

SANDHURST PRE- & PREPARATORY COLLEGE

incorporating Stepping Stones Pre-Primary School
(Pty) Ltd 2016/188834/07



Where tomorrow's leaders are nurtured and educated

School Constitution & Information Brochure



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Mission Statement

Sandhurst Pre- & Preparatory College PTY LTD 2016/188834/07 is an independent school. We are people of hope, imagination and commitment.

Sandhurst Pre- & Preparatory College is a place of learning where acceptance and belonging prevails. We value the unique richness of every individual member of the school community. In a dynamic and stimulating environment, we provide a holistic and balanced education of body, mind and spirit. We educate our learners for life and are committed to also being lifelong learners ourselves, modelling best practice at all times. We help young people to become happy, confident and competent people of hope and personal integrity, with a deep sense of justice and compassion, and with a sense of social responsibility to positively contribute to; and transform the world around them. We are united around a set of values that shape our vision and practice of education.

Key values

- **The ethos of the school**

The ethos of the school is underpinned by core values. We recognise the multi-faith aspect of our school community, and so all learners are encouraged to appreciate and develop their own faith and to respect the faith of others more deeply.

- **Society and nation building**

Learners participate in community service that encourages them to show compassion for those in need and to be responsible citizens and effective decision makers.

- **A multicultural, non-racial and non-sexist learning environment**

A learning environment in which all members of our diverse community are encouraged to understand, accept and respect each other to foster hope for the future.

- **The school community**

The school community is one in which there is a commitment to a shared vision, effective communication, respect and courtesy in order to form a basis for the partnership between parents, learners, educators, management and support staff.

- **Holistic education**

Holistic education is one that develops the spiritual, social, emotional, intellectual and physical potential of the learner by developing life skills and fostering growth of the individual and the community through the academic, extramural and other elements of the school curriculum.

- **Personal success and educational excellence**

The notion of personal success and educational excellence refers to the potential of each child being reached academically, extramurally and spiritually. It also refers to the dedication of our educators and parents to providing educational resources and support so that our learners develop a love for learning.

- **Learner-centred education**

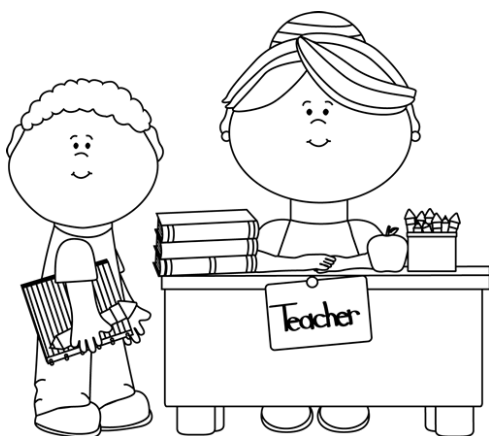
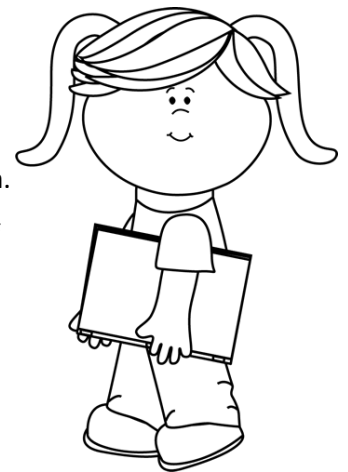
Learner-centred education focuses on the individual's needs and abilities, and allows diversity to be recognised within a spirit of discipline and acceptance, without compromising the integrity of **anyone**

Commitment

To give effect to these values and objectives all staff, learners and parents of **Sandhurst Pre- & Preparatory College** all commit to abide by and support the policies as adopted and as amended by the Members. The School Constitution does not replace but informs the school rules and policies of **Sandhurst Pre- & Preparatory College**. All members of **Sandhurst Pre- & Preparatory College** community are entitled to due process as outlined in the school rules and policies. This commitment in no way negates the individual's rights as enshrined in the constitution of our country.

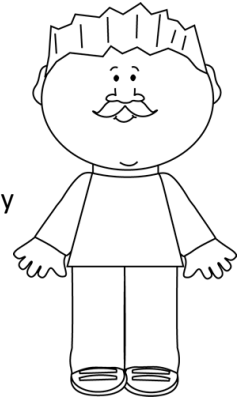
Management and staff:

- Instilling into each individual learner a sound spiritual and moral attitude, based on the values of love, justice, compassion, respect, care, acceptance and tolerance.
- Developing a curriculum of excellence.
- Setting the highest standards of work and behaviour for all learners.
- Protecting the dignity of all who are a part of our school community.
- Creating a loving and caring environment for the learners.
- Fostering strong communication with parents as the basis for close co-operation.
- Conducting ourselves in accordance with the Code of Professional Conduct of the South African Council for Educators.
- Being heard by parents and learners.
- Listening to parents and learners and understanding any concerns raised.
- Providing the appropriate time and place for full and confidential discussion.
- Establishing reasonable expectations for solving any issues or problems.
- Establishing a written action plan for any proposed or agreed solution.
- Reporting and reviewing the action plan.
- Providing an opportunity to a parent or learner to work towards a solution.
- Recognising that:



- Parents have a depth of experience with the learner.
- Parental and educator perspectives may justifiably differ.
- Parents have multiple time commitments.

Parents and Guardians:



- Helping and encouraging children to develop strong spiritual and moral values.
- Taking an active and supportive interest in the School's aspirations.
- Taking an active interest in children's work and progress and in this regard regularly
 - Attending parents' meetings.
- Supporting the values, authority and discipline of the school.
- Ensuring children abide by the school rules.
- Reading and committing themselves to the relevant policy documents that pertain to them at this school.
- Being heard by educators.
- Listening to educators.
- Holding discussions with educators at a time and place that permits full and confidential exploration of issues:
 - Concerns will be directed at the educator only.
 - The issue / problem will be articulated clearly and fully.
 - Educators will be afforded the opportunity to work towards a solution, which will require sufficient time.
- Recognising that:
 - Educators are trained professionals.
 - Educators' perspectives may differ from parents' perspectives.
 - Educators have multiple time commitments.

Learners:

- Behaving and acting in a manner which reflects the values of the School.
- Respecting and being courteous and co-operative with educators, other College staff, other learners and visitors, at all times.
- Attending school regularly, and on time.
- Aiming to achieve their highest standard in all areas of College life.
- Completing all homework and assignments with pride and to their highest level of competence.
- Wearing the correct school uniform and appearing smart at all times.
- Respecting the feelings and property of other people, both in College and in the community.
- Caring for the buildings, furniture, equipment and grounds of the school.
- Supporting and abiding by the school rules that apply.

The absence of a specific guideline in **Sandhurst Pre- & Preparatory College's** charter does not relieve an individual of his or her responsibility to behave in what would be considered a fair and reasonable manner in all situations related to the school.

We will:

- Follow the Gauteng Department of Education (GDE) CAPS syllabus as our minimum standard
- Operate as an independent, self-supporting institution registered as Sandhurst Pre- & Preparatory College

- Provide other community services during the life of the school
- Furthermore, we see ourselves as an extension of each learner's family, and we hope to develop a warm, loving atmosphere within the school.
- The school is completely self-supporting, through fees that are paid by the parents

School Hours

Foundation Phase (Grades R-3) 07h20-13h00

Senior Phase (Grades 4-6) 07h20-13h45

Senior Phase (Grades 7) 07h45-14h15

The children are to be dropped off between **07h00 and 07h15** in the mornings. Please do not drop your child off earlier than this for security reasons. Please make arrangements to collect your child no later than fifteen minutes after the end of each school day.

Contact Details

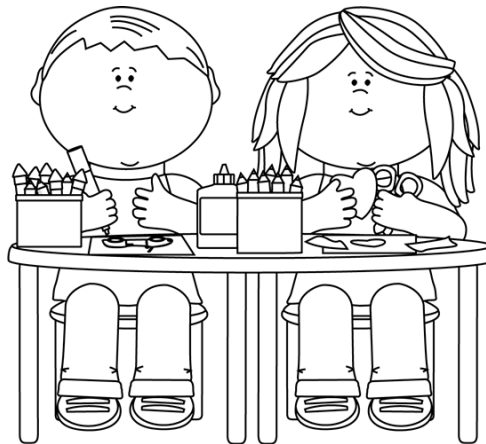
Sandhurst Pre- & Preparatory College®

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Find us and follow us on the following social media platforms:



Admission Policy

Admission of a learner is subject to compliance with all admission requirements of the school, and any form of false declaration will render the application for admission void. Application for enrolment does not guarantee entrance into the school.

Sandhurst Pre- & Preparatory College is a multi-faith, international, independent preparatory school, based on sound principles of mutual respect for all. The school, home and the wider community role-players must participate in complimentary roles in the child's life. It is therefore desirable for both parents to be committed and active members of the school community. This is a multi-faith school, and therefore while it is not necessary to belong to any specific faith based community, our belief and value systems are based on mutual respect for your fellow citizens.

Students of the school are encouraged to participate in all aspects of the school day. They will not be compelled to participate in activities that are in direct conflict with their community-based or faith-based beliefs. We are global citizens and need to develop tolerance and respect for all from early on.

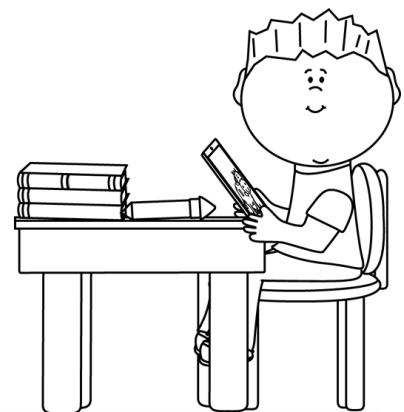
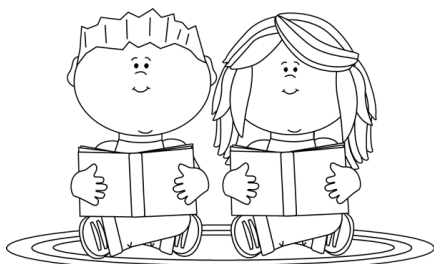
On application, preference is given to learners who:

1. Demonstrate the greatest degree of participation in the academic, sporting and cultural activities offered by the school/s previously attended by them (where applicable).
2. Will benefit the most from the subjects, activities and facilities offered by the School.
3. Wish to receive their education in English and, thereafter, in order of preference, demonstrate the greatest ability to communicate in English, in both speech and writing.
4. Have a good disciplinary record (including a good disciplinary record at any previous schools, where applicable).
5. Fall within a range of two years of the age norm for the grade in question. (Should learner be repeating a given grade)

Please note that should we be unable to offer your child a placement, we will notify you in writing in this regard.

On entering the school, parents must sign a fees contract with **Sandhurst Pre- & Preparatory College**, indicating acceptance of **Sandhurst Pre- & Preparatory College** Philosophy and Mission Statement and Code of Conduct Failure to indicate acceptance of our policies will result in the application being cancelled.

On entering the school, the parent of the learner must supply a transfer card from the previous school, if applicable. In the event of a learner entering the school mid-year, all portfolio and class work from the previous school must be provided. This is not negotiable.



Communication and Correspondence

Correspondence concerning any school matter (i.e. school procedure, appointments etc.) must be addressed to the Principal, and written in letter or email form. School newsletters are sent out via email.

Alternatively, you can regularly check in on the school website where you will be able to view all correspondence such as newsletters, tuck-shop menu, and important announcements – should an extra mural activity be cancelled. It is each parent’s responsibility to make sure that the office has his/her correct email address and contact details and update these should anything change.

Staff may only be telephoned during break or after school. No member of staff may be called out of class to deal with unexpected communications. Please make an appointment if the matter cannot be settled telephonically. Termly parent meetings are held at the school and parents are encouraged to attend.

Change of Address

Kindly inform the school in writing immediately of any change of address, telephone numbers, email addresses or medical aid details –, this is also to be changed by the parent/guardian at the school office. It is imperative that should the need arise to contact you; we will be able to do so without hindrance.

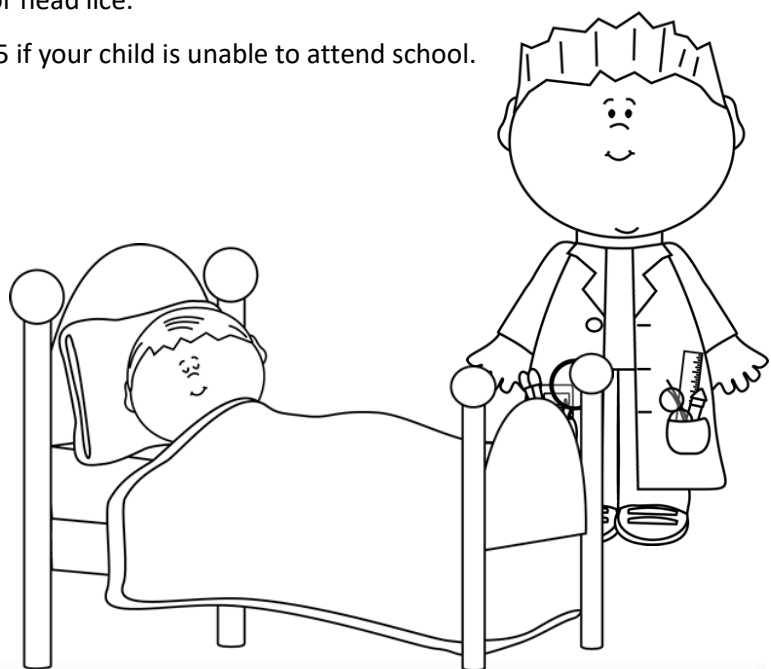
Illness

In the case of a child suffering from a permanent or recurring illness, please inform the school immediately for record purposes. If necessary, relevant information must be submitted to be kept in the child’s file. Please do not send your child to school if they are sick. Parents will be phoned from the admin office if a child becomes ill during school and needs to be fetched before the official school day ends. Please report to the office first so that we can sign your child out. The school reserves the right to decide whether a child may or may not attend for health reasons. According to Health regulations, a sick child cannot remain at the school and has to be isolated at home. The school must be notified of any infectious illnesses that your child has contracted, immediately you become aware of it. Do not send your child to school if she/he has a temperature overnight, a bad cough, is vomiting or has any eye infection, diarrhoea or head lice.

Please notify the school by no later than 08h15 if your child is unable to attend school.

No child may attend school if they have:

- Had diarrhoea in the past 24 hours
- Vomited in the past 24 hours
- A temperature above 37.8°C
- An unexplained rash
- A septic area anywhere on their body
- Infected eyes
- An exceptionally heavy cold or cough
- Lice or nits
- Any other infectious disease



We follow the guidelines stipulated in the Health Act of 1977 Act 63 regarding childhood diseases indicating the length of time a child should stay off school.

NO antibiotic or analgesic medicine may be sent with your child to school. All medicines used for acute allergies or chronic conditions must be written up in the Medicine Information Sheet and placed on the shelf provided in the First Aid room, by the parent/guardian.

Please leave medication in the office in a clearly marked container with written instructions as to the dosage, duration of treatment and storage requirements. We will not accept medicines and medicinal instructions from any child.

No medicines will be administered unless written up on the Medicine Information Sheet. No medication for symptomatic relief will be administered at school. The medicine must be clearly marked with the child's name and dosage. Please send a spoon along from home to reduce the risk of infection. Children who suffer from asthma must have their inhaler on them at all times.

Children who are allergic to bee stings must carry their kit with them at all times. If your child has been off sick, it is their responsibility to collect all work which has been missed and to catch up. Senior children are allocated an 'absent buddy' and it is their responsibility to phone and catch up/collect the work missed, and be suitably prepared upon her/his return to class.

Attendance

All children are expected to be punctual. A doctor's note is required for any absence longer than two days, or where the absence occurs on a Friday or Monday or is linked to a long weekend, or where a child misses a scheduled test or portfolio task.

If a doctor's note cannot be furnished, scheduled tests will receive a **nil** assessment. Consistent late coming will result in demerits being issued.

Road Access and Drop-Off

Please drive within the speed limit while on the school property and in immediate vicinity of the school (10km per hour MAXIMUM) as there are children in the parking area and on pavements around the school.

Speeding, dangerous driving and loud music is not permitted and vehicles may be denied entry if they persist in driving in a manner that is deemed to be unsafe.

Our school's main entrance is situated at the end of Olympia Avenue, on the corner of Pamela Place, Glenadrienne, 2196. You will be given an access sticker, please ensure this is displayed in your window in order for the security to let you access the property.

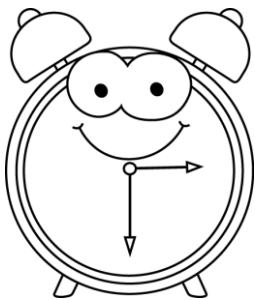
Leaving the School Property during School Hours

Medical and dental appointments (and any other appointments) should, if at all possible, be made after school hours. Where an appointment can only be made during school hours, parents are to notify the school office, in writing, a day in advance. This letter of request must be signed by the principal. No children are to be kept out of school without legitimate reasons. For security reasons, anybody – including parents – who enter the school

property during school hours need to report directly to the office before proceeding to the classroom.

NO CHILD MAY LEAVE THE SCHOOL DURING SCHOOL HOURS WITHOUT BEING SIGNED OUT BY THE PRINCIPAL/ or a SCHOOL REPRESENTATIVE & THE CHILD'S PARENT/GUARDIAN.

A child will only be released to an authorised person under specific arrangements made between the parent and the office. Please note that an "Early Departure from School Premises" form must be filled in at school prior to the child's departure.



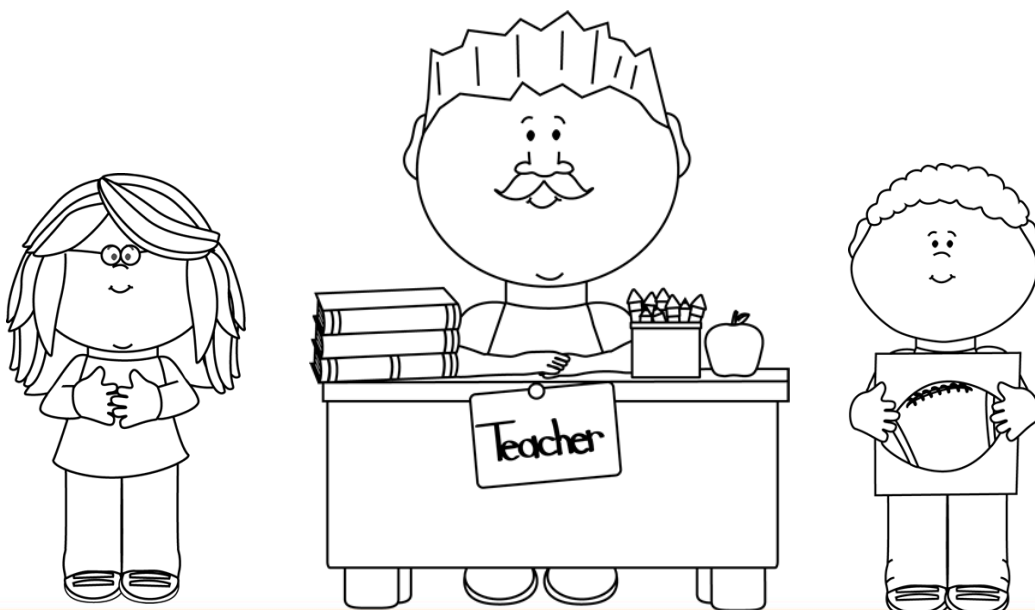
Late Arrivals

It is imperative that the children arrive at school on time, i.e. no later than 07h15 at the drop-off zone. Children who arrive late find it difficult to settle and focus on the tasks set for the day. The children who arrive later than the start of assembly (07h45) must report directly to the office. Consistent late coming, will result in demerits being issued.

Grievance Procedure

Should you encounter a problem with your child's teacher, or with the school in general - the accepted procedure at Sandhurst Pre- & Preparatory College is to contact the teacher and attempt to resolve the issue, either by letter, telephonically, or in an arranged parent-teacher conference. If the issue cannot be resolved, the next step is to contact the Head of Phase or Head of Department (depending on your child's grade). Should the matter still not be resolved to the satisfaction of all parties, the Principal may then be called upon to settle the matter.

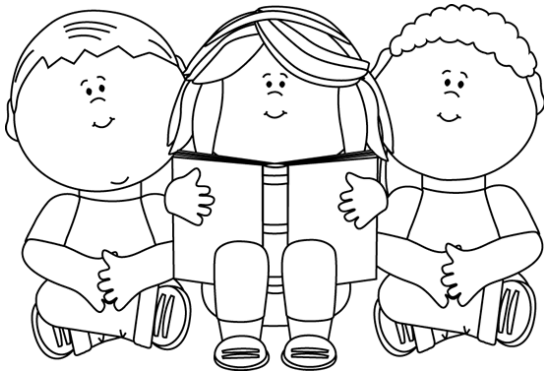
General school issues are to be discussed directly and immediately with the relevant office staff member or the Principal. We value open and honest communication between parents, school and learners. Any unsolicited communication outside of these guidelines will be regarded as a breach of contract.



Curriculum

Sandhurst Pre- & Preparatory College follows the GDE curriculum, which culminates in the award of the National Senior Certificate.

Homework



Foundation and Intermediate Phases: **Homework teaches a child a range of skills such as independent study, self-discipline and time management. It also consolidates work done in class.** Reading is considered to be of particular importance and **children should read daily** from set readers and supplementary material. Children are required to complete the homework set for the day, and parents are requested to check and sign the homework diary daily. The homework diary may also be used as a form of communication

between parent and teacher.

Senior Phase: It is imperative that all homework set is completed thoroughly in the spirit of consolidation and preparation. New work learnt should be revised and mind-mapped and kept in a separate file for study purposes.

Opinions differ among teachers and educators. Almost all, however, agree that homework timeframes should be determined by the child's level of development. High school learners can generally focus for more than an hour, but first-graders are unlikely to last more than **15 minutes on a single task**. One suggestion is that primary school children could be given homework that lasts 30 to 45 minutes. It is important to give the child short breaks in between. It is generally agreed that the younger the child, the less time he or she should be expected to devote to homework. A second suggestion advocates following a general rule of thumb, namely, that children do 10 minutes of homework for each grade level. Therefore, first graders should be expected to do about 10 minutes of homework, second graders 20 minutes, third graders 30 minutes, and so on. If your child is spending more than 10 minutes per grade level on work at night, then you may want to talk to the teacher about adjusting the workload. These suggestions should be seen as guidelines. They will need to be adapted to the particular age of the child and the circumstances in which you find yourself. Some children find the homework routine easy to manage. For others, it is a challenge and they need consistent encouragement and support."

Stationery and Workbook/ textbook requirements

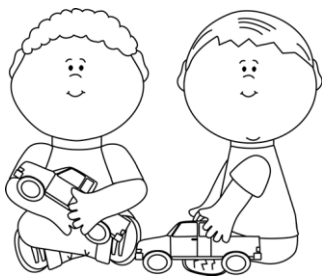
A stationery and workbook/ textbook requirement list is sent out in November of each year. This is also available by request from our administration office throughout the year. Please send us an email and we will ensure you receive one. The school orders these standardised packs on behalf of parents and then invoices you accordingly.

Media Centre

We are in the on-going process of stocking our media centre. All children are asked to donate at least 2 books (1 reading, 1 reference) per year to the school in March (Our school reading month) on the reading level appropriate to their age. The class teachers will provide donation certificates that will be affixed inside the front covers of the books, and filled out in honour of the donating family. Foundation Phase teachers may request educational games in place of books. This ongoing process benefits each and every learner in the school setting.

Valuables

The school will not be held responsible for any valuables lost, damaged or stolen on our property or during school excursions. Parents are advised to discourage their children from bringing valuable items or toys to school. All personal belongings (including clothing and stationery) are to be individually and clearly marked.



Lost Property

Please ensure that ALL articles are clearly marked with your child's name, including their shoes. A lost property box is provided in the office and lost items can be claimed from there. At the end of each term the box of remaining items will be donated to charity.

Visitors

No visitors will be permitted to visit learners under any circumstances during school hours. All visitors are to report directly to the office. **The right of admission to Sandhurst Pre- & Preparatory College, is strictly reserved.**

Physical Education

Physical Education is compulsory for ALL children, unless prevented by a confirmed medical condition. In such cases, confirmation in the way of a doctor's certificate is to be provided to the coach, and signed off by the Principal. We value physical instruction as part of our holistic approach to education, and we insist that parents encourage their children to participate.

Excursions and Day Trips:

Outings are organised on a regular basis throughout the course of the year, both academic and recreational. These outings are not compulsory, although the attendance of our children at such events is highly recommended as it adds to the holistic education of the learner. The cost is not included in school fees and will need to be paid separately. Any planned trips will require parents to sign an indemnity form. Assistance with transport may also be requested. Any children that are undergoing any serious disciplinary measures at the time of a planned excursion, or have passed the benchmark number of demerits - will not be allowed to participate. Should parents know of any interesting events, festivals or places which would interest our children, please inform the office.

Orientation, Parents' Evenings and Reports

An orientation evening will be held for all new parents and learners at the commencement of the new school year. Parents' evening will be held in the last week of the first/ second and third term, in order for term reports to be handed out, and for parents and teachers to meet each other. Classroom issues, homework routines and any and all other areas of concern and interest can be discussed here. It is vital for parents to attend these meetings. Reports are issued at the end of each of the terms – i.e. Three times a year typically in April, August and December.

Code of Conduct

The school has a code of conduct and rules designed to ensure the happiness and safety of each pupil. The code of conduct is based on sound, age-appropriate principles and standards. These rules are kept to a minimum. Consistent bad behaviour in a child is often indicative of underlying challenges and parents will be asked to meet with the teacher should such situations arise.

Uniforms

- School uniforms must be worn correctly at all times. Every child is expected to be attired in the full school uniform at school functions and in the full school sports uniform during extra murals.
- Jewellery is only applicable for girls and is to be kept to a minimum i.e. one pair of gold or silver studs or sleepers in the girl's ears, in the bottom of each earlobe. Only matching school hair accessories are allowed: Black/ red/grey.
- No child may wear tongue, nose or belly rings – or have any tattoos.
- Hair must be kept neat and clean. All children must wear their hair away from the face and girl's hair must be tied up neatly. Extreme hair fashions are not to be followed. Hair that passes the eyebrows must be clipped back. Hair that can touch under the chin, must be tied up or cut.
- Boys are to have neat short hair styles that do not include dreadlocks, shaved designs or extreme styles.

Behaviour

Good behaviour is to be promoted at all times by teachers, parents and learners, e.g. politeness, manners, addressing each other courteously and having respect for all. Standing aside for adults and saying **“please”** and **“thank-you”**. Learners are to greet all adults, parents and visitors who come to the school.

Discipline

Disciplinary Code

The School's disciplinary code for learners is ONLY intended as a guideline for assessing and determining appropriate disciplinary measures for various types of infringement or misconduct by learners. The circumstances of a particular case, especially mitigating considerations, may justify a less severe penalty than that indicated in the

Code. Similarly, aggravating considerations relevant to a particular case may justify a more severe penalty than that recommended in the Code.

- The various infringements set out in the Code are not intended to be an exhaustive or full listing of possible infringements or misconduct by learners, but are rather to be interpreted as indications of the broad types and severity of offences by learners, and the appropriate sanctions if the learner is found to be guilty by the School.
- The Code makes provision for 'progressive' or accumulative penalty i.e. the imposition of a more severe penalty for a repeated and similar infringement by the same learner.

A positive approach to discipline will be promoted. Learners will be encouraged and motivated to develop cheerfulness, tolerance, patience, kindness and self-control. Parents may be requested to participate in an interview. Where necessary, counselling may be advised.

School motto and underpinning philosophy

Our school motto is: **Constant and Fearless.**

It is the English translation of the Hemphill family motto: **"Constanter ac non timide"**

What does it mean to be Constant?

To be unchanging, continuous, **true and faithful** – "Courage, my compatriot" Socrates argues, is the knowledge of what is not to be feared. Which is to say, there are things we should be afraid of — we want to stay alive, after all. We will never completely eliminate fear from our lives, but we can definitely get to the point where our fears do not stop us from daring to think new thoughts, try new things, take risks, fail, start again, and be happy.

What does it mean to be Fearless?

Fearlessness is not the absence of fear. Rather, it's the mastery of fear. Courage, my compatriot Socrates argues, is the knowledge of what is not to be feared, which is to say, there are things we should be afraid of -- we want to stay alive, after all. We will never completely eliminate fear from our lives, but we can definitely get to the point where our fears do not stop us from daring to think new thoughts, try new things, take risks, fail, start again, and be happy. **Fearlessness** is about getting up one more time than we fall down. The more comfortable we are with the possibility of falling down, the less worried we are of what people will think if and when we do, the less judgmental of ourselves we are every time we make a mistake, the more fearless we will be, and the easier our journey will become.

Our school's underpinning and guiding philosophy is **"Umntu Ngumuntu Ngabantu"** – A person is a person through other persons It is a traditional African philosophy that offers us an understanding of ourselves in relation with the world. According to Ubuntu, there exists a common bond between us all and it is through this bond, through our interaction with our fellow human beings, that we discover our own human qualities. We affirm our humanity when we acknowledge that of others. **"Umntu Ngumuntu Ngabantu"** has its roots in humanist African philosophy, where the idea of community is one of the building blocks of society. The South African Nobel Laureate Archbishop Desmond Tutu describes Ubuntu as: "It is the essence of being human. It speaks of the fact that my humanity is caught up and is inextricably bound up in yours. I am human because I belong. It speaks about wholeness, it speaks about compassion. A person with Ubuntu is welcoming, hospitable, warm and generous, willing to share. Such people are open and available to others, willing to be vulnerable, affirming of others, do not feel threatened that others are able and good, for they have a proper self-assurance that comes from knowing that they belong in a greater whole. They know that they are diminished when others are humiliated, diminished when others are oppressed, diminished when others are treated as if they were less than who they are. The quality of Ubuntu gives people resilience, enabling them to survive and emerge still human despite all efforts to dehumanize them."

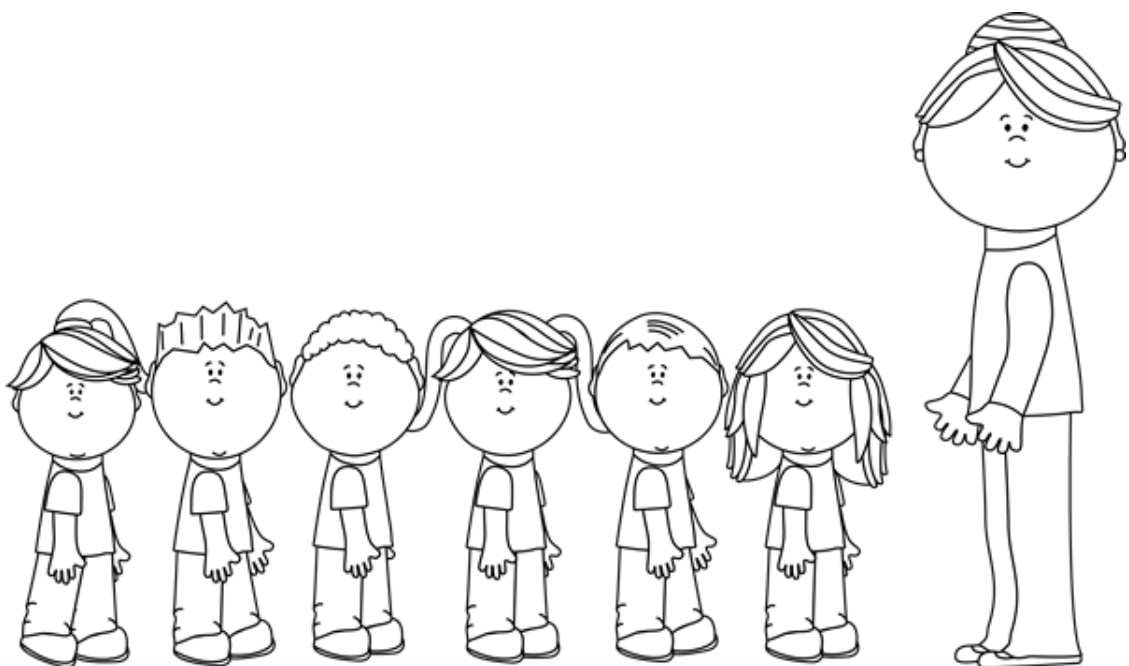
General Conduct

We expect the following from our learners:

- Learners are expected to have respect for others' opinions and property.
- Learners are expected to dismiss in an orderly fashion at lessons, at the start and end of breaks and at the end of assembly or the school day.
- Learners are not permitted to buy, sell or distribute anything on the school property. Queries must be addressed to the office.
- Learners are cautioned not to loiter near the school gates or teachers' cars and are to be "street wise" regarding strangers.
- No physical or verbal bullying will be tolerated.
- Parents are requested to uphold punctuality, because the children learn by example.
- Learners are to take pride in their school and be aware of litter and not to vandalise school property.
- Learners may not be left to wait on the school property after school, unless they are participating in an extra mural activity.

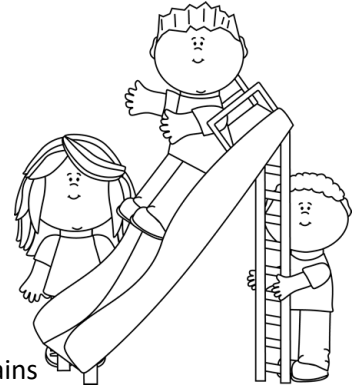
School Rules

- We wear the correct uniform and look smart.
- We arrive at school on time.
- We never swear, and we show self-control.
- We do not litter. We keep our classrooms and school grounds clean.
- We take pride in our school.
- We walk on the corridors and do not play inappropriately in the classrooms.
- We are well-mannered and always show respect towards each other.
- We wait inside the school grounds until we are collected by our parent/ guardian.
- We acknowledge that self-discipline is the best form of discipline.



Playground Rules

- We may play contact sports only if we exercise the appropriate restraint and there is adult supervision
- We only throw soft balls/ bean bags in the playground
- We play in the correct playground.
- We may climb the jungle gyms not the school trees.
- After break we need to settle once more and be ready to learn.



Standards of Courtesy

Learners are expected to:

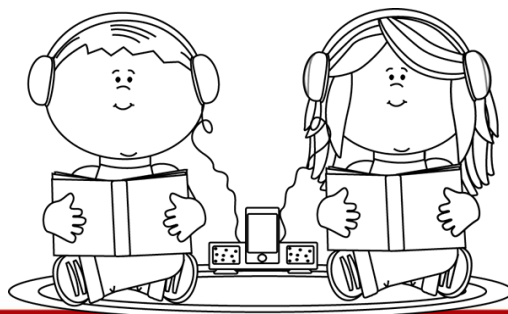
- Obey instructions given by members of staff, monitors, leaders and class captains
- Stand when an adult enters a classroom
- Greet the teacher at the beginning of a lesson before sitting down, and wait to be dismissed by the teacher at the end of a lesson
- Make way for adults on stairs or corridors
- Greet visitors in the corridors and offer assistance where necessary
- Greet teachers and senior children in the corridors and on the grounds

Disciplinary Code

- Repeated infringement of rules and disregarding the needs of others, may result in the offending party being asked to attend a disciplinary discussion.
- In the event of the continuation of unacceptable behaviour, the learner may be asked to leave the school.
- Parents may be asked to fetch the children for certain transgressions such as swearing, lewd or violent behaviour.
- Should there be due cause, parents may be asked to take their child for evaluation, and consequent professional assistance.
- Should this request fail to be adhered to, the learner may be asked to leave the school.

Appearance

The children are expected to be neat, clean, and be well-groomed. No nail polish, hair colouring or gel may be worn. The school uniform is to be worn at all times, and must remain clean and neat. Nails are to be kept short. No make-up or permanent tattooed make-up is permitted. Hair must be neat and clean at all times as per our uniform guideline. Hair may not be permed or coloured, but may be relaxed. Any extensions must be the same colour as the natural hair. A maximum of two ponytails may be worn. As hair fashions change, the principal has the right to ask any girl to change a hairstyle that is not appropriate.



School Uniform - Girls

Summer - Foundation Phase (Grades 1-3):

- Tartan Culottes– red, white and black - Cunningham tartan
- Short sleeved white shirt (open neck) with school badge
- White ankle socks (not compulsory) + red hat with school badge
- Black unisex velcro sandals (Green Cross or Bata Toughies)
- Black jersey with school badge for cooler days
- School bag

Summer - Senior Phase (Grades 4-7):

- Tartan skirt/Culottes – red, white and black - Cunningham tartan
- Short sleeved white shirt (open neck) with school badge
- White ankle socks (not compulsory)
- Red hat with school badge
- Black unisex, velcro shoes (Green Cross or Bata Toughies)
- Black jersey with school badge for cooler days

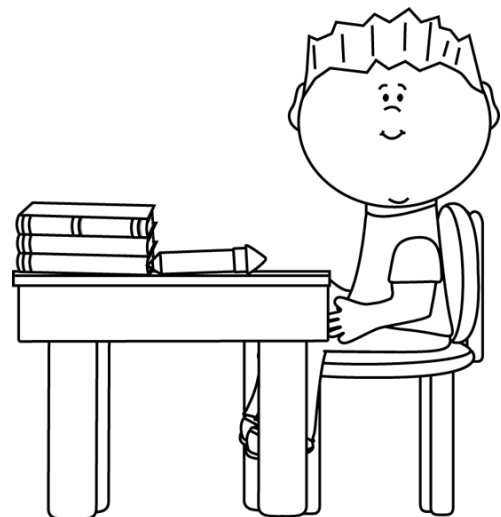
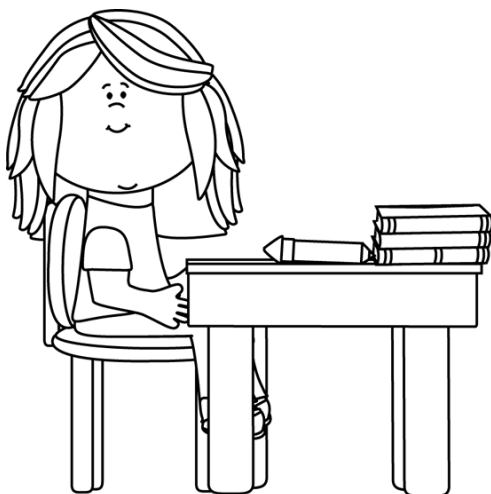
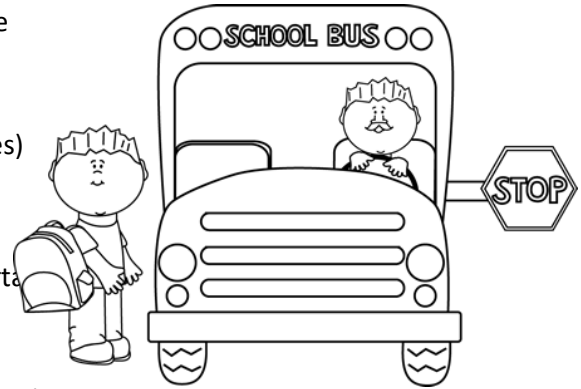
Winter Uniform - Foundation Phase (Grades 1-3):

- Tartan Culottes– red, white and black - Cunningham tartan
- Long sleeved white shirt
- Tartan tie
- Thick black stockings (Woolworths stock non-ladder tights)
- Black unisex, velcro shoes (Green Cross or Bata Toughies)
- Black dry-mac with school badge
- Black long sleeved jersey with school badge
- Optional: Black scarf, black gloves, black beanie

(The school tracksuit may be worn on exceptionally cold days)

Winter - Senior Phases (Grades 4-7):

- Tartan skirt/Culottes – red, white and black - Cunningham tartan
- Long sleeved white shirt with school badge
- Thick black stockings (Woolworths stock non-ladder tights)
- Black unisex, velcro shoes (Green Cross or Toughies)
- Black long sleeved jersey with school badge
- Black dry-mac with school badge
- Black Blazer (Compulsory from Grade 4) with school badge
- Tartan tie – Optional: Black scarf, black gloves, black beanie
- School bag



School Uniform - Boys

Summer Uniform – Boys Foundation Phase (Grades 1-3) & Senior Phase (Grades 4-7):

- Grey shorts
- Short-sleeved white shirt (open neck) with school badge
- Black unisex, velcro sandals (Green Cross or Bata Toughies) – no socks necessary
- Short sleeved black pull-over jersey with school badge (for cooler days)
- Red hat with school badge

Winter Uniform – Boys - Foundation Phase (Grades 1-3) & Senior Phases (Grades 4-7):

- Grey long pants
- Long sleeved white shirt
- Tartan tie– red/ black/ white - Cunningham tartan
- Grey long socks
- Black unisex, velcro shoes (Green Cross or Bata Toughies)
- Black dry-mac with school badge
- Black/Grey long-sleeved jersey with school badge
- Black Blazer (Compulsory from Grade 4) with school badge
- Optional: Black scarf, black gloves, black beanie
- School bag and sports bag

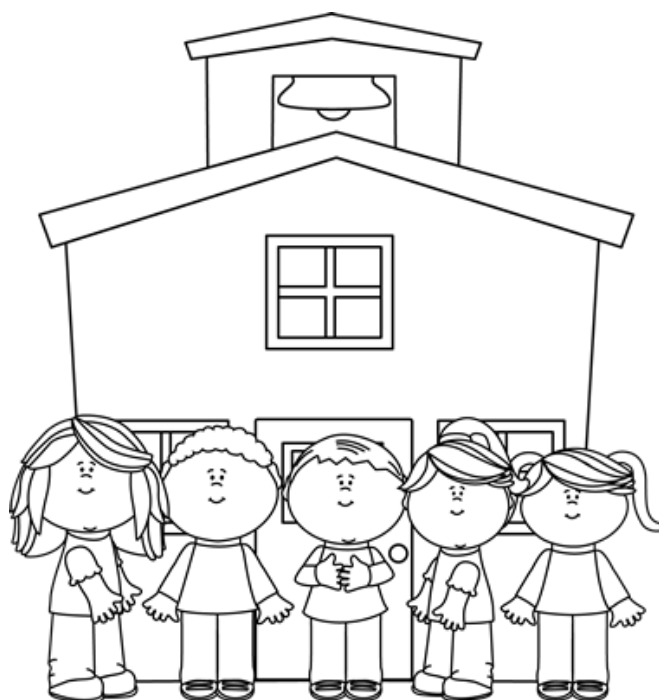
(The school tracksuit may be worn on exceptionally cold days)

Physical Education Kit all learners

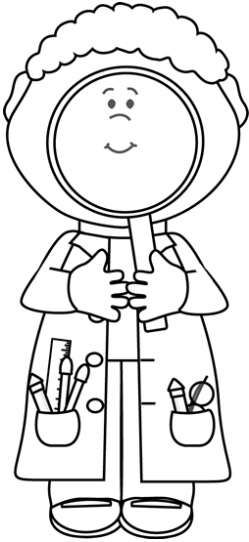
All grades:

- Black sport shorts/
- Black sports shirt
- White/Black ankle socks
- White/black takkies
- Black School tracksuit with school badge
- Black speedo full costume
- Black swimming cap
- Red hat with school badge
- School sports bag

ALL items are to be CLEARLY MARKED with learner's name.



Assessment by Professionals



There are numerous highly qualified, professional therapists who are able to assist learners experiencing difficulties. A recommendation will be made as to the type of intervention required. The school is committed to helping the parents find a suitable professional once a challenge has been identified. Challenges are brought to a parent's attention after careful observation over a reasonable period of time. Parents are expected to respond by taking the recommended action within two weeks. The school is to be kept informed as to what steps are being taken to address the challenges ie assessment reports and progress reports. All documentation submitted to the school will be deemed confidential and be kept in the learner's file. All referrals are done with only the child's best interest in mind. Early intervention and consistent, intensive work on the challenge area are the keys to success.

Extra-Mural Activities

The school will offers a wide range of extra-mural activities. Learners are expected to take part in at least one activity per term. A learner who has signed up for an activity is obliged to attend the practices as detailed, or to provide the coach/teacher with a valid excuse in good time. Once committed, the child is obliged to see the season through. All dates, times and kit details will be advised at the beginning of each term. Each child is to complete a sign-up form during register class. All extra-murals depend on the availability of coaches and sufficient interest from the children. Please encourage your child to participate. Certain activities are offered by external providers, and will carry an extra cost. If this is the case, please make payments directly to the appropriate coach and NOT into the school's account. P.E kit is to be worn to all extra murals, unless a specific kit is required.

Your Financial Commitment

Along with your right to choose how and where your child will be educated, comes your responsibility of honouring the agreement of fees. Our programme can only reach its full potential if we have your agreement and full support. Due to Sandhurst Pre- & Preparatory College® being a fully independent school, we are reliant on the development fees and school fees alone. There is no state funding.

We would ask that you consider a monthly debit order to cover your child's fees, as this will go a long way in ensuring the effective running of the school. Your financial commitment to the school is payable in advance over 12 months. Please be advised that fees must reflect in our account by the 1st day each month. Please remit fees in one of the following ways:

Direct deposit (stop order/ debit order or electronic funds transfer)

Debit/ Credit Card (We offer credit card facilities on site) PLEASE NOTE THAT NO cash is accepted on premises.

If you do need to pay by cash, please go to the bank and deposit it into the school account. In the interests of the safety of all concerned, we have a strict NO CASH ON PREMISES policy.

Fee Structure will be provided every year

The accounts department will contact you should your account fall into arrears. If fees are still not paid after 30 days, your child will be suspended from classes such as Computers, Zulu, Art, Music and Physical Education (i.e. All subjects that attract a larger financial strain on the school's budget). Our purpose is not to embarrass your child. Please make every effort to ensure we do not have to take this action. By the end of the half term or at end of the term, when it is time to issue reports, a letter will be issued in place of the report. Accounts are to be settled or a payment arrangement is to be made before your child's school report will handed over. This is to prevent accounts from falling into further arrears. Fees are transferred out of Debtors into Bad Debts after 60 days, and the account is handed over for collection. All avenues will be explored in an endeavour to recover outstanding school fees. At this point, membership to Sandhurst Pre- & Preparatory College® is retracted, and your child may no longer attend the school. The school may also terminate the enrolment of learners in the event of continual late payment. Offenders of late payment of school fees will receive a telephonic reminder, as well as a written warning. In the event of three written warnings, parents will be notified to seek an alternative institution for their child.

★ Banking Particulars: **Sandhurst Pre- & Preparatory College** ★

Bank: Standard Bank
Branch Number: 004205 – Jan Smuts Avenue branch
Account Number: **001 955 373**

Reference: (Please use your child's NAME & SURNAME as reference when making payments, otherwise there is confusion where surnames are the same).

Development and maintenance fee

The development and maintenance fee is in place to ensure the fast-tracked development of facilities for all learners. It must be paid no later than 30 days after acceptance and thereafter annually in January of each year. **It is non-refundable.**

Notice of Departure

★ At least **ONE TERM'S** written notice must be given before departure; failing which, ONE TERM'S fees must be paid in lieu of notice. A SCHOOL TERM constitutes **4 FULL CALENDAR MONTHS.** ★

If notice is to be given in last term, it is to be given on or before 1st of September of that year. The only case where reduced payment in lieu of serving the full notice period will apply, is if there is an agreement between the management of the school and the parents that it will be in the best interest of the child to be moved at short notice, into an alternative schooling environment. (e.g. remedial education, specialist school education for children with unique learning challenges) or if a child is declared medically unfit to continue attending school by a registered medical doctor.

IMPORTANT THINGS TO REMEMBER

Please bring the following to school when you enroll your child.

- ☺ ★ A signed copy of the **ISASA Parental Contract** indicating the payment option you have selected. Your child may only begin when we are in receipt of this document which must please be signed by both parents/guardians and submitted prior to the child starting. It contains the critical Indemnity clause. ★
- ☺ All supporting documents:
 - ☺ **Auditory and visual screening** consent
 - ☺ **Confidential Questionnaire**
 - ☺ **Emergency Card**
 - ☺ **Annexure B – payment option**
 - ☺ **School Constitution & Information Brochure** signed
 - ☺ **Makro Card Form**
 - ☺ **MySchool Card form**
 - ☺ **Copies of recent school reports**
- ☺ Copies of any assessments – OT/ Speech/ Physiotherapy etc.
- ☺ **Non-refundable enrolment fee – refer to fee schedule**
- ☺ Non-refundable development fee – refer to fee schedule.
- ☺ **First month's/ term's fees to be settled in advance**
- ☺ A copy of your **child's birth certificate/passport/ ID doc.**
- ☺ A copy of your **child's clinic card**
- ☺ A Photostat of the front page of both parent's **identity/passport documents and of any other adult that will regularly collect your child.**
- ☺ A bottle of **sunblock** (30+ factor/waterproof) clearly labelled
- ☺ 5x 2 litre white ice-cream tubs for storing items at school
- ☺ 1 x 250- or 500-piece puzzle + 2 reading book for media center
- ☺ All school clothes/ sports clothes, hats, bags, etc. **clearly labeled**, as they are easily mislaid.



Co-curricular Activities

These lessons are by qualified outside teachers/coaches on a weekly basis during school hours.

Type	Day and time frame	Age band	Teacher/Coach Contact person	Cost
Physical Education	Once a week for all during school	All ages		Included in School Fees
Music	Twice a week for all during school	All ages		Included in School Fees
Computers Tablets/ Laptops Mathletics/ Reading Eggs	Once a week During school time	All ages	Kim Banha + Class Teachers	Included in School Fees

Sandhurst Extra-Mural Activities

These lessons are by qualified outside teachers/coaches on a weekly basis after school. All costs are for your own account

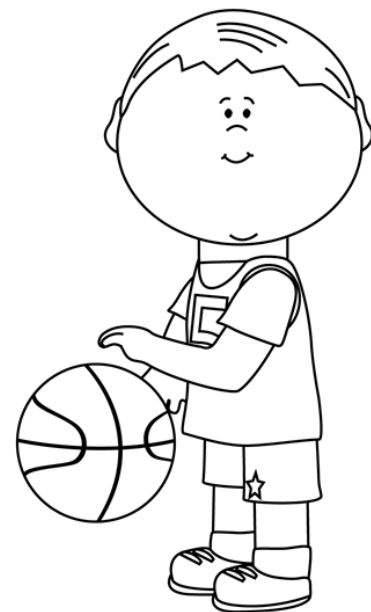
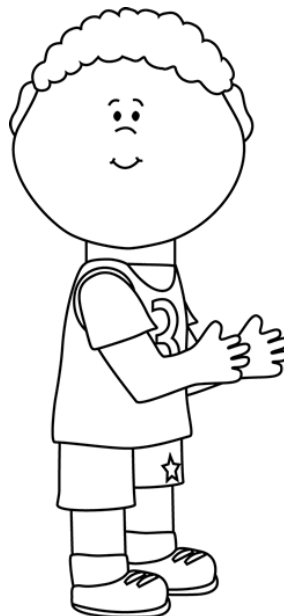
Physical Education/ Soccer/ Tennis/ Swimming/ Netball/ Athletics/ Arts 'n Craft	Monday-Thursday (Fields – after school) 14h00-15h00	All ages	Class teachers and coaches	School covers cost for these coaches
Extra lessons	Monday-Thursday (After school) 14h00-15h00	All ages	Class teacher	No cost
Additional Therapeutic services available if required including remedial therapy/ play therapy/ parenting courses				
S.I. Occupational Therapy offered on site For parent's own account		Remedial Therapy offered on site For parent's own account		Speech Therapy offered on site For parent's own account

LUNCH- a full cooked meal offer to aftercare learners at additional cost
Daily from 13:00 – 13:30

Waiting class daily from 13:00 – 13:30 - For those not attending lunch

Homework class Monday – Thursday 13:30 – 14:00

School-based sport and cultural activities + additional extra murals 14:00 – 15:00



Important Dates to remember for 2017

Term	School term dates	School and Public Holidays
1st Term	18 January - 12 April	Human Rights Day–21 March, Good Friday-14 April Family Day-17 April
Half Term Holiday	11h00 on Thursday, 23 February Return 07h00 on Tuesday, 28 February	

Holiday	11h00 on 12 April to Tuesday 3 May	
	Freedom Day- Thursday, 27 April Worker’s Day- Monday, 01 May	

2 nd Term	03 May- 04 August	Youth Day - 16 June
Half Term Holiday	11h00 on Friday, 23 June Return 07h00 on Monday, 03 July	

Holiday	11h00 on 04 August to Tuesday 05 September	
	Women’s Day- Wednesday, 09 August	

3 rd Term	05 September – 06 December	Heritage Day – 24 September Public Holiday- 25 September
Half Term Holiday	12h00 on Thursday, 19 October Return 07h00 on Tuesday, 24 October	

Please Note: Holiday care is offered during half-term and holidays except for the December holidays. Fees for aftercare services cannot be cancelled for December.

Term	School term dates	School and Public Holidays
Holiday	11h00 on 08 December 2017 – 11 January 2018	
1st Term	Wednesday, 17 January 2018	School re-opens at 07h00 Teachers on duty

Staff development days:

09th & 10th January 2017, 17th January 2017, Monday, 02nd May 2017, Monday 04th September 2017, Friday, 08th December 2017 after children leave at 11h00.

School Staff end-of-year function: Friday, 08th December 2017 at 12h30.

Waste materials

Please help collect Egg shells
Yoghurt cups
Cotton reels
Buttons
Used computer paper
Magazines
Newspapers
Matchboxes
Shoe boxes
Cigarette boxes
Insides of Toilet Rolls
Insides of Roller towels
Used gift wrap
Apple trays/boxes
Mesh vegetable bags
Tennis ball tins/Pringle tins
Old tennis balls
Margarine tubs
Material scraps
Wool scraps
Corks
Ice cream sticks
Polystyrene trays
Purity bottles
Wood chips/sawdust
Wood shavings/off cuts
X-ray plates



Old high-heeled shoes
Corrugated cardboard
Shredded paper
Polystyrene packing chips
Christmas/Birthday Cards
Shawls, Hats, Bags
Costume jewellery
Army clothes

Egg boxes
Grape/Strawberry punnets
Paper plates
Plastic Bags
Glitter
Filly, lacy clothes
Army boots
Old books/ magazines etc.

And lots of paper of any description.

PAPER PLEASE PAPER PLEASE

These are all put to good use and would be greatly appreciated. There is a bin in the office where all waste materials can be deposited. Cardboard boxes and glass containers for recycling can be placed in the relevant containers in the driveway zone

Birthday celebration at school

Parents are asked to only supply CUP CAKES only for their child's group on their birthday.

Please consider donating a book/ puzzle to the Media Centre on the day



Sandhurst Pre- & Preparatory College Weekly Menu

Mon.	Tues.	Wed	Thurs.	Fri.
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Breakfast 7h00 – 7h20

Weet-bix / Rice crispies or Corn Flakes/Porridge and Full cream milk

Snack Time 9h00 – 9h15

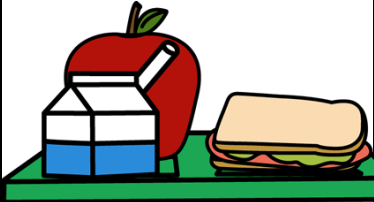
Choice of brown bread sandwiches with various spreads
Peanut butter, marmite or jam
Selection of seasonal Fruit
Fresh water (in summer)/ rooibos tea (in winter)

Lunch
Only for children registered for one of three aftercare options
13h00 – 13h30

Week 1

Chicken stew Rice Mixed vegetables Water/ Tea	Macaroni Mince and vegetables Ice cream/ Jelly Water/ Tea	Fish fingers Mashed potatoes and Pumpkin Cucumber/Carrots Water/ Tea	Red Spaghetti Chicken, beans and Vegetables Ice cream/ Jelly Water/ Tea	Hot Dogs/ Chicken Viennas/ Crisps Salad Water/ Tea
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Week 2

Macaroni Mince and vegetables Ice cream/ Jelly Water/ Tea	Chicken stew Rice Mixed vegetables Ice cream/ Jelly Water/ Tea	Fish fingers Mashed potatoes and Pumpkin Cucumber/Carrots Water/ Tea	Spaghetti Bolognaise, Vegetables, carrots or tomato Ice cream/ Jelly Water/ Tea	Hot Dogs/ Chicken Viennas/ Crisps Salad Water/ Tea 
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Afternoon snack –15h30 – 15h45
Only for full day children

Selection of seasonal Fruits and biscuit/Popcorn/Sandwiches
Fresh water/ Rooibos tea

Please feel free to talk to us regarding special dietary requirements. We will try to address these requests where possible.



History of the Cunningham Tartan

This is the tartan we use for school uniform

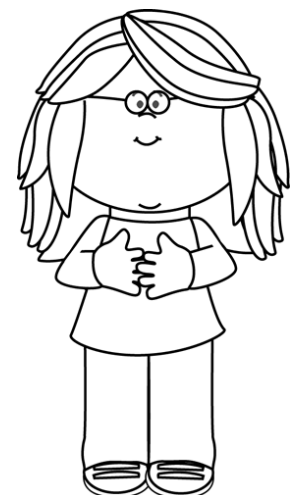
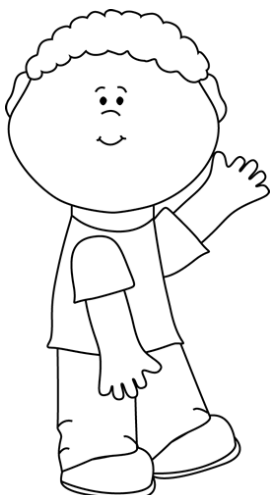


There are a variety of colorful stories relating to the Cunningham's motto and coat of arms. The best known story has a connection with the historical Macbeth. After killing Duncan (1st Historical King of Scotland), Macbeth sent his men to kill Duncan's son, Malcolm Canmore. While being chased by Macbeth's men, prince Canmore took refuge in the barn of a lowland farmer, Malcolm, son of Friskin. Understanding the danger the prince was in, the son of Friskin told Malcolm Canmore to hide under some straw in the barn. The farmer received help covering the prince and called out to his companion, "Over, fork over," as they worked to heap layers of straw over the prince. Another version says the prince ordered the son of Friskin to quickly put straw over him, telling the farmer to "Over, fork over!" When Macbeth's men approached the barn a few moments later, they asked if the farmer had seen the prince. Malcolm, son of Friskin replied he had not, saving the prince's life. (King Malcolm III, left) When Macbeth was later defeated in battle and killed seventeen years later by Malcolm Canmore, he came to the throne as Malcolm III. He did not forget the son of Friskin's heroic deed and awarded the farmer the Thanedom of Cunninghame, arms, and motto. The motto, "Over fork Over," recalled the event that saved the king's life. Sir George Mackenzie however relates in his opinion that, although the story about saving Malcolm III's life is charming, the "charge" is actually a reference to the office of Master of the King's Stables.

Another explanation is that the Cunningham "charge" and motto are a reference to a family friendship. The Cunninghams were great allies of the Comyns, whose shield bore sheaves of corn. The Comyn's and the Bruce's were bitter enemies. When the Comyn dynasty was overthrown by the Bruces, the Cunninghams sided with the Bruces, but adopted the shake-fork as an ingenious reference to their former allies. The shakefork was used to fork over sheaves of corn (Comyn shield and charge, at right). Ardrossan Academy in Ayrshire holds that the Cunninghams got their motto and coat of arms fighting for Robert the Bruce. The English held a powerful castle called Linlithgow. It was too powerful for a frontal assault, so the Scots had to figure out a way to penetrate the castle's defenses. Using guile and possibly borrowing a page from Homer's story of the Trojan Horse, the Cunninghams concealed themselves in carts under bales of hay and surprised the English guards at the castle's gate. Jumping out from under the hay, the Cunninghams "fell upon them with their forks, tossing the English into the air like hay and shouting their cry 'Over, fork, over!'" They secured the gate and let the rest of Bruce's force enter and take control of the castle.

Sourced -From: http://www.clancunningham.us/index.jsp?nav_id=21

*Some records indicate that the Hemphills are from a place called "Hemp's Hill", in Ayrshire, Scotland. Since they grew Hemp, they came to be known as "Hemp-Hillers" and later, Hemphills.
Some records also indicate that the Hemphill name first appeared in Fenwick, Scotland in the 1500s.*





SANDHURST PRE- & PREPARATORY COLLEGE

(Incorporating Stepping Stones Pre-Primary School)

PTY LTD 2016/188834/07

Where tomorrow's leaders are nurtured and educated

Tel: (011)784 0452/3/4

Email: head@sandhurstprep.co.za

Tel: (011)883 0475

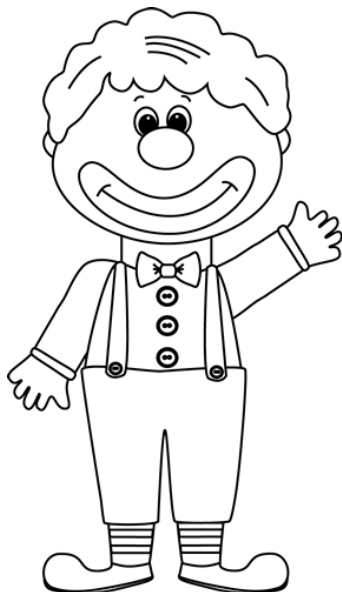
Web: www.stepping.co.za

Fax: 086 684 1320

Web: www.sandhurstprep.co.za

Shows, Screenings, Events and outings for 2017

	Date	Show/Outing	Presenter/Group involved
1 st Term	Thursday, 2 nd February	PTA – AGM & Class cocktails	18h00 – Enjoy some cocktails and learn about year ahead – Regret no children as drinks are served
	Saturday, 1 st February	PTA and Class Parent's Tea	Morning Tea for PTA and Class parent's
	Friday, 3 rd March	Inter-house Summer Sports 13h30-15h30	Grade R- Grade 4
	Saturday, 04 th March	PTA – Beetle Derby & Mystery Box Design Challenge	PTA – Fundraising Day
	8 th & 9 th March	Visual & Auditory Screening	Grade R- Grade 4
	10 th March	Night of Stars - Concert	Grade R- Grade 4
	Friday, 7 th April	Show: Drumming	Live Workshop – Drum Connection
	10 th & 11 th April	Parental Interview - 14h00 –17h30	20 min Parental Interviews - Regret no Children
2 nd Term	Date	Show/Outing	Presenter/Group involved
	Friday, 2 nd June	Special People's Tea – 11h30	Grade 1 – Grade 4
	Friday, 9 th June	Inter-house Winter Sports 13h30-15h30	Grade R- Grade 4
	Friday, 14 th July	Outing: The World of Pets Expo	Grade 1- Grade 4 - Busses depart promptly at 08h30
	Saturday, 15 th July	PTA – School Sports Day & Silly Olympics with family Braai	PLEASE NOTE: Alternative date – 22 nd July 2017 (if we are rained out on)
31 st July & 1 st August	Parental Interview - 14h00 –17h30	10 min Parental Interviews 14h00 – 17h00	
3 rd Term	Date	Show/Outing	Presenter/Group involved
	11 th , 12 th , 14 th & 20 th September	School Photograph sessions	Individual and Sibling Photo's
	Friday, 23 rd September	Heritage dress-up Day	Dress in cultural clothing
	Friday, 13 th October	Show: Hooked on Books	Live, Interactive Show
	Saturday, 14 th October	PTA Amazing Race, Family Picnic & Orientation Day	PTA – Fundraising Day
	Friday, 27 th October	Inter-house Spring Sports 13h30-15h30	Grade R- Grade 4
	Saturday, 28 th October	Summer Gala	Grade 00 - Grade 4
	6 th – 10 th November	All extra mural demonstrations – See website for details	Activity Room/ Sports field
	15 th November	Grade R-Grade 4 Market Day	Activity Room
	Saturday 25 th November	Night of the Stars – Concert	Grade R- Grade 4
Friday, 1 st December	Visit classes for 2018	Activity Room	





Tel: (011)784 0452/3/4

Email: head@sandhurstprep.co.za

Tel: (011)883 0475

Web: www.stepping.co.za

Fax: 086 684 1320

Web: www.sandhurstprep.co.za

LETTER ACCEPTING TERMS AND CONDITIONS

I, _____ **mother**/guardian of _____
Full Name Child/ren's full name/s

Child/ren's full name/s

Signature: _____ Date: _____ &

I, _____ **father**/guardian of _____
Full Name Child/ren's full name/s

Child/ren's full name/s

have read and accept the terms and conditions laid out in the **Sandhurst Pre- & Preparatory College** (Pty) Ltd 2013/202382/07 School Constitution and information brochure and its implications for our child/ren

Signature: _____ Date: _____

Witness: _____ Date: _____

We have read and **accept** the terms and conditions laid out in the **Sandhurst Pre- & Preparatory College** PTY LTD 2016/188834/07 School Constitution and Information Brochure for our child/ren

We furthermore confirm that we have provided the following supporting documents: Please Tick ✓

*Child's Birth Certificate/ Passport *Child's Clinic card/ Immunization card

*Both parents ID documents/ Passports *Copies of recent reports/assessments

*Signed copies of all application documents *Proof of payment – enrolment fees

We understand and accept that we are obligated to provide 4 months written notice prior to withdrawing our child/ren from the school or we are obligated to settle 4 months fees in lieu of serving notice.

Mother's initials

Father's Initials