



EST. 1903

TAMBOERSKLOOF PRIMARY SCHOOL PROSPECTUS

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TAMBOERSKLOOF PRIMARY SCHOOL

1. VISION

Our vision is to see motivated and committed staff, parents and learners striving for excellence in all aspects of school life; and to create a happy and united school that serves its community.

2. MISSION STATEMENT

We will endeavour to provide a stimulating, well-ordered, happy and caring environment within which all learners can realise their full potential socially, culturally, physically, intellectually, emotionally and spiritually.

We also aim to:

- Prepare our students to be upstanding members of society by enlarging their knowledge-base and skill-set.
- Provide a balanced and up-to-date school programme in which learners are taught in a stimulating and caring environment.
- Provide a neat, tidy and well-resourced school facility which aids all school activities.
- Create a school environment in which all students are treated equally, despite their cultural, religious or social background.
- Foster social awareness and encourage our students to give back to the community.
- Teach learners to make responsible choices.
- Encourage mutual respect, truthfulness, loyalty, honour, sincerity and consideration for others.

3.WELCOME

Dear Parents / Guardians

We extend a warm welcome to you and your child and we hope that your child's stay with us will be a happy, stimulating and most rewarding experience.

We assure you that at Tamboerskloof Primary School, your child will receive the best care and education from a team of passionate and highly qualified staff. Every effort will be made to help your child reach their full potential.

We encourage you to involve yourself in your child's education. Monitor their progress and behaviour and liaise with their class teacher together.

This booklet contains general information regarding our school, including our policies and code of conduct. Please familiarise yourself with this information, and where necessary, make your child aware too.

Contact information:

- School Office Tel: 021 423 6338
- School Bursar Tel: 021 423 6339
- School Office E-mail: tamboerskloofschooll@gmail.com
- School Bursar E-mail: bursartkps@gmail.com
- Principal E-mail: principalattkps@gmail.com

We thank you for the vote of confidence shown by enrolling your child at Tamboerskloof Primary School. We look forward to all the happy memories.

Warm Regards,

The Principal and Staff

4. CODE OF CONDUCT

We will endeavour to create a nurturing environment in which learners feel loved and respected so that true learning can take place. In return, our learners must respect themselves, their peers, their teachers, the school staff, parents and the school property.

‘Discipline and Good Manners must become a way of life’

RULE	LEARNER	PARENT	TEACHER
Follow and obey school and class rules at all times.	Know, follow and obey school and class rules at all times.	Ensure that your children follow and obey the school and class rules at all times.	Teachers must revise rules at the start of the year and ensure adherence daily.
Learners must arrive at school on time.	Learners must encourage parents to get them to school on time.	Ensure that your children are on time for school and fetched promptly in the afternoons. If late, provide reasons.	Teachers must insist on punctuality and set a good example.
Learners must show respect for teachers, staff and their peers.	Show mutual respect for self, adults and peers.	Teach mutual respect for self, staff, other adults and peers.	Model respect for self, parents and learners and remind learners to practise this.
All homework must be done on time and signed daily by a parent. Assessment tasks must be submitted by the due date.	Make sure that homework is done and all tasks are completed and handed in on time.	Assist your child in maintaining deadlines. Ensure that homework and other tasks are completed on time.	Re-enforce this rule and institute suitable consequences. Gr. 4 – 7 learners: 5% of total mark will be deducted per day for late submission of work.
No back chatting and or rudeness.	Do not back-chat or be rude to anyone. Show respect toward staff, other adults and learners.	Encourage children not to back-chat. Insist that this behaviour happen at home too.	Institute suitable consequences. Report to parents – request written feedback from parents as to means of handling behaviour change.
Dangerous games, hard balls or interfering with others’ games is forbidden.	Do not play dangerous games, use hard balls or interfere with others’ games.	Ensure that children do not bring illegal items to school; teach acceptable behaviour.	Monitor the learners on the playground and institute suitable consequence for if necessary.
School building and classrooms are off limits before and after school, and during breaks without supervision.	Do not enter the building, classrooms before and after school, and during breaks without supervision.	Remind your children of where they are allowed to be when at school.	Remind learners of where they are allowed to be.
Littering is not allowed. Keep school grounds neat and clean.	Do not litter or vandalise school property.	Remind children to be environmentally conscious and set a good example.	School must ensure that there are enough bins. Teachers must do spot checks to see that their learners clean their appointed areas.

RULE	LEARNER	PARENT	TEACHER
Correct uniform must be worn. Uniform must be neat, clean and worn with pride.	Ensure that you have the correct uniform. If you do not, insist that a note be sent to school.	Ensure that your child's uniform is correct and neat. Provide note if your child needs to wear the incorrect uniform. Replace lost and outgrown items and repair broken items promptly.	Check uniform regularly. Insist that learners are neat and institute appropriate consequences if necessary.
Civvies day must be paid for and appropriate clothing must be worn.	Ensure that civvies day is paid for. No revealing or unsuitable clothing to be worn.	Ensure that children come to school dressed appropriately with fee.	Check clothing and institute consequences if necessary.
<u>Boys:</u> hair must not touch collar or go over ears. Fringe above eyebrows. No <i>fancy</i> styles. <u>Girls:</u> tie up shoulder-length hair (navy blue or white accessories). Concessions will be made for religious reasons per parent request.	Ask parents for a haircut when necessary.	Ensure that your child's hair adheres to school regulation.	Check hair regularly. Institute appropriate punishment if necessary.
Hair may not be dyed, gelled, colour rinsed or have fashion products used on it.	Do not dye, gell or colour-rinse your hair.	Ensure that children come to school with neat hair, as per school regulation.	Remind learners of correct hair accessories and length of hair/fringes.
Gadgets and toys must not be brought to school.	Leave toys at home.	See that children do not bring toys/gadgets to school.	Remind learners about this rule and confiscate.
Address adult visitors with respect.	Learners must greet adult visitors properly at all times.	Encourage children to show respect to elders.	Re-enforce school rule.
Learners may not wait or play outside the school, or at any of the school gates.	Do not play or wait outside or near the school gates.	Do not ask children to wait for you outside the school property or near the gates. Children must wait on the playground.	Remind learners of this rule. Institute appropriate consequences if necessary.
Possession of weapons or dangerous objects is forbidden.	Do not bring weapons or dangerous objects to school.	Do not allow children to bring weapons or dangerous objects to school.	Inform management, police and parent, depending on incident. Remove item if safe to do so.
Learners' must use appropriate language at school.	Do not use bad language.	Encourage and model appropriate language use.	Institute consequences for inappropriate language.
Cell phones, tablets, smart watches and other electronic communication devices may not be brought to school.	Do not bring cell phones and/or other electronic communication devices to school.	Do not allow children to bring cell phones or other electronic communication devices to school.	Confiscate cell phones and other devices brought to school until the end of the term (first offence) or the end of the year (repeated offence).
Display correct and safe behaviour when making use of a vehicle.	Display correct and safe behaviour when making use of a vehicle.	Teach and remind children of safe and correct behaviour in a vehicle.	Remind learners about correct behaviour in a vehicle. Inform parents of inappropriate behaviour.
No chewing gum may be brought to school.	Do not bring chewing gum to school.	Do not allow children to bring chewing gum to school.	Re-enforce this rule. Institute consequences.

RULE	LEARNER	PARENT	TEACHER
Learners may not leave the school premises for any reason without the permission of a senior staff member (Principal or Departmental Head) after they have arrived at school in the morning.	Remain on school premises at all times unless given permission to leave.	Teach and regularly remind children of rules to ensure own safety.	Report offenders to SMT and parents.
If parents wish to speak to a teacher or the Principal, please make an appointment to do so. Do not interrupt teachers during teaching time.	Hand notes from parents to teacher.	Write a note or phone school to request appointment.	Arrange appointment time and notify parent.
Inform school of any medical conditions, change in household circumstances, or absenteeism of child.	Hand note to teachers.	Write note or phone to inform the school. Instruct child to hand note to the teachers.	Be informed and check on continued absenteeism. Inform management of conditions, absenteeism and changed circumstances.
Corridors: <ul style="list-style-type: none"> • Move quietly, in single file and in alphabetical order • Always keep to the left • Pack bags neatly and make sure they are closed • No running, eating or drinking • Eating and drinking permitting when learners are following 'rainy-day' procedure 	Use corridors appropriately.	Assist child in understanding these rules.	Re-inforce these rules and institute appropriate consequence if broken.
Hall is out of bounds unless supervised. For Assembly: <ul style="list-style-type: none"> • Lead in quietly and quickly • Sit quietly and behave appropriately • Respond appropriately (e.g. clapping) • No clapping after devotions • No booing 	Follow these rules when attending assembly.	Assist child in understanding these rules.	Re-inforce these rules and institute appropriate consequence when necessary.
Playground: <ul style="list-style-type: none"> • Do not litter • No dangerous or inappropriate games • Pool area out of bounds unless supervised by staff member • Only use balls on the top field and in designated areas • No soccer balls or soccer games allowed during the summer terms • No soccer may be played on the tarmac areas • No hard balls allowed 	Use playground correctly.	Assist child in understanding these rules.	Re-inforce these rules and institute appropriate consequence when necessary.
Cloakrooms: <ul style="list-style-type: none"> • Keep cloakrooms neat and tidy • Use toilets correctly and flush after use • Girls to use sanitary bins • Respect privacy of others • No games or eating in cloakrooms • No loitering or sitting in the toilet / cloakroom areas during breaks or class time 	Use cloakrooms correctly.	Assist child in understanding these rules.	Re-inforce these rules and institute appropriate consequence when necessary.

RULE	LEARNER	PARENT	TEACHER
School Property: <ul style="list-style-type: none"> • Respect trees, plants and animals • No climbing on walls, embankments, fences, stands, benches and railings • Be security conscious • No stealing • No vandalising • Treat school property with care and respect 	Respect the school property.	Assist child in understanding these rules.	Re-inforce these rules and institute appropriate consequence when necessary.

5. DISCIPLINE

Discipline is integral to the successful running of our school. We expect learners to conduct themselves in a manner that allows for optimal learning and encourages comradery and mutual respect. We encourage families to set appropriate behavioural boundaries at home which can be reinforced at school.

All learners attending Tamboerskloof Primary School (TKPS) are subject to the TKPS Code of Conduct.

The school does need some way of enforcing discipline and curbing behaviour that is destructive and unruly. Various strategies have been implemented and we require your support and cooperation in this regard.

Misdemeanours

Misdemeanours may result in a demerit, suspension of civvies day, break detention and/or loss of other privileges as decided by the school.

Misdemeanours include, but are not limited to: forgetting intra-mural or sport clothes, forgetting physical education clothing, wearing the incorrect uniform, not making payment for civvies day, talking in class, inappropriate hair styles, not adhering to any of the rules pertaining to walking in the corridors, attending the cloakroom and attending assembly.

Repeat Offenses

Repeat offences will result in a letter of concern being sent home for parental intervention. We ask that you address the matter with your child and help them understand why this kind of behaviour is unacceptable.

If a letter of concern has been sent home and a learner still persists in such behaviour, a Thursday Detention will be issued; this is a serious matter and

forms part of your child's school record. The school may decide on other or additional punishment.

Serious and/or Ongoing Offenses

Will result in teacher, parent and Principal intervention. In more serious cases, the learner may be required to attend a Disciplinary Hearing and appear before the TKPS Governing Body. This may result in a suspension and/or a recommendation for expulsion to the Western Cape Education Department.

All disciplinary action is recorded and kept on file.

Assistance and Support

In certain instances, the school may call on professional assistance by Private or Departmental support officials and institutions.

6. SCHOOL TIMES

Grade	Day	Time
R, 1 and 2	Monday to Thursday	7:55am – 13:15pm
	Friday	7:55am – 12:20pm
3	Monday	7:55am – 15:35pm
	Tuesday and Thursday	7:55am – 14:40pm
	Wednesday	7:55am – 13:15pm
	Friday	7:55am – 12:20pm
4 – 7	Monday	7:55am – 15:35pm
	Tuesday to Thursday	7:55am – 14:40pm
	Friday	7:55am – 12:20pm

7. SCHOOL TERMS

The school terms for 2018 are as follows:

Term	Start Date	End Date
One	15 January	28 March
Two	10 April	22 June
Three	17 July	28 September
Four	9 October	12 December (learners) 14 December (teachers)

8. DEPARTMENTS

TKPS is divided into three departments:

Foundation Phase: Grade R – Grade 3

Intermediate Phase: Grade 4 – Grade 6

Senior Phase: Grade 7

Foundation Phase Departmental Head: Ms P. de Bever

Intersen Phase Departmental Head: Mrs T. Rabe

9. CURRICULUM

Learning and teaching at TKPS is aligned to meet the requirements of the Curriculum and Assessments Policy Statement (CAPS). Our academic approach is holistic and we strive to provide learners with a well-balanced school programme that includes involvement in sport, the arts, and free play. Our teachers are specialised and dedicated to helping each child reach his/her full potential. The academic experience is further supported by:

- Highly motivated teachers
- Smaller classes
- Stimulating assessment tasks
- A computer lab
- A well-resourced library
- Top ten recognition in each grade
- Regular and meaningful feedback to learners and parents

Foundation Phase

This department caters for learners from Grade R to 3. There are eight foundation phase teachers, two per grade. The curriculum for Grades R – 3 consists of English Home Language, Mathematics, Life Skills (including art, music and drama), with the addition of Afrikaans Additional Language for Grades 1 – 3. Reports are issued at the end of every term and parent-teacher meetings are held in the first three terms.

Class teachers are assisted by specialist teachers in music, drama, art, computer literacy and physical education.

Intermediate Phase

This department caters for learners from Grades 4 – 6. There are six

Intermediate Phase Teachers, two per grade, and the curriculum consists of Home Language (English) and First Additional Language (Afrikaans), Mathematics, Natural Sciences and Technology, Life **Orientation** (personal well-being, performing and visual art and physical education) and Social Sciences (History and Geography). Reports are issued at the end of every term and parent-teacher meetings are held in the first three terms.

Class teachers are assisted by specialist teachers in music, drama, art, computer literacy and physical education.

Senior Phase

This department caters for learners in Grade 7. There are two Senior Phase teachers and the curriculum consists of English Home Language and Afrikaans First Additional Language, Mathematics, Natural Sciences, Technology, Life **Skills** (Personal Well-Being, Performing- and Visual-Art and Physical Education), Social Sciences (History and Geography) and Economic and Management Science. Reports are issued at the end of every term and parent-teacher meetings are held in the first three terms.

10. SPORTS AND INTRAMURAL ACTIVITIES

TKPS offers a range of sports and other activities for learners in Grades 3 – 7. We refer to all of these activities as intramurals as they take place during the official school day on a Monday from 14:35pm to 15:35pm. Learners are required to participate in one summer activity and one winter activity. Sign-up for these activities takes place during a special assembly at the beginning of term one.

Sports

- Swimming
- Athletics
- Cricket
- Mini cricket
- Soccer
- Mini soccer
- Netball
- Mini netball
- Cross country

Clubs and Societies

- Ball skills. Grades R – 2
- Table tennis
- Mini tennis
- Computer club
- Environmental club
- Book appreciation
- Needlecraft
- Chess
- Indigenous games. Grade R
- Joy club

Once a learner has selected an activity, they must see it through to the end of the year.

11. EXTRAMURAL ACTIVITIES

If you wish to enrol your child in a private extramural activity, please contact the external facilitator directly. Please note that these activities are paid for separately and the school only provides the venue; all communication must be made directly to the facilitator. Contact information can be found at the school office or on the school website.

- Piano lessons
- Music Theory
- Art
- Ballet
- Karate
- Catrobatkidz
- Joy Club

12. CIRCULARS, NEWSLETTERS AND THE D6 COMMUNICATOR

Circulars and Newsletter are sent out regularly to keep parents informed. Please download the TKPS D6 Communicator to your laptop, smartphone or computer to stay informed of school meetings, events and other important information.

To download visit www.school-communicator.com

Please ensure that all reply-slips are signed and returned to the school. Do not fax/email these reply-slips or other statistical forms – these must be returned in person or sent with your child.

13. EXCURSIONS

At TKPS we believe in a holistic approach to education. To this end, teacher's arrange various excursions through-out the year. These include: Two Oceans Aquarium; Planetarium, Iziko Museums, Kloof Street Library, Parmalat, Soetwater Enviro Centre, Wortelgat Educational Centre and School in the Wild, to name a few.

14. UNIFORM

It is important that learners at TKPS take pride in their appearance, including their school uniform. Learners wearing school uniform after-hours are required to do so in a way that reflects positively on TKPS. Regular uniform checks are conducted during the term.

The regulation school uniform items are available from the School Clothing Depot, while generic items may be found at Woolworths and Ackermans.

Clothing Depot Opening Times

Tuesday: 7am to 8am

Thursday: 16:00pm to 17:00pm

Girls – Summer School Uniform

Regulation checked light blue dress, short white socks, conservative plain black shoes, regulation navy blue fleece top.

Girls – Winter School Uniform

Regulation unisex long-sleeve golf shirt, regulation navy blue cargo pants, regulation navy blue fleece top, conservative plain black shoes (white socks if open shoes).

Boys – Summer School Uniform:

Regulation short-sleeved white shirt with orthodox collar and buttons, regulation grey shorts, long grey socks, conservative plain black lace-up shoes, regulation navy blue fleece top.

Boys – Winter School Uniform:

Regulation unisex long-sleeve golf shirt, regulation navy blue cargo pants, regulation blue fleece top, grey socks, conservative plain black lace-up shoes.

Girls – Sport Uniform

Physical Education: Regulation short-sleeved navy-blue shirt; navy blue shorts.

Swimming: Plain navy racing (Speedo type) full-piece costume; light blue cap.

Netball: Regulation netball shirt and skort; white socks; sneakers.

Table Tennis: White shorts; white t-shirt; white ankle socks; sneakers.

Hair: Navy or white hair accessories.

Boys – Sport Uniform

Physical Education: Regulation short-sleeved navy-blue shirt; navy blue shorts.

Swimming: Plain navy speedo-type costume.

Cricket: Regulation white cotton cricket short, white shorts; school sports socks, sneakers, regulation cricket cap.

Table Tennis: White t-shirt, white shorts, short white socks, sneakers.

Soccer: Regulation soccer shirt and shorts; regulation sports socks; soccer boots.

Incorrect uniform will be met with appropriate punishment. This includes hoodies, beanies, accessories and/or shoes.

15. SCHOOL GOVERNING BODY

The primary duty of the School Governing Body is to take decisions that safeguard the future prospects of Tamboerskloof Primary School. TKPS has an active Governing Body with the following sub-committees: Finance, Building & Maintenance, Disciplinary, Staff Interviews, Health and Safety, HIV/Aids, Uniform, Fundraising, Policies Formulation, Procurement and Disposal, and Whole School Evaluation.

16. SOCIAL RESPONSIBILITY

At TKPS we believe in being socially responsive and giving back to our community. We also support organisations who aid those who are less

fortunate, such as The Santa Shoe Box, Friends of Valkenberg and The Society for the Deaf.

17. AFTERCARE

The TKPS Aftercare Centre caters for learners attending TKPS from Grades R - 7. The programme involves supervised homework sessions, free time and juice/snack time.

If you would like to enroll your child in aftercare, please obtain an application form from the school office or the Aftercare Facilitator.

Fees

Fees are paid in advance and are due by the seventh of each month. Aftercare fees may be added to your school fees. To facilitate regular and timeous payment, we request that you please complete a debit order form (available on the website or from the school office).

Full Day

Grades R – 2: R570 per month x 10 months (R5700 per annum)
Grades 3 – 7: R450 per month x 10 months (R4500 per annum)

Half Day

Grade R – 2: R250 x 10 months = R2500.00 per annum.

Casual Day Rate

All Grades: R50 per day

Collection of Learners

Aftercare closes promptly at 17:30pm. Beyond this, parents will be given a 10min grace period to collect their children, after which a spot fine of R50 will be charged. If your child has not been collected by 18:00pm, a further R75 will be billed; after 18:30pm R100 per half hour or part thereof will be charged. By law, if your child has not been collected by 18:30pm, the school is required to drop your child at the nearest police station. Further to this, R5 will be charged for every call made to contact the parent after 17:40pm. Parents who are continually late may be asked to remove their child from aftercare.

Additionally

- The Aftercare Centre is not open during school and public holidays.
- The Aftercare Centre does not provide lunch; please pack sufficient and nutritious food for your child.
- Please do not send your child to aftercare if he/she is ill.
- Even though every precaution is taken to prevent injury, the Aftercare Centre and TKPS are not liable for any of these injuries.
- If your child requires medication, please inform the Aftercare Facilitator and specify how and when the medication must be taken – medication forms are available from the Aftercare Facilitator.
- If you are going to be late or someone other than those authorised will be collecting your child, please inform the Aftercare Facilitator.

Contact Information

Aftercare Facilitator:	Kim Whatley
Contact number before 13:00pm:	021 423 6338
Contact number after 13:00pm:	021 423 6338 (Option 4)
Additional number:	072 463 305

18. 'RAINY-DAY' PROCEDURE

If it rains during the school day, learners are expected to use the following venues:

Before school: Grade Rs in classrooms
Grade 1- 2 in passages outside own classroom
Grade 3 - 7 in hall, Grade 7s on duty
Grade 3 & 4 line up near the stage
Grade 4 & 5 line up near the back doors
Grade 6 & 7 line up in the foyer
Learners are not permitted to use the stage at all

During Break: Grade Rs in classrooms
Foundation Phase in passage with Grade 7 monitors
Grade 3 – 6 in classrooms with monitors

If it starts to rain during break, the 'before school' procedure applies.

19. ADDITIONAL IMPORTANT INFORMATION

Please note the following:

- All visitors, including parents, must report to the school office when visiting the school. No parents are allowed to visit teachers or learners in the classrooms or wonder around the school premises without permission.
- The teachers are not available to receive any telephone calls during the official school day. Please leave a message with the secretary.
- All meetings (Principal and teacher) are by appointment only. Teacher appointments may be made directly with the teacher. Appointments with the principal must be arranged telephonically with the secretary. Under no circumstances may a parent conduct a meeting with an teacher during teaching time.
- Medical and dental appointments should not be made during school hours. However, if unavoidable, please send a note to the school in good time.
- Please notify the school immediately of any changes to your address or contact details, both home and work, so that these details may be amended on the school's database.
- Please ensure that your child arrives at school on time; the morning bell rings at 7:55am. Late-coming will be met with appropriate punishment.
- Please ensure that your child's stationary and clothing items are clearly labelled; the school will not take responsibility for lost items.

20. FEE CONTRIBUTIONS

Please note the following:

School Fees 2018

Grade R:	R1580.00 per month x 11 months (R17380.00 per annum)
Grades 1 – 7:	R1260.00 per month x 11 months (R13860.00 per annum)

A discount of 10% applies if fees are paid in full by 31 December of the preceding year; while a discount of 5% will apply if fees are paid in full by the end of February of the relevant year.

Aftercare Fees

Full Day

Grades R – 2: R570 per month x 10 months (R5700 per annum)

Grades 3 – 7: R450 per month x 10 months (R4500 per annum)

Half Day

Grade R – 2: R250 x 10 months = R2500.00 per annum.

Casual Day Rate

All Grades: R50 per day

Please Note

- All fees are payable in advance and no later than the 7th of each month.
- The fee is fixed and payable regardless of public or school holidays.
- Aftercare fees may be included with school fees.
- In order to facilitate regular payment, please complete a debit order form (available from school office or website). Complete this and return to school office.
- Please send proof of payment to the office for any EFT payments made.
- If problems arise please discuss with Aftercare Coordinator as soon as possible.

Banking Details

Tamboerskloof Primary School
Standard Bank, Sea Point Branch
Account Number: 071568352
Branch Code: 024109
Current Account