End of school for Grade One and Grade Two	13:06
End of school for Grade Three to Seven	13:59

SCHOOL ENDS AT 11:00 ON THE LAST DAY OF EACH TERM.

SCHOOL BEGINS AT 09:00 ON THE FIRST DAY OF THE YEAR.

2. PUNCTUALITY

Please ensure that your child is not late for school. It only creates stress in the child, disrupts the rest of the class and starts the day off very poorly. (See School Rule 3: of 8.1 Attendance and Participation.)

3. COLLECTION OF LEARNERS

Grade 1 and Grade 2 learners who are not involved in school activities between 13:06 and 14:00 must be collected by their parents at 13:06.

Grade 1 and Grade 2 learners may not be left unattended between 13:06 and 14:00.

If parents wish their children to attend the "waiting class" between 13:06 and 14:00 a fee of R150-00 per term must be paid to the Bursar within the first week of each term. Learners may not attend this class before payment has been made.

Children should be collected as soon as possible after their extra-mural activities. It is not safe to leave children at school after the school has been locked of an afternoon.

H. FEES

1. SCHOOL FEES

At present the compulsory school fee is **R11 900,00 per learner per annum, payable in advance**. (Parents wishing to establish what the school fee for 2013 will be, may telephone the school after the budget meeting at the end of October 2012.)

If the school fee is to be **paid annually, a 5% discount (R595,00) is granted, thus R11 305,00 needs to be paid by the end of January 2012**. (i.e By Tuesday 31 January 2012.)

If the school fee is to be **paid termly, then R2 975,00 needs to be paid by the end of the second week of each term**. (By Friday 20 January 2012; Friday 20 April 2012; Friday 27 July 2012 and Friday 19 October 2012.)

If the school fee is to be **paid monthly, then R1 190,00 needs to be paid by the third of each month, starting on 3 February 2012**.

There is not normally a school fee increase during the year, but this is possible. The money is used for the running expenses of the school, e.g. for repairs, water, electricity, maintenance of the grounds and sports fields (including the swimming pool and tennis courts), the purchase of sports equipment, stationery, salaries of staff not paid by the Western Cape Education Department, prize-giving, insurance etc.

In addition school fees are used for the purchase of capital equipment such as computers, musical instruments, library books, Foundation Phase readers, teaching aids, photocopying machines, furniture, Reception Class playground equipment, buildings, school vehicles etc.

If parents are unable to pay the full school fee it is necessary to complete the required forms (i.e. Annexures A and B) and write a letter to the Chairman of the Rhenish Primary School's Governing Body explaining their situation. Forms for exemption or partial exemption of school fees, are available from the Bursar. In addition to these forms parents need to furnish the necessary supporting documents for **both parents**. This procedure must have been completed by Friday 21 September 2012, to enable the Governing Body to determine the school fee for 2013. ***New parents to the school who are unable to pay the full school fees, need to complete these forms as soon as possible after their children have been enrolled in the school.*** A Governing Body sub-committee will meet with each applicant to assess their application.

All cheques must be made out to RHENISH PRIMARY SCHOOL and handed to the **bursar only**. (Please ensure that all monies are handed to the bursar **personally** and **not** merely left at the office!)

Rhenish Primary School's banking details are:

Bank: Standard Bank – Stellenbosch
Branch Code: 050610
Account Number: 073000957
Name of Account: Rhenish Primary School
Fax proof of payment to: 0218871750
Reference: Learner's first name and surname

2. LOAN LEVY

A loan levy of R1 000 is payable per child, on entry to the school. This levy is refundable, on **written** application **within a year of the child leaving the school**. (If there are outstanding school fees, the loan levy will be used to settle the outstanding fees, and the balance refunded.)

3. REMEDIAL TUITION FEES

See section **N (6)**, under **Remedial Tuition**

4. MUSIC TUITION FEES

See section **N (7)**, under **Music Tuition**

I. DISCIPLINE POLICY AND SCHOOL RULES

(In accordance with section 8 of the South African Schools Act)

1. PREAMBLE

According to the Preamble of the South African Schools Bill of 1996 the State finds it 'necessary to adopt legislation for the democratic transformation of schools and to set uniform norms and standards for the organization, governance and funding of schools to serve the needs and interests of all learners at schools and uphold their democratic rights'.

It is the State's obligation to make education available and accessible, but must be complemented by a commitment and acceptance of responsibility by the learners, educators and parents who are the State's partners in education.

Rhenish Primary School aims to inculcate a culture of discipline which would encourage a healthy, stable and stimulating atmosphere in which growth and development of both mind and body can occur. This positive ambiance would allow and encourage teaching and learning through understanding, tolerance, peace, reconciliation and mutual respect.

2. BASIC PRINCIPLES

2.1 Discipline and order must be maintained in a school and classroom to ensure that education and effective learning can occur without disruptive behaviour and offences. The aim of discipline is to teach and lead learners to self-discipline. Discipline must be imposed on the individual as well as in the group situation.

- 2.2 Rhenish Primary School believes that discipline should be fair, appropriate, consistent, non-violent, humane and free of prejudice. All sides will be taken into account and therefore a decision may not be taken immediately.
- 2.3 An educator at the school shall have the same rights as a parent to control and discipline a learner according to the Code of Conduct during the time the learner is in attendance at the school, at school functions, on school excursions, during school related activities and **when in the school's uniform**.
- 2.4 Although privacy of person and property is a right, the Principal or Deputy Principal, or an educator instructed by the Principal or Deputy Principal, may search learners and/or their bags based on a reasonable suspicion and according to accepted and predetermined procedures.
- 2.5 Learners may be expected to work on their own, separately from the class, if their behaviour makes this necessary.
- 2.6 Freedom of Expression is not absolute for the learner. Vulgar words, insubordination and insults are not protected speech.
- 2.7 The school environment should be clean and safe.
- 2.8 There should be mutual respect for one another's convictions and cultural traditions.
- 2.9 Learners should be protected from abuse by adults or other learners.
- 2.10 Reasonable measures may be used to restrain or to control the actions of learners when these may harm others, the learner himself or violate the rights of other learners or educators.
- 2.11 Discipline should also include the factor of positive regulations.
- 2.12 **Corporal punishment may not be used.**
- 2.13 All discipline, including punishment must conform to the Bill of Rights in the Constitution of the Republic of South Africa 1996, Act No 108 of 1996; Section 3 (n) of the National Education Policy Act, Act No 27 of 1996; the Teachers' Professional Code of Conduct and Common Law.
- 2.14 All school rules must be approved in terms of these regulations. They must be set out in simple and understandable language.
- 2.15 The school has a clearly defined framework within which the discipline policy functions. This includes a value system, rules and regulations and set procedures according to which disciplinary measures are carried out.

3. DISCIPLINE CHANNELS

Learner



Educator

→ . everyday / minor offences



Head of Department

→ . consistent breaking of minor rules



. moderate offences

Deputy Principal

→ . more serious offences



Principal

→ . very serious offences

4. SOME DISCIPLINE PROCEDURES

4.1 Positive Reinforcement

It is important to recognize good behaviour or improvement in poor or unacceptable behaviour. This could be done in the form of praise, recognition etc.

4.2 Detention

Any educator may send a learner to detention. This form of punishment is **used for an academic lapse** by the learner.

The educator who sends a learner to detention must inform the learner's parents by means of a detention form or an SMS.

If a detention form is sent to the parents, it must be signed by the parents, acknowledging that they are aware of and are in agreement with the action that has been taken. If an SMS is sent, the onus is on the parent to contact the educator concerned, if they wish to discuss the matter.

Detention is held in the Media Centre, from Tuesdays to Thursdays, and is controlled by the educator on duty. Detention takes precedence over all extra-mural activities.

4.3 Community Service

Any educator may send a learner to do community service. This form of punishment is **used in the case of poor behaviour** and should involve the learner in a positive and constructive manner within the practical functioning of the school after the academic day.

Community Service is carried out on Tuesday, Wednesday, and Thursday afternoons.

The Head of Department will call the learner and arrange the necessary details with him/her. A Community Service form must be completed and given to the Head of Department in charge of co-ordinating this activity.

The learner will also be expected to get the form, with all the necessary information on it, signed by his/her parents, acknowledging that they are aware of and in agreement with the action that has been taken.

The form will be passed on by the Head of Department to the person overseeing the Community Service.

4.4 Weekly Report

A Head of Department or the Deputy Principal may place a learner on a Weekly Report. This form of punishment is used when a **learner's academic work or behaviour has persistently been a matter of concern.**

The learner will be expected to carry a Weekly Report form and will need to ask each educator to make a comment on it, and sign it at the end of every lesson. He / she will report to the Head of Department or Deputy Principal at the start of each break. Parents are to please sign the Weekly Report at the end of each day, to indicate that they have read the educators' remarks. When the Head of Department or Deputy Principal is satisfied that there has been sufficient improvement, the learner will be taken off the Weekly Report. Although the report is called a "Weekly Report", the learner could report to the Head of Department or Deputy Principal for a much longer period. The learner will only be taken off the report once sufficient improvement has been made. If no sufficient improvement is made the learner will be sent to the Principal, who will call in the parents.

5. ROLE OF THE LEARNER

To behave in the manner expected of a Rhenisher e.g.

1. To have respect for other people and their property.
2. To have manners.
3. To give of his/her best at all times.
4. To consider the consequences of his/her actions.
5. To have self-discipline.
6. To show and be loyal to Rhenish Primary School.
7. To have a sense of responsibility.

6. ROLE OF THE PARENT

1. The ultimate responsibility for the learners' behaviour rests with their parents or guardians.
2. The child's value system is formed at home.
3. Parents are co-partners with regard to discipline
4. Parents set the moral values of their child.
5. Parents are expected to teach their child manners.
6. Parents should instil respect for other people.
7. Parents should be loyal to the school and support it.
8. Parents should respect the values that the school aims to instil.
9. Parents should ensure that their child observes all school rules and regulations and accept responsibility for any misbehaviour of their child.
10. Parents should take an active interest in their child's schoolwork and make it possible for the child to complete assigned homework.
11. Parents should attend meetings that the School convenes for them.

7. SERIOUS MISCONDUCT, SUSPENSION AND EXPULSION

7.1 Definitions

- SUSPENSION means the temporary prohibition of a learner from attending school.
- EXPULSION means the permanent prohibition of a learner from attending a school.

7.2 Serious Misconduct

- 7.2.1 A learner is guilty of serious misconduct if he/she:
- a. has been repeatedly absent from school and/or classes
 - b. has behaved in a disgraceful, improper or unbecoming manner in the opinion of the Governing Body
 - c. has used or had in his/her possession intoxicating liquor or other drugs on the school grounds or during a school activity
 - d. has any form of pornography in his/her possession
 - e. is guilty of theft, immoral conduct or assault
 - f. has been convicted by a court of a criminal offence and been sentenced to imprisonment without the option of a fine
- 7.2.2 A learner may be **suspended** by the Governing Body or **expelled** by the Head of the Education Department of the Western Cape Province if he/she is found guilty of serious misconduct (viz 7.2.1 above) after a fair hearing.

8. SCHOOL RULES

The rules are approved by the Western Cape Education Department and will not deal with obvious matters of behaviour. Any breach of good manners or common sense is undesirable and may be punished.

In addition to the general rules, common sense rules and accepted norms, there is a set of internal rules for the purpose of efficient organization, the safety of the learners, and sound discipline within the school. These rules are continually brought to the attention of the learners and must be adhered to by all learners.

The punishment to be meted out for the transgression of the school rules will depend on the seriousness of the transgression, but could include suspension or expulsion from school or any other punishment that the Principal may deem suitable.

8.1 Attendance and Participation

- 8.1.1 The learners shall attend school for the full duration of the school day. A learner may not be absent from school without the permission of the Principal. In the case of a learner's absence, the parents must furnish the Principal with a **written explanation** as to the child's absence, accompanied by a doctor's certificate, if need be.
- 8.1.2 If it becomes necessary for a learner to be absent from school to enable him/her to attend an important appointment (e.g. a dental appointment), a **prior written request** must be submitted to the Principal stating the full particulars.

- 8.1.3 Learners must be punctual for all school activities. Learners who arrive late for school must report to the secretary's office immediately on arrival at school.
- 8.1.4 Grade 1 and Grade 2 learners who are not involved in school activities between 13:06 and 14:00 must be collected by their parents at 13:06. (Refer to page 7 "Collection of learners")
- 8.1.5 A learner shall participate in the educational programmes as prescribed by the Western Cape Education Department, unless exemption has been granted by them.
- 8.1.6 If parents wish their child to be exempted from attending religious ceremonies, they must make a written application to the Principal.
- 8.1.7 When a learner has voluntarily joined an extra-mural school activity, he/she shall fulfil his/her obligations, unless he/she is granted exemption by the Principal.
- 8.1.8 While a learner is under the school's supervision, he/she may not leave the school grounds without the prior permission of the Principal or Deputy Principal.

8.2 General

- 8.2.1 Learners **walk** in single file, and may not run inside the school building. The rule "keep left" also applies.
- 8.2.2 No learner may use foul or unacceptable language, or be in possession of pornographic literature.
- 8.2.3 No learner may injure, victimize or tease a fellow learner. Learners may not be in possession of weapons, toys or materials which could cause physical injury.
- 8.2.4 Learners must show the necessary respect towards others, namely the teaching staff, administrative staff, cleaning staff, their fellow learners and other members of the Rhenish Community.
- 8.2.5 Learners must stand up when an adult visitor or staff member enters their classroom. Learners must also stand up when an adult visitor or staff member speaks to them when they are seated, be it in the classroom or on the sports fields.
- 8.2.6 School property, or anything at the school which is the property of someone else, may not be damaged, defaced or soiled. Theft or damaging any property at school is a serious offence. Parents of learners who damage property, will be held responsible for all costs involved.
- 8.2.7 Learners are expected to keep the school buildings and grounds neat and tidy at all times. Littering will not be tolerated.
- 8.2.8 No learner shall in any manner bring the name of the school into disrepute.

J. GRADE 7 MONITOR / PREFECT SYSTEM

- 1.1 Learners in their grade seven year are afforded the opportunity of participation in this programme. The programme has as its key objectives the development of self discipline by being **an example to the rest of the school, being aware of the needs of others**, using initiative, exercising leadership and **being of service to the school**. Learners are expected to be courteous at all times.
- 1.2 At the beginning of the year, all the grade seven learners who wish to be involved in the programme are divided into three heterogeneous groups. Each of these groups then takes turns to fulfil duties within the school. Each group completes a duty period of approximately one month.
- 1.3 Learners complete the above-mentioned duties as a “Monitor”, a status indicated by the wearing of a badge that is awarded to them in a school assembly, and a “bright yellow” sash. The sash makes the monitors visible and enables the younger children to identify them easily. The younger children can ask the monitors for assistance in mediating their playground disputes. (The badge and sash are worn for the period that they act as a Monitor.) The Monitors have a fortnightly meeting with the programme co-ordinator (Deputy Principal). During these meetings, individual problems that are encountered are discussed.
- 1.4 At the end of each month, educators report to the co-ordinator on each Monitor’s performance. (This includes how the children experience their monitor.)
- 1.5 At a staff meeting at the end of the second term, the Monitor group is reduced, by at least half, to arrive at a final group of Monitors. This is the second phase of the Monitor / Prefect programme. The learners selected will have made the most significant contribution to the programme over the past six months by having been **self disciplined, aware of the needs of others**, having used their initiative, exercised good leadership and **having been of service to the school**. In addition they must have been courteous at all times. All the grade seven children are given an opportunity to “vote” for the monitors who they feel should be School Prefects. These votes give the educators an indication of how the grade seven children view their peers.
- 1.6 This group of approximately forty children then takes on all the duties previously borne by the three Monitor groups. It should be clear that their level of commitment increases dramatically as they are on duty each day. Meetings with the programme co-ordinator (Deputy Principal) now take place on a weekly basis.
- 1.7 A leadership camp is held in the third term, during which further aspects of leadership are dealt with. The weekend is seen as a team building exercise.
- 1.8 The Monitor group fulfils its duties until the end of the third term. At this stage the individuals who have made the most significant contributions to the Monitor group, and set themselves apart from their peers, are made School Prefects.
- 1.9 The School Prefects are decided at a staff meeting, chaired by the Deputy Principal. There is no prescribed number of recipients. Awards are dealt with on merit. All the Monitors are given an opportunity to “vote” for the Monitors who they feel should be

School Prefects. These votes give the educators an indication of how the Monitors view their peers.

- 1.10 For the remainder of the year, the School Prefects conduct all the duties carried out previously by the Monitors. They will also be asked to serve as ambassadors for the school at important events in the fourth term, such as the School Production, Prize Giving and the school's Golf Day.
- 1.11 The culmination of this Monitor / Prefect programme is reached when the Leadership awards are made at Prize Giving. A Head Girl, a Head Boy and two Deputies are selected. (The Deputies can either be a boy and a girl; two boys or two girls.) These awards are decided upon at a staff meeting. All the School Prefects are given an opportunity to "vote" for the Head and Deputy Prefects. These votes give the educators an indication of how the School Prefects view their peers. The awards are made to those learners who in the opinion of the staff have taken full advantage of the opportunities given to them during the year.
- 1.12 In conclusion the programme aims to expose as many children as possible to the idea of service to others, setting a good example to all and understanding the basics of leadership, during the course of their grade seven year.

K. CELL PHONES

Learners may bring cell phones to school at their own risk. Cell phones must be **switched off at all times** while the child is at school. In addition **no SMS messages may be sent during school hours**. If children do not obey the "cell phone rules", their cell phone may be confiscated for a suitable period of time. If a learner continues to transgress the "cell phone rules", they will not be permitted to bring a cell phone to school.

L. SCHOOL ETIQUETTE

1. ENTRANCE TO SCHOOL

Learners may not use the front entrance to the school. They must use any of the side entrances.

2. PARKING

Parents are requested not to use the staff parking area (i.e. all parking in the school grounds) as parking space is limited and is therefore **reserved for staff only**. Parents are also requested not to use the parking area as a drop off point for their children, either in the morning or after school.

3. EXCUSE NOTE

If for some or other reason learners are unable to attend a particular activity or practice etc it is expected that the learner will **PERSONALLY** excuse himself or herself from the educator concerned, with the necessary excuse note from either of their parents, as this is only good manners.

4. TELEPHONE

The school telephones are primarily **business telephones** and should be used as such. Plans for after school activities should be made at home **before** the child comes to school for the day. Learners and parents may not phone from the secretary's office. They must please use the public telephone available. Please note that the public telephone **does not receive** incoming calls. Please ensure that your child always has the necessary phone card available. (Telephone cards may be purchased from the Bursar.)

Please don't telephone the school to request information which has already been sent out by means of a circular. Please read these circulars and store them for future reference, or telephone a friend. It is most disruptive for the secretaries to have to continually answer unnecessary questions!

5. VISITING THE SCHOOL

Parents are always welcome at the school. However, if they wish to speak to an educator, they are required to first report to the office upon arrival at the school, after they have made the prior appointment through the secretary.

If a child must be taken out of class, prior permission must first be obtained from the Principal. A note should be written explaining the circumstances. (See School Rules 8.1.1 and 8.1.2: Attendance and Participation). When parents arrive at the school to collect their child who is to visit the dentist etc., they must please ask the secretary, to call him/her to the office by means of the intercom.

Please note that parents may not interrupt a class to speak to an educator or call a learner.

Parents and friends are very welcome to attend all functions held at the school, including end of term assemblies. We hope your child/children will be very happy at Rhenish Primary School and will become completely involved in the school activities. Please remember that we cannot function effectively without your positive, active support. Please do not sit back and expect the other parents to do your share!

We need your active involvement and positive support!

M. UNIFORM

Please note that learners **change into winter uniform on 1 May**, and back to summer uniform at the start of the fourth term each year.

Learners must wear the official school uniform, to and from school, according to the season. The **prescribed** uniform shall be worn during school hours and for any extra-mural activity for which the Principal deems it necessary.

School uniform and sports wear may **not** be mixed, each should be worn separately and in its entirety. When learners wear the school uniform, it must at all times be the **full** uniform and not "parts" of the uniform mixed with "play clothes". Learners are encouraged to take pride in their uniform and consequently we expect the uniforms to be clean and tidy.

Learners must arrive and leave school **in their full school uniform**. They may, however, leave school in either their formal school uniform or in their sports wear. No learner may leave the school grounds only in a costume or barefoot when wearing the formal school uniform.

1. SCHOOL UNIFORM STOCKISTS

- De Jagers, corner of Crozier and Andringa Streets, Stellenbosch.
- Clothing Exchange shop, in the Archibald Pavilion at Rhenish Primary School

The Clothing Exchange shop sells clothes on behalf of the parents. Parents are notified by means of a circular of the times when the Clothing Exchange shop is to be opened.

2. SUMMER UNIFORM (1ST AND 4TH TERMS)

*Please ensure that all clothing is **clearly marked** with your child's name.*

Boys Uniform

***No tracksuit bottoms may be worn in summer
No tracksuit tops may be worn on excursions or to formal functions***

shorts	- school navy shorts
shirt	- open necked, short sleeved, white shirt with school badge on the pocket (badges are available separately from De Jagers). Collar must be worn over the track suit top or jersey
socks	- long, navy socks with two white stripes
shoes	- black, lace-up, clean and polished (The shoe must be made of "leather uppers" and when polished be able to shine. The shoe should not have a thick sole. No shiny metal pieces or Velcro straps.)
jersey	- school navy, v-necked with woven badge (no home made jerseys as blazers are optional)
raincoat	- navy or safety orange
jacket (optional)	- navy jacket with Rhenish badge (No anoraks may be worn.)
blazer (optional)	- school navy plus Rhenish Primary School badge (no tie is worn in summer)
track suit top	- the track suit top may be worn in the place of a jersey at school. (The zip must be done up at all times.)
school hat	- navy wide rimmed Rhenish Primary School hat. (Compulsory)

Girls Uniform

***No tracksuit bottoms may be worn in summer
No tracksuit tops may be worn on excursions or to formal functions***

dress	- navy with white collar and cuffs (hem 6cm above the knee, whilst kneeling) Collar must be worn over the tracksuit top or jersey
socks	- short, white socks

shoes	- black, with band and buckle or lace-up, clean and polished . (The shoe must be made of “leather uppers” and when polished be able to shine. The shoe should not have a thick sole . No shiny metal pieces or Velcro straps.)
jersey	- school navy, v-necked with woven badge (no homemade jerseys as blazer is optional)
rain coat	- navy or safety orange
jacket (optional)	- navy jacket with Rhenish badge (No anoraks may be worn.)
blazer (optional)	- school navy plus Rhenish Primary School badge
knickers	- navy
track suit top	- the track suit top may be worn in the place of a jersey at school. (The zip must be done up at all times.)
school hat	- navy wide rimmed Rhenish Primary School hat. (Compulsory)

3. WINTER UNIFORM (2ND AND 3RD TERMS)
(Learners change into winter uniform on 1 May each year.)

*Please ensure that all clothing is **clearly marked** with your child's name.*

Boys Uniform

When boys wear track suit pants to school, as part of the school uniform, shorts MUST ALSO BE WORN. No tracksuits may be worn on excursions or to formal functions

shorts	- school navy shorts
shirts	- long sleeved, white shirt with school badge on the pocket (badges are available separately from the school stockists)
tie	- school colours
socks	- long, navy socks with two white stripes
shoes	- black, lace-up, clean and polished (The shoe must be made of “leather uppers” and when polished be able to shine. The shoe should not have a thick sole . No shiny metal pieces or Velcro straps.)
jersey	- school navy, v-necked with woven badge (no homemade jerseys as blazers are optional)
scarf	- scarves which are sold at the PTA shop are the only scarves that may be worn (A scarf may only be worn with a jersey, jacket, blazer or tracksuit.)
raincoat	- navy or safety orange
jacket (optional)	- navy jacket with Rhenish badge (No anoraks may be worn)
blazer (optional)	- school navy plus Rhenish Primary School badge
track suit	- may be worn at school, over the uniform on a cold day. (The zip must be done up at all times.)

Girls Uniform

When girls wear track suit bottoms as part of the school uniform, NO WHITE SOCKS MAY BE WORN. (Only long navy socks or black stockings to be worn.) No tracksuits may be worn on excursions or to formal functions.

tunic	- navy (hem 6 cm above the knee whilst kneeling)
shirt	- white, long sleeved shirt
tie	- school colours
shoes	- black, with band and buckle or lace-up, clean and polished. (The shoe must be made of “leather uppers” and when polished be able to shine. The shoe should not have a thick sole. No shiny metal pieces or Velcro straps.)
jersey	- school navy, v-necked with woven badge (no homemade jerseys as blazers are optional)
scarf	- scarves which are sold at the PTA shop are the only scarves that may be worn (A scarf may only be worn with a jersey, jacket, blazer or tracksuit.)
raincoat	- navy or safety orange
jacket (optional)	- navy jacket with Rhenish badge (No anoraks may be worn)
blazer (optional)	- school navy plus Rhenish Primary School badge
knickers	- school navy
track suit	- may be worn at school on a cold day (The zip must be done up at all times.)
socks	- long, navy socks with two white stripes
stockings (optional)	- black only

N.B. If stockings are to be worn then the school socks must also be brought to school, so that the girls can change should it become too warm or the stockings ladder.

4. HATS

During the first and fourth terms of the year, **all children** need to wear the “Rhenish” broad rimmed hat when they leave the school building. If they do not have a hat, they will need to remain in the school building. During the summer months these hats need to also be worn at **all extra-mural activities that are outside**, except for tennis where the Rhenish cap may be worn. The rule is: **“No hat, no sport!”**

5. HAIR

Boys: Hair must be kept neat and reasonably short. i.e. not over eye-brows, ears or collar. Fashionable or extraordinary hair styles e.g. steps, crew cuts etc. are not permitted. No colouring of hair or the use of gel is permitted.

Girls: Long hair must be tied back neatly with **navy** or **white** ribbon, bobble or "Alice band". Hair may not fall into the girl's face. Fashionable or extraordinary hair styles, braided hair styles, perming and colouring of hair are not permitted.

6. NAILS

Both girls and boys must cut their nails regularly and keep them short and clean. **No** polish is permitted.

7. JEWELLERY

Learners are permitted to wear watches but the school will accept no responsibility for the loss of, or damage to such items. No other jewellery may be worn other than plain gold sleepers or studs for girls with pierced ears. These may only be worn in the bottom hole if there is more than one hole. Additional holes should not be pierced during term time as studs will not be allowed to be worn in these. Medical alert bracelets may be worn. All jewellery will be confiscated. Learners will be told when these may be claimed from the Deputy Principal. A fine will be imposed to retrieve confiscated jewellery.

8. SCHOOL SUITCASES

A navy blue canvas **briefcase** type suitcase with six compartments, suitable in size to your child's needs may be purchased.

NO UNSUPPORTED "SLING", "FISHING" OR OTHER TYPES OF BAGS ARE ALLOWED. No graffiti or any writing, other than the child's name is allowed to be written on the outside of the suitcase.

9. SPORTS WEAR

Learners must wear the appropriate clothing for each activity.

Learners must ensure that their **shirts are tucked in at all times, and that their socks are pulled up.**

No cycling shorts are permitted.

Educators will not allow children to participate in the sporting activities, unless they are dressed correctly.

Rhenish Primary School track suits are optional but no other track suits are permitted.

Please ensure that all clothing is clearly marked with your child's name.

Inter-house T-shirts

- Children in Terlinden House wear the Terlinden green T-shirt
- Children in Van der Stel House wear the Van der Stel yellow T-shirt
- Children in Weber House wear the Weber red T-shirt

Physical Education Dress

- Rhenish Physical Education shirt and navy shorts. Plus white short socks and **white** tackies/track shoes are required.

Athletics, Cross-country

- Rhenish athletic vest, navy shorts, white short socks and **white** tackies/track shoes

Cricket

- Rhenish School shirt, white shorts, navy school socks, **garters** and **white** tackies/track shoes. Plus a Rhenish wide rimmed hat or Rhenish cap. No other headgear is allowed.

Hockey

Girls: - Rhenish Physical Education shirt, navy shirt with two white stripes, long navy rugby socks with two white stripes and **garters** and **white** tackies/track shoes or hockey boots

Boys: - Rhenish Physical Education shirt, navy shorts, long navy rugby socks with two white stripes, **garters** and **white** tackies/track shoes or hockey boots

Mini-Cricket

- Rhenish Physical Education Shirt, navy shorts, navy school socks **garters** and **white** tackies/track shoes. Plus a Rhenish wide rimmed hat or Rhenish cap. No other headgear is allowed.

Netball

- Rhenish Phys. Ed. shirt, navy skirt with two white stripes, navy knickers, white short socks, **white** tackies/track shoes

Rugby

- Rhenish rugby jersey and navy shorts (boys play barefoot)

Swimming (Boys & Girls)

- Team swimmers
 - all team swimmers must wear the navy Rhenish Primary School costume, with "Rhenish" printed on it
 - all swim wear must conform to FINA regulations
 - all team swimmers must wear a **white** swimming cap, with "Rhenish" printed on it
 - a Rhenish wide rimmed hat should be worn at all galas
- Physical Education lessons (Life Orientation Learning Area)
 - learners may wear either the navy Rhenish Primary School costume or a black costume. No other costumes may be worn.

All girls must wear a swimming cap when they enter the water. Non-team swimmers may either use a white cap or a coloured cap corresponding to their House colour (i.e. Terlinden – green; Van der Stel – yellow; Weber - red).

Tennis

Boys - Rhenish Physical Education shirt, white shorts, short white socks and **white** tackies /track shoes. Plus a Rhenish cap. No other headgear will be allowed.

Girls

Matches

- Rhenish Phys. Ed. shirt, navy skirt with two white stripes, short white socks and **white** tackies/track shoes. Plus a Rhenish cap. No other headgear will be allowed.

Practices

- Girls may wear their Phys. Ed. Shorts. Plus a Rhenish cap. No other headgear will be allowed.

N. ACADEMICS

1 HOMEWORK POLICY

1.1 FOUNDATION PHASE

Grade one and two children should not have to spend more than 25 minutes on homework each day. The grade three children may need to spend slightly longer on their homework tasks.

Parents are expected to check that all homework assignments are completed and that the reading record book or the homework diary is signed daily.

Grade One

Reading: Children have to do reading from their class readers each day. In addition, they also have reading from their “box books”.

Sight Words: The sight words need to be revised on a daily basis.

Grade Two

Reading: Children have to do reading from their class readers each day. In addition, they also have reading from their “box books”.

Phonics: Children need to revise the weekly phonics words.

Grade Three

Reading: Children have to do reading from their class readers on Mondays, Wednesdays and Fridays.

Lees: Children have to read from their class readers on Tuesdays and Thursdays.

Spelling & Spel: The spelling and spel lists are to be revised on a daily basis.

Oral/Research: Children need to prepare for these tasks. (At least a week’s notice is given to the children.)

Mathematics: Revision exercises are given daily

1.2 INTERMEDIATE AND SENIOR PHASE:

1.2.1 General

- Every learner must have a homework diary.
- Homework is an important aspect of the learner's education.
- It is revision and consolidation of work previously done in class.
- It should not be new or unfamiliar work.

1.2.2 Purpose of homework

- To provide essential practice in strengthening needed skills.
- To allow revision and consolidation of work previously done in class.
- To complete work, or an exercise explained and started in class.
- To prepare learner for the following day's lesson i.e. reading ahead in the content subjects.
- To develop independent study habits, responsibility and self- direction.
- To prepare for tests.
- To help the child develop "Time Management" i.e. to budget his / her time.
- To bring the child into contact with "out of school" reference material.

1.2.3 Classwork or homework not done

- If a learner has not kept up with the work in class it will have to be done at home **in addition** to the set homework.
- If homework has not been completed a note must be entered into the homework diary and learners must ensure that parents sign the entry.
- If homework is repeatedly not done, (the number of times is left to the discretion of the educator), the learner should be sent to Detention.

1.2.4 Amount of time allocated to homework

- Homework is not set over a weekend UNLESS the learner/s or class has not been pulling their weight during the week or final lesson of the week.

Grade four learners

- They should not receive more than 40 minutes of homework per day.
- English and Mathematics (10 minutes each per day).
- Afrikaans, Natural Science, Social Sciences (History), Social Sciences (Geography), Economic and Management Sciences, Life Orientation. (15 minutes each per week).

Grade five learners

- They should not receive more than 50 minutes of homework per day.
- English and Mathematics (15 minutes each per day).
- Afrikaans, Natural Science, Social Sciences (History), Social Sciences (Geography), Economic and Management Sciences, Life Orientation. (15 minutes each per week).

Grade six learners

- They should not receive more than an hour of homework per day.
- English and Mathematics (15 minutes each per day).
- Afrikaans, Natural Science, Social Sciences (History), Social Sciences (Geography), Economic and Management Sciences, Life Orientation. (20 minutes each per week).

Grade seven learners

- They should not receive more than an hour of homework per day.
- English and Mathematics (15 minutes each per day).
- Afrikaans, Natural Science, Social Sciences (History), Social Sciences (Geography), Economic and Management Sciences, Life Orientation. (20 minutes each per week).

1.2.5 Pre-test days (Grades four to seven)

- No homework is usually set the day prior to a test being written, as revision should be done by the learners.

1.2.6 Projects and assignments

- The learners are given written instructions as to what is required for projects/assignments.
- The learners are given the “rubric” before they start their project/assignment.
- The core of the work should be done in class and **not** at home.
- Guidance and the rough draft should be done in class.
- Only the final, neat product may be done for homework.

1.3 GUIDELINES FOR PARENTS WITH REGARDS TO HOMEWORK

Parents can assist their child by:

- Providing reasonably good physical conditions for study, in good light and free from interference. (e.g. a desk in the bedroom away from others, radio and TV.)
- A set routine. No excuses or procrastination should be permitted.
- Giving the child stimulation of **sincere** interest without nagging or extreme pressure (firm but reasonable!)
- Making an effort to know the educator and by communicating regularly with him/her through diary or personally.
- Being **supportive** of the educator and the school in front of the child.
- Helping the child obtain the necessary reference materials, whether this means providing them in the home itself or providing the necessary transportation to and from the public library.
- **Never do the homework or project work** for the child. e.g. If he/she does not understand a mathematics sum, don't do **that** sum, do a similar one. The child will never learn or develop skills and abilities if work is not done by him/herself.
- Check to see that your child has done all the homework set but **don't correct** it, as then the educator will not know when your child needs help.

2. COVERING OF BOOKS

We like to have the children's books as uniformly neat as possible. Neat books engender a feeling of pride among children from an early age.

The method of covering books is as follows:

Foundation Phase - A picture is pasted on the front cover (drawn at school). Some books may be covered in patterned paper, but this depends on the individual educator's choice. All books need to be covered in plastic.

Intermediate and Senior Phase - Classwork books need to be covered neatly. Learners may use brown paper, newspaper, coloured paper and/or plastic to cover their books. Each classwork book must have the learner's name, grade and class neatly written at the top right hand corner of the book.

All books must be covered and handled with care and respect. Any books belonging to the school that are lost or damaged by a learner, will be charged to that learner's parents at the price of a **new** book.

3. SCHOOL REPORTS

3.1 Reports are sent to parents as follows:

i) **Foundation Phase:**

Pre-Reception Class (5 year olds):

In June, September and December

Reception Class (6 year olds), Grade One, Grade Two and Grade Four:

In March, June, September and December

ii) **Intermediate Phase:**

Grade Four to Six:

In March, June, September and December

iii) **Senior Phase:**

Grade Seven:

In March, June, September and December

3.2 Collection of Reports

Parents may collect the reports from the class educator on the set day or complete the reply slip granting permission for the report to be given to their child or a friend.

3.3 Returning of Reports

Reports are to be returned within two weeks of their being handed out, or if handed out at the end of a term, then within the first week of the next term. Parents are encouraged to discuss the reports with the various educators. However, a prior appointment with the relevant educator must be made.

Please **note** that the report is written to the **parents** and **not** the child. Please discuss the report with your child but do not let him/her read **all** the remarks when they are in the Foundation Phase of the school.

4. MEDIA CENTRE

- 4.1 Library books are very expensive and need to be handled with a great deal of care and respect. Children are required to have a large “Zipper” bag to protect the library books they have on loan from the Media Centre.

No child will be permitted to borrow a book from the Media Centre unless the books are placed in a “Zipper” bag.

- 4.2 If a child damages or loses a library book, his/her parents will be charged with the replacement cost of a new book.

5. VISUAL ART CLASSES

Art is taught during the school day. The Grade One to Three learners are taught by the Foundation Phase educators, the Grade Four to Six learners are taught by an Intermediate Phase educator, while the Grade Seven learners are taught by an educator from the P.J. Olivier Art Centre. In addition to the lessons received at school, learners may attend extra art lessons at the P.J. Olivier Art Centre after school hours. For further information please phone the Art Centre (Tel: 021-886 4854) and speak to the principal.

6. REMEDIAL TUITION (LEARNER SUPPORT)

Remedial lessons (Learner Support lessons) are offered during normal school hours, as well as after school hours. These lessons are offered as individual or group lessons. Group lessons will not have more than four children in a group.

6.1 Individual Lessons

Two individual lessons of 27 minutes each, per week at a **cost of R810 per term.**

6.2 Remedial Fees (Support Fees)

All remedial fees (support fees) are to be paid in advance. i.e. By the end of the first week of each term. If the fees are not paid on time, the lessons will be suspended until the fees are paid, or the lessons will be terminated and the vacancy offered to another learner.

6.3 Payment of Remedial Fees

Cheques must please be made out to “Rhenish Primary School”. If a direct bank transfer is made, the details must please be faxed to the bursar as proof of payment. (Fax: 021-8871750)

7. MUSIC TUITION

7.1 Introductory Course

This is a year course for **only Grade 2 learners** who have not yet chosen an individual instrument. The course consists of two 27 minute lessons per week, one during and one after school (on a Monday or Friday). The course includes basic music notation reading, making and playing percussion instruments, learn to play

the ocarina/recorder and an introduction to all the instruments taught at the school. Each class is limited to 10 learners at a cost of **R540,00 per term**.

7.2 Individual Tuition

Individual tuition is available on the clarinet, flute, piano, recorder, trumpet, trombone, French horn, saxophone, violin, guitar, drums and keyboard to a limited number of learners from Grade One to Seven. Learners who take individual lessons have a choice of either taking Course One or Course Two:

Course One:

One individual lesson of 27 minutes, and one group lesson of 27 minutes per week at a **cost of R910 per term**. The size of the group can vary between five and ten children.

Course Two:

Two individual lessons of 27 minutes each, per week at a **cost of R1 820 per term**.

7.3 Group Tuition

Group tuition is available on the guitar or recorder only, to a limited number of learners from Grade One to Seven. Children who take group lessons have to take Course Three, subject to there being enough other children to make up the group.

Course Three:

One practical group lesson of 27 minutes, and one theory group lesson of 27 minutes per week at a **cost of R750 per term**. The size of the practical group can vary between two and four learners, and the size of the theory group can vary between five and ten learners.

7.4 Second Instrument Tuition

Children who take **two instruments** at Rhenish Primary School will follow one of the following courses:

Course Four:

Principal Instrument: Same as Course One (One 27 minute individual lesson and one 27 minute group lesson per week. The size of the group can vary between five and ten children.)

Second Instrument: One 27 minute individual lesson per week.

The cost of Course Four is **R1 760 per term**. (R850 + R910)

7.4 After School Learners: (Including high school learners)

Music lessons are offered to a limited number of learners after school hours. Preference is given to old Rhenish Primary School learners.

Individual tuition is available on the clarinet, flute, piano, oboe, recorder, trumpet, trombone, French horn, saxophone, violin, guitar, drums and keyboard.

Course One (After school):

One half-hour individual lesson per week. Cost of course is **R910,00**.

Course Two (After school):

One forty-five minute individual lesson per week. Cost of course is **R1 365,00**.

Course Three (After school):

One hour individual lesson per week. Cost of course is **R1 820,00**.

7.5 Requirements

Successful applicants for all the courses must be able to fulfil the following requirements:

- Music **fees should be paid by the end of the previous term**. If the fees are not paid by the first week of each term, lessons will be suspended, but parents will still be liable for the term's fees.
- A learner should **have access to an instrument** on which to practice. Please note that an electronic keyboard is not a substitute for the piano.
- A parent must be able to supervise the child's daily practice sessions.
- Primary School children must be academically strong enough to miss an hour of class each week. **Parents must be prepared to allow their children to miss any of the academic subjects.**

7.6 Hiring of Instruments

A limited number of music instruments are available for hire, for a maximum period of one year. Parents need to sign a hiring contact. **(No pianos, keyboards, guitars or drums are available for hire.)**

Instruments must be returned in the same condition as they were received. Parents are responsible for the instruments if they are lost or stolen.

7.7 General

If music lessons are to be discontinued, parents need to give the school **one full term's written notice**, (in advance) otherwise parents will be charged for the term's tuition whether they receive the lessons or not.

Music application forms are available from the secretary's office.

Fees are payable strictly in advance. The rule on the application form / reply slip states: **"Should payment not be made by the due date, music lessons will be suspended or discontinued."**

Cheques must be made out to "Rhenish Primary School" and be placed in an envelope. The child's name, instrument and the amount included, must be written on the outside of the envelope. **The envelope must be handed in at the Bursar's office. If payment is made via the Internet, the Bursar must receive notification of the payment by means of a printout of the transaction.**

Please note that there is a waiting list for these lessons, and children who do not make the desired progress will be replaced by children on the waiting list.

Please note that **parents** are expected to **purchase** the required music books. Children are required to have their **own music books**, as photocopying of any sheet music is illegal, and carries a heavy fine.

A special music homework diary is available from your child's music teacher at a minimal cost.

Please note very carefully that music teachers are not obliged to make up lessons missed for any of the following reasons:

- a) School events e.g. school's birthday celebrations, galas, athletics etc.
- b) Public holidays
- c) Illness (child's or teacher's absence)
- d) UNISA, Royal School or Trinity exams held during school time
- e) Children forgetting either their book or lesson times

The **music teachers**, however, **commit themselves** to covering the expected curriculum or examination syllabus. They will try to "make up" the occasional lesson missed, but they are unable to guarantee that all lessons missed, will be "made up". The odd lesson or two missed by the children should not have a negative effect on their progress.

The Rhenish Primary Music Department guarantees an average of 9 lessons per term.

Any additional information about music at Rhenish Primary School can be obtained from the Head of the Music Department, Mrs Ina O'Reilly.

8. KDA (PHYSICAL EDUCATION) LESSONS

It is compulsory for learners to attend Physical Education lessons, which form part of the Life Orientation Learning Area. If learners are unable to participate in the lessons, a letter explaining the reason why they need to be excused must be given to the educator. A medical certificate may also be required. Learners must attend these lessons in the correct physical education dress.

9. TEXT BOOKS

Class readers, bibles, atlases, dictionaries and woordeboeke are supplied by the school, but learners are encouraged to have their own dictionaries and woordeboeke as well. All other text books need to be purchased by the Intermediate and Senior Phase (Grade 4 to 7) learners. New books can be purchased from the suppliers, via the school.

O. EXTRA-MURAL ACTIVITIES

1. PREAMBLE

The Rhenish Primary School extra-mural programme should cater for all learners in as diverse a spectrum of activities as possible, allowing for the limitations of time, finances, facilities and manpower and interest shown by the learners.

Educators, strive to develop the whole child in a balanced fashion. To this end we believe that early specialization at primary school level is not in keeping with our holistic approach. The extra-mural programme is part of educating the child.

Thus, the cornerstone of our policy is one of mass participation and exposure to as many disciplines as possible, with excellence as an important by-product, but not a specific goal.

It is recognised that children may show potential, and to develop this potential to its fullest, parents should seek additional outside expertise which should not be at the same time as the school practice

2. AIMS

- 2.1 To provide fun, enjoyment and a healthy lifestyle.
- 2.2. To develop skills in the following domains: physical, social, intellectual, moral and ethical.
- 2.3 To promote values such as: commitment, participation, self-discipline, perseverance, tolerance, respect, acceptance, generosity, honesty and modesty.
- 2.4 To cultivate sportsmanship.
- 2.5 To improve coaching skills by financing and encouraging staff members to attend courses whenever possible.

3. THE POLICY

3.1 Guiding Principles

The extra-mural programme is an extension of the broad curriculum of the school and, like the academic curriculum, falls under the supervision of the Headmaster and the professional staff.

In order to consider the child holistically, the extra-mural programme differentiates between the type of activities offered and the duration of sessions of the activities, according to the educational phase of the children.

There is thus a Foundation Phase (Grade1 to Grade 3), an Intermediate Phase (Grade 4 to Grade 6) and a Senior Phase Extra-mural Programme (Grade 7). There is no extra-mural programme for learners who are in the U/5 and U/6 age groups. Learners shall be expected to participate in a least one activity per term. This policy is

subject to annual review by the Extra-mural Body. Recommendations should be made, in writing, to the Governing Body. The teaching staff must be consulted before any amendments are made to this policy.

The extra-mural policy can only be changed by the Governing Body.

3.2 Governance

Parents shall be invited to an "Extra-mural Activities Evening" at the start of the first term of each year.

At this meeting each activity will select a representative from the parent body to represent that particular activity. Preferably a parent should not represent more than one summer and one winter activity. The Extra-mural Body Chairman must be a Governing Body member in accordance with the principles set out by the W.C.E.D. with regard to sub-committees of Governing Bodies. To complete the Extra-mural Committee, the educator in charge of each activity, shall also be members.

The Principal or his/her nominee shall also sit on the Extra-mural Body and will act as the co-ordinator.

The Extra-mural Body falls under the governance of the Governing Body. The Extra-mural sub-committees may hold independent meetings for their activity and liaise with the Extra-mural co-ordinator directly and report to the Extra-mural Body at meetings.

The function of the Extra-mural Body will include: raising funds, under the auspices of the P.T.A, assisting with catering for matches, arranging additional transport, assisting educators/ coaches, consulting on the spending of extra-mural funds and promoting communication between staff and parents as defined and called upon by the Extra-mural Body.

The purpose of the Sub-committees would be to assist with the execution of these functions.

Funds raised under the auspices of the PTA for the purpose of extra-mural activities will be controlled by the Extra-mural Body to allocate as it sees fit.

Each representative will have one vote and the Chairman shall in addition have a casting vote. Decisions shall be carried by a simple majority of votes.

The Extra-mural Body shall keep proper minutes of each meeting held and to this end shall appoint a secretary. **The minutes of every meeting shall be submitted to the Governing Body for ratification. Only the Governing Body may amend the extra-mural policy.**

3.3 Finances

Each activity's sub-committee must submit a budget to the Extra-mural Body by no later than 15 September of a given year. Each sub-committee consists of the educator in charge of the activity and the parent who heads the activity.

The Extra-mural Body must thereafter submit an annual budget to the Governing Body for its approval. This Budget should be submitted no later than 30 September of a given year. Extra-ordinary expenses will be referred to the Governing Body on an ad-hoc basis.

Members of staff in charge of extra-murals and members of the Extra-mural Body must get prior approval for purchases, orders, requests for money etc. from the Head of Department (Extra-mural co-ordinator) well in advance, otherwise the Bursar will not settle these accounts.

3.4 Activities

3.4.1 General

3.4.1.1 Phase Definitions

Foundation Phase :	Grade 1 to Grade 3
Intermediate Phase :	Grade 4 to Grade 6
Senior Phase:	Grade 7

Children must participate in their correct age groups, irrespective of the grade they are in. **No over-age children will be allowed in an age group or under-age children.** In addition the age groups may not cater for children that are more than two years different in age. i.e. U/9 and U/10 together, but not U/12, U/13 and U/14.

The only exception is for children who are in grade 3, and are under-age. These children may participate with their grade, but from grade 4, they must return to their correct age group.

3.4.1.2 General Index

Foundation Phase	Intermediate and Senior Phase
Summer Sports	
Athletics	Athletics
Mini-cricket	Cricket
Swimming	Swimming
Tennis	Tennis
Winter Sports	
Cross country	Cross country
Hockey	Hockey
Netball	Netball
Rugby	Rugby

Cultural Activities

Choir

Chess

Drama

Production

Orff Ensemble

Scripture Union

Choir

Chess

Drama

Production

Orchestra

Orff Ensemble

Visual Arts

3.5 Sport in General

The following is applicable to all activities:

No “over-age” pupil may represent a Rhenish Primary sport team.

If Rhenish is invited to participate on a Saturday, this invitation may be accepted, provided that it does not clash with the school’s programme. (Refer to Staff commitment.)

If there are more than two teams in an age group, the A team will be selected on merit and the other teams will be chosen on a rotational basis, to ensure that those children that **regularly** attend practices get an opportunity to play matches.

If a fixture is cancelled by another school, an internal game will be played or a training session will be conducted for the duration of the normal practice session wherever possible. This will be at the discretion of the teacher-in-charge of an activity in consultation with the Deputy Principal (Extra-mural co-ordinator). Parents will be given prior notice of such cancellations whenever possible. When a fixture is cancelled on the day it is to take place, and parents cannot be informed of this, children will be supervised for the duration of time that the activity would have lasted. The school will endeavour to communicate cancellations to parents via SMS.

If there is a bye or no fixture for a particular week, an internal game will be played or a training session will be conducted.

Decisions to cancel sport due to inclement weather will be made by:

12:00 for Grade 1 and 2 learners

13:00 for the Grade 3 to 7 learners

Each sport shall have an educator-in-charge. The educator’s responsibilities shall include: attending regional meetings, obtaining and implementing fixtures, ensuring that matches are confirmed, maintaining and replenishing kit, keeping an inventory, budget control (in conjunction with the sub-committee chairperson) and liaising with the Deputy Principal (Extra-mural co-ordinator of the school).

All correspondence must be co-signed by the Head of Department (Extra-mural co-ordinator). All details regarding activities, cancellations etc. must be discussed with the Deputy Principal (Extra-mural co-ordinator) who must be kept informed at all times.

3.6 Foundation Phase

A. Sport

Learners who turn 7 years old in the Reception Class are encouraged to participate in the Grade 1 extra-mural programme. **These learners must conform to the requirements of the grade 1 learners, with regards the dress code and hair regulations.**

A.1 Terms 1 and 4 (Summer Sport)

The following activities are offered between 13:06 and 14:00.

A.1.1 Athletics

U/7 and U8's have a 45 minute session per week.

A.1.2. Mini-cricket

1. The U/7 and U/8's have two, 45 minute sessions per week.
2. In addition, learners participate in mini-cricket festivals.
3. The U/9's have a one hour practice per week (after 14:30) and one match or tournament per week, lasting from one to three hours.
4. If there are more than two teams in an age group, the A team will be selected on merit and the other teams will be chosen on a rotational basis, to ensure that those children that **regularly** attend practices get an opportunity to play matches.
5. If there is no match or tournament during a particular week, a second one hour practice session will be organised.

A.1.3. Swimming

1. U/7 and U/8's have a 30 minute sessions per week.
2. Those learners who are selected for the school's swimming team will also participate in galas.
3. An Inter-house gala is held annually

A.1.4 Tennis

1. All Foundation Phase (Grade 1 to 3) children have a 27 minute coaching session per week. These lessons are held during the school day. In addition, selected children from Grade 1 to 3 have an additional 1 hour coaching session after school.

A.2. Terms 2 and 3 (Winter sports)

The following activities are offered between 13:06 and 14:00:

A.2.1 Mini-Hockey

1. The U/7, U/8 and U/9 age groups have two 30 minute session of hockey per week.
2. In addition learners participate in mini-hockey festivals.

A.2.2 Mini-Netball

1. The U/7, U/8 and U/9 age groups have two 30 minute session of netball per week.
2. In addition learners participate in mini-netball festivals.

A.2.3 Mini-Rugby

1. The U/7, U/8 and U/9 age groups have two 45 minute practice session per week.
2. In addition learners participate in mini-rugby festivals.

B. Cultural Activities

B.1 Terms 1, 2, 3 and 4

B.1.1 Production

1. This is staged every alternate year.
2. It involves learners from Grade 1 to Grade 3.

B.1.2 Chess

1. There is a one hour practice session each week.
2. It takes place during Term 2 and Term 3.

B.1.3 Scripture Union

1. A meeting is held during a Break once a week.

3.7 Intermediate and Senior Phase

A. Sport

A.1 Terms 1 and 4 (Summer Sports)

A.1.1 Athletics

1. The Inter-house Athletics meeting is held within the first six weeks of the first term. Only swimming and athletics take place until the Inter-house Athletics meeting has been held. A Rhenish Primary School team is selected to go forward to the Stellenbosch (Section 1) Athletics meeting.
2. Based on performances at the Stellenbosch (Section 1) meeting, the Stellenbosch Regional Team is selected. Thereafter the Boland Central team is chosen, and finally, the Boland Athletics team. **Parents who wish their children to participate at any regional or provincial athletics meetings, will need to transport and supervise their children at these meetings.**
3. Athletics is an individual sport involving a number of specialist events viz: shot put, high jump, long jump, hurdles, 1 200m, sprints (seniors and juniors).
4. Athletics does not have a "match" during the week. Almost all athletics meetings are held on Saturday mornings. Two, 45 minute training sessions are held per week per event.

5. A strict register is kept and athletes who do not attend athletics practices regularly, without a legitimate excuse, in the form of a letter from the parent, will not be entered in athletics meetings.
6. Parents will be asked their permission to enter their child/ren, thereby preventing athletes from withdrawing from the meeting at a later stage.

A.1.2 Cricket

1. There are three age groups: U/10, U/11 and U/13. The U/10A team is entered in the U/11B league; the U/11A team in the U/11A league; the U/13B in the U/13B league and the U/13A team in the U/13A league.
2. League teams will have a one hour practice session and play one match per week. (See * Sport-General)
3. Non-league teams will have a one hour practice session per week.
4. Two to three Saturday games are desirable per term, within the season. If a Saturday game is to be played, then the Wednesday game of that week falls away as a match day.
5. Student coaches are to be hired, if possible, to aid staff at practices.

A.1.3. Swimming

1. The team is selected according to the times taken at the Inter-house Gala held at the beginning of the first term. Swimmers who are not selected for the junior or senior team have the opportunity to improve their strokes at non-team swimming practice which is a one hour training session once a week for seniors and a one hour training session once a week for juniors.
2. The junior team swimmers (U/8, U/9, U/10) and the senior team swimmers (U/11, U/12, U/13) train once a week during separate time slots.
3. The team swimmers participate in a gala once a week. If there is no gala during the week, then a practice session is held instead (if this is possible).

A.1.4. Tennis

1. Team tennis trials are held at the beginning of Term One. All entrants are ranked according to the results of the trials. The rankings are then used to select the school's tennis teams which play league matches against other schools. The rankings also determine which players will be invited to the Tuesday "Internal League" sessions.
2. Optional private professional coaching is offered at Rhenish Primary School at a cost to the parents.
3. The "Internal League" is held once a week, for players who play a reasonable game but who did not qualify for the school's team when the team trials were held. These players are selected according to the rankings. This slot is co-ordinated with cricket to ensure a streamlined programme, as the cricket players tend to also be good tennis players. There is an hour's play for the u/10 and u/11 group and an hour's play for the U/12 and U/14 group.
4. Coaching of Intermediate and Senior Phase players is held once a week from 14:30 to 15:30. If the need arises, a session from 15:30 to 16:30 will be held.

5. League matches are played once a week, from 14:30 to approximately 17:00, and a team practice is held once a week for one hour.
6. An annual Inter-house Tennis Tournament will be held toward the end of the first term.
7. A fun tournament is held on a Saturday during the first term in order to promote the sport of tennis within our school. The current format of this tournament is the "30 minutes-up Round Robin".

A.2 Terms 2 and 3 (Winter Sports)

A.2.1 Cross Country

1. A combined one hour practice per week or a race meeting on one afternoon per week, is organized for all age groups.
2. An Inter-house race meeting is held annually, preferably at the start of the season.

A.2.2 Hockey (Mini-Hockey)

1. U/10, U/12 and U/14 boys and girls teams are entered into a league.
2. There is a one hour practice per week and one match per week, according to fixtures.
3. Players will be encouraged to participate in hockey festivals, held on Saturdays, but staff is not expected to commit to more than two festivals per term.
4. If there is no match or tournament during a particular week, a second one hour practice session will be organized.

A.2.3 Netball

1. U/10, U/11, U/12, U/13 teams are entered into the league. U/9 teams have practices but are not entered into a league.
2. There is a one hour practice per week and one match per week, according to the fixtures.
3. Players will be encouraged to participate in netball festivals, held on Saturdays, but staff is not expected to commit to more than two festivals per term. (U/9 are normally included.)
4. If there is no match or tournament during a particular week, a second one hour practice session will be organized.
5. Finances permitting, extra coaches from the University of Stellenbosch may be employed to assist with the coaching.

A.2.4 Rugby

1. U/9, U/11 and U/13 teams will be entered into the league. This, however, depends on the number of boys wishing to play rugby.
2. League matches take place on Thursday afternoons.
3. There is a one hour practice for each age group per week and one match per week, according to the fixtures.
4. Rhenish participates in the "barefoot league". In this league the "Craven Rules" normally apply. These rules are specially adapted for primary school rugby. [The "boot league" apply the "International Laws" and play matches on Saturdays.]

5. Over and above the normal league matches, Saturday matches are also organised. This happens at least once per term during the winter season.
6. If there is no match or tournament during a particular week, a second one hour practice session will be organized.
7. Finances permitting, extra coaches from the University of Stellenbosch may be employed to assist with the coaching of the teams.

B. Cultural Activities

B.1 Terms 1, 2, 3 and 4

B.1.1. Drama

1. A one hour drama class is held each week.
2. Drama must not be confused with speech training.

B.1.2 Production

1. This involves learners from Grade 4 to Grade 7
2. This is staged every alternate year.
3. A production and a winter sports tour may not take place in the same year.

B.1.3 Chess (2nd and 3rd terms)

1. There is a one hour chess practice or a league match each week.
2. National Chess examinations are written at Rhenish Primary School each year.
3. Chess Tournaments take place on some Saturdays throughout the year.
4. The Boland chess tournament usually takes place in November/December.

3.4.5 Catering Committee

1. This sub-committee resides under the auspices of the PTA committee, which is accountable to the Governing Body.
2. Grade 5 parents will be responsible each year to cater for special functions identified by the Extra-mural Body during the year.
3. Requests for catering must be made through the PTA. Notice must be given to allow for planning and preparation.
4. The PTA will make funds available for the purpose of catering.

3.8 Inter-house Activities

1. There are three school Houses at the school i.e. Terlinden (Green), Van der Stel (Yellow) and Weber (Red)
2. Once a child is allocated to a House all subsequent family members are also allocated to that house.
3. The Inter-house Shield is presented at the annual Prize Giving ceremony. This shield is awarded to the House which has accumulated the highest number of points during the year, i.e. Academic, cultural and sporting results are taken into account.

3.9 Staff Commitment

1. As far as possible, the extra-mural programme workload will be spread equally amongst the staff members.
2. The division of the extra-mural work load will be decided upon by the Headmaster on an equitable basis, taking all factors into account.
3. All staff are expected to be available from 07:40 to 17:00 each day. Thus, when the academic school day ends at 14:05, staff should consider themselves to be "on duty" to present extra-mural activities if necessary.
4. If a staff member is not required on a particular day, he/she may leave the school premises.
5. If a staff member is unable to fulfill their extra-mural commitment, permission to be absent from their duty must be obtained from the Principal/Deputy Principal.
6. Coaches/educators are expected to be professional in their approach to all duties, functions and dress code.
7. Staff should strive to improve their coaching skills and techniques by attending clinics and keeping up with changes and trends in their particular sport.
8. Educators who so wish, may organise tours and Saturday tournaments and festivals. Educators are not expected to commit themselves to more than two Saturdays per term.

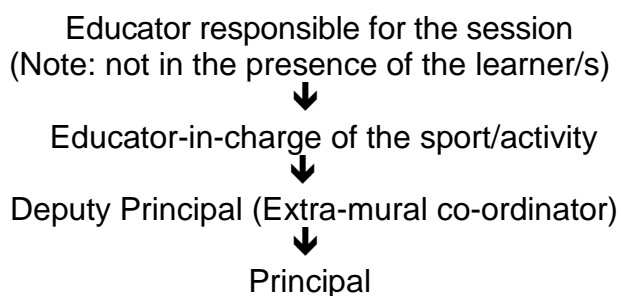
3.10 Learner Commitment

1. Learners must commit themselves to an activity for the duration of the season. They must attend all practices and matches from the start until that activity has been completed. Learners may only leave after equipment has been packed away and the educator has dismissed them.
2. Learner must be punctual and be appropriately dressed for that activity. Coaches reserve the right to forbid incorrectly dressed players from participating.
3. Learners are expected to display sportsmanship. Behaviour and attitude will be monitored at all times.
4. Staff members have the right to exclude learners from any cultural or sporting competitions, matches, tournaments etc. if all criteria concerning commitment are not met. If fees/money have/has been paid by learners these/this will not be refundable in such cases.
5. If learners enter regional and/or provincial trials and are selected, then they should honour that commitment at their parents' expense. (Thus learners should not go to trials if they are not willing to represent the region or province.)

Practices and matches are only deemed to have ended once all equipment has been put away and staff members have dismissed the teams.

3.11 Parent Commitment

1. Parents must excuse their children for valid reasons only. An acceptable reason would be illness (requiring a medical certificate) or family bereavement.
NB – Attending a party or going away for a weekend is not considered to be an acceptable excuse.
2. Parents must ensure that their child/ren are correctly dressed and fulfil all necessary commitment criteria.
3. Complaints should follow the correct channel of communication which is:



4. All queries may be directed to the educator/coach before or after, but not during, the practice.
5. Parents should try to understand and support the educator's decisions.
6. Parents must be objective and consider the good of the whole group above that of their own child.
7. Parents should strive to attend some of their child's activities as this motivates the child.
8. Parents shall under no circumstance be permitted to interfere with team selection, organising additional practices or coaches or entering teams / individuals as Rhenish representatives.
9. Parents must ensure that their children arrive punctually for an activity.
10. Parents must be on hand to fetch children within 15 minutes of the scheduled return of a team to school or on completion of the activity. Late comers will be given two warnings, after which the child will be barred from extra-mural activities for a period to be determined by the Headmaster/ Deputy Headmaster. In the event of barrings, the parent will be notified by letter.
11. If learners enter regional and /or provincial trials and are selected, then they should honour that commitment at their parents' expense.

3.12 Tours

1. Tours are desirable but not obligatory. They should be planned at least a year in advance. A detailed proposal must be submitted to the Extra-mural Body well in advance. Factors like the team's ability should be taken into consideration.
2. Winter/summer codes should conduct their tours in alternate years.
3. During an Intermediate & Senior Phase production year, only a summer tour is advisable. There should be no more than one multi-sport tour per annum. Tour arrangements and costs should, accommodate organisers and their spouses free of charge.
4. Weekend tours may be added to the programme.

5. Educators reserve the right to cancel a tour if lack of funds or interest are detrimental to the quality of that tour.
6. It is expected of the Extra-mural Body to host a visiting school at the school's expense, within an allocated budget.
7. All learners who are involved in a Tour are part of a representative school group, and must remain with the group at all times. If parents are in the area where the learners are on tour, they are welcome and are encouraged to be spectators. They **may not** request that a learner leave the group at any time and may not themselves join the group as this detracts from, and is detrimental to, the educational aim of teamwork and spirit building.

3.13 Awards

1. Sport and Cultural Badges will be awarded to the top achievers at the end of each season.
2. In addition those who qualify for awards are required to:
 - regularly attend team practices or training sessions organised by the school
 - be present from the start to the end of both practices and matches
 - display an attitude, behaviour and sportsmanship that is expected of a Rhenisher
3. Sporting Awards in the form of Certificates and trophies are awarded at Prize Giving
4. Parents are expected to accept the staff's decisions as being fair and well considered.

3.14 Publicity

1. All Rhenish Primary activities and successes that are newsworthy are to be reported regularly to the local press.
2. Register teachers and educators-in-charge of the various activities are responsible for reporting these newsworthy activities.
3. All these items must be handed to the Deputy Principal in-charge of extra-mural activities, on a Monday each week, by the responsible educator, in order that these news items can be passed onto the local press.

P. SERVICE TO LEARNERS

1. TUCKSHOP ORDERS

The tuckshop operates daily during the breaks and after school at 14:00. Learners must write their order, name, grade, class and time of the order on an envelope, place the necessary money in the envelope and seal it. This envelope must be placed in a box outside the bursar's office before school starts. Orders must be collected by the learners from the tuckshop.

2. LOCKERS

Lockers are available to all Grade Six and Grade Seven learners at no additional cost. Learners usually store their books, sports clothes etc. in the lockers. Lockers

must be kept neat and tidy at all times. When necessary the school will inform the learners to remove the locks and clear the lockers. If this is not done locks will be cut off. Learners must only go to their lockers before school begins, during breaks and after school ends. They may **NOT** go to their lockers **during school time** when lessons are being given or between periods as this causes interruption and loss of valuable instruction time. Learners need to supply their own locks for these lockers.

3. LOST ARTICLES: "LOST AND FOUND"

All articles that are found are sent to a central venue (a cupboard in the Grade One passage) and can be retrieved from "Lost and Found" during the first ten minutes of the second break or during the admin period at the end of each day. Mrs Boyes is in charge of "lost and found".

All articles that are not collected by the end of a week will be sent to the clothing exchange shop. Learners will be fined R3-00 if the articles are marked and R5 if they are unmarked. As you are aware, uniforms are expensive therefore please mark articles clearly. The educators will identify articles marked with initials (eg. T.J.) as unmarked articles. They should be marked with the full name eg "Tom Jones". Please do not give your child the fine but make him/her pay for it out of his/her pocket money!

Articles that are not claimed by the last day of the learners' academic year, will be sold by the Clothing Exchange Shop.

Q. LEARNERS' SAFETY

1. FIRE DRILLS AND EMERGENCY EVACUATION

Instruction regarding evacuation of the school building in case of fire or other emergencies is regularly provided. Fire and emergency drills are held without prior warning to either staff or the learners and every effort is made to help the learners realize the seriousness of these rehearsals.

2. BICYCLES

Racks are provided for learners who ride to school by bicycle. Bicycles should be left in the racks during school hours. Provision should be made for locking bicycles while they are at school. Please note that learners bring their bicycles to school at their own risk. The school is not responsible for lost, stolen or damaged bicycles. Learners should have a serial number stamped onto their bicycle frames at the Stellenbosch Police Station, as these serial numbers are entered into a register at the Police Station and facilitate a more positive identification if the bicycle is lost or stolen. Learners are encouraged to wear cycle helmets.

Bicycles are not to be ridden in the school grounds at any time.

Bicycles must be **pushed** in the school grounds.

Parents should remind their children that:

- a) Bicycles are vehicles and cyclists should obey all traffic laws and signs etc.(especially riding on the left-hand side of the road)

- b) **No lifting** - one bicycle, one rider!
- c) Keep the bicycle in good working order (tyres, steering, brakes etc.)
- d) Ride in **single** file when in a group.
- e) Be courteous on the road at all times. Learners should have a front and a rear light on their bicycles on dark winter mornings/ evenings.

3. **PARENTAL GUIDANCE**

The child should be taught:

- a) Never to accept lifts or gifts from strangers.
- b) To report to a staff member, a police officer or to parents any strangers seen loitering on foot or in a car near schools, near playgrounds, or other places where children assemble.
- c) To try to see the license number of a suspicious car and write it down, or memorize it.
- d) To try to remember what the driver and any passenger in a suspicious car looked like, and write it down.
- e) To contact any staff member or police officer when help is needed.

4. **PERSONAL INFORMATION**

4.1 **Change of Address or Telephone Number**

The school should be notified when a change is made in the address of the place of residence of a child or his/her telephone number. If changes in either parents' place of employment and telephone number occur, the school should also be notified.

4.2 **In Case of Emergencies**

If a child becomes ill or has an accident at school, every attempt will be made to notify the parents. If the parents or other persons designated by them cannot be located and informed, the child may be referred to the family doctor. It is therefore important that the school is kept informed as to the name and telephone number of the family physician/dentist.

R. **HEALTH PROGRAMME**

1. **HEALTH PROGRAMME**

A child has a right to the best possible health and therefore parents should see that he/she has regular physical and dental examinations. Children who show any of the following symptoms should not be at school, and in most of these instances professional medical attention should be obtained:-

- i) Acute cold
- ii) Sore throat and earache
- iii) Swollen glands
- iv) Skin eruptions/bad rashes
- v) Temperature
- vi) General signs of listlessness, weakness, drowsiness, flushed skin, headaches
- vii) Red eyes

2. MEDICATION

Learners must not carry ANY medication with them during school hours. The medication, plus full instructions, must be left with the school secretary. The learner should visit the secretary during break to receive the medication.

3. ALLERGIES

The school should be informed in writing, of any allergies, reactions, communicable diseases, chronic illnesses or serious physical problems, epilepsy, or chronic diabetes etc. If the child is taking any medication, the school should be informed thereof.

4. PROTECTION FROM THE SUN

Great care should be taken to protect the children from the harmful effects of the UV rays of the sun. A sun screen with a high protection factor should be used when the children are exposed to the sun. In addition the broad rimmed Rhenish hat should also be worn. **It is compulsory for all Grade One to Five learners to wear hats when they are in the sun. This means at breaks and for sport. Remember no hat, no sport!**

S. PARENTAL REPRESENTATION

As a departmental school, Rhenish Primary School is under the control of the Executive Director of the Western Cape Education Department and the chain of authority goes from the Executive Director through his staff to the Headmaster and Governing Body.

1. THE RHENISH PRIMARY SCHOOL'S GOVERNING BODY

The Rhenish Primary School's Governing Body consists of eight elected members and the Headmaster, all of whom must be South African citizens. There are five parent representatives elected by the parents, two educators elected by the teaching staff and one non-educator elected by the non-teaching staff. They serve the school for a three year term of office before a new committee is elected. (A new Governing Body will be elected in March 2012.)

Chairman: Mr Frans Bicker-Caarten (parent)

Vice-chairman: Dr Trevor Wentley (parent)

Principal: Mrs Anne Tarr

Secretary: To be appointed

Additional members: Mr Noel Petersen (educator)
Mrs Marion Pina (Non-educator)
Mr Tiaan Strauss (parent)
Mr Ron Underwood (educator)

<i>Ex officio Members:</i>	Co-opted	- Mrs Andrea Marent-Hegewisch - Mr Nobby Stiles - Mr Bertie van Wyk
	P.T.A. Chairperson	- To be appointed
	Deputy Principal	- Mr Neil Pretorius

The Governing Body is responsible for:

- The hours of attendance at school
- The school uniform
- The school prospectus
- Obtaining Departmental approval for naming any school property
- The collection and disbursement of school funds
- Staff appointments

If a parent wishes the Governing Body to discuss a particular issue, he or she should write to the Chairman (at the school address).

The Principal is responsible for:

- The planning and allocation of work (curricular and co-curricular) to the staff
- The internal organisation and discipline of the school
- The evaluation of staff
- Control over and supervision of teaching
- The evaluation of learners (tests, examinations, promotion)

2. THE PARENT-TEACHERS' ASSOCIATION (P.T.A)

This committee has no "legal" standing but promotes inter-communication between staff, parents and learners and is not directly answerable to the Education Department but is answerable to the Governing Body. The P.T.A. committee consists of representatives from amongst the staff and parents and organizes regular meetings of interest. This committee is elected annually at the P.T.A. AGM and supplies voluntary helpers to assist in the media centre, plan the gardens, cater at school functions, and arrange flowers at the school. In addition the P.T.A. is involved in fundraising for the school. e.g. Annual Golf Day. If you would like to offer your services please contact, the P.T.A. chairman, via the school secretary. All parents are most welcome. The P.T.A. has allocated the flower arrangement portfolio to the Grade One group each year, whilst all catering requirements the school may have, are allocated to the Grade Five group each year. Any parents who would like to assist with flower arrangements or catering are most welcome to offer their services.

T. 2012 EDUCATORS

Principal:	- Mrs Anne Tarr
Deputy Principal:	- Mr Neil Pretorius
Foundation Head of Department	- Mrs Shelley Young
Senior Primary Head of Department	- Mr Noel Petersen
Grade 7:	- Mr Noel Petersen (Head of Department) - Mr Ron Underwood - Dr Marietjie Vink (Grade Head)
Grade 6:	- Miss Nicole Kramer - Mr André Lombard - Mrs Pam Wyness (Grade Head)
Grade 5:	- Mrs Michelle Middleton (Grade Head) - Miss Leigh Pina - Miss Samantha Wilson
Grade 4:	- Mrs Andriette Meier (Grade Head) - Mrs Beth Pohl - Mrs Carey Schöfmann
Grade 3:	- Miss Roxsan De Vos - Miss Hilary Kleu - Miss Keri-Lee Lanham - Mrs Sue Wright (Grade Head)
Grade 2:	- Mrs Katherine Lockley - Miss Carol Summerton (Grade Head) - Mrs Michele Yeatman
Grade 1:	- Mrs Sonja Boyes - Mrs Elsa Branders (Grade Head) - Miss Diane Markham
Reception Class (6 year olds):	- Mrs Marianne Burger (Grade Head) - Mrs Olwyn Launder - Miss Caron Lowe
Pre-Reception Class (5 year olds):	- Mrs Nadine de Kock - Mrs Anne Pollard (Grade Head)
Remedial teacher (Learner Support)	- Miss Maike Graser
Media Centre	- Mrs Janet Chapman
Visual Arts	- Mrs Pam Wyness (Grades 4, 5 and 6) - Mrs Michelle Basson (Grades 7) - From PJ Olivier Art Centre
Music Department	- Miss Kristen Daniels - Mr Gregory Hinds - Mrs Ina O'Reilly (Head of Music Department) - Miss Suzanne Pienaar - Miss Setchsorine Witbooi
Computer Skills	- Mrs Penny Hill