Laerskool Wynland/ Winelands Primary

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PROSPECTUS

VISION and mission

- Missie – 'n Stygende sukseslyn / Accending line of success
- Visie – Respekteer jouself en die wêreld om jou / Respect goes a long way

1. SCHOOL TIMES

Will be communicated on the D6 Communicator. Please download the App.

2. ABSENTEEISM

- When a pupil has been absent, the parent must send a letter explaining the **reason** for absence to the school.
- The pupil may be exempted from attending school on a particular day because of religious convictions. Such a request must be submitted in advance to the Principal **in writing**.

3. SCHOOL FEES

School fees are compulsory and **are payable in advance**. Please make arrangements regarding payment with the finance office at school. School fees for 2023 will be R12 100 per year (Gr RR - 7) R 1 210 per month over 10-months; School fees are determined at our Annual General Meeting. The school will not send out monthly statements. However, the school will send out one reminder regarding payments outstanding. The school will immediately hand over all accounts overdue for debt collection. **Please make arrangements in advance for accounts in arrears.** We recommend our debit order system. Forms can be obtained from the finance office for indigent parents to apply for an exemption or partial exemption.

All money sent to school must be in a clearly marked envelope. Card facilities are available at school.

- **PLEASE KEEP YOUR RECEIPTS FOR FUTURE REFERENCE**
- **NO FEES WILL BE TRANSFERRED TO THE NEXT FINANCIAL YEAR.**

4. AFTERCARE

An aftercare facility is available. However, it can only accommodate a limited number of learners per grade per year. Aftercare fees are compulsory and are payable in advance over 10 months. Aftercare fees for 2023 will be R 550 per month. Aftercare fees are determined at our Annual General Meeting.
Outstanding school fees and Aftercare fees will result in your child having to leave the Aftercare immediately.

5. SCHOOL LIAISON (popi cOMPLIANT)

When you receive written communication, please make sure that you read through it carefully. Winelands Primary uses E-communication such as WhatsApp and the D6 School Communicator to send SMS's, correspondence with parents, and all important notifications, including term programmes, letters from the Department and school, School Policies and permission slips. You must keep the school informed about any changes regarding your telephone number and email address to ensure effective communication between parents, educators and the school. Parents are welcome to personally make an appointment with the respective teachers or the school principal. Please follow the correct procedures.
* ***NO PARENT IS ALLOWED TO SEE A TEACHER DURING TUITION TIME.***

6. ASSESSMENT AND REPORTS

Each learner receives a progress report after each term. **PARENTS MUST COLLECT SCHOOL REPORTS FROM SCHOOL ON THE DATE AND AT THE TIME COMMUNICATED ON THE D6 COMMUNICATOR.** On this day, you will have the opportunity to discuss your child's academic progress with the class teacher.

7. DIDACTIC AID (Extra Class)

The class teacher will arrange with you when your child needs didactic assistance.

8. SCHOOL UNIFORM

Each item of clothing must be clearly marked.

The school does not accept responsibility for lost items. The school and sports uniform is available at De Jagers. The new school uniform for Gr 4-7 is available at the school.

SUMMER

GIRLS Gr 1 -3

- Navy blue quantic culottes.
- Short sleeve blue striped shirt with an owl on.
- Short blue socks with white tackies OR barefoot OR blue school flip-flops (ONLY available from school).
- School tracksuit top.
- Navy blue school underwear

GIRLS Gr 4 - 7

- Navy skirt
- Light blue short-sleeve shirt with an owl
- Blue school socks
- Black school shoes

WINTER

GIRLS GR 1 -3

- School tracksuit with striped golf-style shirt, short blue socks or grey Winelands Primary socks and predominantly white tackies with white laces.
- Navy blue scarf, cap and gloves.
- School tracksuit top and or navy blue windbreaker. Learners may wear a plain navy school jersey under their tracksuit top.
- Navy blue school panties
- New school raincoat (Winelands Primary)

GIRLS Gr 4 – 7

- Navy Barbie slacks
- Light blue long-sleeve school shirt
- School bow tie
- Navy school cardigan/pullover/blazer
- Blue school socks
- Black school shoes

SUMMER

BOYS GR 1-3

- Blue striped short-sleeved shirt with an owl on.
- Navy blue quantec shorts with light blue stripe.
- White tackies with short blue socks OR barefoot OR blue school flip-flops (ONLY available from school)
- Navy blue school underpants

BOYS GR 4-7

- Navy shorts
- Light blue short-sleeved shirt with an owl
- Grey school socks
- Black school shoes

WINTER

BOYS GR 1-3

- School tracksuit with a blue striped golf-style shirt, blue school socks, or grey Winelands Primary socks and predominantly white tackies with white laces.
- Navy blue scarf, cap and gloves
- School tracksuit top and or a navy windbreaker. Learners may wear a plain navy school jersey under their tracksuit top.
- New school raincoat (Winelands Primary)

BOYS Gr 4-7

- Navy school pants
- Light blue long-sleeve school shirt
- School tie
- Grey school socks
- Black school shoes

- School cardigan/pullover/blazer

TAKE NOTE: Gr 1-3 school tracksuits can be worn over school wear on cooler days with predominantly white tackies and white laces. A navy hat, without symbols or a Winelands Primary navy cap, is permissible for sport.

9. PERSONAL APPEARANCE

Hair

Boys

- Hair must be kept short, neat and tidy at all times. See Code of Conduct.
- Hair may not touch the collar or ears when combed straight down, and fringes must end at least 2cm above the eyebrows.
- No "tails" are allowed.
- Unnatural styles, colours and the latest fashions/patterns shaved into the hair are not allowed.

Girls

- Hair must be natural (no colouring), neat and suitable for school.
- Hair that extends below the top of the shirt must be tied back (navy bands).
- Only navy hair accessories are allowed.
- After school and while still in school uniform, hair may not be worn loose.
- Fringes that fall below the eyebrows must be securely clipped back.
- No unruly hair.
- Braiding of natural hair should be simple without "fancy" patterns or colours, same as natural hair colour.
- No thick coils, beads, loose hairpieces or wigs are acceptable.
- No mixture of styles such as half of the head braided and the other combed out.
- Avoid using excessive gel, mousse or wax.
- No nail polish or Henna may be worn. R10 fine will be charged. This applies to toenails as well when barefoot or participating in sports.
- No makeup is allowed.

10. JEWELLERY

- Only plain gold or silver studs or sleepers may be worn (no stones/gems).
- No multi-coloured watches are allowed. Body piercings and tattoos are forbidden.

11. GENERAL

Learners must have a sturdy navy suitcase or rucksack that will ensure that school books are not damaged. It must be big enough to hold a class workbook(A4). Suitcases on wheels are not allowed. Branded school bags are available at De Jagers.

12. EXTRA-MURAL ACTIVITIES

SUMMER SPORT: Athletics; Tennis; Table Tennis and Cricket
WINTER SPORT: Netball; Rugby; Hockey
CHESS: Gr 2 – 7.

13. SPORT TIMES

Please see the Summer (Term 1 & 4) and Winter programme (Term 2 & 3) available at the start of each term on the D6 Communicator.

14. CULTURAL ACTIVITIES

School Choir, Drama, Orators, Earth Club, Art Club,
Fusion Dance Group, Contemporary Dance and the
annual school concert. Opportunity is provided for learners to participate in local and provincial Eisteddfods(Recitation, singing, reading, poetry and drama) and to participate at WOW competitions as well as Olympiads. Private tuition is offered at school after hours: Music lessons and Monkeynastix.

15. SAFETY MEASURES

- Parents and/or the public are not permitted onto the school premises or into the school building without prior permission as per Safety and Security Policy. Please complete the register book at the office when taking your child out of school for medical reasons.
- No learner may leave the school premises during school hours without the permission of the Principal.
- All learners must use the gates as specified per grade.
- No learners are allowed to enter at reception.

16. STATIONERY

Each learner must have the necessary items of stationery.
Learners will receive a stationery list as per grade requirements. Stationery lists are available on the D6 Communicator

Please mark all the above-mentioned items clearly.

17. lunch box requirements

Parents, please make sure that your child's lunch box and juice bottle are clearly marked.

No junk food or fizzy cooldrinks allowed during the week except on Fridays.

The office will not accept late deliveries of lunch boxes.

Learners may bring money for the tuck shop to school on Fridays.

Orders close @ 9:00 on Wednesday for pies/hamburgers/sausage rolls.

18. PHONE CALLS

Only urgent calls will be made from the office at the cost of R3 per call if local and R5 per call to a cell phone.

19. CELL PHONES / ELECTRONIC GAMES

NO learner is allowed to have a cell phone or any electronic games at school or school activities. If a learner brings either to school or a school activity, *it will be confiscated and stored in the safe until the end of the term.*

20. PUNISHMENT

Disciplinary measures such as detention or forfeiting the right to attend school outings may be implemented.

- Less serious - warning.
- More serious – intervention procedures will be followed.
- Repeated trespassing or more serious disciplinary problems will be referred to the Governing Body who will act according to Departmental of Education measures as stipulated in the Code of Conduct and the school policies.
- Winelands Primary policies such as the Code of Conduct for Learners and Parents are available on D6 Communicator. Please read it carefully.

At Winelands Primary, we believe that good values build character. The following principles are followed

- **Discipline**: This is taught and developed and leads to self-discipline. Positive behaviour is rewarded. Negative behaviour is discussed and addressed in cooperation with the parents.
- **Language Policy**: Mother-tongue tuition is strongly recommended. Learners receive tuition in English or Afrikaans medium.
- **Religious Instruction**: Christian values and norms are upheld in the school, and other religions are respected.
- **Education**: Focus on early childhood development. A great effort is being made concerning further studies, lectures and training sessions, to keep pace with the country's development in education.
- **Admission:** Age must comply with the policy of the Western Cape Education Department. (Age requirements can be seen on the admission form.)

Parental Responsibilities

Parents are expected to:

- *Ensure the learner attends school daily, on time and the whole school day unless there is a valid reason.*
- *Ensure learners are picked up timeously after school and school events.*
- *Ensure learners are well prepared and that their homework is adequately done.*
- *Ensure learners are not in possession of any dangerous weapons that will threaten or put the safety of others at risk.*
- *Ensure learners are not under the influence of any illegal substances.*
- *Ensure learners are not taken out of school without a valid reason.*
- *Inform the principal or class teacher if a learner is absent or expected to be absent or be late for school with a valid reason.*
- *Encourage and assist learners in making up for time lost for absence from school.*
- *Ensure learners abide by school conduct/regulations.*
- *Report any risk or threat to the safety of learners to the Principal.*
- *Co-operate with the school in resolving the inappropriate behaviour of learners.*
- *Take co-responsibility for protecting learners during and after school hours.*
- *Ensure the supervision of their children at all times.*
- *Be involved in the curricular activities of the learners.*

CODE OF CONDUCT AND MISSION:

Learner

Rights	Responsibility
The right to optimal tuition time and education for every individual need.	The learner must cooperate with regard to stationery, discipline, homework, behaviour and obedience.
To be respected as an individual.	Show respect towards the staff, adults and peers.
Neat, well-equipped, safe and hygienic environment.	Respect school property and be neat.
To be happy at school, treated fairly and accepted with love.	Treat others with fairness, love and respect.

Parent

Rights	Responsibility
The right to be listened to.	Make an appointment to see the teacher or Principal.
To receive information.	Note times and dates, read notices and keep them and attend meetings.
To air views and participate.	Share knowledge, make suggestions and participate at meetings. Play a supportive role and be involved with functions.
To report any problems or make suggestions.	Be aware of the correct facts and solve problems together.
The right to optimal education for your child.	See to it that learners are punctual, correctly provided for, neat and clean.
A school with order and discipline.	It is the parent's responsibility to discipline their child and teach them safety measures. Abide by the rules.

Educator

Rights	Responsibility
Acknowledgement.	Thorough planning/preparation and keeping abreast with development in education.
Privacy.	Available to parents.
Reasonable working hours and distribution of workload.	Effective use of education time - apply skills.
Well-equipped classroom, job satisfaction.	Good interrelationships and communication between colleagues - responsibility to make grievances known, make suggestions and help solve the problem.
Respect from learners, colleagues and parents / Right to be listened to.	Irreproachable behaviour, lead by example, maintain acceptable norms, values and self-discipline.

Non-Educator

Rights	Responsibility
Acknowledgement.	Create a clean, neat and safe environment - maintain a high standard of work.
Reasonable working hours.	Work according to a timetable, and adhere to working hours set by the Department and Management Council - effective use of time.
Privacy.	Must be available for after-hour duties at the school, e.g. alarm, school event
Respect from parents, educators and learners.	Command respect from parents, educators and learners.
Job satisfaction.	Good interrelationships between colleagues, the responsibility to report grievances.

FACTS ABOUT GOVERNMENT FUNDING TO SCHOOLS

Schools in South Africa are divided into 5 Quantiles. Each quantile receives different subsidies from the government.

Winelands Primary is a Quantile 5 School and thus ***receives only R277 per learner per year***

The government supplies the following to quantile 5 schools

a. One teacher for every 40 learners
b. Two Secretaries
c. Three cleaning Staff
d. Only prescribed textbooks

The budget of Winelands Primary consists of the following:

Fee-paying parents contribute to the following:

i. Extra teachers to keep classes small
ii. Class assistants to help learners who experience problems
iii. Administration of the school
iv. Fully paid educational day excursions
v. Sports events and all transport cost
vi. Beautiful buildings, well maintained school grounds, state of the art educational aides and up to date sport equipment

Please decide why you want to enrol your child at Winelands Primary. If the answer to this is to give him/her the advantage from i - vi listed above, please be advised that these advantages are not paid for by government funding. The school needs the school fees for every learner to maintain these services. The state reimburses the school with only 6% of school fees for learners who apply for an exemption. In the long run, this will mean that the school will only be able to provide 6% of the advantages above listed from i - vi.

Gate Procedures

NO PARENTS MAY DRIVE into THE SCHOOL GROUNDS VIA ANY SCHOOL GATE

- All **Gr R learners** will enter and leave the school via the Gr R Gate(B) in Tulbagh Street. (NOT at reception/office gate)
- At **13:00 the Gr R gate will be closed** and the remaining Gr R learners must exit via Gate A in Adderley street with the Gr 1-4 learners.
- **Grade 1- 4 enter and exit** at Gate A.
  Aftercare pupils will exit from the Aftercare gate in Adderley Street.
- All the **Gr 5 - 7 learners** must enter and exit the school via the side gate in Porter street all times.
- Please **use Adderley Street as a one-way street during the authorised hours**. Pick-up at the school gate and continue around, past Station.
- Please ensure that you make all the necessary arrangements with your child's transport!
- Please ensure your child is fetched on time every day. See Collection Policy.
- Learners are not allowed to enter at Gate C or at the admin gate on the corner of Tulbagh and Porter street.

COLLECTION POLICY

All parents/guardians should be on time and ready to collect their children when school academics or extracurricular activities end.

Dear Parents and Guardians

Learner safety is of the highest priority to Winelands Primary. We would like you to know that the School Governing Body has adopted a Child Protection Policy to guide our staff and families in matters related to the health, safety and care of children in attendance at our school. By enrolling your child at Winelands Primary, you agree to work in partnership with the school and abide by the policies adopted by the School Governing Body. All of us at Winelands Primary want you to know that we value our partnership with you in providing for the safety and care of your children. We make every effort to ensure that all learners are under appropriate supervision until they return to you at the end of their school day.

Firstly, we would like to acknowledge and thank the vast majority of parents/guardians who always collect their children on time.

Unfortunately, we are experiencing an increasing number of occasions where learners are collected late. The impact on a child not being collected from school on time cannot be underestimated. The children that are left behind will feel an increased level of anxiety and distress the longer they wait. They are unsure of where their parents are and if they are safe. There are children in Grade R who have to wait from 12:30 to 4 p.m. This is a form of emotional abuse and neglect.

We are fully aware that there are valid reasons or emergencies where the parents/guardians have been delayed and, when the school is informed in advance of this, we will always take an understanding view.

However, some parents/guardians appear to be unwilling to acknowledge how this affects their child and the school. They seem to think that the school can offer a free, after-hours childcare service. The school is not and can not be staffed to provide supervision for learners in these situations; hiring extra staff to supervise is beyond our financial resources.

Due to the few parents/guardians regularly collect their children late, with no prior arrangements made with the school, we are forced to take the following action:

All parents/guardians should be on-site and ready to collect their children when school academics or extracurricular activities end.

• Children who are not collected within 45 minutes will be taken to the Late Collection Room where they will be supervised. This is by no means a substitution for Aftercare. No help for homework will be provided; neither will any meals be provided. **This arrangement is strictly for the safety of the learners.** No learner will be allowed to leave without the person collecting them signing a register.

- If it is the **first occurrence** of late collection and the parent/carer has notified the school that they are held up, then no charge will be made for the supervision of the child.
- The first occurrence of late collection with no notification made by the parent, a written warning will be issued to the parents/guardians.

There will be a charge of R25 for the first 30 minutes and R1 per minute after the first 30 minutes. The charge will be expected to be paid on arrival, or this amount will be added to school fees and sent to debt collectors if not paid on time.

• In line with Winelands Primary Learner Safety Policy, if a child is not collected for extended periods of time, safety processes will be initiated, and a referral will be made to social services and the South African Police Services.

A timetable has been provided, which shows when all the extracurricular activities end. It is the parents'/guardians responsibility to know which activities the learner is involved in and when to collect the learner. The school will not allow children to wait outside, on the street corner or beside the fence around the school.

Thank you for your continued partnership in safeguarding your children and supporting their learning and wellbeing.

WINELANDS PRIMARY LEARNER COLLECTION POLICY

I, _____

Parent/Carer of_____in Gr___.

Acknowledge receipt of Winelands Primary Learners Collection Policy.

I have read and understood the policy. I know that the safety of my child/children is my responsibility. I will ensure that I or anyone collecting my child/children will know the school policies, rules and regulations relating to collection times. I accept responsibility for any misbehaviour on their part.

Signature: _____ (Parent/Guardian)

Date: _____

I, _____, acknowledge that the

Code of Conduct of Winelands Primary is available on the D6 Communicator under school policies.

I have read and understood the Code of Conduct of Winelands Primary. I also understand that my child's/ward's behaviour rests with me. I will ensure that my child/ward will observe all the school rules and regulations as stipulated in the Code of Conduct, and I accept responsibility for any misbehaviour on their part.

If my child/ward contravenes any of the rules and regulations, I will accept any corrective or disciplinary measures meted out to him/her, provided that they are commensurate with the infraction/offence and subject to the Constitution of the country, the South African Schools Act and provincial legislation.

I have read the Code of Conduct for Parents. I have observed the guidelines as well expectations as a parent whose child attends Winelands Primary.

Signed at: _____

Date: _____

Name and surname:
_____(parent/guardian)

Signature: _____ (parent/guardian)

Name and surname:_____(learner)

Signature:_____(learner)

ACKNOWLEDGEMENT AND ACCEPTANCE OF THE CODE OF CONDUCT: