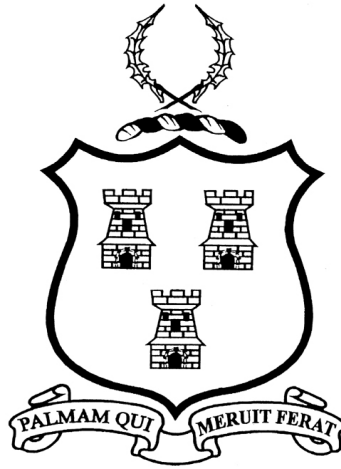


RUSTENBURG JUNIOR SCHOOL FOR GIRLS



INFORMATION GUIDE

Including Code of Conduct and School Rules

Main Road, Rondebosch (next to the Baxter Theatre)

Postal address: P O Box 556 Rondebosch 7701

Phone: Office: 021 689 1981

Bursar: 021 686 7106

Fax: 021 686 7106

Sportsline after 13:30: 021 689 1983

Clothing Shop: during opening hours: 021 686 7392

E-mail: head@rgjs.org.za

Website: <http://www.rgjs.co.za>

School hours:

GrR: Monday - Thursday: 08:00-12:30, Friday 08:00-12:00

Gr1: Monday - Thursday: 07:50-13:00, Friday: 07:50-12:00

Gr2: Monday - Thursday: 07:50-13:00, Friday: 07:50-12:15

Gr3: Monday - Thursday: 07:50-14:30, Friday: 07:50-12:15

Gr4-7: Monday - Thursday: 07:50-14:30, Friday: 07:50-12:30

Pupils are to be at school by 07:50 each day

Gates open:

Main Road: Monday – Thursday: 07:00-16:00, Friday 07:00 -14:00

Burg Road gates: Top gate: Summer terms: Monday-Friday: 07:00-18:00

Winter terms: Closed 8:30-11:00: Please use Main Road gate

Lower Burg Road gate: Mon-Fri 07:00-08:00; Mon-Thurs: 14:15-15:00; Fri 12:00-13:00

Office staff on duty:

Monday - Thursday: 07:45-15:30, Friday: 07:45-14:30

Welcome to Rustenburg Junior School!

Every school does certain things differently from other schools. We have found that the more new pupils know about what is expected of them at school, the quicker they adapt and feel at home. This booklet aims to assist new families to become familiar with school facilities, activities, policies and practice, and where appropriate, parents are asked to interpret these to their young children. We have tried to be as comprehensive yet succinct as possible but would appreciate comments on other topics you feel should be included. Please keep this booklet in an easily accessible place for future reference.

Rustenburg has a proud tradition stretching back to 1894. We pride ourselves on the high standard of education offered at the school, both in and out of the classrooms, our care for those around us, our environment, and those less fortunate than ourselves. We set high standards for behaviour, appearance and work. As we are sure these standards contributed to your decision to send your daughter to Rustenburg, we ask for your help in maintaining them.

Key:

Italics: refer to another topic for related information.

WCED: Western Cape Education Department, under whose jurisdiction the school falls.

* Separate leaflet or sheet gives further information

Staff 2010 (subject to change)

Headmistress: Mrs Berry

Deputy Head: Mrs Dallas

Head of Foundation Phase: Mrs Meyer

Head of Academic work: Mrs Lawrence

GrRa Mrs McAllister; GrRb Miss Britz; GrRc Miss Lunn

Gr1a Mrs Gerber; Gr1b Mrs Stevens; Gr1c Miss Joubert

Gr2a Ms Wilson-Smith; Gr2b Ms Walters; Gr2c Miss Kahn

Gr3a Mrs Meyer; Gr3b Miss Benade; Gr3c Mrs Hardiman/Mrs Speed

Gr4a Mrs Nunneley; Gr4b Mrs Gatland; Gr4c Miss Kerr

Gr5a Miss Ogilvie; Gr5b Miss Nieuwenhuizen; Gr5c Mrs Davids

Gr6a Mr Langheim; Gr6b Miss Jacobs; Gr6c Mrs Lawrence

Gr7a Mrs Meredith; Gr7b Mrs Rawsthorne; Gr7c Mrs Barrish-Liddle

Music: Full-time: Mr Marais; Mrs Bates; Ms Stoffberg; Mrs L Starker

Music: Part-time: Mrs Gelderblom; Mrs Thorpe; Ms Syndercombe; Ms Burger; Ms Stalling

Learning Support: Mrs Braude Part-time: Mrs G Gildenhuys

Art: Miss Ludik

Physical Education: Miss Forcioli

Computers: Ms van Bakel

Xhosa: Mrs Mtsi

Librarian: Mrs Siebörger

Technology: Mrs Johnson

Speech and drama: Mrs Buckle

Cookery: Mrs Reeler

Clinical Social Worker: Mrs Leaver

Secretary: Mrs Cook

Secretary/Receptionist: Mrs Alston

Bursar: Mrs Craig

Assistant Bursar: Mrs Metcalfe

Foreman: Ms Maggie Jacobs

Lunchshop Convenor: Mrs Champanis

Clothing Shop Convenor: Mrs Forcioli Assistant: Mrs Lynch

Sports Administrative Assistant: Mrs McCallum

Teacher/Grade Assistants: Mrs James, Mrs Orpen, Ms C Jacobs, Ms M Jacobs, Ms Vavi

Learnerships: Miss Hewitt, Mr Fredericks

Aftercare Assistants: Mrs Peters, Ms M Jacobs, Ms Vavi

Absence: All pupils are expected to be at school during term time unless they are ill or absent for compassionate or religious reasons. Please inform the office if your daughter's absence extends beyond one day. If parents choose to take their daughters out of school for other reasons they should understand this might negatively affect the education of their children. Work will not be set to make up the shortfall nor extra time/help given when they return to school. An official letter addressed **to the Headmistress** explaining the reason for the absence must be brought on the first day back at school. This is a WCED regulation. Permission for brief absences for e.g. orthodontic visits will be given, provided a prior written request to the Headmistress is made. You will need to sign your daughter out at the office in person. *School rules.*

Achievements: Those relating to school activities are announced at assembly and in the *newsletter*. Parents wishing to have awards for achievements in outside activities such as ballet, horse-riding etc. presented at assembly may send these to the office, with a note.

Access to school grounds: All parents other than those on lunch shop duty are required to use the gate at the front of Rustenburg House, record their details on the security guard's register and then go to reception. They may not go directly to a classroom. *Parking.*

***Aftercare:** Limited places are available for girls in GrR-5, from after school until 18:00. Two qualified helpers are on duty, and teachers supervise homework sessions for the older girls. For more information send a note to the office marked "Aftercare information request". A full term's notice of leaving, in writing and **addressed to the Headmistress**, is required, otherwise parents will be liable for fees. Gr5-7: *Supervised Homework*

Appointments and interviews: With the Headmistress: Please phone the secretary beforehand, so sufficient time can be allocated for your visit. Please announce your arrival to the receptionist and she will let you know when to go to the Headmistress' office. With teachers: Teachers are usually in their classrooms before school, but please do not use this time for anything other than very brief conversations. Please make an appointment either directly with the teacher via the homework book or via the office. Under no circumstances may a parent interrupt a teacher who is teaching, whether a class or individual pupil, no matter how short or urgent the message. The office will make the necessary arrangements.

Arrival at and departure from school: Our concern is the safety of your daughter, and to show consideration for other motorists and our neighbours. Our school is in a busy traffic area, especially in the mornings. We have two drop-off areas: the bays in Main Road, which operate as a slip road so please stop there only for as long as it takes your child to leave the car, and two Burg Road gates. Please do not stop or park in front of any of the gates. After school: Pupils may leave from either the Main Road or Burg Road gates (Gr6, 7 use the lower Burg Rd gate, other grades the upper one). This is done to reduce congestion. The Main Road gate is locked at 16:00 on Monday to Thursday and 14:00 on Friday and after that the upper Burg Road gate is used. Please make sure all conversations and greetings are finished before approaching school and that your child has all her bags and equipment in her hands, **not in the boot of the car**. After school all pupils must keep their bags and belongings with them. Please make sure your daughter knows how and when she is going home. Pupils needing to cross the Main Road must do so at the pedestrian crossing, whether with their parents or not. Please do not double-park in the Main Road or Burg Road at any time. Please be especially vigilant for children around our school. *Neighbours. School hours, School rules.*

Art work: Art is regularly displayed around the school, and the names of the girls are printed in the newsletter. Parents are welcome to enjoy the art work during school hours.

Assessment: A system of continuous assessment is used, so that areas needing remediation can be dealt with promptly. Assessments are done in four cycles, followed by *reports* and then, in some instances, by feedback sessions with parents in interviews by appointment. These days will be indicated in the *planners* sent at the start of each term.

Awards ceremonies: Gr1-7 classes hold ceremonies at the end of the year to celebrate the special events and achievements of the past year. They will be advertised in the *newsletter* and *planners* and parents are invited to attend.

Bags: GrR-2 use bags instead of satchels. Gr3-7 use the regulation satchel. *Uniform list.*

Birthdays: Should you wish to provide a treat for your daughter's class, please send it to school in portions that can be distributed easily and without mess. Cupcakes are ideal. Birthday party invitations may only be handed out at school if the entire class is invited, to prevent distress to those not invited. As a way of marking your daughter's birthday, she may wear *civvies* on her birthday or the next school day after it, except if that is on the first or last day of term or if there is an outing on that day, when it should be on the next day.

Buggy Boutique: Our on-site *Clothing Shop.*

Bullying is not tolerated. If you suspect your child might be a victim or perpetrator, please send a note to the office. See homework diaries for our bullying policy.

Car park: For safety reasons, girls may not walk across the car park at any time, whether with their parents or not, but must walk around it, close to Rustenburg House.

Cellphones, MP3 players, iPods or similar devices: Pupils are strongly discouraged from bringing these to school. Any parents who feel their daughter needs to have such a device at school will need to write a **letter of motivation** to the Headmistress. These will be kept on file for the year. Cellphones and items above are at all times only to be used for the reason stated in the letter. The device must be clearly labelled and handed to the class teacher before school starts. If any pupil is found with, or using, such a device during school hours, including breaks, or uses it before school or during the course of school extramurals, including Aftercare or Supervised Homework, it will be confiscated for two months, including the SIM card if applicable. The school takes no responsibility for the safekeeping of any valuables. *School rules, Phone calls, Valuables.*

Civvies Days: These are held from time to time, often to raise money for charity or a particular project. Participation is voluntary. Clothing must not be revealing i.e. no skimpy or tight-fitting tops, spaghetti or very narrow straps, exposed midriffs or backs, skin tight or very short pants etc. and shoes must enable participation in all school activities e.g. walking up to our pool. No make-up or jewellery may be worn and hair must be tied back if long. We ask that you monitor your daughter's clothing before she leaves home. If her clothing does not meet the requirements, the office will contact you to bring appropriate clothing for her.

Class division: Pupils are placed in classes after careful consideration of a number of factors. This is only done after the pupils leave at the end of the year, so classes are announced on the first day of term, and the Headmistress assigns a teacher to a class. Requests for your child to be placed with a particular teacher will not be granted. Girls do not automatically go into the class of teachers who taught older siblings. After GrR the

classes are changed each year. Although this might cause some unease at the start of the year, the girls very soon settle down and often make new friends. We encourage them to continue old friendships at breaktime and after school, and to treat class time as work time.

Clothing Shop: A good selection of new or second-hand articles of most items of uniform is available at Buggy Boutique, located on the walkway to the left of the hall. Other items are available from School and Leisure, upper level, Dean Street Arcade, Newlands. Items you would like sold and which are clean and in good condition can be sent to the office in a labelled packet **with the form** available on the website or from the office. Payments are made twice a year. *Uniform list, Plan of school* (at end of this booklet).

Communication with parents: This is done via the *newsletter*, our *website*, *Sportsline* and SMSweb. Families have one cellphone number registered on the SMSweb system, which will send alerts regarding sports cancellations, reminders about meetings etc.

Complaints: Please go to the teacher/person concerned with the class or activity and attempt to resolve the difficulty. If the matter cannot be resolved at that level, please contact the Head of Department concerned. Then, if necessary, consult the secretary for an appointment to see the Headmistress. *Appointments*.

Compulsory events: We have a few of these outside school hours, e.g. the Morning Market/Food Fair and Sports Day. All pupils are expected to be at these events as if they were **on a normal school day**. Dress for each event will be as announced.

Concerts: Each phase holds a concert once every four years in which every girl in the phase takes part. Music concerts take place during the year and will be shown on the *planners* and in the *newsletter*. All pupils wear school uniform, whether they are performing or in the audience. Would parents please note that food may not be eaten in our hall during evening functions. This also applies to siblings who accompany parents.

Deliveries: If your daughter has forgotten an item or her lunch at home, please do not bring it to school for her. We encourage a sense of responsibility and your daughter will not learn from the experience if you do so. If she does not have lunch she should inform her teacher.

Discipline: We wish to emphasise a positive and consistent approach and encourage pupils to take responsibility for their part in the smooth running of the school. We encourage families to set appropriate limits on behaviour at home which will be reinforced by the limits set at school. The reality is that we have to have some way of stopping inappropriate work habits or behaviour.

Housemarks and merit slips are awarded for good work, good behaviour such as helpfulness, promptness e.g. in returning reply slips, showing initiative and taking responsibility, responding to requests e.g. for flowers, donations, etc. Class recognition certificates are handed out in assembly or a letter of recognition may be sent home on occasion.

Gr4-7: Demerits are given for misdemeanours relating to the *school rules*, including the following: incorrect uniform, inappropriate behaviour or school work not done by deadlines etc. After a warning and 2 demerits, a letter of concern will be sent to the parents, 3 demerits = detention. Pupils may be put in detention without 3 demerits at the discretion of the Headmistress or Deputy. Detention is held on a Friday afternoon from 12:45-14:00. Prior to this, girls will be given a letter from the Deputy, which needs to be signed by a parent and returned to the Deputy the following day. Extraordinary Saturday detention may be given by the Headmistress if the offence warrants such action.

***E-mail and internet use:** Gr4-7 pupils, who have the opportunity to use e-mail and the internet as part of their computer curriculum, will be given a form by the computer teacher to take home, to be signed by parents and pupil, regarding acceptable usage.

Emergency/contact details: Please ensure the office has current details for contacting you in an emergency, and for another person to contact if you are not available. Please ensure these details are in your daughter's Homework book and are kept up to date.

Evening events: School uniform is worn by all girls attending these events. Functions specifically for parents are occasionally held, and children may not attend these events.

***Extramurals:** A timetable detailing activities, times and venues is sent out each season. Paid and school extramurals: start on the 2nd day of term, except for the first term when they start at the start of the second full week, and there are no extramurals in the last week of each term. Those run by staff members are free of charge while those run by outsiders are paid for privately directly to the organiser. Please ensure your daughter is not over-committed and she has time for playing with friends, reading etc. Choices will have to be made. We ask that siblings waiting for sisters involved in extramural activities wait outside the buildings, under parental supervision. Girls in GrR-2 who go home before returning for extramurals must be correctly dressed when they return to school or Grotto. If your daughter has to miss a paid-for extramural for any reason (including for school activities), please inform the organiser directly. If she has a team match, please let the office know. Extramurals may be cancelled due to bad weather. The teacher concerned will look after the girls till they are fetched. An exception is away matches, and hockey played at RGHS. The following are available, with the Grades applicable. Activities paid for are marked \$:

Aerobics Gr1 summer only

African Music Gr4-7

Art and Craft Club Gr5-7

Athletics Gr3, 4

Ball skills GrR

Ball sports Gr1

Ballet \$ GrR-7

Bridge Gr5-7

Chess Gr3-7

Choir: Senior Gr4-7, Junior Gr2-3

Computer Club Gr3-7

Crazy Crafts \$ GrR-2

Creative Handwork Gr4-6

Cross Country Gr2-7

Diving \$ Gr1-7, general and team

Drama Club \$ GrR-7

Guitar Group \$ Gr3-4

Gymnastics \$ GrR-7

Hockey: Beginners Gr2; team U9-U13

Judo \$ GrR-7

Living Maths \$ Gr3-7

Mini Cricket Gr2-4

Modern Dancing \$ GrR-7

Music Theory: school music pupils

Netball: Beginners Gr2; Team U10-U13

Orchestra Gr4-7

Orff Group Gr4-7

Outreach Interact Club Gr4-7

Playball \$ GrR,1

Pottery (Educlay) \$ GrR-7

Recorder Ensemble Gr3-7

Scripture Union Gr3-7

Super Sports Gr2

Swimming: Social Gr3-5, Team U8-U13

Tennis:Team

Playtennis \$ GrR

B Visee Tennis School \$ GrR-7

Touch Rugby Gr4-7

Visual Motor Integration (VMI) GrR

Waterpolo Gr5-7

Phone calls, Sports, Sportsline

Feedback sandwiches: Girls are encouraged to bring an extra sandwich each Tuesday. They are distributed to needy schools by this organisation.

First day at Rustenburg for new girls: Except for the start of the school year for GrR and 1, when specific instructions will have been provided, please bring your daughter to the office. She will then be taken to meet her teacher. Orientation days are held at the end of

the year for the incoming GrRs, and the day before school starts for other grades. These help new pupils to come to school on their first day with confidence.

Flowers: Each class has a turn twice a year to bring flowers to beautify our buildings.

Founders' Day is celebrated on the last Friday in January, and after an assembly to mark the event the pupils leave at 12:00.

Friday Fun: Grades 5-7, Fridays 13:00-17:30. *Supervised Homework*

Friday treat: As a fundraiser for the Gr7 gift to the school, moms sell hotdogs (Halaal available) and juice on most Fridays. Gr7 classes run cake sales.

Governing Body: The management of the day-to-day activities of the school rests with the Headmistress. The Governing Body sees to the long-term physical needs of the school and intervenes in more serious matters of management e.g. serious infringements of discipline. It compiles the annual budget which is presented to parents at a meeting in the 4th term and which determines the fees for the following year. The Governing Body consists of the Headmistress, 5 parent representatives, 2 teaching staff and 1 non-teaching staff representatives. Elections are held every 3 years. The current parent representatives are Mr Andrew Heiberg (Chair), Mrs Nuraan Davids, Mr Graeme Dorrington, Mr Jonathan Rens and Mr Andrew Rumbelow. Mr Stephen Darke and Mr Neil Muller are co-opted members.

***Grade R**

Grotto complex: For afternoon activities, girls either need to be taken by parents or to arrange to go up in groups accompanied by a teacher/coach. If you are dropping your daughter, please do so at the corner of upper Grotto Rd and then turn right, down Grotto Rd. It is a short walk to the gate. For safety and to avoid congestion, parents may not park in the parking area. After the activity, girls will walk to the corner when they see your car arrive. Please fetch your daughter within 15mins of the scheduled finishing time, or else she will be taken back to school to the top Burg Road gate. *Map at end of booklet.*

Hair: If it touches the collar or hangs over the eyes, it must be tied back. Hair must be left in its natural colour and coloured hair extensions may not be used. Accessories must be navy. It is a WCED regulation that no child may be at school if she has any lice activity, whether dead or alive. Please be vigilant!

History: Copies of *White Stoep on the Highway* are for sale from the bursar's office.

***Homework and homework book:** The aim is for pupils to work independently, to learn time management and to consolidate work done in class. Appropriate time per day: Gr1 and 2: 20mins, Gr3: 30mins, Gr4: 40mins, Gr5: 50mins, Gr6: 1hr, Gr7: 1hr10mins. Should no specific homework be set, pupils are encouraged to read. Parents should help by ensuring there is a proper place to do homework, to provide guidance and to discuss ideas and when necessary to help source materials for research. Parental support in the higher grades should be less than in the lower grades, so senior pupils take responsibility for their own work. All grades have a homework book in which they are expected to record tasks set, and these need to be signed daily or weekly by a parent as advised in each grade. Teachers may write brief notes to the parents in it, and parents may do likewise to the teacher.

Houses: Girls from Gr1-7 are allocated a House. Points are allocated at sports events and for academic and other achievements towards a trophy awarded at the end of the year. The Houses are Cambridge, Innes, Michiel and Wiener.

Illness: We do not have the facilities or staff to enable us to look after ill children at school, nor do we wish infections to be spread. If your daughter becomes ill, you will be contacted by the office to fetch her. If you are not able to do so, please make arrangements for someone else to do so. Please set up contingency arrangements for this, as well as for times when your child is not well before leaving for school when you might need to be at work. You will need to sign her out in person at the office.

Jungle Gym: The Jungle Gym equipment on the top terrace is only to be used by girls in Grades 3 or lower, and may only be used under close adult supervision.

Language support: An outside teacher is available to provide support for those whose primary language is not English. These individual lessons are for your account.

Lateness: This disrupts the school day and has a negative impact not only on your daughter but the rest of the class. A record is kept of lateness and parents will be contacted if there is a pattern of late arrival at school. This is a WCED regulation.

Learning support: Pupils with specific academic needs are referred to the Teacher Support Team by the class teacher. Thereafter girls may receive remedial assistance from the Remedial Teachers during school hours. Counselling facilities are available from the school social worker and private therapy can be arranged with the speech and language therapist and the Occupational Therapist, who have their practices on our premises. It is recommended that parents ensure their daughter's vision and hearing are assessed.

Letters: The format for addressing envelopes:

Child's Name	Class
Recipient	
Reason for the letter	Teacher's name

A pupil may not open any envelope, including reports, addressed to a parent.

Library: All girls from Gr3-6 have a weekly period when library books are issued. The library is open at breaks and for an hour after school when girls may have books issued or do quiet research work. Gr6 and Gr7 monitresses assist the librarian. GrR-2 teachers take block loans from the library, which are kept in the reading corner and changed regularly. Books that are damaged or lost have to be paid for. We have a service whereby parents may borrow books from our Teachers' Library on parenting and related matters, on payment of R5 per book. The list is available from the Learning Support teacher. *Reading.*

Litter: Each grade is responsible for keeping its *playground* free of litter. If this is not done, pupils may be kept after school on Fridays to tidy the grounds.

Lost Property: We encourage each girl to take responsibility for her possessions. If every item of clothing and equipment is clearly labelled in an easily visible place, an item that is found will be returned to the pupil. Initials or first names are not sufficient. Items that are unmarked are kept for a short time and then given to our Clothing Shop for re-sale or donated to charity. Please check from time to time that labels are still legible. Lost Property boxes are located in the Foundation Phase buildings. If your daughter inadvertently brings home someone else's property, please hand it in at the office.

Lunches: Without nourishing food, your daughter's brain cannot function optimally. Please save sugary or other treats for weekends and ensure she brings a satisfying, nutritious lunch to school. She should have a water bottle with her during class. *Snack break.*

Lunch shop: Lunch items are available on a pre-order basis. A form is sent out during the 1st week of the 1st term and the last fortnight of terms 1-3. Orders for meal items can also be placed and paid for at Little Break on a daily basis. Other items are on sale at Big Break. The shop is run by a convenor who compiles a roster of parents who volunteer to assist.

Magazine: We produce an annual magazine featuring the children's work and accounts of the year's activities. The cost of one copy per family is included in the school fees. Extra copies may be available for purchase.

Market Day: In order to encourage entrepreneurial skills, Grades 4 to 6 hold a Market Day once a year, at which items made by the girls, with age-appropriate assistance, are sold. A portion of the proceeds is returned to the school.

Management: The Headmistress and Deputy are assisted by a team of Heads of Department for the following portfolios: academic, administration, arts and culture, Foundation Phase head, sport.

Medicine: If your child needs medication on a regular basis or has a potentially serious allergy, please send the details and what action should be taken to the office in writing. This information will be kept confidential. Should your child need to take medicine while at school, this can be given to the teacher for safe-keeping, but teachers may not administer medicine or be responsible for seeing it is taken. Should your child develop a headache or similar minor ailment at school, the office will contact you before giving any medicine.

Money: Any money brought to school must be in a sealed, labelled envelope. *Letters*

Morning Market/Food Fair: Held on a Saturday, this is a fundraising event, run largely by the parents, in which the entire school participates. A portion of the profits is donated to specified charities.

MP3 Players or similar: *Cellphones, MP3 players, iPods or similar devices.*

Myschool card: This is a loyalty card from which the school receives a fee in return for your support of participating merchants such as Woolworths. Phone 0860 100 445 to register and state Rustenburg Girls' Junior as the beneficiary, or ask the office for a form.

Music: Tuition is offered in piano, violin, cello, guitar, flute, clarinet, saxophone, recorder, group recorder, trumpet, tuba, euphonium, French horn and cornet. Only pupils whose school fees are up to date at the end of each term will be able to participate in music lessons. Theory of Music is compulsory. During the first two years of tuition, it is part of individual tuition. From the third year girls will receive separate group tuition at no extra cost. A full term's notice, in writing, **addressed to the Headmistress**, is required for stopping music, or fees for the following term will be levied. Auditions are held in November for the following year, or by arrangement for new pupils.

Nails may not be visible over the tops of the fingers when the fingers are extended, and nail colouring on fingers or toes may only be worn for religious reasons. *School rules.*

Neighbours: We appeal to parents to show consideration for those whose properties adjoin our school by not hooting to attract their daughter's attention or parking on their property or

verges. Our staff have been instructed to ask for the name and details of any parent doing so and infractions will be followed up. Please do not climb over our fences or those of our neighbours.

Newsletter: This is sent out weekly on a Thursday on blue paper or by email. Send a note with your details marked 'Newsletter by e-mail'. It is our main means of communication with parents, so we ask that you regard reading it as a priority. From time to time reply slips are included. Parents may place one 2-3 line advert free of charge per year for their own business or e.g. an item for sale. Advertisements must be sent in writing to the assistant bursar. Other rates are available from her. The deadline is 09:00 on Mondays. *Reply slips.*

Notice of leaving: a full term's notice in writing **to the Headmistress** is required if your daughter is leaving or a term's fees will be levied.

Open Day: This is held once a year. Details will be in the newsletter.

Outings: Each grade goes on at least one outing per term. Senior grades go on an annual camp. Camp fees are not included in school fees and are paid for separately.

Parking: Parking inside the parking area adjacent to the Main Road is for staff members only as there are no extra bays. Parents doing lunch shop duty park on the top terrace by arrangement. If parking inside the grounds for certain specified events is available, this will be advised in the *newsletter* and is at the discretion of the Foreman. Parking outside our grounds, including *Grotto*: please note that the traffic department regularly visits our area to ticket those ignoring restrictions.

Parties: For teachers: They may be held during breaks only, must be arranged by the parents, and only after prior arrangement with the Grade Leader or Deputy.

Peer Mediators: A team of Gr7 pupils is trained in mediation skills and is available to assist pupils in interpersonal difficulties, under the close supervision of the teacher in charge.

Phases: Grades R-3: Foundation Phase; 4-6: Intermediate Phase; 7: Senior Phase

Phone calls: To school: Our office staff have many duties so please limit calls to the office to emergencies only, and then keep your call as short as possible. It is far more effective to send a note with your daughter when information needs to be sent to school, then your information/request will be sent to the teacher or person concerned.

From school: There is a card-operated callbox in the passage of Rustenburg House. Please provide your daughter with a labelled phone card for occasions when she might need to contact you. Girls may not phone home for items they have forgotten. The phone may only be used after the teacher has completed a slip. *Sportsline. Cellphones. School rules.*

Planners: a year planner is issued, and each grade compiles a term planner, giving provisional dates. Please display these in a prominent place and add further dates as announced.

Playground: Each grade has an allocated area. Teachers walk around during break on a roster basis.

PTA: This assists the school in fundraising, catering etc. All parents are automatically members. Each class has a representative, chosen at the beginning of the year, to serve on the committee, and each grade has a representative on the executive committee.

Rainy weather: If it is raining before school, a notice will be placed on the door of each block and girls may go to their classrooms and wait there quietly. Your daughter should bring a spare pair of dry socks when the weather is wet. Wellington boots may be worn when coming to or leaving school. Only regulation raincoats may be worn.

Reading: We encourage all families to ensure there is time set aside every day for reading, in English and Afrikaans, and that their daughters have access, through the school and/or public libraries to good, age-appropriate reading material.

Recycling: We collect newspaper and any paper or cardboard (not corrugated cardboard). Clean polystyrene, margarine, yogurt or ice-cream tubs or similar, other than ones that contained meat, can be placed in the box at the cookery room door. Other recycling drives are held from time to time.

Reply slips: When these are sent out, please return them to school as soon as possible.

Reports: Reports are issued to the girls at the end of each term. They will be held over till the following term if girls are not at school but will be posted to those not at school at the end of the year. *Assessments, Letters.*

Rustenburg Girls' High School: Progression to our senior school is not automatic. Applications need to be submitted early in the Gr7 year. Interviews are held in April/May.

School hours: See front cover. Mornings: teaching staff are on duty from 07:45. While the gates are open from 7, we do not encourage parents to drop off young children that early. Should you need to get to work early, please make arrangements to drop your child with someone who will bring her to school. Pupils must be collected within an hour of the school day finishing, or 30mins after extra-mural activities at school or elsewhere, or 15mins at *Grotto*. If you need to notify your daughter of late changes to arrangements for fetching her, please be sure to do so before 10:30 by sending a fax to 021 686 7106 or hand-delivering a letter, stating her name and class. All reasonable efforts will be made to deliver those messages to the class teacher with minimal disruption to the academic programme. After 10:30 any changes to the original arrangement must be made with the person fetching her.

Security: Please be vigilant when parking in roads around the school. It is unwise to leave doors unlocked or to have valuables such as cellphones within easy reach.

Shoes: If any variation from the regulation style is necessary on medical grounds, a doctor's certificate will need to be sent to the Headmistress before permission to wear an alternative style will be granted. The proposed style will need to be discussed with her before purchase. Please ensure shoe repairs are done during the holidays. *Uniform.*

Sleep: Please insist on age-appropriate bedtimes on Sunday nights and during the week.

Snack break: We encourage girls to have a snack of healthy raw food such as fruit and/or vegetables at about 09:30 to boost brain performance and energy levels.

Sports: Each pupil from Gr3-7 is encouraged to do one summer and one winter sport at school. As per USSASA stipulations, girls who are members of clubs or are coached privately must participate in at least one school practice per week. This qualifies them for inclusion in house and school teams and for consideration for school sports awards. *Extramurals.*

Sportsline: Arrangements regarding the day's sporting events are recorded on our Sportsline message-phone on a daily basis. Phone 021 689 1983 after 13:30. Please do not phone the office for arrangements, as the office staff will not be able to assist you.

Stationery: Each grade has set requirements, which are ordered once a year for delivery at the end of the 4th term so books can be covered by the start of the year. Should your daughter start at Rustenburg during the course of the year, please see the assistant bursar.

Sunhats in our regulation styles are compulsory for breaks and outdoor activities during the summer terms. We encourage all girls to use sunscreen regularly.

Supervised homework is available in the library for Gr5-7 on one or more days from Mondays to Thursdays from 15:30-17:30, on a regular or ad hoc daily pre-paid basis. *Friday Fun* is run on Fridays from 13:00-17:30 on the same basis. Send a letter to the Deputy to ask for details and costs or see the *Newsletter* from time to time.

Swimming is part of our Life Orientation curriculum. It is our aim that every pupil should learn to swim and be water-safe. All pupils are required, as part of the Life Orientation curriculum, to attend swimming lessons unless they have a medical condition that precludes regular swimming, supported by a medical certificate. For an occasional reason not to swim an excuse note must be brought.

Tests: These will be sent home from time to time, and must be signed by a parent that same day, so they can be aware of the level at which their daughter is performing and can organise for intervention when necessary, in consultation with the teacher. Tests cannot be re-scheduled to accommodate dancing school or other non-school activities.

Textbooks/Readers: These are lent by the school for a period of time and must be treated with care, or they will be replaced at your expense.

Trauma/Problems at home: Please advise the school should some problem occur in the family. Details given will be treated confidentially. Our clinical social worker provides short-term counselling. Should she consider long-term counselling appropriate, you will be contacted and suggestions as to a suitable person will be provided.

Uniform: At the change of seasons, a period of overlap is generally given when either uniform may be worn. See the *newsletter*. Please ensure that your daughter's uniform is kept in good order, laundered frequently and shoes polished, and that items she has outgrown or are no longer in good condition are replaced. Belts must fit in the waist and not rest on the hips: the button can be moved as needed. Girls not correctly and neatly dressed will not be allowed to accompany their class on outings. When leaving the school grounds, either full school or sport uniform must be worn. This applies at any time when school uniform is worn outside the school grounds. At no time may girls leave school, including Grotto, without shoes on, or in bathing costumes or leotards. Unless the girls are otherwise informed, school uniform is worn to all day and evening functions. Sports and gym uniform need to allow sufficient space for easy movement. Incorrect items are liable to be confiscated. *School rules, Clothing Shop, Uniform list (at end of booklet)*.

Valuables: We cannot be held responsible for the loss or damage of valuable items. We suggest parents have their daughter's name engraved on the back of her watch, if worn.

MISSION STATEMENT

Our motto: ***Palnam qui meruit ferat:*** Let the one who deserves it have the honour.

At Rustenburg we

- Behave in such a way as to always uphold the honour and traditions of our school wherever we may be.
- Strive for excellence in all that we do.
- Honour our commitments.
- Are responsible for our own actions and accept the consequences.
- Stand up for what is right and true.
- Respect others by being polite, caring, helpful, friendly and tolerant, never ridiculing, bullying, teasing or rejecting those who are different from ourselves.
- Respect our environment.
- Practise good sportsmanship.
- Reach out to our community to help those who are less privileged than we are.

CODE OF CONDUCT AND SCHOOL RULES

- Rustenburg girls are expected to be well-behaved, polite and courteous at all times.
- Girls must respect the beliefs, culture, rights, property and privacy of others.
- No racist, discriminatory or inappropriate language may be used. Bullying will not be tolerated.
- The learning activity of a learner may not be disrupted by another learner at any time.
- Possession or use of dangerous objects, illegal substances, alcohol or cigarettes is prohibited.
- Cheating in class work, homework, any test or exam is forbidden. Girls may not copy or borrow another girl's work. Plagiarism is forbidden.
- No notes may be written by one learner to another in class.
- No girl may leave the school grounds without the permission of the Headmistress or Deputy.
- Truancy from class is not allowed.
- Girls in uniform may not visit shops unless accompanied by their parents or with the permission of the Headmistress or Deputy.
- No girl may be in the buildings outside class time unless a teacher is present or by arrangement.
- Girls must wait inside the school grounds while waiting to be fetched after school.
- Girls may not play in or walk through the car park or other out-of-bounds areas at any time.
- Girls may not walk to or from Grotto, the UCT fields or other venues unless accompanied by a teacher or coach, or another adult by arrangement.
- Girls must walk quietly, in single file, and keep left in the school buildings.
- Girls must keep the school free of litter. Toilets must be properly and hygienically used.
- No food may be taken into the library, computer room or hall or eaten in the passages.
- Girls may not chew gum while on school premises, in school uniform or on any school activity.
- Girls are expected to be dressed neatly in the regulation school uniform, at all times. All items of clothing and equipment must be clearly marked. No clothing may be borrowed or lent.
- School uniform must be worn to all school functions, including those held out of school hours unless otherwise advised. Regulation bags are required and these must be taken on outings.
- After sport, girls must dress in full uniform or full regulation sports clothes before leaving the grounds. Only tackies may be worn on the tennis courts at any time, not school shoes.
- Regulation sunhats are to be worn during terms 1 and 4 when outside.
- No jewellery other than a watch or 1 set of small plain gold or silver stud earrings may be worn.
- No nail varnish may be worn except nail colouring for religious reasons with permission.
- Hair touching the collar or long fringes must be tied back with navy accessories. The dyeing of hair is not permitted.
- The school day begins at 07:50. Girls must be at their lines by this time.
- After any absence from school a note of explanation must be addressed to the Headmistress.
- Girls unable to attend a match, a practice or any other extramural activity must excuse themselves by bringing a note to the teacher concerned first thing in the morning.
- Cell-phones, music devices etc. may not be brought to school unless prior permission has been granted by the Headmistress following a letter from the parents, and must be handed to the teacher by 08:00.

UNIFORM LIST

Buggy Boutique hours: Monday – Friday: 07:30 – 08:00; Thursday: 13:00 – 15:00

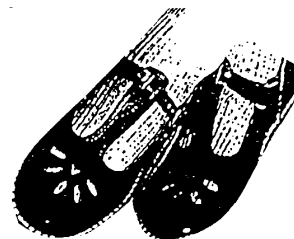
January: the two days before term starts: 10:00 – 12:00

Phone: see front cover

Grade R girls have a different uniform list, which is in the Grade R booklet

@: Available new only from School and Leisure

All other items, new and second-hand, from Buggy Boutique



Summer:

@Rustenburg blue dress

Blue Rustybug or regulation panties

Short white socks

Navy blue (till 2011) or black regulation shoes: See picture

Navy blue cardigan, v-necked

Regulation swimming costume and regulation blue cap, plus towel

Blue school sun hat/cap

Winter:

@Navy blue regulation pleated skirt

Blue Rustybug or regulation panties

@Regulation blue shirt with pointed collar

Regulation school tie (Gr4-7)

Regulation grey ribbed socks, or grey tights (see box)

Regulation shoes: See picture

Navy blue cardigan, v-necked

Navy or traffic orange raincoat, full-length

OPTIONAL: During winter while at school Gr1-3 girls may wear regulation tracksuit pants, with regulation shirt and jersey (not coats or blazers), grey socks and regulation shoes, but must wear the official uniform winter skirt coming to and going home from school.
Gr1-7: Regulation grey tights, only available from our clothing shop at school.

General:

Navy regulation tog bag. GrR-3: Draw-string, Gr4-7: senior tog bag

Phys Ed: Navy blue regulation sports shorts

Phys Ed: Royal blue regulation gym shirt. Used on outings when applicable.

Phys Ed: Regulation House T-shirt where applicable. May be used for all sports practices

@Regulation blazer (optional): Gr1-7

Regulation coat (optional): Gr1-7, only worn with winter uniform

Regulation art smock: GrR-7

Regulation cookery apron: Gr4-6

Regulation tracksuit: This may only be worn as part of the sport uniform or on designated days. It is worn with sports shoes/trainers that are predominantly white.

Bags: All available only from our Clothing Shop. Lunch (may be regulation cooler bag), art, GrR-7

Book/Library bag, chair (GrR-2). Regulation satchel (Gr3-7 only)

Navy hair accessories, if worn

Sport:

1st teams tennis, netball and hockey: regulation dress.

Aerobics/ball skills: Regulation gym shorts and gym shirt, regulation white socks and white tackies.

Cross Country: Practices: PE shorts and PE top or blue regulation vest, white socks and tackies.

Races: Blue regulation Cross Country vest and PE shorts, white socks and tackies.

Hockey: Practices: Skorts or PE shorts with PE top, long socks.

Matches: PE top with skorts, hockey socks. Shin guards and gum guards are compulsory.

Netball: Practices: Skorts or PE shorts or tracksuit with PE top, white socks. Matches: U10-U13: PE top with skort, white socks. No secret socks.

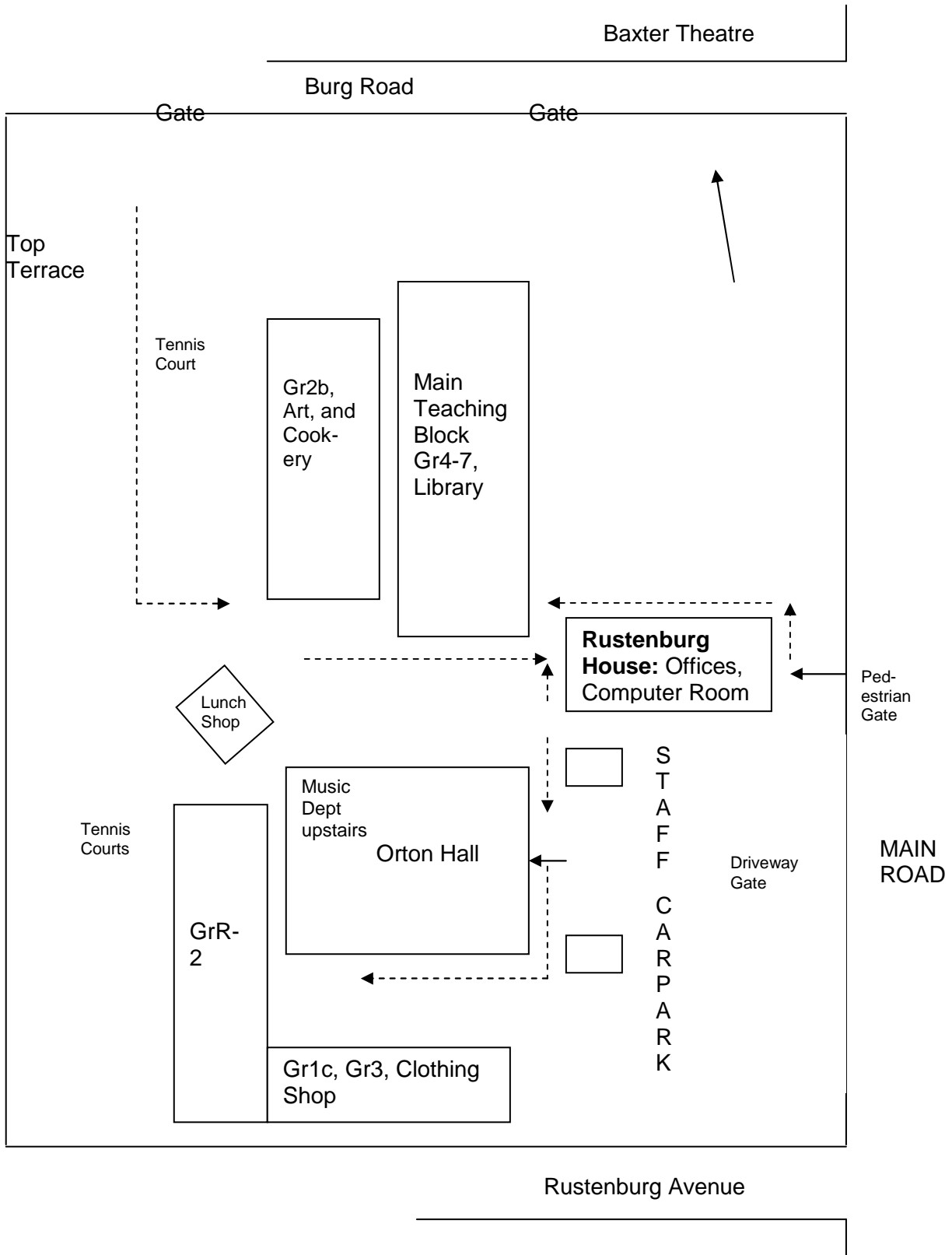
Swimming and diving: School costume, cap, school slip-on slops. Swimmers arrive and leave in school uniform or PE clothes or school tracksuit with slops or tackies.

Tennis: Practices: PE top and shorts or skort, white socks and tackies.

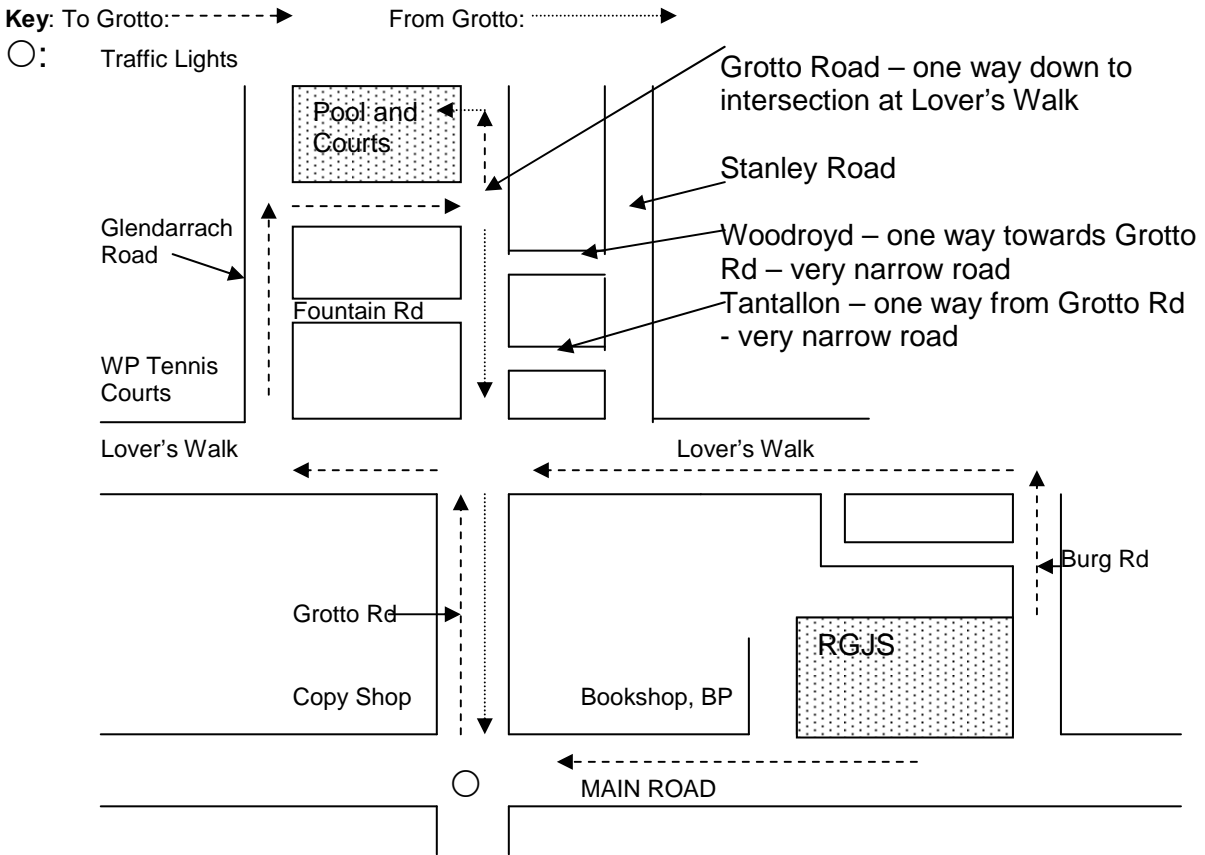
Matches: White sports shirt, skort, white socks, school sun visor. No secret socks.

Topshots Tennis: Regulation gym shorts and gym shirt, regulation white socks and white tackies.

LAYOUT OF SCHOOL: NOT TO SCALE



DIRECTIONS TO GROTTO: NOT TO SCALE



DIRECTIONS TO RUSTENBURG GIRLS' HIGH SCHOOL: NOT TO SCALE

