



ST FRANCIS COLLEGE  
LEARN TO LIVE

Foundation Phase

(Grade 1 – Grade 3)

Intermediate Phase

(Grade 4-6)

Senior Phase

(Grade 7)

# Information Booklet 2026



## Welcome

We would like to extend a warm welcome to you and your family. We hope that the rest of the year with us will be a happy experience for the whole family. For your information we have put together the following points and reminders.

### Staff

Head	Mrs. Caroline Anderson (head@stfranciscollege.co.za)
Grade 7	Mrs. Michelle Miller
Grade 6	Mrs. Amy Eksteen
Grade 5	Mr. Roger van Tonder (Sport Co-Ordinator)
Grade 4	Mrs. Sharon Slabbert (Deputy Head & Head of Department) Assistant: Chloe Sharp
Grade 3	Mrs. Rae Mosdell & Mrs. Shona Marais
Grade 2	Mrs. Kath Kopke (Head of Department Foundation Phase)
Grade 1	Mrs. Caroline Boshoff (Assistant Nicole Kaunda)
ICT	Mrs. Caroline Anderson
Music	Mrs. Natasha Brown
Xhosa	Ms. Alice Kaunda
Subject Teacher	Miss. Kelly Kingwill
Business Manager	Mrs. Gail Brooker
Bursar	Mrs. Jane Fitchett (bursar@stfranciscollege.co.za)
Secretary	Mrs. Lucy Kotzé (info@stfranciscollege.co.za)

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

Social Media: Facebook: St Francis College (St Francis Bay)

Instagram: stfranciscollegestfrancisbay

### **School Uniform (Grade 1 – 7)**

<b>School Item</b>	<b>Description</b>	<b>Available from</b>
St Francis College tracksuit	Navy with logo	School office
St Francis College t-shirt	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	Plain white ankle socks	Store
Takkies	Navy or Black	Store
Sports cap	Navy with school logo	School office
<b>Sports kit</b>		
Hockey and soccer socks	Navy long socks	School office
Shin pads, gum guards, hockey sticks		Sport Store
Swimming costume	Navy / Black	Sports Store
Swimming cap (school swimming)	House colours	School office
Swimming cap (Interschool galas)	Gold with school logo	School office
Tennis Racket		Sports Store

<b>Optional</b>		
V- neck jersey	Plain navy	Store
Rain jacket	Plain navy	Store
Wellington boots	Navy or black	Store
Beanie	Navy with logo	School office
Polar Fleece	Navy with logo	School office

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

**Dress Code (Grade 1 -7)**

**Monday:** Formal Uniform (School Golf Shirt)

**Tuesday to Thursday:** Navy t-shirt with school shorts/skorts or tracksuit depending on weather

**Friday:** House t-shirt with navy shorts/shorts/tracksuit

**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 plain metal 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.
- No make-up or jewellery is allowed except for watches and 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. Neat braids 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. Neat braids are acceptable.
- 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. Sand 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 Friday's and 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.
- Plain white socks – Ankle socks that fold over and not secret socks
- 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' birthday (or the closest date)
- Full school uniform to be worn. If walking in shops or places outside of school in the afternoon.

## School Communication

1. **Emails and messages 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 or whatsApp messages.
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. Head
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 part of the group too so that information is quick and accurate. **Teachers cannot always 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, as well as organising a group birthday gift for their teacher.
5. **The D6 App Communicator** 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**".

## 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 R10,00 per item. Goods can be sent to the office at the start of the day. Class moms will organise some helpers for the sale which takes place at break-time on a Friday at 10am. Please assist us by not sending in sweetie packs for Bakers sale. Monies raised by the class will go towards their class equipment or senior phase school tours and camps.

## Road Safety and School Parking

In order to maximise safety we have added some new arrangements and reinforced previously introduced rules.

When you arrive at the school you will notice signs along the driveway. Our priority is the safety of the children at drop off and collection times. We ask that all of you take note of the signs and adhere to them.

To summarize in point form:

1. When entering at both the main gate and on the corner, cars entering have right of way.
2. When parking please reverse into the designated area. This is to ensure that when leaving, you have a clear view in front of you of children being fetched.
3. Please drive slowly at all times.
4. Please **do not stop** at the No Parking signs outside the office. Cars that stop here block the flow of traffic so please do not stop at these areas. Please do not park in staff parking as this creates congestion while staff are waiting to park.

We have separated the nursery school parking area, the staff parking area and the main parking area. We ask that you please adhere to these areas.

## **Parent Body**

All parents at the school are encouraged to participate in our fundraising activities. Any parent is welcome to be involved in the P.T.A and attend meetings. If you are unable to commit to a year's service on the PTA, parents may sign up to help with a single event/ fundraiser. If there is a sporting skill you are keen to share with the pupils, please speak to the head of sports about volunteering your time.

## **Lice**

Head lice are tiny insects the size of a sesame seed. They move from one person to another by head-to-head (hair-to-hair) contact. They cannot jump to another person's head. Head lice lay eggs which hatch after 7- 10 days. It takes about 10 days for a recently hatched louse to grow into an adult and start laying eggs.

Nits are the white egg shells and stick strongly to hair strands. You cannot brush them out easily.

Parents and guardians are responsible for:

- Knowing head lice signs and symptoms
- Routinely checking their child's head for head lice
- Telling the school (via class teacher) and close friends that their child has head lice
- Ensuring that full, proper treatment has been initiated before the pupil returns to school
- Continue to check your child's head every day for 2 weeks
- Do a second treatment 7 to 10 days after the first successful treatment (chemical treatments do not successfully kill eggs therefore it is imperative to do a second treatment)
- Information about specialist medicated treatments is available from the pharmacist or the doctor

Children that are found with jumping nits will be given the option to be sent home and parents will be requested to treat accordingly to prevent the spread of lice. Once under preventative treatment, students may return to school if the infestation is under control. Sharing of hats and head gear are not permitted at school to prevent the spreading of lice. If the infestation continues for more than 3 weeks, the Head will call the parents to discuss the situation.

## **Sports and Extra Murals**

- 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.
- 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.
- Ball Skills, Cricket and Netball - grade 1 to 7 pupils.
- Soccer - Grade 1 to 7 pupils. Long navy socks are needed.
- Athletics - Grade 1 to 7 pupils.
- Outdoor Education/ STEM activities - grade 1 to 7 pupils.
- MTB – own bike needed.

- Swimming – Grade 1 and Grade 2 swimming is compulsory. There is a learn-to-swim programme and a squad swimming programme.  
Grade 3 – 7 swimming is optional. There is a social and squad programme available. Children who cannot swim are asked to participate in the senior learn-to-swim programme.
- Choir
- Chess
- Aftercare – Aftercare is offered from the Bumble Bee class to grade 2 from Mondays to Thursdays. They will be supervised and children must be collected when the siblings have finished their school day. **Aftercare is specifically for children waiting for taxis or children waiting for older siblings. Parents who qualify will be added to the Aftercare WhatsApp group on request.**

### Extra Mural Times

We encourage children to participate in as many activities as possible

#### **Monday**

1:15 – 2:00      Grade 1 and 2

2:00 – 3:00      Grade 3 to 7

*Aftercare available for younger siblings until 3pm.*

#### **Tuesday**

1:30 – 2:00      Grade 0 to 2 Kings Rugby      **Private**

2:00 – 2:30      Grade 3 & 4 Kings Rugby      **Private**

1:15 – 2:00      Grade 1 to 2

2:00 – 3:00      Grade 3 to 7

*Aftercare available for younger siblings until 3pm.*

#### **Wednesday**

1:15 – 2:00      Grade 1 and 2

2:00 – 3:00      Grade 3 to 7

*Aftercare available for younger siblings until 3pm.*

#### **Thursday**

1:15 – 2:00      Grade 1 and 2

2:00 – 3:00      Grade 3 to 7 Girls

*Aftercare available for younger siblings until 3pm.*

#### **Friday**

Grade 0 finish at 12:30

Grade 1 to 3 finish at 1:00

Grade 4 to 7 finish at 1:15

The extra mural programme will change each term and will be communicated to parents before the term starts.

### **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. All pupils must be signed out if they leave school before the end of the school day at the school office. If pupils are absent for longer than 3 days for other reasons, an email must be sent preferably a week before so the teacher can arrange work to send home.

### **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**

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 ECD and 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.

### **No devices are permitted. This includes the following:**

All phones, iPads, tablets and laptops of any description are prohibited at school. These include smartwatches, fitness trackers and other accessories that connect to the internet or cellular network.

If a pupil needs to bring a device to school for afterschool use, it must be handed into the office at the start of day and can be collected at the end of the day.

### **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.

### **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. Any unmarked items are stored in the wooden box outside the office bathrooms. Any unclaimed items will be donated at the end of each term.

### **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. Letters must please be signed and returned to the class teacher.

**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 / camps
- 3<sup>rd</sup> Term Grade 1, 2 and 3 Friends Camp (in the College grounds)

### **Eco School Veggie Patch**

St Francis College is a proud member of the Eco School project and are frontrunners in our area. The garden is our very productive vegetable garden. Children are encouraged to be involved and grow with their 'green fingers'. Parents are also invited to join in with our gardening programme, please inform the office if you would like to get involved.

### **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. Forms are available from the school 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, each term a charity will be selected for us to support. This ranges from animal welfare, soup kitchens and other charities and organisations in the area. Each term the school will communicate new information to parents and children. We thank the parents for their support, as we feel this is an important lesson for children to learn from an early age.

### **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 interviews take place during the first week of the following term.

### **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. Children absent on exam days due to sickness will write on the day they return to school, providing a doctors note.

## 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. Demerits are wiped clean at the end of each term and the certificates continue to accumulate. For a serious offence or 5 demerits, parents will be notified of their child's detention. Detention will take place on a Friday during break. Pupils in detention must wear full uniform and will not be allowed to go to Baker Sale.

## Otter Awards – Grade 4-7

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

## Lighthouse Awards – ECD to Grade 3

Lighthouse Awards are awarded for academic and class achievements.

### Term Dates 2026

#### Term 1

Wednesday 14 January	School commences
Thursday 15 January	PTA Annual General Meeting followed by Grade 2 to 7 information visit in respective classes
Thursday 19 February	Start of half term <i>after</i> beach fun day
Tuesday 24 February	Return to school from half term
Thursday 2 April	End of term

#### Term 2

Tuesday 5 May	School commences
Tuesday 16 June	Public Holiday – school closed
Friday 26 June	Start of half term <i>after</i> school day
Tuesday 7 July	Return from half term
Friday 7 August	End of term <i>after</i> school day

#### Term 3

Tuesday 1 September	School commences
Thursday 24 September	School closed – Public Holiday
Thursday 8 October	Start of half term <i>after</i> school day
Tuesday 13 October	Return from half term
Friday 4 December	End of term

