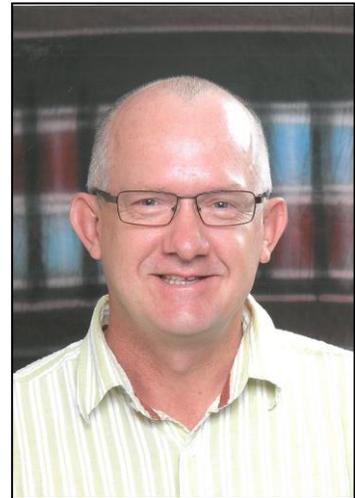


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# 1. FROM THE

## PRINCIPAL'S DESK ...



**Dear Parent**

It is with pleasure that I welcome you to Helderberg Primary School. I trust that your association with us will be a very happy one.

Helderberg Primary School is held in high esteem by the community for its nurturing and development of its children in a caring, well-disciplined environment. Our school's focus is on helping learners reach full academic potential, developing Christian faith and moral character and acquiring social confidence and responsibility.

The size of our school allows for each learner to be treated as a special individual. Value for one's self-respect, acceptance of others and wise decision-making are just a few of the skills and attitudes that demonstrate the special character of our school.

I thank you in anticipation for your positive input and for the contribution which you will make towards moulding our youth.

Helderberg greetings

**W M SPARROW**  
Principal



## OUR BADGE

*Alii Prodesse Discimus* : “We learn to serve others”. The Latin motto epitomises the purpose, aim and driving power of our School.

***Bible*** : The Bible occupies the centre and is a symbol of the spiritual activities which are the main distinguishing feature of Christian education. It stands for the emphasis we place on the Word of God as a rule of faith and the living spring of spiritual growth.

***Arm*** : It is the purpose of our School to produce not only keen Bible students but also practical, healthy citizens. In manual work we find recreation and mental refreshment. Equally valuable are the sense of self-respect and independence engendered by a task well done and the lasting satisfaction of a skill acquired.

***Lamp*** : As a symbol of intellectual enlightenment the lamp holds an honoured place. Christian education trains learners to think clearly, constructively and independently.

***Torch*** : Having received a well-balanced education, a training which imparts spiritual strength, physical prowess and mental acumen, there is placed in our hands the flaming torch of truth, a symbol of the rich legacy of honoured predecessors. Filled with a sacred responsibility to them and to our fellow men, we carry that torch to dispel the darkness of ignorance, prejudice and fear.

***HPS*** : The initials HPS stand for Helderberg Primary School.

***Mountain*** : The mountain stands in our minds for steadfastness and vision, for from its rugged height we scan wide horizons beckoning us to service.

***Stars*** : Before Helderberg came Spion Kop College and Union College. Their experience and example have been as guiding stars and will continue to inspire us as we tread the path of Christian education.

***Crown*** : Over the whole rests the royal symbol of achievement, the golden crown. We strive for that incorruptible crown which is the final reward of Christian endeavour.

# HELDERBERG PRIMARY SCHOOL

*Helderberg Primary School is a Christian school in a beautiful setting. The school is blessed with dedicated staff and wonderful learners.*

*We would like to express our appreciation to SDA families that support the school by sending their children to Helderberg Primary School. Our Cape Conference SDA parents are encouraged to recognise the importance of supporting our church schools. The support of parents from the local community is also greatly appreciated.*

*Here are some highlights of our school year:*

- *Entrepreneurs' Days*  
*Entrepreneurs' Day is held three times a year. Grades 2, 4 and 6 have the opportunity to participate in initiating and managing a "business venture". From the profit which the learners make, each class chooses a charity and donates half of the profit to that organisation. The balance is kept by the learner as a profit incentive.*
  
- *Cross Country*  
*The fourth term of every year we host a cross country event in which both parents and learners eagerly participate and try to beat previous records. Great fun is had by all.*

- *Swimming Gala*  
*During the first term we hold an organised swimming gala. The Silver Sharks and Blue Dolphin teams compete against each other and a trophy is awarded to the winning team.*
  
- *Choir*  
*The Choir visits local churches and performs for various outreach projects throughout the year. Our choir directors train and conduct the group and the superb performances are enjoyed by many. Invitations are always considered.*
  
- *Computer Laboratory*  
*We have 14 computers where each learner receives an hour of training per week. Each learner is assigned to a computer where they are given the opportunity to master various software packages including word processing and spreadsheets. These classes are the highlight of the week for many! The Knowledge Network curriculum is followed. Learners are thoroughly enjoying this curriculum.*

*As the Lord continues to guide, we trust that the school will grow from strength to strength.*

*Helderberg College was established in 1893 in Kenilworth, Cape Town. It has been on the present campus since 1928.*

*The school is situated on 150ha of farm land on the slopes of Helderberg Mountain.*

*The Primary School was originally founded to teach staff children and those of missionaries serving in Africa. These children were accommodated in a hostel.*

*With the growth of the Seventh Day Adventist Church in Somerset West, increasing numbers of children were added, until larger facilities were required.*

*In 1973 the present Primary School building was constructed.*

*The town of Somerset West became interested in the unique, independent school which offered individualised Christian Education by dedicated, caring educators.*

*The Primary School has grown, the facilities have been extended four times. It is still looking at expansion, but is carefully guarding the amiable atmosphere which has made it educationally desirable.*

*The school's policy is to educate the whole person. Instruction is therefore aimed at developing the mind, the body and the spiritual being.*



*"Our ideas of education take too narrow and too low a range. There is need of a broader scope, a higher aim. True education means more than the persual of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world, and for the higher joy of wider service in the world to come".*

*E G White, Education, pg 13*

# GENERAL

## General Information

We welcome you as parents who seek a Christian education for your children.

We invite you to use this opportunity to look into what our School has to offer.

This brochure serves as a guide and we trust that the information presented will adequately introduce our School to you.

## The following is required for admission to our School

- ☺ *A completed application form*
- ☺ *Previous school report*
- ☺ *Reports of any previous assessments or tests*
- ☺ *Copy of **valid** study visa (foreign learners only)*
- ☺ *Copy of Birth Certificate*
- ☺ *Original transfer card from previous school*
- ☺ *Copies of certificate of vaccinations or immunisations*
- ☺ *Copy of front page of both parents' I D books*
- ☺ *Application Fee / Registration Fee – R500 (non-refundable)*

## Postal Address

Helderberg Primary School  
P O Box 22  
Somerset West  
7129

## Fax Number

021 – 855 1482

## E-Mail Address

[hpsprincipal@hbc.ac.za](mailto:hpsprincipal@hbc.ac.za) (Principal)  
[hpsadmin@hbc.ac.za](mailto:hpsadmin@hbc.ac.za) (Personal Assistant of Principal)  
[hpsfinance@hbc.ac.za](mailto:hpsfinance@hbc.ac.za) (Accountant)

## Telephone Numbers for Primary School

*During Office Hours:*

021 – 855 1482

021 – 850 7543

Website : [www.helderbergps.co.za](http://www.helderbergps.co.za)

## 2. *VISION*

The vision of Helderberg Primary School is to excel in helping learners to develop well-rounded Christian characters through quality education, equipping them for this life and preparing them for the life to come.

## 3. *MISSION*

At Helderberg Primary School, where the Bible is our guide, we learn to think, to read and to serve. We make time for each other, but most of all we pray to God, our best Friend.

## 4. *PHILOSOPHY*

To help each other to become more like Jesus and to prepare our learners for service to God, others and the environment, now and forever.

## 5. *OBJECTIVES OF OUR SCHOOL*

The teachers encourage learners to be truthful, obedient, loyal, pure, to do what is right, even though no one is watching and to respect and honour Jesus.

- ☺ The teachers love Jesus and try to follow in His footsteps.
- ☺ We treat everyone and what they believe in with respect.
- ☺ Learners learn to think for themselves, to look after their bodies, to care for others and to love God.
- ☺ Teachers and parents work together to help each learner to become the best person they can be.
- ☺ Learners are encouraged to help others around them.

## 6. *ADMISSION POLICY*

Our school is operated for the benefit of everyone who would like to receive an education according to the principles held by the Seventh-day Adventist Church, using English Home Language as the medium of instruction.

Parents seeking admission are to submit the following to the school:

1. Completed "Application for Admission" form
2. Application / Registration fee of R500 (non-refundable). Only cash or EFT payments are accepted. No cheques are accepted as payment.
3. Copy of the child's birth certificate
4. Foreign learners are to provide the school with a valid copy of a study visa, which is issued by the Department of Home Affairs.
5. Immunization certificates.
6. Reports from psychologist, occupational therapist, speech therapist or any other relevant report (if applicable)
7. Copy of the latest school report or a copy of the pre-school report (grade 1)
8. Copy of front page of both parents' ID books
9. Original transfer card from previous school.
10. *Grade 1 – 7 learners:*  
The "Recommendation by Principal" document should be handed to the learner's previous school by the parent for completion, whereafter the school should return it to us by fax or email. The application will not be finalized until as such time as we receive this document.

All children undergo an assessment before being accepted into the school. In cases where children do not achieve satisfactorily in the assessment, parents will be advised in writing regarding remediation or other appropriate measures. If a child's assessment result is so far below expectations that he cannot be comfortably accommodated in the school, the parents will also be informed in writing.

## 7. SCHOOL HOURS

- ↪ Starts : 07h30
- ↪ Monday to Thursday : 07h30 – 14h15  
(First Break 10h00 - 10h20)  
(Second Break – 13h00 – 13h15)
- ↪ Friday : 07h30 – 13h00  
(Break 10h00 - 10h20)
- ↪ ASSEMBLY : Every Monday from 07h30 - 08h00  
Parents are always welcome to join us.
- ↪ School Closes : 11h00  
(Last day of each term)

## 8. SPORT

<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH TERM</b>
Swimming	Soccer	Soccer	Swimming
Cricket	Netball	Netball	Cricket
Athletics	Chess	Chess	Athletics
Chimes	Chimes	Chimes	Chimes
Squad Swimming	Maths 24	Rounders	Rounders

## 9. CLUBS AND ACTIVITIES

- School Choir : Senior Phase  
(All learners are encouraged to take part)
- Piano : Offered through the Helderberg College Music Department
- Music : Chimes  
: Recorder
- Bible Discovery : Grades 4 - 7
- Playball : Grades R - 3
- Experi-Buddies : Grades R - 3
- Kid's Clay : Grades R - 3
- Drumjoy : Grades R - 3

### 9.1 EXTRA-MURAL MEMBERSHIP FEE

An Extra-mural Membership Fee of R200 per term per child is charged for those learners who make use of the Primary School's cultural and sport programme (viz. Physical Education, Chess, Choir and Sport) who are not currently enrolled at the Primary School.

## 10. POLICY ON CHARGES

- 10.1 A letter will be issued each year with the current school fee structure. Fees are payable over 11 periods, from January to November.
- 10.2 School accounts are payable in advance. Accounts will be sent home with the learner<sup>1</sup> towards the end of each month. Payment by cash, cheque or internet-banking is due before the 7<sup>th</sup> working day of the appropriate month (i.e. Period #2 due by the 7<sup>th</sup> February; Period #3 due by the 7<sup>th</sup> March etc). The monthly payment of school fees by means of a debit order is encouraged. Please contact the office for assistance in this regard.
- 10.3 Interest at 2% per month will be charged on accounts not settled within 60 days. Accounts which are not kept up-to-date will result in the learner's report card being withheld at the end of the term. Parents who have not settled the previous term's fees by the beginning of the new term will not qualify to have their child/ren return to school until the account has been settled. Parents who contravene this rule will be contacted and will be required to collect their children immediately. Helderberg Primary School will furthermore not be held responsible for these learners until such time as the account is settled.
- 10.4 If accounts have not been settled in full by the end of the year, parents will be asked to withdraw their children.
- 10.5 A discount, when there is more than one child attending from the same home, is applicable.
- 10.6 Early payment: when accounts are paid in full for the year or half year, within the **FIRST 2 WEEKS** of school opening, a discount will be allowed.
- 10.7 Due to the prevailing uncertainty of economic conditions, all charges listed may be changed, by action of the School Board, with a minimum of one month's notice.
- 10.8 In the case of the planned withdrawal of a learner, one month's notice is required. Failing to give notice, the parent will be liable for that month's fees.
- 10.9 A non-refundable application/registration fee will be charged for every application to the school.
- 10.10 Personal items of stationery such as exercise books, pens, pencils, etc. can be purchased on account at the office, provided that the account is not in arrears.
- 10.11 Should any issued textbooks, reading books or modules be damaged or lost, the parent will be notified and the replacement value debited to the learner's account. This will also apply to the loss of library books.

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<sup>1</sup> A learner is defined as a child registered at Helderberg Primary School, who abides by the School's Code of Conduct, and whose school fees are not in arrears.

# SCHOOL FEE STRUCTURE

The School Fees will be supplied on a separate sheet

1. The school fees for the year are divided into 11 monthly payments. No payment is therefore due in December.
2. School fees are payable one month in advance.
3. THE FIRST MONTHLY PAYMENT IS DUE ON THE **FIRST DAY** OF SCHOOL.
4. Discount available:
  - 7,5% discount if school fees are paid in full for the year.
  - 5% discount if school fees are paid half yearly.
5. Accounts not settled within 60 days will be charged interest at 2% per month.
6. The first monthly statement will be sent out within the first two weeks of school and will reflect the following information:
  - ☞ School Fees for Period #1 (January) which SHOULD reflect a Nil balance (pre-paid – first day of school).
  - ☞ School Fees for Period #2 (February).
7. Kindly be advised that all charges associated with cash deposits, including the purchasing of school uniform on a cash basis, will be debited to your school account. The preferred method of payment is by making use of EFT's or stop orders. Kindly note that stop orders need to be initiated by the parent, not the school.  
Always remember to use your account number as the reference.
8. The Working Capital Development fund is an endeavour which we initiated, an annual charge on the account of all parents. The main benefit to the parent is that it replaces the monthly - "dad I need R10 for a cake sale" etc burden on the parents. The reason for the name Capital is that the intention is that the funds be **utilised for capital improvements** in the school. This also ensures that we don't "overload" our "willing" parents and others have little or no financial input further than their fees. There may still be one or two fund-raisers which the PTA will initiate but those funds are managed by that specific committee.

# 11. SCHOOL UNIFORM

(Grades 1 - 7)

★ (Obtainable from Ackermans, Woolworths or Jet Stores)

## *GIRLS - Summer*

1. Light blue regulation dress. The belt must at all times be worn with the dress. When kneeling in an upright position, with the belt being worn, the dress's hem must not be less than 10 cm from the floor.
2. White socks ★
3. Black school shoes ★
4. Blue V-neck jersey with school badge

## *GIRLS - Winter*

1. Dark blue regulation tracksuit
2. Prescribed white golf shirt
3. Long grey socks or grey/black stockings ★
4. Black school shoes ★
5. Blue V-neck jersey with school badge
6. Blue windbreaker with school badge
7. Optional : Navy blue (same navy blue as tracksuit) scarf and gloves

## *BOYS - Summer*

1. Short grey trousers (grades 1 – 6). Long grey trousers (grade 7 only) ★

**Grade 6 boys may wear long grey trousers in the fourth term of the year. This only applies to grade six learners.**

2. White short-sleeved shirt ★
3. Long grey socks ★
4. Black school shoes ★
5. Blue V-neck jersey with school badge

## *BOYS - Winter*

1. Dark blue regulation tracksuit
2. Prescribed white golf shirt
3. Long grey socks ★
4. Black school shoes ★
5. Blue V-neck jersey **with school badge**
6. Blue windbreaker **with school badge**
7. Optional : Navy blue (same navy blue as tracksuit) scarf and gloves

## *PT - GIRLS & BOYS*

1. Prescribed white golf shirt
2. Prescribed dark blue shorts (girls shorts–skirt combo) or dark blue tracksuit pants (order through the office)
3. Tackies (black, white or navy blue) ★
4. Dark blue regulation tracksuit jacket
5. Grade 1 and 2 learners are permitted to come to school dressed in PT clothes on their PT days.

## *Swimwear (Regulation)*

- Girls - blue one piece costume plus swimming cap  
Boys - blue costume plus swimming cap

*Except for the day of swimming in the gala, learners are permitted to wear the school's blue shorts over their costumes for other swimming appointments.*

# SCHOOL UNIFORM

## (Grade R)

### *GIRLS & BOYS - Summer*

1. Navy blue skort / short – obtainable from office
2. Short Sleeve Golf Shirt – obtainable from the office
3. Plain, navy blue or black socks – obtainable at any retail shop for cold or rainy days
4. Black tackies – obtainable at any retail shop for cold or rainy days
5. Tracksuit top – order at the office
6. Learners are welcome to come to school barefoot

### *GIRLS & BOYS - Winter*

1. Tracksuit top – order at the office
2. Navy blue tracksuit pants – obtainable at any retail shop
3. Long sleeve golf shirt obtainable from the office
4. Plain, navy blue or black socks – obtainable from any retail shop
5. Black tackies – obtainable from any retail shop
6. Any pair of shoes to be worn outside. (Old pair of tackies, rain boots, etc)

# *CIVVIES DAY*

Helderberg Primary School holds three civvies days per year. These take place at the end of the first, second and third terms. Participation is voluntary and learners who do not participate will in no way be discriminated against.

## *DRESS CODE FOR CIVVIES DAYS*

To allow learners to wear 'civvies' is a privilege. It is still a normal school day and ALL learners who choose to wear civvies have to be dressed appropriately for school. This means that their clothes should be modest and conservatively styled.

Please adhere to the following prohibitions:

- ✦ NO midriff may show at any time.
- ✦ NO mini skirts.
- ✦ NO open back or shoulders.
- ✦ NO spaghetti straps.
- ✦ NO revealing, low necklines.
- ✦ NO jewellery.
- ✦ NO make-up.
- ✦ HAIR : The rules which apply for any normal school day also apply for Civvies Day, i.e.
  - ✦ BOYS – **NO** gel or hair cream.
  - ✦ GIRLS – hair is to be tied back from face.
    - the colour of hair accessories may vary, however.

Learners who fail to comply with the above regulations will forfeit their privilege to wear civvies.

## ***12. FACILITIES***

In addition to the teaching facilities at the Primary School, the school also has access to the following College facilities:

### 11.1 Gymnasium



(021) 850 7500

### 11.2 Swimming Pool and Tennis Courts

During school time these facilities are available for instruction purposes. Should parents or children wish to use the gymnasium, swimming pool or tennis courts after hours, permission must be obtained from the College.

## ***13. RULES IN CONNECTION WITH THE CURRICULUM***

- 12.1 One period of Bible instruction is presented to each class every day. All learners are required to participate in these classes.
- 12.2 Homework is given every day for consolidation purposes. Parents' support and involvement is required.
- 12.3 Each class test needs to be signed by parents.
- 12.4 A system making use of modules along with a textbook, and additional information sources, is the form of instruction used in our school.
- 12.5 Examinations are written by the grades 4 to 7 classes in the second and fourth term, whereas a test week is scheduled for the above grades during the third term. In the Foundation Phase, continuous assessment takes place.

# 14. SCHOOL ATTENDANCE

- 14.1 Learners must learn that a tardy way of life is NOT acceptable. Repeated late-coming in the mornings will therefore be punished. Four (4) incidences of tardiness per term will result in the learner being placed in detention.
- 14.2 Regular school attendance is required by law and should parents wish to keep a child out of school for holiday purposes, the **parent** will be **responsible** both for the absence, and **for the work that has been missed**. Even though the principal cannot give permission for learners being absent, it is nevertheless courteous to submit written notification of your intentions.
- 14.3 It is earnestly requested that dental and medical appointments during school hours be avoided wherever possible. If this cannot be done, a letter should be sent to the principal, at least one day prior to the event, notifying the school of the appointment details.

## LEARNERS ABSENT FROM SCHOOL DURING EXAMS AND TESTS

Please be aware of the following information regarding learners who are absent during a test or an examination, as prescribed by the Department of Education:

Quoted from:

National Protocol for Assessments:

“A school has a duty to protect every learner’s fundamental right to education and a learner is obliged to attend school punctually and regularly unless there is a valid reason for his/her absence.

The Policy on Learner Attendance, effective from 1 January 2011, is compulsory for implementation by all schools.

6.3. Learners from Grades 1 to 11 must attend school every day up to and including the last day of the term.

6.4. Valid reasons for absence during Internal School Based Assessments as outlined in Chapter 3, paragraph 8.6 of the National Protocol for Assessment are:

(a) illness, supported by a valid medical certificate, issued by a registered medical practitioner;

(b) humanitarian reasons, which includes the death of an immediate family member, supported by a death certificate;

(c) the learner appearing in a court hearing, which must be supported by written evidence.

Learners who are absent during formal assessment weeks will be marked as absent and no marks will be allocated for the tests not written.

## **15. DISCIPLINE**

- 15.1 Unacceptable language and fighting or bullying in all its forms will not be tolerated.
- 15.2 Radios, MP3 players, CD players, I-pods or any object e.g. knives, firearms, which could cause harm to another learner, may not be brought on to the school premises.
- 15.3 Alcohol, cigarettes and drugs may not be used by any learner, neither in any public place when the learner is in school uniform.
- 15.4 Any form of pornography, be it an object, book, magazine or DVD showing indecent exposure, is prohibited.
- 15.5 The front door is out of bounds for learners.
- 15.6 Should learners need to see the secretary or principal they should wait in the foyer until they are invited in.
- 15.7 Learners will be expected to pay for the replacement of property broken or damaged by them.
- 15.8 The school and educators are committed to maintaining discipline, using means that fall within the legal regulations. A disciplinary record will be kept, indicating problems which may arise. If necessary a form will be presented to relevant parents so that they are made aware of problems and become important role players in solving these problems.
- 15.9 When punishment such as detention is given, attendance is compulsory and parents must support the school in this connection.

## **16. SCHOOL RULES AND PERSONAL HYGIENE**

### **16.1 BOOKS - GENERAL**

- ↪ Learners must take great care of all books and equipment issued to them on loan. Parents will be required to pay for lost textbooks, modules or library books.
- ↪ All exercise and textbooks must be covered.
- ↪ Satchels should be sturdy with an interior box. Rucksacks are not permitted as they damage books. Satchels are to preferably be dark in colour.
- ↪ The use of Tipp-ex in school is strictly prohibited.

## **16.2 UNIFORM - GENERAL**

- ↵ Learners must wear full and correct school uniform at all times. Uniform must always be clean and tidy.
- ↵ Jewellery is not to be worn to school.
- ↵ Finger nails must always be clean and short; painted nails will not be permitted.
- ↵ Plain studs may only be worn by girls for the duration of the healing process of the ears. The use of studs thereafter is discouraged.
- ↵ All items of clothing, towels, tog bags, pencil boxes, stationery and lunch boxes are to be clearly marked.
- ↵ Learners are responsible for collecting their property from the lost property box.
- ↵ Unclaimed lost property will be held for a term and then be sold as second hand uniforms.

## **16.3 PT UNIFORM - GENERAL**

- ↵ On PT days during summer, Grade 1 and 2 learners may come to school in PT uniform.
- ↵ Black school shoes are to be worn with school uniform – NO TACKIES! The exception to this is the Foundation Phase learners who must wear white socks and black, white or blue tackies with their winter uniform, on PT days.
- ↵ Grades 3 to 7 learners bring PT uniform to school and change for P T.
- ↵ All learners must wear black, white or blue tackies during PT periods.
- ↵ When not swimming in a gala, all learners may wear the school's blue shorts over their costumes.

## **16.4 FIRST AID FOR ILLNESS OR ACCIDENTS AT SCHOOL**

- ↵ Learners who become sick at school will be given temporary care.
- ↵ Parents will be contacted where the sickness is deemed to be more than a passing minor problem.
- ↵ In case of an accident or medical emergency of a serious nature, emergency services will be contacted immediately and the parent/s or guardian will be contacted as soon as possible thereafter.
- ↵ Basic First Aid will be administered to minor cuts, abrasions, etc. at school.
- ↵ No oral medication will be issued to any learner.
- ↵ If felt necessary, parents may send a headache tablet, throat lozenge and something for nausea. It is ideal to place this in a small, sealed container.

## **16.5 HAIRSTYLES**

### **16.5.1 GIRLS' HAIR**

- ↺ Girls' hair is to be neatly and conventionally cut.
- ↺ When hair touches the shoulders, it should be plaited or tied back.
- ↺ Only white, black or blue (colour of uniform) hair elastics or headbands may be worn.
- ↺ No coloured braids may be interwoven with other braids.
- ↺ Hair must be fastened back, keeping all hair out of the face.
- ↺ No learner is allowed to have tinted hair or highlights in their hair.
- ↺ No gel may be applied to the hair.

### **16.5.2 BOYS' HAIR**

- ↺ Boys' hair must be neatly and conventionally cut.
- ↺ The back is to be cut so that there is a distinct gap between hair and collar.
- ↺ Boys' hair must be layered gradually from the crown of the head to the neck – no "steps" allowed.
- ↺ No learner is allowed to have tinted hair or highlights in their hair.
- ↺ At sides, hair may not touch or cover the ears.
- ↺ The fringe may not touch the eyebrows.
- ↺ No gel may be applied to the hair.

## **16.6 BASIC SCHOOL RULES**

- ↺ Learners must conduct themselves in such a manner as to bring credit to themselves, their families and their school.
- ↺ Learners are at all times to respectfully greet an educator, using the educator's name. All visitors are to be greeted with a "Good Morning, Ma'am / Sir".
- ↺ Class stands when an adult enters the classroom.
- ↺ The classrooms are out of bounds before school, during breaks and after school unless learners have permission from an educator.
- ↺ During rainy weather, learners are permitted to be in the corridor outside their classroom before school, during break times and after school.
- ↺ In the passages learners must walk in single file, keep to the left, no running, no eating, no talking.
- ↺ Do not litter – keep our school clean and tidy. No chewing gum to be chewed anywhere on the school premises or whenever a learner is wearing their school uniform.
- ↺ Cloakrooms to be kept clean and hygienic. NO writing on walls.
- ↺ Wilful damage to the school buildings, furniture or amenities is an offence. Any accident (no matter how slight) must be reported to the office. Parents will be held liable for repairs.
- ↺ No cycling is permitted on the school grounds. Dismount and push your bicycle to the stands. Consideration is to be shown to pedestrians. Skateboards, j-boards, roller blades and roller skates are not to be brought to school or used on the school grounds.
- ↺ Children are not permitted to use the office telephone. Messages for learners must be items of utmost importance and will be conveyed by the secretary.
- ↺ Trading of any form on school premises is strictly forbidden.
- ↺ Valuable items or items of sentimental value should on no account be brought to school. The Primary School will not accept responsibility for damage to or theft of these items.

## 16.7 *CELL PHONES*

- ↵ Cell phones may be brought to school for safety purposes.
- ↵ All cell phones are to be switched off during school hours, i.e. 07h30 to 13h00 or 14h15 (depending on the day).
- ↵ Learners may retrieve their messages during break time. However, learners have a responsibility to switch off their phones after break.
- ↵ On NO account may cell phones be placed on silent or vibrate mode; they need to be switched off.
- ↵ No cell phone games may be played during school hours.
- ↵ Cell phones may not be used to listen to music, either in the form of MP3 or radio. This applies to learners during school hours and also after school.
- ↵ Helderberg Primary School will not be held liable for any damage to or theft of learners' cell phones.
- ↵ Learners who disregard the above rules will have their cell phones confiscated until the end of that particular term.

## 16.8 *MONEY*

- ↵ Do not send large amounts of cash with children – either pay such amounts yourself, send a cheque or do a direct deposit into the school's bank account.

## 16.9 *FUNDRAISING*

- ↵ Various selected fundraising initiatives take place from time to time. Learners are encouraged to support these initiatives, but door-to-door collecting by learners is strongly discouraged.

## 16.10 *SNACKS FOR PLAYTIME*

- ↵ Please make these nutritious. Please mark lunch boxes with learner's name. We have an astounding quantity of unclaimed lost property.

## 16.11 *HOMEWORK BOOKS*

- ↵ These should be signed by parents. This ensures that contact is maintained between parent and educator.

## 16.12 *TRAFFIC*

- ↵ It is required that traffic move in a one-way circle around the school. To prevent congestion, children are to be dropped and collected on the top road and cars **are not to stop on the down road or to drive on to the playground.**
- ↵ Parents are also requested to please drive very carefully on the top road and to be on the look-out for our children.

**16.13**    *USE OF SWIMMING POOL*

↪ Primary School learners may use the pool during the swimming season.

↪ Primary School learners under the age of 12 must be accompanied by a parent.

**16.14**    *PARENTS*

↪ It is not permissible or ethical for a parent to go directly to an educator's classroom during school hours. Messages or items should be left with the secretary.

**16.15**    *SAFETY*

↪ The school will not release any learner during school hours to any person, other than the parent, without a **written letter** from the parent.

# SCHOOL SONG

There is a school on the mountainside fair.  
Children may enter with confidence there.

Hearts there are happy, eyes without  
cloud,

This is a school of which we are so proud.  
We learn to read and to think and to serve,  
Another's good name we will seek to  
preserve.

Helderberg Primary, we sing your praise!  
We will be true to you all of our days.

*Higher than the highest  
human thought can reach  
is God's ideal for His children.*

*Godliness - Godlikeness -  
is the goal to be reached.*

*E G White, Education, pg 18*

# HELDERBERG PRIMARY SCHOOL

## GUIDELINES WITH REGARD TO ENTREPRENEURS' DAY

### **PREAMBLE**

Helderberg Primary School has three Entrepreneurs' Days per year: one in the second term, organised by the grade four class, one in the third term, organised by the grade six class and one in the fourth term, organised by the grade two class. Learners are taught essential entrepreneurial skills during this exercise. Grades one, three, five and seven are also taught theoretical entrepreneurial skills.

Learners are required to purchase a trading licence from the school. This gives the learner the right to trade during Entrepreneurs' Day. The school secretary will allocate to each learner who purchases a trading licence a specific table number. Entrepreneurs' Day is either held on the field below the Primary School or on the quad at the entrance to the school. In the case of inclement weather, trading will take place in the passages and some of the classrooms of the school building. The school will provide each learner with **one** table (this is numbered) for the duration of Entrepreneurs' Day, which is numbered. Some tables have shade and some have access to electricity. However, these are on a first-come-first-serve basis.

### **IMPORTANT POINTS**

- The Entrepreneurs' Day Guideline Document will be sent home and signed by parents BEFORE Entrepreneurs' Day.
- The school janitor will remove the tables from the storage area in the morning. Learners may not enter the storage area. Learners will then carry the tables to the designated area where the event will take place.
- The netball court may not be used by any learner for Entrepreneurs' Day.
- Tables must be cleaned afterwards.
- It is the responsibility of learners to ensure that their tables are returned to the storage area at the conclusion of the function. Any learner who does not return his / her table to the storage area will be penalised.
- Learners are to ensure that all garbage is picked up and that the area is left clean and neat.
- No meat products, livestock, unhealthy fizzy drinks, fire crackers, jewellery or prank items may be sold; neither may any of these be used as prizes.

- The safety of learners is always of utmost importance. Therefore, no skate-boards, motor cycles, paintball shooting or anything that may compromise the safety of learners and educators may be used during Entrepreneurs' Day.
- Raffles are not permitted.
- Games on offer must contain no elements of violence or anything contravening the school rules.
- For this to be a successful experience for each learner, it is important to ensure that there is no duplication of products sold. Learners need to inform the educator as to what they will sell and whoever is first with an idea will be the one to sell that product.
- Fifty percent of each learner's profit is retained and is collectively given to a community outreach project, which the class decides upon. The only exception to this is the grade six class, as the full profit is utilized for the grade six and seven camp, which takes place every second year. The full profit is retained by the school until the time of the camp. Should a learner leave the school before he / she has attended the camp, the amount held in trust by the school will be reimbursed to the learner.
- In 2009 the school instituted a new award for a grade 6 learner who shows exceptional ability in Economic Management Sciences, especially with regard to the manner in which the learner prepares for and executes their Entrepreneurs' Day functions. The learner who receives this award will be presented with a floating trophy at Diploma Evening.

# HELDERBERG PRIMARY SCHOOL

## GUIDELINES WITH REGARD TO GRADE 7 FUNDRAISING OPPORTUNITIES

### **Preamble**

It is tradition that each Grade 7 Class purchase a gift for the school towards the end of the year, as well as a class photo for display in the school building. The Grade 7 Class also gives gifts to each staff member at the Primary School, which are traditionally handed out at Diploma Evening each year.

There are no limits as to the amount of money that can be raised by each class. The giving of the school gift and staff gifts should, however, be seen as a gesture of appreciation and acknowledgement towards the school, and is by no means to be seen as a competition with previous Grade 7 Classes as this places unnecessary pressure on Grade 7 learners and parents. The gifts should be meaningful and should be items which benefit the school in some way. Prior to the purchase of the school gift, there must be consultation with the staff as to the appropriateness of the gift. A list of suggested school gifts from the staff will assist the Grade 7's in their planning.

The following points are of relevance:

1. The Grade 7 Class is allocated four events where fundraising initiatives can be used to generate funds, viz.:

- Valentines' Day
- Mothers' Day
- Fathers' Day
- Spur Job Shadowing Evening

Should one of the above-mentioned events occur during exams or the holidays, the Grade 7 Class should be given the opportunity to host another fundraising event.

2. These four occasions are the only fundraising occasions given to the Grade 7 Class. The money raised during these four fundraising initiatives can then be used for the purchasing of the gifts and photos.

3. The fund-raising initiatives are spear-headed by our Head Prefect and Deputy Head Prefect / Head Boy and Head Girl, assisted by all Grade 7's and their parents. The Grade 7 teacher is happy to assist and advise during school hours.

4. Other fundraising initiatives should not be encouraged, as it is important to give the Grade 7's the maximum time needed for focusing on their school work for the remainder of the year.
5. A file is kept with records of previous fundraising initiatives in the Principal's office. Suggestions and comments from the Educators should be included in this file.

As a school we appreciate the endeavours made by our parents. We recognize that this fundraising initiative plays an important role in the balanced education of our learners i.e. entrepreneurial skills, organizational skills, delegation, teamwork, responsibility, etc. We would like these skills to be closely linked with the gesture of the act of appreciation which is expressed by such gifts from the learners.



