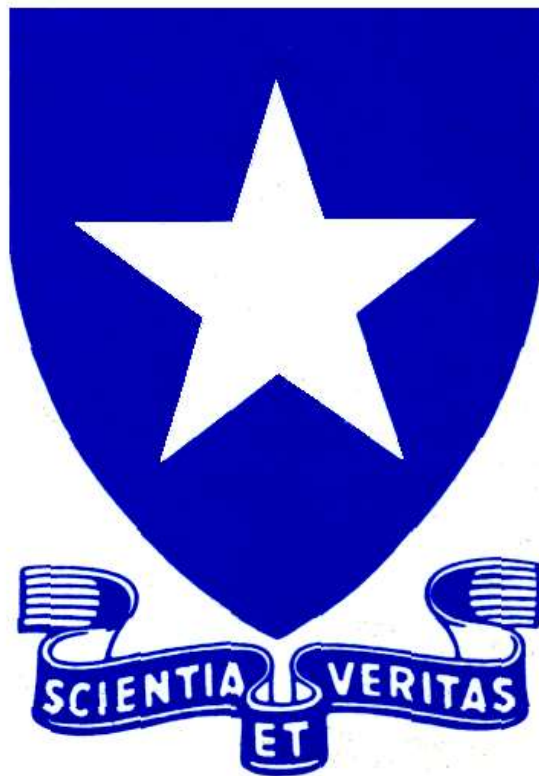


# **PARKTOWN HIGH SCHOOL FOR GIRLS**



## **GENERAL INFORMATION BROCHURE**

**2019**

# GENERAL INFORMATION BROCHURE

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## 1. **ABSENCE FROM SCHOOL**

School attendance is compulsory and the details are governed by national legislation. Parents/guardians are asked to send a note (hard copy) of explanation for the absence on the day the learner returns to school to the REGISTER TEACHER, not by email. The format of the letter must follow the template provided for your assistance at the end of this brochure.

If a learner is likely to be away for more than three days the school must be informed. If an examination or cycle test has been missed a doctor's certificate is required which must state that the doctor was aware that the learner was missing a cycle test or examination. The absentee letter must include the learner's name, class, house and parent's/guardian's telephone number. Learners are not allowed to miss school for holiday purposes or extended long week-ends or to book holidays before the end of school terms.

## 2. **ADMISSION REQUIREMENTS**

Admission will be in accordance with legislation applicable to public schools. Within the provisions of the legislation the Governing Body has approved an admission policy. Preference is given to girls living in our natural feeder area who are the correct age for the grade and whose academic ability is such that they will benefit from attending Parktown. Entrance tests are not written. The complete policy is available on request.

## 3. **ASSEMBLY**

While there is a religious aspect to some assemblies, the provisions of the religious policy are applied.

Assemblies are usually conducted by the Headmistress or Deputy Headmistresses. Visiting speakers are sometimes invited to address learners. Awards are presented at assemblies. From time to time assemblies are conducted by Councillors, House Captains, Academic Tutors, Subject Departments and classes.

## 4. **ASSESSMENT**

Assessment is part of teaching and learning. Formal and/or informal assessment takes place every day in every lesson. The programme of formal assessment tasks is provided in the first week of the school year. This programme is a guide and is subject to change.

A learner who misses more than 60% of the assessment tasks in an assessment cycle will not receive a mark for that cycle. She will be marked NMA and will not qualify for academic awards unless she chooses to accept a zero for the missed tasks.

A learner who is faced with this problem can obtain further information about this from her Academic Head or the Deputy Head responsible for academic matters.

## 5. **AWARDS**

Awards are made to learners for academic and extra-curricular achievements. Types of awards include: Scrolls, Merit Certificates, Half Colours, Full Colours, Sports Honours, Cultural Honours and Honours Blazer. Each award is based on

criteria as defined in the school Awards Policy which include levels of achievement, expertise demonstrated, general conduct and attitude, loyalty and service. Special Service Awards involving contributions of fellowship, devotion, leadership and initiative are awarded to Grade 12 learners at their Valedictory Service. In addition, outstanding contributions in certain extra-curricular activities are given due recognition at the Sportswoman of the Year and Cultural Woman of the Year event.

Awards are presented at the end of the term in which the activity is completed and a special awards ceremony for the Grade 12s prior to the commencement of examinations. Nominations for awards are put forward by the teacher or activity organiser concerned and decisions pertaining to all awards are made by the Colours' Committee, presided over by the Deputy Headmistress responsible for the extra-curricular programme, and the committee members.

## 6. **BOOKS AND STATIONERY**

In general, textbooks and prescribed works are supplied by the school. These books are loaned to learners for the course of the year. A fee may be charged for this and these books must be returned at the end of the year, in a similar condition to what they were received in.

Library books may be borrowed. The library lending rules must be strictly adhered to.

If a library book or textbook is lost it must be replaced with the same book or payment of an amount equal to the cost of a replacement copy.

At the end of each year and when a learner leaves the school a Clearance form has to be completed to indicate that all books have been returned or paid for.

Exercise books, files, writing paper and other stationery requirements must be purchased by the learner.

## 7. **BULLYING**

We do not tolerate bullying whatever form it takes. Learners are encouraged to report incidents of bullying to their House Head as soon as it occurs.

Anti-bullying lessons and campaigns are conducted from time to time. We cannot take responsibility for off-school bullying or cyberbullying.

Parents/guardians are advised to monitor their daughter's/ward's cell phone and computer use.

## 8. **CALENDAR**

The official school calendar and the Parktown calendar for each year are given to parents/guardians with the first newsletter of the year. Please retain them and arrange holiday dates accordingly. We cannot give permission for learners to miss examinations or school. Legislation determines the rules.

## 9. CARE OF LEARNERS AFTER SCHOOL HOURS

While there is a member of staff on duty at school until 17:30 during the school term the school cannot take responsibility for learners after school hours who are not under the supervision of a member of staff at an extra-mural activity or in the media centre.

No after-school care facility is provided. Learners who have transport difficulties or who can only be collected late in the afternoons should become involved in the extra-murals operating in the afternoons.

The library is open until at least 16:00 every day.

Learners must wait inside the school grounds and not on the pavement outside. The main gate should be used for exit after 14:45. Learners are not permitted to wait in the school foyer, near the steps of the main entrance or to sit and stand on the pavements outside the main gate. Learners should wait in the waiting area to the right of the main entrance.

A security guard is on duty at the main entrance. His/her instructions must be followed by everyone using the school facilities.

Learners must exercise caution at all times and report any strange incidents and the presence of unauthorised persons to the office or security guard immediately. They should not walk in the streets with valuables such as cell phones visible.

During electrical storms learners must wait indoors, for example, in Barbet.

Parents/guardians who collect learners after 18:00 must sign out in the book at the main entrance.

## 10. CAREER GUIDANCE

Life Orientation teachers provide career / vocational guidance on an on-going basis. Interest and aptitude tests may be administered in Grades 9 and 11. Learners are informed of exhibitions and suggestions are made. Learners are encouraged to explore the opportunities and ascertain the requirements for training and further education in the fields of their interest. Work-shadowing opportunities should be found.

## 11. CELL PHONES AND SMART WATCHES

The school cannot take responsibility for these.

If a phone or smart watch is lost or stolen at school, the school will not become involved in the issue. Parents/guardians are encouraged to report the theft to the S A Police Services.

If a learner has a phone it must be kept switched off and concealed except before and after school hours and at breaks. Phones will be confiscated if they ring or are visible in class, assembly or between lessons. They will be kept in the school safe for five school days after which they may be collected by a parent/guardian. No fine will be charged. Repeated offences will result in a R20,00 fine when reclaimed. Additional action will be taken when a learner breaks this rule repeatedly.

12. **CHANGE OF ADDRESS, TELEPHONE NUMBERS, EMAIL, PLACE OF EMPLOYMENT**

Please notify the Database Administration Officer of changes as soon as they occur. Without up-to-date information we may not be able to contact you should an emergency situation concerning your daughter/ward arise. We frequently SMS parents/guardians about important matters.

13. **CHANGE OF SUBJECTS**

Permission must be obtained for any changes.

Parents/guardians, in consultation with the Academic Head, Subject Teacher and Subject Head, must recommend changes on the prescribed form and the Headmistress will approve the change if it is in the best interest of the learner.

No changes are permitted in the Grade 12 year.

14. **CHANGE OF CLASS**

The practice of changing classes is strongly discouraged. In most cases learners adjust happily to new circumstances once they realise that they have to make it work. If changes are permitted too easily learners do not develop necessary character qualities. The Headmistress's permission is needed for any such changes. No changes are made within the first ten school days. The school only makes changes when the school believes the original placement was wrong or inappropriate. We will involve the school psychologists to assess the situation and make a recommendation for change when it is deemed necessary.

15. **CHILDREN WITH PARTICULAR NEEDS**

Children who experience academic or social problems of a serious nature, on the recommendation of the Headmistress and School Based Support Team, may be referred to one of the School Counsellors or to the Gauteng Department of Education for professional assistance. Except in emergencies the prior consent of parents/guardians is usually obtained. However, in terms of new laws relating to children, parent/guardian consent is not required.

16. **CODE OF CONDUCT** (issued separately)

Parktown learners are expected at all times to behave with good sense and courtesy. The Parktown High School for Girls' Code of Conduct is not meant to cover every uniform or conduct infringement. It serves as a guide for the standards of dress and behaviour expected of Parktown learners. Each learner is expected not only to conform to these standards, but also to assist the staff and councillors to ensure that all learners conform to them. Learners are expected to be loyal and uphold the honour of the school. All matters of conduct are informed by the principles of respect for oneself and the school community and that all conduct has consequences.

17. **CODE OF RIGHTS AND RESPONSIBILITIES** (issued separately)

This code outlines the rights and responsibilities of all parties in the learning situation. The principles according to which the school operates are stated in this.



## 18. **COMMUNITY SERVICE**

Grade 8 - 11s are required to perform a specified number of hours at the end of the November examination period in order to meet Life Orientation assessment criteria.

All learners are encouraged to engage in year-long community service activities through the school where opportunities become available or in their personal capacity. All hours should be signed for by the organisation and kept for university applications.

## 19. **COMPULSORY SCHOOL COMMUNITY SERVICE**

Members of staff and councillors may require performance of school community service. Parents/guardians will be informed of their daughter's/ward's community service so that relevant arrangements can be made. Failure to attend community service may result in an external disciplinary hearing which could lead to suspension or expulsion depending on the reason for the community service. Problems in connection with community service must be addressed to the House Head, Deputy Head (Discipline) or Headmistress.

## 20. **CONTACT WITH THE SCHOOL**

Contact between the professional staff and parents/guardians is encouraged. Should you wish to have an interview with the Headmistress or a teacher, kindly make an appointment through the office. Parents/guardians are requested not to phone teachers at home (unless invited to do so by the teacher) and to respect a teacher's privacy and leisure time. All parents/guardians are requested to attend Parents' Evenings and special functions organised for them.

By regulation, no parent/guardian may visit a teacher or enter a classroom during teaching time.

**On arrival, all visitors must report to the reception area.**

## 21. **COUNCILLORS (REPRESENTATIVE COUNCIL OF LEARNERS)**

The Representative Council of Learners (RCL) is elected by the entire learner body, one representative per class in Grades 8 - 11, and approximately 20 Grade 12s.

A President and two Vice-Presidents are elected to lead the Council.

RCL members hold office for one year and they may stand for re-election. Elections are held in August/September each year.

The functions of the RCL are determined by Provincial Legislation and the Constitution of the school's RCL.

Each councillor carries the authority of the school management and her requests and instructions must be followed by learners.

## 22. **CYCLE TESTS AND OTHER FORMAL TASKS**

These are written every Tuesday, Wednesday and Thursday. A doctor's certificate is required if a test is missed. The marks contribute to the SBA Mark (Year Mark) which, with the November examinations, contributes to the Promotion Mark (Grade 8 - 11) and Grade 12 final result.

The Grade 10, 11 and 12 final result consists of 25% SBA and 75% the Final Exam mark.

In Grades 8 and 9 SBA (first three terms) contributes 40% of the year mark and the examination (fourth term) contributes 60%.

### 23. **DISCIPLINE, DISCIPLINARY CODE AND SCHOOL RULES**

Learners are encouraged to develop self-discipline and responsibility. Rules are laid down to facilitate the smooth running of the school. They are not burdensome or unreasonable. Parents/guardians are requested to assist the school by supporting the disciplinary structures.

Acceptance of the School Rules and Code of Conduct is a prerequisite for parents/guardians and learners on admission to the school. Should this not be possible, please make an appointment to discuss this with the Headmistress.

As a general rule we practise restorative discipline rather than punitive discipline. In all cases of infringement of the code we wish learners to appreciate the consequences of their actions for themselves and other people and to offer reparation.

### 24. **DRESS CODE**

The rules concerning the wearing of school uniform are stated in the Dress Code which forms part of the Code of Conduct.

### 25. **EARLY DEPARTURE FROM SCHOOL**

Learners may leave school early only for exceptional reasons. A letter addressed to the Headmistress must be placed in the relevant House Head's drawer in the reception office not later than 07:40 on the day of the early departure. Learners must be collected from the receptionist's office where they must be signed out by a parent/guardian. Should the parent/guardian be unable to collect the learner a letter from the parent/guardian giving permission for someone else must be handed in. A contact number of the parent/guardian must be given so that we can confirm if necessary. An Identity Document may be requested. Learners must be aware of their departure time as no intercom messages are permitted.

If a learner becomes ill during school, she must report to her House Head to obtain permission to leave school. The **school** will contact parents/guardians.

### 26. **EDUCATION SUPPORT SERVICES**

On the recommendation of the Headmistress and School Psychologist, learners with learning, speech and hearing or personal difficulties which require specialist assistance are referred for assessment. Parents/guardians are consulted in advance except in extreme emergencies.

## 27. **EDUCATIONAL AIMS**

The professional staff wish to be co-teachers with parents/guardians. We aim to develop the uniqueness of each individual learner by means of a well-balanced education programme that caters for the whole learner. The Spiritual, Social, Academic, Sporting and Cultural needs of the learner are catered for. Gifted and less-gifted learners are given the necessary assistance to reach their potential, talents are maximised and weaknesses rectified.

We wish to provide education within a multi-cultural environment that promotes an appreciation of diversity and prepares learners for the workplace of the future.

Learners are taught life skills that will enable them to take their place as independent, co-operative, mature, responsible and contributing citizens of the country.

## 28. **EDUCATIONAL DAY VISITS, TOURS AND ENVIRONMENTAL EDUCATION CENTRES**

The main field trip (end of Term 1) for Grades 9 – 11 is covered by school fees. Participation is compulsory. Other field trips or tours are arranged from time to time to places of interest related to the curriculum or extra-murals. In most cases learners will have to pay an additional amount to cover the costs of the trip or tour.

## 29. **EMERGENCY PROCEDURE**

The school has an emergency policy. The necessary procedures are practised at regular intervals. Time lost as a result of hoaxes and other false alarms will always be made up, usually on the Friday afternoon after the incident.

## 30. **EQUIPMENT**

Where possible the school provides equipment but in certain subjects (e.g. Art, Mathematics) and for all extra-murals (e.g. tennis, squash, hockey) learners must provide their own equipment.

## 31. **EXAMINATIONS**

Grade 12s write examinations in June (in the subjects where this is prescribed) and preliminary examinations some time between July and September. The final Senior Certificate Examination is in October and November (as per National Timetable).

Grade 8 - 11s write examinations in June which count towards the year mark (SBA). The year-end examinations are written in November and December. The mark which determines whether a learner in Grade 10 and 11 is promoted is made up of the year mark which counts 25% and the year-end examination mark which counts 75%. Grade 8s and 9s are promoted on the basis of 40% year mark and 60% year end examination.

In terms of regulations examinations may be written until the last day of the school year. Parents/guardians are advised that permission to miss an examination may not be granted. Absence from an examination must be covered by a certificate from a doctor which states that the doctor is aware that the learner will be missing an examination. Do not plan holidays to begin before school closes each term.

## 32. EXTRA-CURRICULAR ACTIVITIES

The following are some of our main activities offered (subject to change):

ACADEMIC REMEDICATION AND ENRICHMENT	CULTURAL AND SERVICE	SPORT
Cami Maths (computer based) Expo for Young Scientists Remedial Mathematics, English, Afrikaans French Club JSE Game Junior Achievement Mintek Quiz Model UN Debating Subject Olympiads Perls Reading Program (computer based) Tour de Maths Young Historians and Other subject-related competitions/events	Bionet Choir and Traditional Choir Community Service Computer monitors Debating Drama Dance (Contemporary Hip Hop and Traditional Dance) First Aid Library Monitors Marimbas Orchestra Photography School newspaper Service/Hospitality Committee Theatre Technical	Canoeing Cross Country Diving Equestrian (parent/guardian organised and funded) Hockey Netball Soccer Softball Squash Swimming Tennis Touch Rugby Water Polo Yoga

A timetable of these activities is given out with the newsletter at the beginning of each term. Participation in at least one extra-mural activity per term is compulsory during the first three terms.

In our experience the happiest and most fulfilled learners are those who are committed to a number of activities that keep them healthily busy. Learners do not necessarily have to be talented to participate in the programme. For inter-school competitions selection for teams is based on merit. A sound attitude towards competition, winning and losing is cultivated. Correct uniform and equipment are required.

Once a learner has committed herself to an activity she must attend all practices, rehearsals, matches and performances. A written request to be excused must be given personally to the teacher-in-charge. This must be done before the scheduled practice. Failure to observe this requirement will prejudice a learner's opportunity of receiving an award or recognition.

Transport to fixtures and competition venues is by means of parents'/guardians' or teachers' vehicles, school vehicles or private hired bus depending on the nature of the group that requires transport. Consent forms and Indemnity forms are not completed for extra-mural activities. Parental consent for participation in an extra-mural is deemed consent for the transport and all related activities.

In some cases outside coaches are employed by the school but they are responsible to the Headmistress and must comply with school policy and code of ethics.

Parents/guardians are encouraged to support their children in the activities but should refrain from exerting undue pressure on their daughters/wards.

Special achievements of learners are recognised according to the criteria laid down in the awards policy.

### 33. **EXTRA TUITION**

All teachers offer extra tuition at no extra charge for learners who have difficulty with work currently being studied. This must be arranged on an individual basis.

Extra tuition for learners who lack basic knowledge and understanding of a subject must be arranged by parents/guardians.

If the subject teacher recommends attendance for a particular subject the learner must attend. Failure to do so will be deemed a breach of the contract of agreement for entry into the school. A learner who cannot attend or who refuses to attend will be asked to leave the school as this school's success cannot be compromised by learners who do not use the support resources of the school.

The school discourages reliance on external tutors who are not familiar with current curricular requirements.

### 34. **FACILITIES**

The school has a well-stocked Media Resource Centre and Computer Centre. The Physical Science, Biology and Consumer Studies laboratories are well-equipped. The Dance and Drama Studios and the Art Room enable learners to enjoy their practical activities utilising modern technology. All teachers have audio-visual facilities at their disposal.

We have 9 tennis courts, 3 netball courts, 2 hockey fields (1 grass field and 1 astroturf), a swimming pool with diving and water polo facilities, a gymnasium and a dance studio.

Canoeing, equestrian, soccer and squash take place off school grounds.

### 35. **FOYER**

This may be used only by parents/guardians, visitors to the school, staff and Grade 12 learners. All other learners may only be in this area when they have business with staff in this area.

### 36. **FUND-RAISING**

The official fund-raising body of the school is the Parents' Association. All fund-raising projects of this association are subject to the approval of the Headmistress and Governing Body. Monies raised by this body are collected by personnel in the Finance Office. Permission for activities involving learner fund-raising must be obtained from the Headmistress. Each learner-initiated fund-raiser is diarised on the school fund-raising planner. Learners may not do any fund-raising for personal gain.

### 37. **GOVERNING BODY AND GOVERNANCE STRUCTURE OF THE SCHOOL**

The Governing Body of the school is an elected body recognised by the Gauteng Department of Education and serves as a policy-making body for this school subject to the legislation and regulations governing schools in Gauteng. It is responsible for the interviewing and selection of prospective permanent staff members as well as making recommendations to the Head of Education in this regard. It is also responsible for the maintenance of the physical amenities of the school, payment of certain staff salaries and levying of compulsory school fees.

At this school the opinion of the Governing Body regarding all aspects of school administration and policy is highly regarded, particularly in financial matters.

Professional and academic matters are handled by the Headmistress and Academic staff.

### 38. **GUIDANCE**

The Head of House has a pastoral role and will give assistance to learners experiencing personal problems.

The School Psychologists and Social Worker will also advise learners who are experiencing personal problems or require advice and, where necessary, in consultation with parents/guardians, refer the learner for counselling. However, in terms of the law, parent/guardian permission is not required for learners to attend counselling.

### 39. **HEAD OF HOUSE / HEAD OF ACADEMIC GRADE**

The House Head is an experienced teacher responsible for a particular House. All enquiries concerning your daughter's/ward's general welfare should be directed through the House Head. Academic matters are handled by the Academic Head in charge of that particular grade. As far as possible the House Head follows the learner from Grade 8 to Grade 12 so that a good relationship may develop over the years between parent/guardian, learner and House Head.

### 40. **HOMEWORK**

Learners receive homework every day.

The daily (Monday to Friday) expectation is as follows:

Grade 8	:	1½ hours
Grade 9	:	2 hours
Grade 10	:	2½ hours
Grade 11	:	3 hours
Grade 12	:	3½ hours

Learners are also expected to spend at least half an hour reading every day. If there is no set homework, learners should revise the day's work and compile study notes.

#### 41. **HOMEWORK DIARY / NOTEBOOK**

Learners must have a diary or notebook in which to record homework, tests, projects and extra-mural commitments.

#### 42. **HOUSES (SCHOOL FAMILIES)**

The school is divided into six Houses for the purposes of registration, school activities and sporting and cultural competition. The names are derived from Greek mythology.

Alseids	Nymphs of the glen (purple)
Dryads	Nymphs of the trees (green)
Hesperides	Guardians of the golden apples (pink)
Nereids	Nymphs of the sea (red)
Oreads	Nymphs of the mountains (yellow)
Pleiades	Nymphs of the stars (white)

Each House is headed by a House Head and House Captain. Learners are randomly designated to each House, except for younger sisters who are assigned to the same House as the older sister. Houses meet once a week.

Houses meet in House Grade classes, e.g. 8 Alseids (all Grade 8s in Alseids) or House Families e.g. A1 (family 1). House families comprise learners from all five grades of the same house.

Each House family elects ambassadors twice a year to perform administrative duties and these are seen as leadership roles.

#### 43. **INDEMNITY FORMS**

These are completed on initial application to Parktown and cover extra-mural activities. Specific indemnity forms must be completed for field trips and tours.

#### 44. **INSURANCE**

At no extra cost to parents/guardians every learner has been included in a group assistance scheme which provides insurance against accidents at school. Currently there is, however, a cap of R50 000,00 per individual.

#### 45. **LATE ARRIVAL AT SCHOOL**

Learners must register their arrival at the designated finger print sensor point at the main gate and then report to Office 2 near the Biology Laboratories. Failure to do this will result in the learner being marked absent.

Lateness will be excused only in exceptional cases. We regret we cannot excuse learners because of bus and taxi problems. It is a pre-condition of enrolment at the school that parents/guardians will enable and ensure their daughter/ward's punctual arrival at school. When we are aware of strikes and other events we do make exceptions.

Learners who are late for school and miss a part of their lessons are hindering their own and their classmates' progress. Teachers are not obliged to teach the missed work to learners who arrive late.

**46. LEAVING PARKTOWN**

Notice must be given to the school in the form of a letter to the Headmistress. The destination of the learner is required and preferably the reasons. **Before** the learner's last day she must ensure that a clearance form has been completed in full and all school material returned. A transfer card will then be issued. If the learner does not complete the form herself an administration fee will be charged.

**47. LETTERS**

All letters to the school must be addressed to the Headmistress. Every letter should include the following: the name of the learner, her register class (House Family), the name and signature of the parent/guardian and a contact telephone number where the parent/ guardian will be available during working hours.

Absentee letters should follow the template provided on page 20 of this document or the A5 form issued to learners from time to time can also be used. The template may be accessed via the School Communicator.

**48. LIFT SCHEMES**

Parents/guardians are encouraged to use these schemes. Parents/guardians requiring a lift scheme may advertise their need in the school newsletter but the school does not take responsibility for finding lifts.

**49. LOST PROPERTY**

Learners are responsible for their own clothing and equipment. **All** items must be marked and kept in a safe place at all times.

Lockers are available for hire annually. Currently the charge is R30,00.

Lost property is kept in a box outside the RCL room.

**50. MATRIC PRIVILEGES**

All learners are expected to respect the matrics who are identified by their matric badges. Matrics have special privileges which vary from time to time. These are made known to the school at assemblies.

**51. MEDIA CENTRE / LIBRARY**

This will be open from the first day and closes at 16:00. Learners are welcome to use this area for doing homework, research or quiet reading. They have access to internet, ± 5000 fiction books, 6800 non-fiction books and 1000 general reference books.

**52. MEDICAL INFORMATION**

It is extremely important for us to know if a learner has had any serious illnesses, operations, etc. in the past. Please do not fail to notify us if your daughter/ward needs special attention or care where her health is concerned.



Parents/guardians are asked to notify the office if their daughter/ward is allergic to anything, for example, bee stings. Medication, carefully labelled with the learner's name, dosage, etc. may be left at the school so that the learner can be treated immediately.

Parents/guardians are also asked to inform the office of any infectious diseases contracted by their daughter/ward. Learners may only return to school once they have complied with the regulations laid down by the Health Authorities.

### 53. **MESSAGES**

Messages for your daughter/ward may be conveyed to her only in cases of extreme emergency. If learners have asked for items to be brought to school by their parents/guardians, they are personally responsible for their collection. The receptionist will not call your daughter/ward to collect the item.

### 54. **NEWSLETTER / SCHOOL COMMUNICATOR**

A newsletter is issued every second Monday. Tear-off slips are sometimes attached to the newsletter. These must be completed and returned promptly to the register class teacher. The newsletter is also available on the website. News updates are communicated on the School Communicator which can be downloaded. Instructions are provided separately. Parents/guardians are strongly encouraged to download the installer from the School Communicator website: [www.school-communicator.com/downloads](http://www.school-communicator.com/downloads)

### 55. **OUT OF BOUNDS**

Learners are not permitted access, under any circumstances, to the following premises: the Headmistress's house and garden, the Estate Manager's house and garden, the Maintenance Staff members' housing quarters, the Staffroom, the Representative Council of Learners' Room, all classrooms during breaks, unless supervised by a member of staff.

Learners may not be found in the following areas of the school grounds unless supervised by a teacher: the swimming pool enclosure and gymnasium, the area behind the Science and Mathematics prefab buildings and the Art Centre, the second terrace behind the amphitheatre, the area between the Science laboratories and the fence, the area below the terraces and tennis courts on the north side of the school, the area below the netball courts and all areas within three metres of the boundary fence.

Silence must be observed outside the Staffroom at all times.

### 56. **PARENT/GUARDIAN INVOLVEMENT**

The Parents' Association is a group of interested parents/guardians who meet once a month to assist with fund-raising activities and other activities to promote school community spirit. This association has no legal status. Meetings are open to all parents/guardians.

It cannot be sufficiently emphasized how important it is for a child to have an involved and interested parent/guardian. The advantages of a parent's/guardian's support in this way sometimes only manifest themselves many years later.

Teenagers asserting their needs for independence and in the face of peer pressure often prefer to have uninvolved parents/guardians. Parents/guardians should discuss this issue with their daughters/wards.

The school would be appreciative if parents/guardians would:

- accept and love their daughter/ward unconditionally
- be positive in their attitude towards the school and its staff
- encourage extra-mural participation
- attend the school Annual General Meeting and Governing Body elections (a quorum of parents is required at these meetings)
- attend functions e.g. Parents' Evening, play performances, sports' fixtures, respond to communications (newsletters, reports, letters, invitations)
- inform the Headmistress, House Head or Academic Head about any complaint before telling other people
- provide a home environment that promotes personal growth
- be realistic in their expectations of their daughter/ward and the school
- provide a specific place for their daughter/ward to study undisturbed
- check homework
- be a SUPER PARENT! i.e. be available, be a good example, supply emotional needs
- the parent Code of Rights and Responsibilities is provided when a learner enters the school and may be accessed on the website.

#### 57. **PERSONAL POSSESSIONS**

All learners are responsible for the safe keeping of their school belongings (cell phones, school cases, blazers, sports' equipment). Learners are advised to rent a locker at R30,00 per annum from the Finance Office. This fee entitles a learner to rent a locker either in the school building or the swimming pool change rooms.

The school will not be held responsible for the safety of any personal possessions. Incidents of theft will have to be reported to the S A Police Services by the parents/guardians.

Large amounts of money or valuable possessions must be handed in to the Finance Office for safeguarding during the school day.

#### 58. **PORTFOLIOS OF COUNCILLORS (RCL COMMITTEES)**

The Representative Council of Learners is organised into committees. Each committee/portfolio organises projects to encourage participation, organisational and leadership development and creative thinking.

#### 59. **PROBLEMS**

When a learner has a problem at school that is personal she should speak to her Register Class Teacher, House Head, School Psychologist or the Headmistress.

If the problem is of an academic nature, that is, if the problem concerns a particular subject, she should speak to the relevant Subject Head or Academic Head.

If the problem is not resolved satisfactorily please make an appointment to discuss it with the Headmistress.

## 60. **PROJECTS / ASSIGNMENTS / ACADEMIC PORTFOLIOS**

Learners are given projects for different purposes. The requirements of each project should be given in writing. Careful attention should be given to the due date. Some learners need to be monitored to ensure the work is not left to the last minute.

In most cases the school Media Centre will have the required information. Learners must utilise these facilities as the school often has the specific reference material that the public library does not have.

Projects for the Expo for Young Scientists will need additional input and assistance from parents/guardians and experts.

## 61. **PROMOTION REQUIREMENTS**

In Grade 8 and 9 the prescribed curriculum is followed, nine subjects in total.

To be promoted in Grade 8 and 9 learners must obtain a minimum of 50% for English, 40% for Afrikaans/isiZulu, 40% for Mathematics, 40% or more in three other subjects and 30% in two other subjects.

Towards the middle of the Grade 9 year seven subjects for matric must be chosen (four of which are compulsory). A special meeting of parents/guardians is held at which issues relevant to subject choice are discussed. Attendance is compulsory at this meeting.

Promotion requirements for Grades 10 - 12 are a minimum of 40% in three subjects including Home Language (English at Parktown) and 30% for three other subjects. For University entrance the learner must pass six subjects including Life Orientation and achieve a minimum of 40% in Home Language and Life Orientation and 50% in any four approved subjects, excluding Life Orientation.

Learners and parents/guardians are regularly reminded of these requirements. When learners are in danger of failing the parents/guardians will be contacted by the Academic Head. In Grades 10 - 12 we circle all marks below 50% to indicate that additional effort is required.

## 62. **REGISTER CLASS (SCHOOL FAMILY)**

Every learner is placed in a register class determined by the school House to which she is assigned. Each class has a Register Class Teacher and Ambassadors who exercise various functions in connection with the class.

Learners are required to attend registration in this assigned class every morning (07:45) in order to be marked present at school.

## 63. **REPORT CARDS**

These are sent out four times a year. Parents/guardians are informed in the newsletter and by SMS when a report is being sent out.

End of Cycle 1 (End of Term 1)

End of Cycle 2 (Early in Term 3)

End of Cycle 3 (End of Term 3 or early in Term 4)

After the final examinations (Break up day in December at 12:00)

Comments for every subject are included on the report card for Cycles 1, 2 and 3. If the report is not received please contact your daughter's/ward's Academic Head.

#### 64. **ROAD SAFETY AND PARKING**

For reasons of safety parents/guardians are asked not to drive into the school parking areas before school or before the time given in the newsletter (currently 17:30) in the afternoons. Learners arriving after 07:45 or leaving after 14:45 (Monday to Friday) must use the main entrance.

Please do not play loud car radio music or use your hooter within the grounds (except, of course, to prevent an accident).

**The area in front of the main gate may not be used as a drop-off or collection point at any time as this is a traffic hazard. Drivers must observe road markings and when inside the school grounds park within designated bays and not across them.**

For the sake of the **safety of our children**, parents/guardians and Uber drivers are requested to please obey the rules of the road, by **not stopping/parking:**

- over the yellow lines
- in front of road signs
- next/alongside traffic cones
- in the intersections
- in front of the main entrance and
- the pedestrian crossing

In terms of the school agreement form signed by all learners and parents/guardians, the school reserves the right to issue fines for parking dangerously and/or inconsiderately inside the school grounds.

Limited parking for certain school functions may be allocated to the area behind the Science Laboratories (entrance in Kildare Avenue) as well as the main drive. The guard at the gate will advise parents/guardians.

#### 65. **SCHOOL FEES**

School fees are compulsory for all parents/guardians who do not qualify for exemption or partial exemption and are proposed by the Finance Committee and Governing Body and approved by parents/guardians at the annual Budget Meeting held in October each year. Legal action will be taken against parents/guardians who default. If parents/guardians have any difficulty in this regard please inform the Chairperson of the Governing Body, the Headmistress or School Finance Office.

#### 66. **SCHOOL HOURS**

These are determined by the Headmistress in consultation with the Governing Body. They may alter slightly from year to year. Parents/guardians are informed of the school hours in the last newsletter of the year.

School hours are 07:45 (inside the register classroom) and having finger-printed to 14:25 on Monday, Wednesday and Thursday and 14:15 on Tuesday and Friday.

The school reserves the right to extend the day on a Friday to 14:25 should there be a need for litter clean-up. You will be informed in advance of this decision via sms.

## 67. **SCHOOL RULES**

These form part of the Code of Conduct and must be adhered to. Learners and parents/guardians are expected to know the rules. Ignorance of these will not be accepted as an excuse. From time to time changes may be made. These are announced in assembly and the newsletter. See Code of Conduct for the rules currently in operation.

## 68. **SICK ROOM**

A learner not well enough to remain in a classroom must report to reception to collect a pink slip which must be signed by the subject teacher and House Head and then returned to the receptionist. The learner's name is entered in a book kept in reception and the learner is issued with a sick room note for one period only on condition that the learner will not miss a test, or until a parent/guardian arrives to collect the learner. A parent/guardian collecting a learner must sign the learner out in a book in the reception office. Learners may not contact their parents/guardians directly. The school will do this once approval has been obtained.

## 69. **SOCIAL NETWORKS**

The school will not be held accountable for learners' use of sites such as Facebook, Twitter, etc. It is the parents'/guardians' responsibility to ensure their children use the network sites cautiously and responsibly.

Refer to the Social Media Policy attached to the Code of Conduct.

## 70. **STUDY METHODS**

Much failure to succeed is caused by poor study methods. Learners must follow the advice of the Life Orientation teacher and subject teachers with regard to studying. If you are concerned about your daughter's/ward's study methods please discuss this with the Academic Head who will refer the matter, if necessary, to the educational psychologists.

## 71. **SUBJECT CHOICE**

The academic curriculum is prescribed for all Grade 8s and 9s. Towards the middle of Grade 9 learners must select the subjects they wish to study for the Grade 12 examination. The Subject Heads and teachers assist learners in their choice.

Care must be taken that the choice of subject and grades meets the requirements of Tertiary Education Institutions which learners wish to enter. The new National Senior Certificate determines the best choices.

## 72. **TELEPHONES**

Only in cases of extreme urgency may learners use the office telephone. The telephone is not for social use. Therefore, learners may not have long conversations.



Learners must stand in the correct grade line and be courteous to the tuckshop staff. Unsatisfactory, impolite behaviour and littering at the tuckshop will result in the withdrawal of this service temporarily or permanently.

**78. UNIFORM**

The uniform requirements are found in the school rules provided on entry to Parktown.

Every learner is expected to be dressed correctly. If the incorrect uniform is being worn the learner must have an explanatory letter or note which must be signed by the Headmistress or the Deputy in charge of discipline as soon as she arrives at school.

**79. UNIFORM SHOP**

When a learner leaves the school she is encouraged to donate or sell her uniform to the school. Learners may purchase or swop used and outgrown uniforms from the shop.

**80. UNIVERSITY ENTRANCE PASS (Bachelor Degree Pass)**

Depending on a learner's choice of subjects and the marks she obtains she may achieve entry to university. Requirements for entry at various types of tertiary study are contained in the Grade 9 subject choice booklet.

**81. VALEDICTION**

This is held for the matriculants in October just before the final examinations commence. Academic, Service and Special Awards are presented at this formal function which is compulsory for all Grade 12s.

**ABSENTEE LETTER**

Dear \_\_\_\_\_ (Register Teacher)

\_\_\_\_\_  
(Full name of Learner)

Grade \_\_\_\_\_ House and Family \_\_\_\_\_

Number of days absent \_\_\_\_\_

Date(s) of day(s) absent \_\_\_\_\_

She was unable to attend school due to (please provide details):

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Parent's/Guardian's name \_\_\_\_\_

Parent's/Guardian's signature \_\_\_\_\_

Parent's/Guardian's contact number \_\_\_\_\_

Date \_\_\_\_\_

Doctor's note attached

Yes

No

For office use only	Name	Signature	Date
Register Teacher			
House Head			
Administration			



