



# Information Booklet 2020



## School Uniform (Grade 1 – 7)

School Item	Description	Available from
St Francis College tracksuit	Navy with logo	School office
St Francis College golf shirt	Sand with logo	School office
Shorts (Boys)	Navy	School office
Skorts (Girls)	Navy	School office
Socks	White	School office
Takkies	White or navy or white & navy	Store
Sports cap	Navy with school logo	School office
<b>Sports kit</b>		
Hockey and soccer socks	Navy long socks	Sports Store
Shin pads, gum guards, hockey stick		
Swimming costume	Navy	RVCA or other
Swimming cap	House colours / school badge	School office
Tennis racquet		Sports store
<b>Optional</b>		
V- neck jersey	Plain navy	Store
Rain jacket	Plain navy	Store
Wellington boots	Navy or black	Store

**All items are to be marked.** The school is not responsible for finding items without your child's name on it.

### Dress Code

It is expected of St Francis College pupils to show pride in their school by the manner in which they wear their school uniform. The following rules apply:

- No grubby, tattered or torn uniform may be worn.
- Girls may only wear golden sleepers or studs in their ears; one per ear and it must be in the lobe, not in the top or side of the ear. Boys may not wear earrings, even with civilian clothes. No make-up or jewellery is allowed except for watches and plain, stud earrings for girls.
- Tattoos and body piercings may not be visible at any time.
- Nails are not allowed to grow past the tip of the finger and no nail varnish is allowed.
- Pupils may not change the natural colour of their hair.
- Girls' hair must be tied back if it is longer than collar length. Hair must be pinned back if it obscures the face in any way. Only royal/navy blue or black hair bands are allowed. Silver or black clips are acceptable.
- Boys' hair must not be shorter than a number two cut and steps are not allowed. Hair may not touch the collar of the shirt and must be clear of the top of the ears. Fringes may not cover the eyebrows and sideburns may not be longer than the middle of the ear. A neat and tidy presentation of hair is expected; it should not be excessively long or bushy anywhere on the head. No dreadlocks will be permitted.
- Hair must be washed regularly and the wearing of gel or wax is not allowed. Tinted or dyed hair will not be permitted.
- Pupils may not wear tracksuit pants without a tracksuit top. Shirts must be tucked in and zips done up on tracksuit tops.
- School beanies may be worn in winter. Navy gloves and scarf on cold days are permitted.
- House shirts are worn to school with their uniform on Inter House Days (swimming, athletics and trail running) and on their assembly house day.
- Black/ navy gumboots may be worn on rainy days along with a plain navy anorak.
- Sunscreen and hats – The school has a 'no hat no play' rule. Any pupil without a hat during break time must sit in the shade. The teacher on break duty will monitor this rule.
- School items are not to be worn with civvies.
- Pupils must wear shoes to and from school every day.
- Civvies may be worn on a pupil's birthday

## School Communication

1. Emails and sms from office: Please ensure that your contact details are correct and inform the office if you become aware that you are not getting emails and sms's.
2. Communication flow: If you would like to query something or get more information it is best to work through the communication chain.
  1. Class teacher (or teacher involved)
  2. Head of Department
  3. Headmaster
3. WhatsApp groups: There is a class WhatsApp group for each grade. This is a great opportunity for reminders and quick questions you may have. The class teacher is often part of the group too so that information is quick and accurate. **Teachers cannot respond during the school day. Please refer any urgent messages to the office.**
4. Class mom's role. The role of the class mom is to welcome and help any new moms integrate into the school. They also arrange sporting lifts and assist the teacher rounding up helpers when needed.
5. The D6 App Communicator is an innovative and exciting new way of communicating. The d6 School Communicator keeps you up-to-date with what's happening. It updates automatically and brings you all the latest news and calendar events. Visit <https://d6.co.za/education/downloads/> to download the installer from the d6 School Communicator website. While downloading click **"save"** and thereafter **"run"**.

## Parent Body:

All parents at the school are encouraged to participate in our fundraising activities. Any parent is welcome to be involved in the PA and attend meetings. Nominations will be put forward at our AGM at the beginning of the year.

## Sports and Extra Murals

- All extra murals are compulsory. If a pupil needs to be excused for any reason, parents are asked to address a note, or personally excuse their child from the coach or teacher in charge of that activity.
- Responsibility – The school secretary is not permitted to phone for forgotten books or sports equipment.
- Tennis sessions are held in St Francis Village in Assisi Drive (unless stipulated), which is situated near the municipality offices. All pupils must bring their own tennis racquet. Class moms will arrange lifts to the courts as per our parent lifting policy. Pupils need to be collected from the courts at the end of the session. Hats are to be worn.
- Swimming – Swimming is held at Liquid Lines in Cape St Francis. Grade 0 to 2 children will change at school. Class moms will arrange lifts to the pool as per our parent lifting policy. Pupils will be the responsibility of the teachers during the sessions and we ask parents not interfere until their child has been dismissed.
- Hockey – All pupils to please bring their own hockey stick. Ideal length of the stick is from the floor to midway between the belly button and hip. Safety is a priority therefore shin pads and gum guards (from Grade 1) are compulsory. Long navy socks are needed for matches.
- Nippers – Liquid Lines runs a Nippers/Water polo programme on a Wednesday afternoon. This is a private enterprise and remuneration is to be arranged with Liquid Lines. Once a pupil signs on, he/she is committed for that term and should be excused from Maria or Haydn.
- Choir – Children from Grade 2 to 7 may audition for the choir.
- Aftercare – Aftercare is offered from Grade 00 to 2 from Mondays to Thursdays. They will be supervised in the Grade 00 classroom and children must be collected by 15h00. Aftercare is particularly for children waiting for taxis or children waiting for older siblings.
- Supervised homework – A supervised homework session may be available from 15:00 – 16:00. This will come at an additional cost and will depend on demand.

## **Absenteeism**

If pupils are absent please inform the class teacher or the office in the morning. If they are absent for longer than three days then a doctor's note must be sent to the office. Please do not send sick children to school as this may lead to others falling ill. In the case of a lice outbreak at school, check your child's hair and treat as necessary.

## **Lifting Policy**

Class moms and class teachers liaise lifting for outings and sporting sessions. Lifting moms are to wait in front of the office to collect the children designated to them. There is a 'One Child, One Seatbelt' policy and no children are permitted to sit on the back of 'bakkies' or in car boots. Teachers are not permitted to lift pupils.

## **Valuables and Toys**

No cell phones, iPads or tablets are permitted. Money needs to be handed into the office or to the class teacher in a clearly marked envelope (your child's name, grade, what the money is for and the amount.) Any other money should be handed into the class teacher at the beginning of the day. No toys are permitted at school. Some classes in the Foundation Phase may arrange 'Show and Tell' days, but due to the fact that toys can easily get lost or broken, they are best left at home.

## **Lunchbox Policy**

In order to have the best learning environment for our pupils, it is beneficial to have consistent blood sugar levels. This aids concentration in the classroom. We are asking for your assistance in this regard by refraining from sending the following to school: sweets, chocolates, crisps, biscuits with high sugar content, fizzy cool drinks and energy drinks.

## **Bakers' Day**

Once a term, each grade is assigned a 'bakers' day' which takes place on a Friday. Parents are asked to bake (or buy) something suitable as a treat that could be sold for R5,00. Goods can be sent to the classroom at the start of the day. Class moms will organise some helpers for the sale which starts at 12h55 on a Friday.

## **Birthday Celebrations**

Children may celebrate their special day by wearing civvies to school and bringing something sweet to share with their class. Teachers will assist with the celebrations and it is not necessary for parents to be at school. If your child's birthday falls on a weekend or a holiday, they may choose an alternate school day close to their date.

## **Lost Property**

All school items are to be clearly marked with your child's name. If lost these shall be returned to them during lines on a daily basis. Any unmarked items are stored in the wooden box outside the office bathrooms.

## **Class Outings**

Class outings are arranged by the class teacher and will require parents to assist with lifting. Information will be sent out closer to the time.

**School Camps** - The following school camps are scheduled for the year. Pupils will share tents so it is not necessary for every child to bring their own tent. Teachers will supervise and closely monitor the children.

- 1<sup>st</sup> Term Grade 4 to 7
- 3<sup>rd</sup> Term Grade 4 to 7 tours
- 3<sup>rd</sup> Term Grade 1 and 2 Friends Camp (in the College playground )
- 3<sup>rd</sup> Term Grade 3 Camp

## **Eco School Veggie Patch**

St Francis College is a proud member of the Eco School project and are frontrunners in our area. The Boonzaier Butterfly garden is our very productive vegetable garden. Children are encouraged to be involved and grow with their 'green fingers'.

## **Recycling**

We encourage pupils to bring in their recycling on the first Thursday of every month. Paper, small plastic and cans must all be rinsed where necessary and separated. Please note that the school does not recycle glass as this could be a health hazard.

## **Monthly Draw**

Every month our school offers a monthly draw in which you could win R1 000.00 in Village SuperSpar vouchers. The cost of the ticket is R50.00 per month. Please complete the attached form and return to the office. (Non school parents may also participate in this).

## **My School Cards**

By choosing St Francis College as the beneficiary on your My School Card, the school is allocated money every time you shop. Forms may be obtained from the office or apply online at [www.myschool.co.za](http://www.myschool.co.za)

## **Thoughtful Thursdays**

As part of our community drive, termly projects are organised where each grade will be given the chance to help the less fortunate. Look out for details of charities in our newsletters.

## **Reports and Interviews**

Pre-Primary and Foundation Phase have a 'settling in' report in the first term and a more academic report at the end of term two and three. Foundation Phase teachers will arrange short interviews with all parents at the end of term one and two. Senior Primary reports are sent home at the end of each term and there is an evening set aside in term one and two where parents can meet with the teachers.

## **Outstanding Fees**

No reports will be sent home if there are outstanding fees.

## **Cycle Tests and Examinations**

Cycle tests are written in the Senior Primary Phase from Grade 4 to 7. A specific week is allocated to each subject so that pupils are not overloaded. There could be one or two tests per subject, depending on the length of the term. Examinations are written twice a year, from Grade 5 to 7. There is continuous assessment in all grades throughout the year.

## **Merits and Demerits**

Pupils are awarded merits both in and out the classroom for good effort, pleasing academic work and exemplary manners. Certificates are awarded in assembly. Your child will receive a different coloured certificate for every ten merits obtained. Pupils who are in contradiction with the code of conduct will be given demerits. Five demerits will result in detention for the pupil. At the start of each term, pupils will start with a clean slate.

## **Otter Awards**

Otter Awards are awarded for academic, cultural and sport achievements at the end of year prize giving.