

GENERAL SCHOOL INFORMATION

No healthy school tradition can be built if a healthy school spirit does not prevail. Every effort must be made to a desired school spirit, school pride, loyalty and love. The learners should be brought to the realisation that their school and everything belonging thereto are the best.

Developing respect for others property, the buildings, grounds, etc. is very important.

If a good spirit and discipline rule in the class, a good spirit and discipline will rule as a whole at school. School must **be a positive and cooperative environment** so that everyone can learn. It is important **to respect your teachers, others** and yourself, and to treat everyone in your school community with fairness and consideration. Going to school should be a pleasant experience for every child during his childhood.

ASSEMBLY

Assembly will take place every Monday. No learner is allowed in the hall at any time without the permission or supervision of a teacher.

Before school: Line up for register class, and at the end of each break the learners line up in neat rows. With the ring of the bell learners must immediately move to the classes and wait for the teacher.

ABSENTEEISM

The reason for absence must be given in the homework book by the parent/guardian. A doctor's letter must be submitted to the class teacher. Contagious diseases must be reported immediately. No learner may leave the school premises during school hours without a prior written request from the parent/guardian and signed permission from the Principal/Deputy Principal to leave. Upon collection of a learner, parents/guardians must positively identify him/herself. A book will be signed and the ID No registered.

EXTRACURRICULAR ACTIVITIES

SPORT

ATHLETICS during the first term.

RUGBY, SOCCER and **NETBALL** practice during the second term.

CROSS COUNTRY and **CRICKET** practice during the third term.

CULTURE

Eisteddfods held annually.

Revue and Productions on regular basis.

Redenaarskompetisies

Public speaking

Chess

TRANSPORT

Parents are responsible for their child's transport to and from school and school activities.

DISCIPLINE

Discipline in a school ensures its success or its downfall. Therefore it cannot be emphasised enough that students must work together in all aspects.

FIRST ADMISSION

Learners are enrolled during the second term of the previous year as far as possible.

TEXTBOOKS

All workbooks and textbooks **MUST** be covered with plastic.

No marks may be made in any books.

Lost or damaged books - an amount of R200 must be paid to the subject teacher. When requesting a transfer to another school, a list of textbooks must be submitted at the office together with all books.

DIARIES

Learners are required to have their diaries at all times to write down daily homework and assignments. Learners will get a demerit for lost Diaries, and a penalty of R30 will be payable at the class teacher for a new Diary.

DRESSING ROOMS

Toilets must be used in a civilised manner.

Learners may not:

- Take food into the toilets
- Write on the walls, ceiling, doors etc.
- Vandalise toilets, taps, doors, basins etc.
- Throw wet paper on the ceiling

Toilets must be left in a clean and neat state.

- **Flush toilets after use**
- **Close the taps after use**

Learners found guilty of misconduct in the toilets will be reprimanded. Parents will be summoned to the school.

CLOTHING BANK

Enquiries can be made at the office for school clothes at a cheaper price. Learners who have moved or went to high school can donate clothing to the clothing bank.

FURNITURE

Furniture and other equipment must be kept very neat and clean at all times and may not be damaged.

NEATNESS OF LEARNERS

Girls: Hair about the length of the collar must be in a neat ponytail, braid or bun tied with maroon or yellow rubber bands, ribbons, hair ties or clips. No lopsided pigtails are allowed. No coloured beads are allowed in girls' hair. GIRLS are encouraged to wear small hoops or round studs to school for earrings. Only small silver/gold earrings are allowed. No coloured stones or hanging earrings may be worn.

Boys: Hair must be above the collar length. No earrings will be allowed for boys. Hair may not be coloured in one way or another. Hairspray, mousse, cream, etc. are not allowed. **No patterns, lines or steps may be cut into hair. NO MOW HAWKS**

PARENTS MEETINGS

Progress of children at school depends on the real interest of parents in the work of their children. Communication between parents and teachers are important.

The purpose of the parents' meetings

- To give parents and teachers the opportunity to meet each other in the best interest of the child;
- To inform parents about the child's education and teaching programme and progress.

At least one meeting per term will be held. Parents of learners performing poorly and in need of support will be invited to attend these meetings or make an arrangement to consult the teachers. Problematic cases will be referred to the principal. Dates are indicated in the year planner. Laerskool Elsburg follows an "open door" policy regarding interviews and visits from parents to the principal. Parents are also welcome to speak to teachers regarding their children. However no parents are allowed to speak to teachers during school hours before they report at the office.

ACHIEVEMENT AWARDS

Special achievements are acknowledged at the end of the year during an Achievement Awards ceremony.

SCHOLAR PATROL

Scholar patrol service is in Boshoff Street and at the pedestrian crossing in Brug Street. Learners must use these crossings.

SCHOOL MEDICAL SERVICES

All the children in the school are subject to medical examinations - these examinations are free. Except for Grade 1 learners.

SCHOOL HOURS

Grade R & 1	: Monday to Thursday	07:40 to 13:30
Grade 2 to 7	: Monday to Thursday	07:40 to 14:00
Grade 1 to 7	: Friday	07:40 to 13:30

No learner is allowed to be on the school grounds after 14:00 without supervision of a teacher or coach! Learners MUST wait in the waiting area.

TUCK-SHOP

Open before school at 07:20. Also open during break times.

PLAYGROUNDS

No dangerous games are to be played at school. Junior and senior learners may not play together. No learner may leave the school ground before the end of the school day without the consent of the principal. No litter must be thrown on the playground.

DENTAL SERVICES

Parents with a certain income and who do not belong to any medical aid, qualify for free dental examination for their children.

TESTS AND EXAMS (only grade 4 to 7)

Examinations will be written during the second and fourth terms. During the first and third terms, Formal Tests are written. If a learner is absent during a test or exam, a doctor's letter must be submitted to the class teacher. Tests and exams are indicated in the year planner.

WAITING CLASS

Grade R and Gr 1 learners that stay until 14:00 (excluding Fridays) must stay in their classes. Parents must make arrangements with teachers.

ILLNESS / INJURIES DURING SCHOOL HOURS

Learners must report to the office staff, then they will contact the parents if necessary. No learner should contact his/her parents to fetch him/her! WE ARE NOT ALLOWED TO GIVE ANY MEDICATION TO LEARNERS.

CELL PHONES

No cell phones allowed to be used during school hours. Phones causing any disturbance during school hours will be temporarily taken from learners and parents can collect phone from the office.

A R100 fine will be payable at collection. Learners who bring cell phones to school do it at their own risk. The school will take no responsibility for lost or stolen phones or any other electronic equipment.