



# **UMHLANGA COLLEGE Parent Handbook**

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This booklet is a brief summary of practical issues that are relevant to the parents and pupils. More detailed information is available on the Webpage and will be updated regularly. The web address is: [www.umhlangacollege.co.za](http://www.umhlangacollege.co.za)

## **Message from the Headmaster**

This handbook is designed to provide useful information to parents and to attempt to answer the many questions pertaining to the routines and procedures of the school day.

It is our intention to update it as and when new or revised information becomes available and to present it in a format that is both easily accessible and user-friendly.

We trust that it will provide a quick and easy reference for you.

Greg Brooks

## **Mission Statement**

In accordance with its Christian foundation and its concern for the education of future generations, whatever their cultural background, Umhlanga College seeks to:

- develop each individual to his/her full potential spiritually, intellectually, physically, culturally and socially;
- provide a secure setting in which, with the aid of specialist teaching, the imagination can be kindled, intellectual curiosity aroused, industry rewarded and academic potential fulfilled;
- create a community in which young people, sharing with adults in a wide range of activities, are fully prepared for the challenges and responsibilities of life;
- encourage students to move beyond the confines of the school to an awareness of, and concern for the needs of the wider community;
- promote an atmosphere of friendship, integrity and trust, in which emotional and other needs are recognised and met, consideration shown and tolerance exercised;
- encourage a spirit of service and sense of civic responsibility and to develop self-motivation and self-discipline as the basis of leadership at all levels;
- respect the tradition of the past, and to move confidently into the future by incorporating current educational philosophy, technological developments and innovative trends in educational practice;
- enable teachers to find professional fulfillment in their work through appropriate responsibilities, through the sharing of ideas and through a proper concern for career development;
- encourage parents to share in its aims, participate in its life and consider it as an extension of their own homes;
- impart knowledge and develop skills.

Umhlanga College believes in the dignity of the individual and therefore adheres to a policy of admitting students of any race or ethnic background.

## **Contact Persons**

Bursar:	Mrs Jane Taylor	031 5665736 extension 203
Executive Head's Secretary:	Mrs Veronica McKechnie	031 5665736 extension 208
Intermediate Phase Reception:	Mrs Kate Bulteel	031 5665736
Foundation Phase Reception:	Mrs Christine Thompson	031 5665736 extension 213
School Fees:	Mrs Sharon Viljoen	031 5665736 extension 209

Intermediate Phase Head:	Mr Chris Taylor	031 5665736 extesnsion 205
Foundation Phase Head:	Ms Ann Couzens	031 5665736 extension 219
Pre-School Phase Head:	Mrs Paula Algar	031 5665736 extension 217

## **Termly Calendars**

Termly Calendars which are available on the D6 electronic communication system and the school's website are available at the end of each term, for the next term. The calendars contain all relevant information on a quarterly basis and must be consulted for forward dates.

## **Structure of the School**

The Intermediate Phase (Grade 4 - 7), The Foundation Phase (Grade R - 3) and the Pre-School (Playgroup to Grade 00) run alongside each other and often share facilities.

## **Communication**

A bi-monthly newsletter, the Chatter, and a fortnightly newsletter from the Headmaster, gives dates to diarise for the two weeks ahead. In addition to this, the Pre-School give fortnightly grade letters and the Head of the Pre-School circulates a fortnightly letter.

The Umhlanga College Web Page - [www.umhlangacollege.co.za](http://www.umhlangacollege.co.za) - gives general information. There is a link to the the Parent Handbook.

The D6 is a Computer link confirming activities and events with photos.

Parents can contact teachers through the secretaries, via e-mail or via a note in the homework books.

## **The Parents' Association**

Every Umhlanga College parent is an automatic member of The Parents' Association which is essentially the parent body within the school, and which is responsible for the fund-raising efforts within the school. In order to curb increases in school fees, certain projects are funded by the Association. These projects are all undertaken with the view to improving the holistic learning experience that Umhlanga College pupils so abundantly enjoy. The Parents' Association is represented by the Association Committee which is made up of parents who volunteer their time to co-ordinate various portfolios.

## **Association Portfolios 2012**

Several fund-raising events are undertaken during the course of the year. The following are some of the portfolios which have been earmarked, not all of which are direct fund-raising activities:

- Golf Day
- Camp Out
- Fun Day/Fun walk
- "My School Card"
- 'Class Mum Representatives

## **Alumni**

The Alumnis would like to reach as many Past Pupils as possible, and encourages Past Pupils to share their memoirs, photographs and memorabilia with them.

The Co-ordinator is Kate Bulteel. E-mail: [kateb@ucollege.co.za](mailto:kateb@ucollege.co.za) Contact Telephone number: 031 5665736

## **School Routines and Regulations**

### **School Hours**

- The first bell rings at 07:25 in the Intermediate Phase, and at 07:30 in the Foundation Phase, by which time each pupil should have arrived and settled in at school. The Pre-School starts their day at 07:40 and the Playgroup at 08:00.
- Grade Rs finish at 12:30 from Monday to Friday
- Grade 1 and 2 at 13:00 from Monday to Thursday, and 12:45 on Friday
- Grade 3 at 13:50 from Monday to Thursday, and at 12:45 on Friday
- The Intermediate Phase closes at 14:00 from Monday to Thursday, and at 13:15 on Friday
- The Pre-School closes at 12:30 from Monday to Friday and the Playgroup at 12:00 on a Monday to Friday

### **Pupil Absence**

Parents should contact the school by letter, email, sms or phone if your child is absent from school. The relevant Secretaries will then inform the relevant class teacher. The Pre-School Head will inform the relevant class teacher.

A letter of request for a pupil's absence during school hours must be forwarded to the Head's Secretary promptly. If permission is granted by the Executive Head, the staff member and pupil will be informed by the relevant Secretary.

### **Drop-Off & Pick-Up Points**

There are various drop off, and pick-up points for pupils of the different grades. All traffic rules should be obeyed in order to facilitate the smooth flow of traffic.

## **Academic Structure**

### **Languages**

English is taught as the first language. Afrikaans and isiZulu are taught as second languages from Grade 2 through Grade 5. The pupils learn a language by hearing it spoken correctly and by enjoying the acquisition of new skills via song, dance and drama. In Grade 6, pupils choose to proceed with either Afrikaans or isiZulu as their 1<sup>st</sup> additional language.

### **Cultural and Musical Enrichment**

During the Foundation Phase, pupils are given the opportunity to learn how to play musical instruments (violin and recorder), and most pupils choose to continue with this in the Intermediate Phase. Music tutors are available on the school campus.

We also have a Foundation Phase Choir (Grade 2 and 3) and Intermediate Phase Choir (Grade 4 to 7) as well as a School Orchestra.

### **Information & Communication Technology**

Grade R is taught for half an hour per week, and Grades 1-7 are taught for one hour per week.

Pupils apply their skills across the curriculum and often ICT extends beyond scheduled lessons when pupils have access to computers in the library and in the Computer Room.

Each pupil from Grade 3 has an e-mail address and can access mail after school or during ICT lessons with the permission of a teacher. Pupils may not access chat rooms at any time.

Surf control programs are installed on the network and pupils are permitted to access the Internet under adult supervision.

### **Assessment and Testing**

Continuous assessment is conducted throughout the year and formal reports are issued at the end of the 2<sup>nd</sup> and 4<sup>th</sup> terms. For the Intermediate Phase, less formal reports are issued at the end of Terms 1 and 3. Formal exams are

introduced at the end of Term 2 and 4 in Grade 6 and Grade 7 - for the remainder of the grades, formal testing is done. Parent interviews are held at the end of the 1<sup>st</sup> and 3<sup>rd</sup> terms.

### **School Plays**

Our annual school plays are scheduled during the year. All pupils from Grade 000 - Grade 7 are involved in their respective Phase productions.

### **Homework**

Each pupil in the Foundation and Intermediate Phase is required to keep a Homework Book, which acts as a reminder of tasks to be done as well as a message book between parents and teachers. Homework must never be seen as a form of punishment, but rather as revision of work or the completion of specific tasks. The bulk of assignments and projects will be done at school but it may, at times, be necessary for some tasks to be completed by pupils at home.

### Parent involvement

#### Parents

- should provide a suitable environment for children to do homework;
- should try to monitor time spent, especially in junior grades. If too much time is spent doing homework then parents should contact the school;
- should show interest, guide and advise;
- should test learning of younger children and encourage discussion with older children. They must, however, not do the work;
- must be aware that negative comments regarding homework, school or individual teachers are extremely damaging to their childrens' education;
- should not give excessive assistance.

### Intermediate Phasae Homework Supervision

Homework Supervision (Prep) is available to Intermediate Phase pupils from Monday to Thursday from 14:15 - 15:15 each week. Pupils may sign up for any number of days to complete their Homework.

It is compulsory for pupils who are waiting for late session activities, to join this group, and not to wander around the school grounds.

Pupils may join the Prep as visitors for the day to complete special homework assignments or for other reasons.

Pupils attending Prep may work in the designated areas or on the computers, with supervision by a teacher.

Register will be taken each afternoon and all regular members of the Prep must provide the teachers with an excuse note when they are absent.

It is not the responsibility of the teacher on duty to check the Homework or to sign the Homework Books, but to monitor that all pupils are involved in Homework activities.

### **Sport**

Pupils from Grade 1 must participate in a sporting activity for at least one hour per week. Pupils may also attend a cultural activity. Registers will be taken at all activities. The sporting and club activities on offer, change each term. Extra Curricular Activity (ECA) timetables are circulated in advance of each term so that the relevant return slips of each pupils ECA choices can be completed and returned to school at the onset of each term.

The following sporting activities are available:

swimming, water polo, cricket, rugby, hockey, netball, action netball, tennis, soccer and cross country.

### Wet Weather Procedures

In the case of rain or inclement weather, the teacher responsible for an activity will keep the pupils in his/her classroom (if numbers allow) or in an alternate venue. Should parents be able to fetch their children, they should fetch them from the teacher responsible for the activity.

### Houses

Muir: blue

Burnside: yellow

Mackenzie: green

## **Excursions**

During the year, each grade goes on at least one excursion that extends curriculum related knowledge and enhances and facilitates the development of environmental awareness, leadership and inter- and intra-personal skills. The costs for these excursions is included in the levy which is charged to the parent's accounts each term.

Grade 000: day trips only

Grade 00: day trips only

Grade R : day trips only

Grade 1 : day trips only

Grade 2 : day trips only

Grade 3 : day trips and one night

Grade 4 : day trips and one night

Grade 5 : day trips and two nights

Grade 6 : day trips and two nights

Grade 7 : day trips and two nights

## **Community**

Pupils are encouraged not merely to think about others, but to translate their concern into action. This is achieved through various fund raising activities in support of charities and especially through a large number of community projects co-ordinated by our Parents' Association.

## **Guidance and Counselling**

### **TAT (Teachers Assistance Team)**

All staff members, which includes the Remedial teachers, work together to discuss and make recommendations or suggest possible routes of remediation for those pupils who are experiencing academic or social difficulties. Parents will be approached should it be necessary. Remedial teachers are available on the school premises, during school hours, should any pupil require assistance with specific learning problems.

### **Counselling**

Class teachers, as well as the Heads of the Phases, are available to support and advise pupils who are experiencing emotional or behavioural challenges and will contact parents should they deem it necessary. Parents are encouraged to contact the class teacher if there are any problems at school or if anything happens at home of which they feel the teacher should be aware.

## **Pupil Leadership and Responsibility**

All Grade 7 pupils have the opportunity to perform duties in various ways during the course of the year. They might alternatively be library monitors. The Grade 7 pupils are voted in as sport captains and leaders of various cultural activities. In addition to this, the Grade 7 learners attend a leadership course.

## **Awards**

### **Colours**

Grade 6 and 7 pupils may receive Academic, Sporting and Cultural School Colours (Full and Half), Sporting and Cultural awards are given for a recognized activity that is offered at Umhlanga College.

Academic Awards are made to Grade 7 pupils at mid-year based on their last 12 months academic results. Grade 6 pupils are awarded Academic Colours at year end based on 12 months academic results.

Special certificates and commendations are awarded to acknowledge any pupils who excel and achieve outside of school in a "non official" activity.

Pupils achieving success of a high standard, with an "outside of school" activity, can be recognized by means of a certificate.

If a pupil is selected for Provincial representation for reasons other than merit, the Awards Committee will have the final decision as to the conferring of the award.

### **Senior Primary Commendation Certificates**

Grade teachers and Specialists may award these certificates to pupils who deserve recognition for achievements, inter- and intra-personal skills. They are awarded at Friday Assemblies.

### **Junior Primary Merit Badges**

Grade 1-3 pupils receive merit badges, based on inter- and intra-personal skills as well as achievements in the classroom. They may wear the badge for one week.

### **Achievements**

Pupils may submit any awards that they have received to be acknowledged during our assemblies. The pupils submit their awards and completed forms to the Secretary in their respective phase.

## **Aftercare**

### **Pre-School**

There is a Pre-School aftercare facility available from the end of the school day to 17:00, Mondays to Thursdays, and until 16:00 on a Friday. A register is taken at 12h45 and for reasons of safety and protection, any pupils who are not collected timeously, will be taken to Aftercare and can then be collected from the venue. A light snack is provided at 15:00.

### **Foundation Phase**

Aftercare is run at the school in the Foundation Phase area. Pupils are allowed to participate in the various activities that are offered at the school and are accompanied to these venues both before and after the activity.

For reasons of safety and protection, any pupils who are not collected timeously, will be taken to Aftercare and can be collected from the venue. The facility is available from the end of the school day to 17:00 Mondays to Thursdays and until 16:00 on Fridays.

Aftercare Co-ordinator: Ms Couzens - 031 5665736 extension 219

### **Intermediate Phase**

Intermediate Phase pupils attend Aftercare after 15:15 once sport or Prep is finished.

## **Telephones**

Pupils are not allowed cell phones at school. There is a phone available at the SP Reception and no calls are to be made without the permission of a teacher. A member of staff will contact parents in the case of an emergency.

No pupils are to phone home if they are feeling unwell. They must report to the secretary of the respective phase who will contact the parents if necessary.

## **Pocket Money**

The pupils generally do not need to bring any money to school. Should they require monies for cake-sales, civvies days, etc, they will receive notice in the Chatter or a letter from the School.

## **Health**

Pupils who are not well must report to the secretary of their respective phase. In case of minor illnesses they will be cared for. Pupils are not encouraged to lie down indefinitely and in some instances, are sent back to class promptly. If the pupil's condition warrants being sent home, the relevant Secretary will contact the parent, and also inform the teacher. In the case of an emergency a staff member will take the pupil to a doctor.

Pupils are not allowed to contact their parents directly or leave the school premises without an exeat slip from the Secretary.

## **Uniforms**

Our stockists are Gem or the School Shop, situated in the Senior Primary. The Shop is open during term time, Monday to Friday 07h30 - 09h00 and Monday to Thursdays 12h00 - 14h30. For further information please contact: Nazeema on 076 0700667, or Ebrahim on 082 8881810. The shop stock the entire range of required school uniform, including bags and sportsbags, for pupils from Playgroup to Grade 7.

The following regulations must be complied with:

- All items of clothing must be clearly marked with the pupil's name.
- The school uniform must be worn to any official after-hours school function, unless otherwise notified.
- The school uniform must be clean and worn tidily, with pride.
- Separate items of school uniform may not be worn in conjunction with non-uniform clothing at any time within or outside the school.
- No jewellery may be worn except for watches and medical bracelets or chains. Watches must be plain and inconspicuous. No religious tokens or earrings, of any kind, may be worn.

### **Playgroup - Grade 00**

- Umhlanga College T/Shirt for Grade 000 and 00 for outings.
- Umhlanga College School Bag
- Umhlanga College Lunch Box for Grade 000 and 00.
- Pupils must wear thin-soled tackies or sandals - no platform shoes, for safety purposes, and no lace up shoes, preferably Velcro closures.

### **Girls - Grade R - 7**

- Green and white checked dress
- Regulation sandals - Term 1 and 4
- Black regulation shoes - Term 2 and 3
- White ankle socks

- Black pantyhose may be worn in cold weather
- Black alic band
- Navy Physical Education shorts
- Umhlanga College white t/shirt
- Umhlanga College costume
- Umhlanga College swimming cap
- Navy towel
- Sport shoes
- Long white socks (hockey)
- Umhlanga College tracksuit
- Navy Jersey
- Umhlanga College hat
- Navy raincoat

#### **Boys - Grade R - 7**

- Khaki regulation baggies
- Regulation navy shirt
- Regulation sandals - Term 1 and 4
- Regulation black shoes - Term 2 and 3
- Long stone-coloured socks to be work with black shoes
- Navy Umhlanga College tracksuit
- Navy Jersey
- Navy raincoat
- Khaki Umhlanga College hat
- Navy Physical Education Shorts
- White Umhlanga College t/shirts
- Sport shoes
- Umhlanga College costume
- Umhlanga College swimming cap
- Navy towel

#### **General**

For the Intermediate and Foundation Phase pupils both a school bag and sports kit bag are compulsory and available from our school stockists. Trolleys for bags are optional - obtainable from Game or a luggage shop. The Pre-School bags are compulsory for all Pre-School pupils but are specifically designed to be carried on a child's back so no trolleys are required. Specialised sports uniforms are necessary for first team sport, all available from the Sports Shop.

In the cooler weather, jerseys or tracksuits may be worn.

#### Hair

- Boys must have neat, short hair.
- Girls hair must be kept off the face and shoulders.
- Pupils are warned that extreme hairstyles and artificially coloured hair will not be permitted. Those in doubt should consult the Heads of Department. If a pupil has coloured his/her hair, and the colour does not resemble its natural hair colour at all, he/she should have it coloured as close to its natural colour and then let the hair grow out. If the colour, however, is similar to his/her natural colour, they should leave it to grow out naturally. Any pupil colouring his/her hair will receive a warning slip and parents will be notified by letter.
- Ribbons, scrunchies, baubles and plain alic bands which are black may be worn.
- Hair slides may be worn to keep hair off faces and black plain clips are allowed.
- No butterfly clips or pony-tails with tufts of hair sticking out untidily will be permitted.

### Nails

- Fingernails must be properly trimmed and may not be coloured in any way.
- Toenails may not be coloured when they can be seen during the summer swimming terms.

### Make-Up

Make-up of any description is not permitted.

### **Foundation and Intermediate Phase Sports**

- Pupils involved in all Umhlanga College sporting activities on the School premises may travel home or be seen in public, wearing the School sport shirt, shorts or skirt, sport shoes (predominantly white) and a tracksuit top if cold. NB The sports kit must always be neat and tidy.
- Pupils involved in private sport, ballet, modern, gymnastics etc activities (on or off the school premises) may leave school appropriately dressed (including footwear) in the kit for their activity as long as no part of the school uniform is worn.
- Pupils are not permitted to leave the school premises wearing their coloured house shirts or costumes.
- No jerseys may be worn with sports kit. Tracksuits only.
- Full tracksuits must always be worn with sports shoes and socks or slops, if a member of the swimming team.
- Umhlanga College sport bag to be used for all sport kit.
- All sports shoes should be predominantly white.

### Sun Block

All pupils are required to have sunblock Factor 15 or more in their school bags every day for use during outdoor activities. The Playgroup and Pre-School parents are asked to put sunblock on the children before coming to School.

### Foundation and Intermediate Phase PE Lessons

- Umhlanga College costume
- Navy towel
- Umhlanga College swimming cap
- White t/shirt
- Navy regulation shorts
- Sports shoes
- White socks

### **Foundation Phase Extra Curricular Activities**

#### Swimming Lessons

- Umhlanga College swimming costume
- Navy towel
- Umhlanga College swimming cap
- Sunblock

#### Swimming Team

- Umhlanga College swimming costume
- Navy towel
- School cap
- Sunblock

#### Girls Formal Sports Uniform

- Umhlanga College collared golf embroidered shirt
- School skorts
- Long white socks

- Sport shoes

#### Boys Formal Sports Uniform

- Navy/white shorts (depending on sport)
- Umhlanga College collared embroidered white shirt
- Long white socks
- Sports shoes

### **Behaviour and Conduct**

- We request that all pupils respect all school property, their own belongings and those of other people. No stealing, defacing of walls, boards or furniture will be tolerated.
- Pupils are to be neatly and correctly dressed at all times. They should be well groomed and their deportment should be good.
- Pupils are required to show respect and courtesy to their peers, teachers, visitors and any seniors in the school, at all times. They must greet staff and visitors, step aside to let any senior person through a doorway first, stand up when an adult enters their classroom and move aside on pathways or corridors to allow any seniors to pass.
- All pupils must walk quietly, briskly and in an orderly fashion along corridors and pathways between lessons. No running on the corridors is permitted.
- No bicycles or skateboards are allowed in the school or on the corridors.
- Pupils must keep off the banks where possible.
- In the Intermediate and Foundation Phases, bags and belongings must be neatly placed on corridors outside classrooms both during lesson time and after school. In the Playgroup and Pre-School the bags and belongings are kept in the childrens' lockers.

### **Lost Property**

Pupils can collect lost property from the Intermediate Phase or Foundation Phase Receptionists or the Pre-School Head. It is essential that pupils label all items that come to school, so that they can be returned to their owner when found.

### **School Lunches**

All pupils are required to have healthy lunches - no biscuits, chocolates, sweets or fizzy drinks. Friday is 'treat day' and children are allowed to have one treat in their lunch boxes.

### **Facilities**

#### **Hall**

The Foundation Phase hall is shared between all phases of the School and for any larger function, a marquee is hired and erected in the Intermediate Phase.

#### **Library**

The Intermediate Phase library is open from Monday to Thursday until 15h00. Book exchange takes place during Media lessons. Library monitors assist with general housekeeping and filing of books.

The Foundation Phase library is open before school each day of the week and also during small break on two days of the week.

The Pre-School children have an opportunity of changing their library books on a weekly basis.

### **Sports Facilities (shared by all Phases)**

- Swimming Pool
- Tennis Courts

### **Jungle Gym**

Pupils in the Foundation Phase, Pre-School and Playgroup are allowed to use the Jungle Gym during breaks and after school if attending aftercare when there is a teacher on duty. Any persons using this facility after school hours do so at their own risk.

## **Cultural Diversity**

Umhlanga College is an overtly Christian school and although all learners and staff are expected to attend and participate in all ceremonies, tolerance and respect for people of all other religious groups are expected from our children.

## **Security at Umhlanga College**

There are guards on duty 24 hours a day. They are at the main gate and also do rounds on the school grounds during the day and in the evenings. Any persons entering the gates should display the Umhlanga College sticker on the windscreen of their cars, or they should complete the security form.

## **Goals for our Pupils**

- To reach their potential
- To be allowed to dream
- To be enthusiastic
- To be self-motivated
- To be prepared to take risks
- To develop initiative
- To have fun and enjoy school
- To be allowed to be a child